

2018-2021



lawson state community college **STUDENT CATALOG & HANDBOOK**

Academic Affairs
2018-12-20 19:43:05

Welcome to the 2018-2021 Student Catalog & Handbook. To peruse this document with ease, click on the Bookmarks tab (top right or top left, depending on your browser). In doing so, this will display the Table of Contents page. Click on any link to display a page. Click on [+] symbol to expand listings and the [-]



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STUDENT CATALOG &
HANDBOOK

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Important NOTE--Revision:
Any references to the Alabama State Board of Education should now reference the Alabama Community College System (Board of Trustees). References to the Department of Post-Secondary should now reference the Alabama Community College System (ACCS) Office.



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

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



President's Message

Welcome to Lawson State Community College!

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

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

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

Sincerely,

Perry W. Ward

Perry W. Ward, Ph.D.
President



NON-DISCRIMINATION POLICY

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

Lawson State Community College also prohibits discrimination due to ethnic origin, marital status, parental status, economic status, sexual orientation, gender identity, genetic information, citizenship, veteran status or disability, reasonable accommodations or any other protected class as defined by federal and state law. The college has zero tolerance for harassment, retaliation, violence, physical bullying, cyber-bullying, and hazing.

This nondiscrimination policy covers employment, admissions, training, organization affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended in 2008. Inquiries regarding compliance with these statutes may be directed to the Dean of Students (205-929-6361) or the Director of Human Resources (205-929-6313).



ACCREDITATIONS

LAWSON STATE COMMUNITY COLLEGE



STUDENT CATALOG AND HANDBOOK 2018-2021

Birmingham Campus Address Lawson State Community College 3060 Wilson Road, SW Birmingham, AL 35221 205.929.2515	Bessemer Campus Address Lawson State Community College 1100 Ninth Avenue SW Bessemer, AL 35022 205.929.2515
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ACCREDITATIONS

T. A. Lawson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees 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 T.A. Lawson State Community College.

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

OTHER ACCREDITING AGENCIES

Air Conditioning and Refrigeration	National HVAC Excellence
Automotive Continuing Education Classes	Continuing Automotive Service Education (CASE)
Automotive Service Program	National Automotive Technicians Educational Foundation (NATEF)
Automotive Technician Program	National Automotive Technicians Educational Foundation (NATEF)
Business and Information Technologies Program	Accreditation Council for Business Schools and Programs (ACBSP)
Dental Assisting Program	American Dental Associations (ADA) through the Council on Dental Accreditation (CODA)
Nursing Programs	Approved by the Alabama Board of Nursing (ABN) and accredited by the Accreditation Commission for Education in Nursing (ACEN)
Medium and Heavy Truck Technician	National Automotive Technicians Educational Foundation (NATEF)
Welding Program	American Welding Society (AWS)



ABOUT LAWSON STATE



Mission Statement:

Lawson State Community College provides affordable and accessible quality educational opportunities, promotes economic growth, and enhances the quality of life for the diverse communities it serves. Through varied instructional modes and lifelong learning opportunities, the College prepares students for gainful employment, career advancement, college transfer, and workforce development.

*Approved by: The Administrative Cabinet--- August 8, 2017
; Approved by: The Alabama Community College System
Board of Trustees---November 8, 2017*

4 Core Values:

CV#1: Student Success:

Recruitment, Persistence, Graduation, Career Development

CV#2: Excellence:

Leadership, Instruction, Processes, Customer Service

CV#3: Innovation:

Technologies, Creativity, Curriculum, Community Development, Partnerships

CV#4: Integrity:

Stewardship, Accountability, Ethical Practices

Institutional Goals 2017-2022



Goal 1: Develop a student-centered instructional program that is focused on heightened engagement, innovative technologies, and varied modes of delivery

Strategies:

1. Student satisfaction in the teaching and learning environment.
2. Student perception of academic support services.
3. Effective faculty development resources.
4. Student perception of student engagement.
5. Curriculum modification.
6. Student satisfaction in the teaching and learning environment.

GOAL 2: Develop and implement a comprehensive and strategic approach to student success, enrollment, persistence and completion

Strategies:

1. Implementation of a strategic recruitment and admissions process.
2. Institutional retention rates, as measured by IPEDS, comparable to or above other system colleges.
3. Implementation of a strategic retention and persistence plan.
4. Intrusive advising.
5. First to second-semester retention rates.
6. SPACE Center usage results.
7. Success of developmental courses as preparation for college-level work.
8. Transfer rates.
9. Graduation rates.
10. Job placement rates.
11. Credential achievement.
12. Student satisfaction with student support services.

Goal 3: Optimize the use of current and emerging technologies to enhance processes and improve services college-wide.**Strategies:**

1. Comprehensive academic and administrative computing services.
 2. Procurement and utilization of state-of-the-art technologies.
 3. Professional development and technical support.
 4. Faculty and staff resources reflective of current and emerging trends.
-

Goal 4: Foster an atmosphere where students feel connected to the College in a personal way**Strategies:**

1. Quality-engagement student activities.
 2. Freshman Academy and advising.
 3. Student perception of college environment.
 4. World-class customer service college-wide.
 5. Training of faculty and staff.
 6. Online support of student engagement.
-

Goal 5: Ensure that the institution has a sound financial base and demonstrates financial stability**Strategies:**

1. Positive fund balance.
 2. Cost per FTE in comparison to other community colleges.
 3. External reviews by accrediting bodies.
 4. Resource allocations for planned growth and change.
 5. Calculate composite financial index.
 6. Compliance reviews and ethics training.
-

Goal 6: Provide optimal facilities that are safe and support educational programs and administrative services**Strategies:**

1. Student satisfaction with college facility.
 2. Clean safe, secure and accessible teaching, learning and living environments.
 3. Current facility master plan kept up-to-date.
 4. Up-to-date emergency operational plans and procedures.
 5. Communication, utilization, and implementation of the safety operational plans and procedures.
-

Goal 7: Align, create and provide economic and workforce development opportunities based on current and emerging trends**Strategies:**

1. Alternative funding resources.
 2. Customer satisfaction survey.
 3. Provide innovative and relevant training opportunities.
 4. Partnership development and engagement.
-

Goal 8: Engage the community in college initiatives, programs and services**Strategies:**

1. Community events that reflect the various cultures.
 2. One Stop Community Center.
 3. Community partnerships.
 4. Community service activities.
 5. Advisory Boards.
 6. Alumni outreach.
 7. Access to campus facilities.
-



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

SLO #1: Communicate Effectively

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

SLO #2: Reason Quantitatively

(apply mathematical principles to address and solve problems)

SLO#3: Think Critically

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

SLO#4: Develop Information and Visual Literacy

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



LAWSON'S HISTORY

T. A. 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 in the city of Birmingham and the other in the city of Bessemer. Lawson State serves students from the entire area of Jefferson County and surrounding counties.

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, 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 technician programs.

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 and Ready-to-Work and truck driving simulations.

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 The Alabama Center for Automotive Excellence 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, Plant Operations and Security.

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

Lawson State Community College is located in the southwest section of Birmingham, Alabama. The campus is readily accessible to students via Interstate 1-59/20 W, I-65S and U.S. Highway 11 South.

Lawson State serves students from the entire area of Jefferson and surrounding counties. Lawson State, along with Wenonah High School and Jones Valley School (K-8), 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. It houses the athletic complex, including a weight room and pool.

Academic (Building B) is comprised of the Department of Humanities, Department of Social Sciences, Department of English and Languages, Department of Natural Sciences, and the STEM lab.

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

Library (Building D) is comprised of the Learning Resource Center which contains the College's main library, Thelma Catlin Auditorium, special collections, and the Ebony computer lab. The Department of Developmental Education is also housed in this area as well as the Center for Teaching Excellence and Learning (CTEL) and Academic Affairs.

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 Services, the Human Resources Office and the Business Office.

The Student Success Center is comprised of the Office of Student Services, SPACE Center (Student Success Lab); Testing Center, Financial Aid Services, Cashier, Records Office, Admissions Office, Learning Support Labs, ADA Services, Study Quads, Vice President for Students Services Office, Associate and/or Assistant Dean of Students Office, Student Activities Director's Office, Advising Center, Counselors, Bookstore, Safety and Security, Cafeteria, Campus Police, 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, the Swift App Development Labs, a copy center, mail room, Teleconferencing Room, Assistant Learning Technology, Executive Meeting Hall, 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.

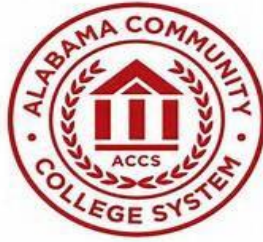
A.G. Gaston Administration Building is comprised of programs within the Department of Career/Technical Education to include: Cosmetology, Barbering, and Culinary Arts.

Shop Buildings #1 and #2 are original buildings which contain various programs and services such as the 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 and the plumbing program.

Web Campus is comprised of Lawson State's eCollege program courses. Students take classes via distance education means. The Web Campus supports the online Business program and all subsequent General Education courses that fall under that program.

For more information about campus locations, visit Lawson's website at www.lawsonstate.edu



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INSTRUCTIONAL PROGRAMS (OVERVIEW)

INSTRUCTIONAL SERVICES



DR. BRUCE CRAWFORD,
Vice President for Instructional Services

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

ACADEMIC AWARDS

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

Placement in college level English and math courses depends upon placement. Placement is determined by either a score of 17+ on the ACT, a high school GPA (of 2.75 or higher along with passing grade of "C" or higher in English IV or Algebra II) or via placement tests results (Accuplacer). Placement in developmental level courses may be required to encourage student success. Placement in developmental courses requires a lab component as well.

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 or change his/her major.

CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

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

DEGREE OFFERINGS

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

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

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

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

**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)
- Pre-professional courses (14-18)

Total Semester Transfer Hours (60-64)

**ASSOCIATE IN APPLIED SCIENCE AND
 ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES**
(Degrees range from 60-76 hours)

General Studies Requirements

- Area I: Written Composition (3 credits)
 - Area II: Humanities and Fine Arts (6 credits)
 - Area III: Natural Science and Mathematics (7-*15 credits)
 - Area IV: Social and Behavioral Science (3-*6 credits)
 - Area V: Pre-Professional Electives (*0-5)
- *Indicates specific requirement for nursing only.

Total General Studies Courses (24-30)**Field of Concentration Courses (36-46)****Total Credits (60-76)**

- ORI 101 is a prerequisite for this degree.
- WorkKeys pre-assessment is required.

NOTE: CIS130 or higher CIS course and PED courses are not included in the requirements for AAS Nursing. Provisions are made for students to document these competencies by other means. Nursing requires 30 General Education credits.

CERTIFICATE PROGRAMS (CER)*(Not to Exceed 59 Hours)***General Studies Courses**

- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100 (3)
- COM 100 or ENG 101 (3)
- SPC 100 or SPH 107 (3)

Total General Studies Courses (12)**Field of Concentration Courses 30-47****Total Credits (42-59)**

- ORI 101 is a prerequisite for this degree.
- WorkKeys pre-assessment is required.

SHORT CERTIFICATE PROGRAMS (STC)*(Not to exceed 29 Hours)***General Studies Courses**

- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100
- COM 100 or ENG 101
- SPC 100 or SPH 107
- WKO 107

Total General Studies Courses (6)**Field of Concentration Courses (18-20)****Total Credits 24-29**

- ORI 101 is a prerequisite for this certificate
- WorkKeys pre-assessment is required.

Industry Certificates

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

GENERAL EDUCATION

General Education is designed to develop informed, creative and disciplined minds. It focuses on undergraduate studies and is structured around four 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.

GENERAL EDUCATION SLO's (Student Learning Outcomes)

There are four General Education Student Learning Outcomes/Goals set within the General Education program.

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).

GENERAL EDUCATION DESIGN

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

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

Associate in Arts and Associate in Sciences — 49 hours
 Associate in Applied Science — 24-30 hours
 Associate in Occupational Technologies — 24 hours

The General Education Course Criteria are listed below.

1. General Education courses 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 introduce creativity as a process and present examples.
3. General Education considers questions of ethical values.

4. General Education courses 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 provide opportunities for students to use computers for word processing, database spreadsheets and graphics.
7. General Education courses require at least one substantive written paper, oral report, or course journal.
8. General Education courses require specific assignments which necessitate use of library resources.
9. General Education courses foster awareness of the common elements among disciplines and the interconnectedness of disciplines.

General Studies offers a variety of *Areas of Concentrations* 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**.

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

UNDERSTANDING GENERAL STUDIES AREAS

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

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

AREA I - Written Composition

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

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

Area I Course Selections:

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

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II - Humanities and Fine Arts

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

AA or AS Degrees: 12 credit hours

AOT: 6 credit hours

AAS: 6 credit hours

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

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

Area II Course Selections:

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

Area II – English, Humanities & Fine Arts Options

SPH 107	Fund. of Public Speaking	3
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IMPORTANT NOTE (for AA & AS degrees): Students must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

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 Area II credits from the listing below.*

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

AREA III - Natural Sciences and Mathematics

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

*Students must refer to their specific degree plan and/or STARS Guide to determine which math class is. Some mathematics courses are offered for 4 semester credit hours. Only minimum semester requirements are indicated.

AA or AS Degrees: 11 credit hours

AOT: 7 credit hours

AAS: 7-15 credit hours

*Nursing requires 15 credits under Area III

Area III Course Selections: Natural Science or Mathematics

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

Natural Sciences (Options):

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
PHY 213	General Physics I with Calculus and	
PHY 214	General Physics II with Calculus/OR	8
CHM221	Organic Chemistry	
CHM222	Organic Chemistry II	8

Mathematics (Options):

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
MTH 265	Elementary Statistics	3
MTH250	Discrete Mathematics	3
MTH270	Probability & Statistics	3

AREA IV- History, Social, and Behavioral Sciences

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

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

AA or AS Degrees: 12 credit hours

AOT: 3 credit hours

AAS: 3-6 credit hours

*Nursing requires 6 credits under Area IV

Area IV Course Selections:

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

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 for AS and AA degrees and 8 for AOT and AAS degrees.*

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

AREA V - Pre-Professional, Major, and Elective Courses

Area V is designated for courses appropriate to the degree/discipline/major requirements that each unique student must satisfy for their specific award or concentration (it may also include electives*). Depending on the degree, Area V requirements differ. There are common Area V General Education courses (listed below) that fall under General Studies to include CIS146 (Microcomputer Applications, 3 credits); and PED (Physical Education, 2 credits). AA and AS Degrees that require more General Education courses require an additional 3 credit General Education course. AA and AS degrees require 8 credits of General Education courses and AAS and AOT degrees require 5 credits of General Education courses under Area V.

All other courses required under Area V must be satisfied based on the students area of concentration/discipline to meet graduation completion requirements.

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

AA or AS Degrees: 8 credit hours

AOT: 5 credit hours

AAS: *0-5 credit hours

*Nursing does not require any General Education elective credits under Area V

Area V Course Selections:

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

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2

For AA and AS Degrees (Total General Education Requirements)

Associate in Arts and Associate in Sciences — 49 GE hours
 Associate in Applied Science — 24-30 GE hours
 Associate in Occupational Technologies — 24 GE hours

Degree Completion Requirements (for AS and AA degree additional requirements could continue to fall under General Studies course classifications).

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

AAS degrees have 24-30 General Education credit requirements, but students need 60-76 credits to graduate overall. . See Area V (within the specific degree plan) for additional pre-professional, major and elective courses.

AOT degrees have 24 General Education credit requirements, but students need 70-76 credits to graduate. See Area V (within the specific degree plan) for additional pre-professional, major and elective courses.

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

ACADEMIC AFFAIRS & COLLEGE TRANSFER



DR. SHERRI C. DAVIS, ACADEMIC DEAN

**DR. KARL PRUITT, ASSOCIATE DEAN,
COLLEGE TRANSFER**

**DR. SHELIA MARABLE, ASSOCIATE DEAN,
HEALTH PROFESSIONS**

**MRS. JULIE KENNEDY, DIRECTOR
LIBRARY & MEDIA SERVICES**

DEPARTMENT CHAIRS, COORDINATORS & DIRECTORS:

DR. THERESA RAY-CONNELL, PROGRAM DIRECTOR
DENTAL ASSISTING PROGRAM

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

DR. SHERRI DAVIS, DIRECTOR
DEVELOPMENTAL EDUCATION

MRS. REBECCA DUNCAN, CHAIRPERSON
HUMANITIES AND FINE ARTS

DR. CHARLES FOWLER, CHAIRPERSON
MATHEMATICS AND DEVELOPMENTAL MATH

MS. VYAVUKA MASI MASI, CHAIRPERSON
LANGUAGES AND LITERATURE

DR. KATRINA SWAIN, CHAIRPERSON
REGISTERED NURSING & LICENSED PRACTICAL NURSING

DR. SHAWANDA THOMAS
CO-DIRECTOR, HONORS COLLEGE

MS. VENITA TUBBS, CHAIRPERSON
SOCIAL AND BEHAVIORAL SCIENCES

DR. TRACEY WILSON, CHAIRPERSON
SCIENCE & PHYSICAL EDUCATION

College Transfer Mission & Outcomes

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

- ✓ The student will be able to read, analyze, and interpret meaning from college level texts—both in poetry and prose.
- ✓ The student will be able to demonstrate mastery of college level mathematics which includes the ability to analyze, reason and problem solve.
- ✓ The student will demonstrate mastery of written communications in the form of essays and research papers. Such mastery should include the student's ability to plan, think (logically), organize and support his or her ideas using Standard English. 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. 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.

GENERAL STUDIES

ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)

General Studies: Areas of Concentration

A

- Advertising
- Agronomy and Soils
- Animal Science
- Applied Math
- Architecture
- Art Education
- Art History
- Art Studio
- Athletic Training

B

- Behavioral Science
- Biology
- Biology Education: Secondary (Middle/High School)
- Biomedical Sciences
- Building Science

C

- Career Technical Education
- Chemistry
- Chemistry Education (Middle/High School)
- Child Development
- Clinical Lab Sciences/Medical Technician
- Communication Studies or Speech
- Consumer Science
- Criminal Justice (General Studies) AS
- Criminal Justice (General Studies) AAS
- Cyber Assurance

D

- Dentistry Track

E

- Economics
- Elementary or Early Childhood Education
- Emergency Management
- Emergency Medical Services
- Engineering (Aerospace) Track
- Engineering (Biomedical) Track
- Engineering (Biosystems) Track
- Engineering (Chemical) Track
- Engineering (Civil) Track
- Engineering (Computer) Track
- Engineering (Computer Science) Track

- Engineering (Electrical) Track
- Engineering (Industrial) Track
- Engineering (Materials) Track
- Engineering (Mechanical) Track
- English
- English/Language Arts Education Middle/High School
- Environmental Design
- Environmental Science
- Exercise Science and Wellness

F

- Family and Consumer Sciences
- Food Science

G

- General Studies
- Geography
- Geography Education Middle/High School
- Global Studies and Human Service
- Graphic Design

H

- Health Education Middle/High School
- Health Informatics
- Health, Recreation, and P.E.
- Health Science
- Health Service Administration
- History
- History Education Middle/High School
- Horticulture
- Hospitality, Sport, and Tourism Management
- Hotel and Restaurant Management
- Human Development and Family Studies
- Human Services

I

- Industrial Design
- Industrial Hygiene
- Information Systems
- Information Technology
- Instructional Design and Performance Improvement
- Integrated Marketing Communications
- Interdisciplinary Arts
- Interior Architecture
- Interior Design

J

- Journalism

K

- Kinesiology

L

- Laboratory Technology
- Law Track

M

- Applied Math Middle/High School
- Mathematics
- Math Middle/High School
- Math Education Middle/High School
- Medicine Track
- Music
- Music Education Middle/High School

N

- Pre-Acceptance Nursing Track 1
- Pre-Acceptance Nursing Track 2
- Nutrition

O

- Occupational Therapy Track
- Office Administration
- Optometry Track
- Osteopathic Medicine Track

P

- Pharmacy Track
- Philosophy
- Physical Education
- Physical Therapy Track
- Physics
- Physics Education Middle/High School
- Political Science
- Professional Health Sciences
- Psychology
- Public Health
- Public Relations
- Public Safety and Health Administration

R

- Radiologic Sciences
- Recreation Leadership
- Rehabilitation and Disability Services
- Rehabilitation
- Respiratory/Cardio Science

S

- Science Education Middle/High School
- Social Science
- Social Studies Education Middle/High School
- Social Work
- Social Work Technician
- Sociology
- Special Education
- Speech Pathology
- Speech Therapy

T

- Telecommunications and Film or Broadcasting
- Theatre

U

- Urban Planning
-

ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)**A**

- Accounting
- Automotive Service Ford **ASSET**
- Automotive Service GM **ASEP**
- Automotive Service Toyota **T-TEN**
- Automated Manufacturing

B

- Building Construction
- Business Administration and Management

C

- Child Development
- Computer Science (Business Education)
- Computer Science (Math)
- Criminal Justice
- Culinary Arts

D

- Drafting and Design Technology
- Diagnostic Medical Sonography (Echo Cardiac)

E

- Electronics

H

- Hospitality Management

M

- Mobility Program Curriculum (LPN to RN)

N

- Nursing (ADN)

O

- Office Administration
- Office Administration (Legal)
- Office Administration (Medical)

S

- Social Work Technician

Degree Listing AAS



Associate in Applied Sciences Degrees & Certificates

Program Listings Vary and are Subject to Change

ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)

A

- Accounting Technology
- Automotive Service Ford Asset
- Automotive Service GM ASEP
- Automotive Service Toyota T-Ten
- Automated Manufacturing

B

- Building Construction
- Business Administration and Management

C

- Child Development
- Computer Science (Business Education)
- Computer Science (General)
- Criminal Justice
- Culinary Arts

D

- Drafting and Design Technology

E

- Electronics Industrial

H

- Hospitality Services Management

M

- Mobility Program Curriculum (LPN to RN)

N

- Nursing (ADN)

O

- Office Administration (General)
- Office Administration (Legal - Paralegal Concentration)
- Office Administration (Medical Billing and Coding Concentration)

S

- Social Work Technician

ASSOCIATE IN APPLIED SCIENCE DEGREES

- Accounting Technology
- Business Administration and Management
- Computer Science – Business
- Computer Science – Math
- Hospitality Management
- Office Administration – General Technology
- Office Administration (Legal - Paralegal Concentration)
- Office Administration (Medical Billing and Coding Concentration)

CERTIFICATES

- Accounting Technology
- Computer Science
- Hospitality Management
- Office Administration – General Technology
- Office Administration (Legal - Paralegal Concentration)
- Office Administration (Medical Billing and Coding Concentration)

SHORT CERTIFICATES

- Banking and Finance
- Computer Science
- Swift Programming / App Development
- Hospitality Management
- Management and Supervision
- Office Administration – General Technology
- Office Administration (Legal - Paralegal Concentration)
- Office Administration (Medical Billing and Coding Concentration)
- Real Estate License (Realty South / Alabama Real Estate Commission)

Industry Certifications

- Cisco (CCNA)
- CompTIA (A+, Security, Networking)
- CertiPort (IC3)
- Microsoft (MOS, MCSE)
- Real Estate License (Realty South / Alabama Real Estate Commission)

CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS



CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

Donald Sledge, Associate Dean of Career Technical Programs

Nancy Wilson, Assistant Dean, Manufacturing and Engineering Technology Center

Tom Berryman, Director, Alabama Center for Automotive Excellence

Pier Wilkerson, Chairperson, Service Careers

Jeff Sweatmon, Chairperson, Construction Careers

Automotive Technology

Automotive Mechanics
Auto Body Repair
Medium/Heavy Truck Technician

Building/Construction Trades

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

Manufacturing Technology and Engineering

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

Occupational Professions

Barbering/Hair Stylist
Culinary Arts
Cosmetology
Nailology
Media Production

CAREER TECHNICAL CERTIFICATES AND AOT OPTIONS

CERTIFICATIONS (CER)

A

- Automated Manufacturing
- Air Conditioning/Refrigeration
- Automotive Mechanics
- Auto Body Repair
- Automated Manufacturing Technology

B

- Barbering Technology
- For Business, See Business Section

C

- Commercial Art & Illustration
- Cosmetology Technology
- Culinary Arts

D

- Drafting Design Technology
- Dental Assistant

E

- Electronics (Industrial)

G

- Graphics and Printing

M

- Medium/Heavy Truck Technician

P

- Practical Nursing

W

- Welding

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY (AOT)

A

- Air Conditioning and Refrigeration
- Automotive Mechanic
- Auto Body Repair

C

- Commercial Art & Illustration

D

- Medium/Heavy Truck Technician

G

- Graphics and Printing

W

- Welding

SHORT CERTIFICATES (STC)

A

- Air Conditioning/Refrigeration
- Auto Body Repair
- Automotive Mechanics

B

- Barbering Technology
- Building Construction

C

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

D

- Drafting and Design Technology

E

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

G

- Geographic Information Systems
- Graphics and Printing

I

- Industrial Maintenance Technology

M

- Medium/Heavy Truck Technician
- Machine Tool
- Management and Supervision
- Media Production

N

- Nail Care Technology
- Nurse Assistant/Home Health Aide

P

- Plumbing and Pipe Fitting
- Pharmacy Technician

R

- Real Estate

W

- Welding

HEALTH PROFESSIONS



Dr. Shelia Marable, Associate Dean of Health Professions Programs

Dr. Katrina Swain, Chairperson, RN & PN Programs

Dr. Theresa Ray-Connell, Director, Dental Programs

HEALTH PROFESSIONS PROGRAMS:

- Diagnostic Medical Sonography
- Dental Assistant
- Emergency Medical Service (EMS)
- Home Health Aide
- Licensed Practical Nurse (LPN)
- Nursing Assistance
- Nursing – ADN. (Registered Nurse)
- Nursing – Mobility Program
- Pharmacy Technician
- Phlebotomy (Contact Workforce Dev.)



**BUSINESS & INFORMATION
TECHNOLOGIES
(DEGREE PLANS)**

**THE DIVISION OF
BUSINESS AND INFORMATION TECHNOLOGIES
CERTIFICATES AND DEGREES**

Online Degrees - AA

- Business Administration
- Business Education

TRADITIONAL / HYBRID / ONLINE COURSES

Associate in Arts Degrees - AA

- Business Education
- Business Administration

Associate in Applied Science Degrees - AAS

- Accounting Technology
- Business Administration and Management
- Computer Science – Business Education
- Computer Science – General / Math
- Hospitality Services Management
- Office Administration
- Legal Office Administration (Paralegal Concentration)
- Medical Office Administration – (Medical Coding / Billing)

Certificates

- Accounting Technology
- Computer Science
- Hospitality Services Management
- Office Administration
- Legal Office Administration (Paralegal Concentration)
- Medical Office Administration – (Medical Coding / Billing)

Short Certificates

- Accounting Technology
- Computer Science Tracks
 - Microcomputer Applications
 - App Development Using Swift
 - Desktop Support Technician
 - Programming
 - Networking
 - Web Technologies
- Management and Supervision
- Hospitality Services Management
- Office Administration
- Legal Office Administration (Paralegal Concentration)
- Medical Office Administration (Medical Coding/Billing Concentration)
- Real Estate

Industry Certifications

- CertiPort - App Development Using Swift
- Cisco
- CompTIA
 - A+
 - Network +
 - Security +
- Microsoft - MOS
- CertiPort - IC3
- Medical Billing - CBCS
- Medical Coding - CPC
- Real Estate

MISSION: The mission of the Business and Information Technologies Division is to provide a superior values-laden education that motivates and enables our students to become effective and socially responsible business leaders. We strive to provide a diverse student body with an education that creates highly productive professionals who are ethical, entrepreneurial (profit and nonprofit), and prepared to succeed in corporate, government, and the global economy.

The Division achieves this through excellence in teaching, research, service, and engagement with the business community and other stakeholders. The student experience is distinguished by leadership training, teamwork, personal attention, and appreciation of the civic and social responsibility of business leaders.

The mission places the highest priority on teaching, which is predominately delivered by full-time faculty members with the appropriate degree, as well as scholarship and service, and seeks to:

- Provide students with skills that will allow them to matriculate successfully to a four-year institution.
- Provide programs that meet the special needs of the community.
- Promote learning through the continuous enhancement of the curriculum and its delivery.
- Encourage the development of professional competencies, attitudes, and ethics among students and faculty.
- Acknowledge the effects of increasing globalization, technological advancements, and diversity in workplaces.
- Support the professional development and renewal of the faculty.
- Encourage meaningful contributions to our academic, professional, and local communities through outreach and service.

VISION: The Business and Information Technologies Division's vision is to empower students from diverse backgrounds to become productive and ethical business professionals who are among the best in the world. The Division offers:

- 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).
- On-the-job training through the Division's Internship Program so students can gain work experience before they graduate.
- Various areas of training to business and industry and the community.

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

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

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

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

The Associate of Applied Science Degrees entails hands-on experiences and affords each student the opportunity have an understanding of real-life experiences through internships/co-ops.

The Division's mission and objectives reflect the application of Lawson State's overall mission to the field of Business. The Division specializes 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 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 to become marketable.

ONLINE DEGREES OFFERED BUSINESS AND INFORMATION TECHNOLOGIES DIVISION



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

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

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

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

Dr. Alice Tyler Milton
Associate Dean
205.929.6351

Get Started Today!

BUSINESS AND INFORMATION TECHNOLOGIES AA DEGREES - Associate in Arts Degrees

AREA I – WRITTEN COMPOSITION - 6

- ENG 101 English Composition I
- ENG 102 English Composition II

AREA II – HUMANITIES/ FINE ARTS - 12

Humanities

- ART 100 - Art Appreciation
- MUS 101 - Music Appreciation
- HUM 100 - Introduction to Humanities
- SPH 107 - Fundamentals of Public Speaking
- Foreign Language Courses
- Religion Courses

Fine Arts Requirements

6 Hours required for AA Degree if only 3 hours in History

- ENG 251 / 252 - American Literature I & II
- ENG 261 / 262 - English Literature I & II
- ENG 271 / 272 - World Literature I & II

AREA III – NATURAL SCIENCE & MATH - 11

Natural Science Requirements

- BIO 101 - General Biology I W/Lab
- BIO 102 - General Biology II W/Lab
- BIO 103 - Principles of Biology I W/Lab
- BIO 104 - Principles of Biology II W/Lab
- BIO 201 - Human Anatomy & Physiology I *
- BIO 202 - Human Anatomy & Physiology II *
- CHM 104 - Intro to Inorganic Chemistry I W/Lab
- CHM 105 - Intro to Inorganic Chemistry II W/Lab
- CHM 111 - College Chemistry I W/Lab

NOTE: *REQUIRED FOR Office Admin/Medical Program

Mathematics Requirements (Choose One)

- MTH 110 - Finite Mathematics
- MTH 112 - Pre-Calculus Algebra
- MTH 113 - Pre-Calculus Trigonometry

NOTE: Check STARS for the Math Course

AREA IV – HISTORY/ SOC BEH SCIENCES - 12

History

6 Hours required for AA Degree if only 3 hours in Literature

- HIS 101 / 102 - History of Western Civilization I & II
- HIS 201 / 202 - United States History I & II

Social, and Behavioral Sciences Requirements

- ECO 231 - Principles of Economics I **
- ECO 232 - Principles of Economics II **
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

NOTE: **ECO Courses REQUIRED for Business Degrees

AREA V - PRE-PROF/MAJOR COURSES - 21

Please review your Business and Information Technologies' degrees (Business Administration & Business Education) for Area V courses (Includes CIS 146 and 2 PED courses)

BUSINESS AND INFORMATION TECHNOLOGIES DEGREES (AAS) AND CERTIFICATES

Associate in Applied Science Degrees Certificates and Short Certificates

AREA I – WRITTEN COMPOSITION – 3

- ENG 101 English Composition I

AREA II – HUMANITIES/ FINE ARTS – 6

Humanities

- ART 100 - Art Appreciation
- MUS 101 - Music Appreciation
- HUM 100 - Introduction to Humanities
- SPH 107 - Fundamentals of Public Speaking
- Foreign Language Courses
- Religion Courses

AREA III – NATURAL SCIENCE & MATH – 7-10

Short Certificate = 8 Hours of Natural Science – MDS Degree

Natural Science Requirements

- BIO 101 - General Biology I W/Lab
- BIO 102 - General Biology II W/Lab
- BIO 103 - Principles of Biology I W/Lab
- BIO 104 - Principles of Biology II W/Lab
- BIO 201 - Human Anatomy & Physiology I *
- BIO 202 - Human Anatomy & Physiology II *
- CHM 104 - Intro to Inorganic Chemistry I W/Lab
- CHM 105 - Intro to Inorganic Chemistry II W/Lab
- CHM 111 - College Chemistry I W/Lab

Mathematics Requirements (Choose One)

- MTH 100 - Intermediate Algebra
- MTH 110 - Finite Mathematics
- MTH 112 - Pre-Calculus Algebra
- MTH 113 - Pre-Calculus Trigonometry

NOTE: Check STARS for the Math Course

AREA IV – HISTORY/ SOC BEH SCIENCES – 3

History

- HIS 101 - History of Western Civilization I
- HIS 102 - History of Western Civilization II
- HIS 201 - United States History I
- HIS 202 - United States History II

Social, and Behavioral Sciences Requirements

- ECO 231 - Principles of Economics I
- ECO 232 - Principles of Economics II
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

AREA V - PRE-PROF/MAJOR COURSES - 21

Please review your Business and Information Technologies' degrees (Accounting, Business Management, Computer Science, Office Administration), Business Administration & Business Education) for Area V courses (Includes CIS 146 and 2 PED courses)

AREA V - PRE-PROF/MAJOR COURSES – 35-41

Electives: Business and Information Technologies Department

Computerized Accounting Requirements/Electives

- ACC 129 - Individual Income Taxes
- ACC 149 - Intro to Accounting Spreadsheets
- ACC 150 - Computerized General Ledger
- BUS 246 - Accounting on the Microcomputer
- NOTE: BUS 271 or BUS 272 will substitute

Hospitality Management Electives

- HSM 133 Hospitality Field Experience II 3
- HSM 234 Planning/Dev of Leisure Prog/Fes. 3
- HSM 265 Planning/Development of Tourism 3
- HSM 270 Planning/Mgmt of Sports Tourism and Events 3

Management Requirements/Electives

- BUS 275 - Principles of Management
- BUS 276 - Human Resource Management
- BUS 279 - Small Business Management
- HSM 111 - Orientation to Hospitality Management
- BUS 100 - Introduction to Business

Business Administration/Education Degrees – AA Electives

NOTE: The electives for Business Administration and Business Education Degrees will depend on the educational institution and degree program chosen. Students must have an institution and program identified to insure a classification of junior will be concrete upon transfer.

ACC, BUS, CIS, ECO, HIT, HSM, OAD, PRL, RLSACC Electives

- ACC 129 - Individual Income Taxes
- ACC 149 - Intro to Accounting Spreadsheets
- ACC 150 - Computerized General Ledger

BUS Electives

- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 246 - Accounting on the Microcomputer
- BUS 248 - Managerial Accounting
- BUS 263 - Legal/Social Env. of Business
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- BUS 275 - Principles of Management
- BUS 276 - Human Resource Management
- BUS 279 - Small Business Management
- BUS 298 - Governmental/Business Nonprofit Acct.

CIS (Computer Science) Electives**** Industry Certification Course(s)**

- **CIS 147 - Advanced Microcomputer Apps ****
- **CIS 149 - Introduction to Computers ****
- CIS 157 - Intro to App Development with Swift
- **CIS 199 - Network Communication ****
- CIS 207 - Intro to Web Development
- CIS 212 - Visual Basic Programming
- CIS 220 - App Development with Swift I
- CIS 222 - Database Management Systems
- CIS 227 - App Development with Swift II

- CIS 251 - C++ Programming
- **CIS 268 - Software Support ****
- **CIS 269 - Hardware Support ****
- **CIS 270 - CISCO I ****
- **CIS 271 - CISCO II ****
- **CIS 272 - CISCO III ****
- **CIS 273 - CISCO IV ****
- CIS 275 - Workstation Administration
- CIS 276 - Server Administration
- **CIS 280 - Network Security ****
- CIS 285 - Object Oriented Programming

ECO Electives

- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics

HIT Electives

- HIT 230 - Medical Coding Systems I
- HIT 231 - Medical Coding Systems I Lab
- HIT 232 - Medical Coding Systems II
- HIT 233 - Medical Coding Systems II Lab
- HIT 235 - Medical Coding Systems III
- HIT 236 - Medical Coding Systems III Lab
- HIT 294 - Medical Insurance and Billing
- HIT 152 - Skill Developmental Lab 1
- HPS 114 - Basic Pharmacology

HSM Electives

- HSM 111 - Orientation to Hospitality Management
- HSM 123 - Hospitality Field Experience I
- HSM 140 - Hospitality Industry Computer Sys.
- HSM 232 - Event Logistics and Entertainment
- HSM 234 - Planning & Development of Leisure
- HSM 250 - Hospitality Marketing
- HSM 265 - Planning & Development of Tourism

OAD Electives

- **BIO 120 - Medical Terminology (or OAD 211)**
- OAD 101 - Beginning Keyboarding
- OAD 103 - Intermediate Keyboarding
- OAD 125 - Word Processing
- OAD 138 - Records/Information Management
- OAD 200 - Machine Transcription
- OAD 201 - Legal Terminology
- OAD 202 - Legal Transcription
- OAD 203 - Legal Office Procedures
- **OAD 211 - Medical Terminology (or BIO 120)**
- OAD 212 - Medical Transcription
- OAD 218 - Office Procedures
- OAD 243 - Spreadsheet Applications

PRL (Paralegal) Electives

- PRL 101 - Introduction to Paralegal Study
- PRL 102 - Basic Research and Writing
- PRL 103 - Advanced Legal Research and Writing

RLS Electives**** State Real Estate Pre-License**

- RLS 101 - Real Estate Principles**

ACCOUNTING (ACC)

The following applies for the Accounting Areas:

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

Enroll in ORI 101 your first term at LSCC.

The Accounting Technology Program (Associate of Applied Science and Certificates) trains students with skills in preparing, analyzing, and verifying financial documents. Moreover, the Division of Business and Information Technologies assists 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.

BE AN ACTIVE STUDENT—BECOME A MEMBER



This organization is opened to ALL majors at the College.

CONTACTS:
Bessemer Campus:
 Mr. Scott Kelley, 205.929.2023

Birmingham Campus:
 Mr. Norris Watkins, 205.929.2024
 Mrs. Sherlita Denson, 205.929.3597

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Accounting Technology**

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 112 or MTH 113 Higher Math)	3
Area IV – History, Social, & Behavioral Sciences	3
Area V—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V—Pre-Professional/Major Courses	40-41
• Computerized Accounting Requirement	3
• BUS 271 or BUS 272 (Business Statistics)	3
• BUS 147 Introduction to Finance	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 263 Legal/Social Env. of Business	3
• Management Requirement	3
• BUS 296 Business Internship I	3
• BUS 298 Governmental and Nonprofit Business Accounting	3
• ECO 231 Principles of Macroeconomics I	3
Elective—Choose from the following areas: ACC, BUS, CIS, ECO OR RLS	6-7
TOTAL REQUIRED HOURS FOR DEGREE	65-66

GET A+ CERTIFIED
 For More Information Contact
Scott Kelley – Bessemer and Birmingham Campuses
205.929.3466

CERTIFICATE
Accounting Technology

General Education Courses	Hour(s)
• ORI 101 Orientation to College	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
Area III – Natural Science & Mathematics	3
• MTH 100 Intermediate Algebra OR Higher (MTH 110 /MTH 112 / MTH 113)	3
TOTAL GENERAL EDUCATION CREDITS	10

Area V – Pre-Professional/Major Courses	24-25
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• Computerized Accounting OR BUS 242	OR
BUS 242 Principles of Accounting II	3
• CIS 146 Microcomputer	3
• Elective—Choose from the following areas: ACC, BUS, CIS, ECO OR RLS	9-10
TOTAL REQUIRED HOURS FOR CERTIFICATE	34-35

SHORT CERTIFICATE
Accounting Technology

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	24-25
• BUS 241 Principles of Accounting I	3
• BUS 215 Business Communication	3
• CIS 146 Microcomputer Applications	3
• Computerized Accounting OR BUS 242	OR
BUS 242 Principles of Accounting II	3
• Electives—Choose from the following areas: ACC, BUS, CIS	12-13
TOTAL REQUIRED HOURS FOR CERTIFICATE	25-26

Become a Medical Coder
For more information, please contact:

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

BUSINESS (BAD, BED, BUS)

The following applies for the Business Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.
- *Must complete a 6-semester hour sequence either in Literature or in History.
- **Must complete the required hours in discipline if 6 hours are not taken in Literature/History sequence.

Enroll in ORI 101 your first term at LSCC.

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

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

The Associate of Applied Science for the Business Administration and Management Program trains students with skills needed to begin an exciting and challenging career in any number of today's business fields. With the growth of the Internet industry and e-commerce opportunities, there is an even greater need for well-rounded business training. In this

dynamic age, you will succeed with a diverse, broad-based knowledge of vital business policies and procedures. The core curriculum will enable you to enter the job market in a number of capacities. Moreover, Co-op is required of each student in the Applied Science degree program. Co-op contributes to the overall skill development which builds self-confidence, maturity, and the ability to work independently.

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

**ASSOCIATE IN ARTS DEGREE
Business Administration (BAD)**

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	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 & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics 11	
• Natural Science/Lab	8
• Math Requirement (MTH 110, 112 or Higher)	3
Area IV – History, Social, & Behavioral Sciences 12	
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
**Must complete at least 3-6 hours in History	
Area V—Pre-Professional/College Requirements 5	
• CIS 146 Microcomputer	3
• TWO 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses 15	
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
ELECTIVES (9 Hours)	
Recommended: BUS 271, BUS 272, and BUS 263 or see advisor.	
TOTAL REQUIRED HOURS FOR DEGREE	62

**ASSOCIATE IN ARTS DEGREE
Business Education (BED)**

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	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 & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics 11	
• Natural Science/Lab	8
• Math Requirement (MTH 110, 112 or Higher [See Transfer College's Requirements])	3
Area IV – History, Social, & Behavioral Sciences 12	
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
Must complete at least -3-6 hours in History	
Area V—Pre-Professional/College Requirements 5	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses 15	
• Electives	15**
**See college transfer requirements that are applicable to the chosen degree plan (STARS), and see your advisor).	
TOTAL REQUIRED HOURS FOR DEGREE	62

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

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Dr. Alice Tyler Milton
205-929-6351

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

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

ASSOCIATE IN ARTS DEGREE Business Administration – ONLINE (BAD)

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	
• Natural Science/Lab	8
• Math Requirement (MTH 110, 112 or Higher [See Transfer College’s Requirements])	3
Area IV – History, Social, & Behavioral Sciences	
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>Must complete at least -3-6 hours in History</i>	
Area V*—Pre-Professional/College Requirements	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
ELECTIVES (9 Hours)	
Recommended: BUS 271, BUS 272, and BUS 263 or see advisor.	
TOTAL REQUIRED HOURS FOR DEGREE	62

ASSOCIATE IN ARTS DEGREE Business Education – ONLINE (BED)

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	
• Natural Science/Lab	8
• Math Requirement (MTH 110, 112 or Higher [See Transfer College’s Requirements])	3
Area IV – History, Social, & Behavioral Sciences	
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>Must complete at least 3-6 hours in History</i>	
Area V*—Pre-Professional/College Requirements	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	
• Electives	15**
<i>**See college transfer requirements that are applicable to the chosen degree plan (STARS), and see your advisor.</i>	
TOTAL REQUIRED HOURS FOR DEGREE	62

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



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

<http://stars.troy.edu/>

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Business Administration and Management**

General Education Courses	Hours(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
Area V—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major & Elective Courses	40-41
• BUS 100 Introduction to Business	3
• BUS 147 Introduction to Finance	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 298 Governmental and Nonprofit Business Accounting	3 OR
• BUS 263 Legal/Social Env. of Business	3
• Management OR Marketing Requirement	3
• BUS 271 Business Statistics	3
• BUS 296 Business Internship I	3
• Computerized Accounting Requirement	3 OR
• BUS 191 Introduction to Business Investments	3 OR
• BUS 272 Business Statistics II	3
• Computer Science Requirement	3
• ECO 231 Principles of Macroeconomics I	3
• Electives (ACC, BUS, CIS, RLS)	3-4
TOTAL REQUIRED HOURS FOR DEGREE	65-66

**SHORT CERTIFICATE
Management and Supervision**

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	24
• BUS 241 Principles of Accounting	3
• BUS 215 Business Communication	3
• BUS 263 Legal and Social Env. of Business	3
• Management Requirements	6
• CIS 146 Microcomputer Applications	3
• Electives (ACC, BUS, CIS, RLS)	6-7

NOTE: ELECTIVES--Choose ONLY AREA V courses from the Accounting OR Business Administration Degrees.

TOTAL REQUIRED HOURS FOR CERTIFICATE 25

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Phi Beta Lambda is a business organization that has a chapter in the **Business and Information Technologies Department**. The objective is to develop strong, aggressive leadership so that future

businessmen and women may participate more effectively in the business community life of which they are a part.

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Remember! The Phi Beta Lambda professional student organization is for all majors at Lawson State Community College.

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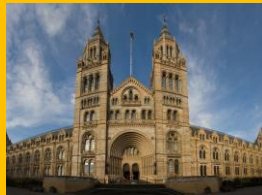
****Restaurants****



****Casinos****



****Galleries / Museums****, etc.



****Parks and Fairs****



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

**ASSOCIATE IN APPLIED SCIENCE DEGREE
HOSPITALITY MANAGEMENT (HSM)**

The following applies for the Business Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- HSM 123 OR BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.

Enroll in ORI 101 your first term at LSCC.

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

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**ASSOCIATE IN APPLIED SCIENCE DEGREE
Hospitality Services Management**

General Education Courses	Hours(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
<i>ECO 232 OR PSY 200 is highly recommended in AREA IV for Business Technologies Programs.</i>	
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40
• BUS 100 Introduction to Business	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 275 Principles of Management	3
• ECO 231 Principles of Macroeconomics I	3
• HSM 112 Law and the Hospitality Industry	3
• HSM 123 Hospitality Field Experience I	3
• HSM 181 Special Topics/Hospitality Mgmt	3
• HSM 202 Food and Beverage Planning/Design	3
• HSM 212 Restaurant Management	3
• HSM 240 Housekeeping Administration	3
• HSM 250 Hospitality Marketing	3 OR
• HSM 133 Hospitality Field Experience II	
• HSM Elective	3
TOTAL REQUIRED HOURS FOR DEGREE	65

Contact: Dr. Alice Tyler Milton for more information concerning Hospitality Management – amilton@lawsonstate.edu

**CERTIFICATE
Hospitality Services Management**

General Education Courses	Hour(s)
• ORI 101 Orientation to College	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
Area III – Natural Science & Mathematics	3
• MTH 100 Intermediate Algebra OR Higher (MTH 112 OR MTH 113 Preferred if Higher Than MTH 100)	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 275 Principles of Management	3
• CIS 146 Microcomputer	3
• HSM 123 Hospitality Field Experience I	3
• HSM 181 Special Topics/Hospitality Mgmt	3
• HSM 202 Food and Beverage Planning/Design	3
• HSM Elective	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	35

**SHORT CERTIFICATE
Hospitality Services Management**

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	24
• CIS 146 Microcomputer Applications	3
• BUS 210 Introduction to Accounting	3
• BUS 215 Business Communication	3
• BUS 275 Principles of Management	3
• HSM 123 Hospitality Field Experience I	3
• HSM 181 Special Topics/Hospitality Mgmt	3
• HSM 202 Food and Beverage Planning/Design	3
• HSM Elective	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	25

COMPUTER SCIENCE (CIS)

The following applies for the Computer Science Areas:

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

Enroll in ORI 101 your first term at LSCC.

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

The Computer Science/Math Program (Associate of Applied Science) provides each student with a background in the principles of computing and their applications in software and systems. Students are provided real-life experience together with the development of a sound basis in theory. Students work individually and cooperatively, on projects designed to foster an understanding of basic theoretical principles. Whether you plan to enter the computing industry 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 that seek upgrading or retraining in areas related to computer science.

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ASSOCIATE IN APPLIED SCIENCE DEGREE Computer Science – Business

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	
Area V*—Pre-Professional/College Requirements	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 296 Business Internship I	3
• ECO 231 Principles of Macroeconomics I	3
• CIS 147 Adv. Microcomputer Applications	3
• CIS 149 Introduction to Computers	3
• CIS 157 Intro to App Development/Swift	3
• CIS 191/193 Intro to Comp. Prog. Concepts/Lab	3 / 1
• CIS 207 Intro to Web Development	3
• CIS 281 Systems Analysis and Design	3
• Electives (BUS/CIS)	9*
<i>(*It is recommended that electives be used for IT certifications)</i>	
TOTAL REQUIRED HOURS FOR DEGREE	66

BECOME A PHI BETA LAMBDA MEMBER



Contacts:

**Dr. Alice Tyler Milton, 205.929.3351
Mrs. Sherlita Denson, 205.929.3597
Mr. Scott Kelley, 205-929-2023
Mr. Norris Watkins, 205.929.2024**

ASSOCIATE IN APPLIED SCIENCE DEGREE
Computer Science – General

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	
	3
Area V*—Pre-Professional/College Requirements	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 296 Business Internship I	3
• CIS 149 Introduction to Computers	3
• CIS 157 Intro to App Development/Swift	3
• CIS 191/193 Intro to Comp. Prog. Concepts/Lab	3 / 1
• CIS 207 Intro to Web Development	3
• CIS 268 Software Support	3
• CIS 269 Hardware Support	3
• CIS 281 Systems Analysis and Design	3
CIS (ONLY) TRACK ELECTIVES	9*
NOTE: The CIS tracks are listed under Short Certificates)	
TOTAL REQUIRED HOURS FOR DEGREE	66

CERTIFICATE
Computer Science

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science and Mathematics	
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	
	10
Area V – Pre-Professional/Major Courses	
	26
• BUS 188 Personal Development	1
• CIS 146 Microcomputer	3
• CIS 157 Intro to App Development/Swift	3
• CIS 191/193 Intro to Comp. Prog. Concepts/Lab	3 / 1
• CIS 207 Intro to Web Development	3
• CIS 268 Software Support	3
• CIS 269 Hardware Support	3
• Electives (BUS and CIS Electives ONLY)	6
TOTAL REQUIRED HOURS FOR CERTIFICATE	
	36

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.

Get Certified in Hospitality Management



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PRE-COURSES FOR ALL SHORT CERTIFICATES

Short Certificate Core Requirements

Course Number	Course Name	Hours
CIS 149	Introduction to Computers	3
ORI 101	Orientation to College	1

Total Hours = 4

Microcomputer Application Track

Course No.	Course Name	Hours
CIS 146	Microcomputer Applications	3
CIS191/193	Intro to Computer Programming	3/1
	Elective	3
	Elective	3
	Elective	3
	Elective	3

Total Hours = 23

App Development Using Swift Track

Course No.	Course Name	Hours
CIS 157	Intro to App Development with Swift	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
	Elective	3

Total Hours = 12

Desktop Support Technician Track

Course No.	Course Name	Hours
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS	Cisco I (270) OR Network Com (199)	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	Elective	3
	Elective	3

Total Hours = 25

Programming Track

Course No.	Course Name	Hours
CIS191/193	Introduction to Programming w/Lab	3/1
CIS212	Visual Basic Programming	1
CIS255	Java Programming	3
CIS285	Object Oriented Programming	3
CIS222	Database Management Systems	3
CIS270	Cisco I	3
	Elective	3

Total Hours = 24

Networking Track

Course No.	Course Name	Hours
CIS 270	Cisco I	3
CIS 271	Cisco II	3
CIS 272	Cisco III	3
CIS 273	Cisco IV	3
CIS 280	Network Security	3
CIS268	Software Support	3
CIS269	Hardware Support	3

Total Hours = 25

Web Technologies Track

Course No.	Course Name	Hours
CIS191/193	Intro to Programming w/Lab	3/1
CIS 146	Microcomputer Applications	3
CIS 207	Intro to Web Development	3
CIS 276	Server Administration	3
CIS 280	Network Security	3
	Elective	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

• **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.

Professional Course Required for Network + Level:

CIS 199 – Network Communications

<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 271 – Cisco II

CIS 272 – Cisco III
CIS 273 – Cisco IV

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 6-12

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

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

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 12

• **MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)**

<http://www.microsoft.com/learning/en/us/certification/mcse.aspx>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 18

**Lawson State Community College
Authorized Testing Center
(Housed in the Business and Info Technologies Division)**

- Authorized Kryterion Testing Center
- Authorized LaserGrade Testing Center
- Authorized ISO Quality Testing
- Authorized PAN Testing Center
- Authorized PSI Testing Center
- Authorized Pearson VUE Testing Center
- Authorized Pearson VUE Testing Center – GED
- Authorized ISCET Proctor – Electronics Technicians
- Authorized CertiPort Testing Center – GED
- NHA – National Healthcareer Association
- Proctor for Agencies / Educational Institutions
- MSSC (Manufacturing Skills)
- APOSTC (Police Officers)

Contact Our Testing Administrators

Mrs. Tracy Coleman - 205-929-2016
Ms. Gwendolyn Bayles / Mrs. Mary Wicks – 205-929-6448

OFFICE ADMINISTRATION (OAD)

The following applies for the Office Administration Areas:

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

Enroll in ORI 101 your first term at LSCC.

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 medical coding and billing skills, 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 Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40-41
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 296 Business Internship I	3
• ECO 231 Principles of Macroeconomics I	3
• Computerized Accounting Requirement	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 200 Machine Transcription	3 OR
OAD / CIS Elective	
• OAD 218 Office Procedures	3
• OAD 243 Spreadsheet Applications	3 OR
CIS 147 Advanced Microcomputer Apps	
• Electives (ACC, BUS, CIS, RLS)	3-4

* Students who are not proficient in keyboarding must take OAD 101—Beginning Keyboarding.

TOTAL REQUIRED HOURS FOR DEGREE 65-66

Manage a Hotel

Ask About the Hospitality Management Option
For more information, please contact:
Dr. Alice Tyler Milton
amilton@lawsonstate.edu
205.929.6351

**CERTIFICATE
Office Administration**

General Education Courses	Hour(s)
• ORI 101 Orientation to College	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
Area III – Natural Science and Mathematics	3
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• Electives (OAD)	3
* Students who are not proficient in keyboarding must take OAD 101—Beginning Keyboarding.	
TOTAL REQUIRED HOURS FOR CERTIFICATE	35

**SHORT CERTIFICATE
Office Administration**

	Hours
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	24
• 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 Electives (Option:3 Hrs of Division Courses)	9
TOTAL REQUIRED HOURS FOR CERTIFICATE	25

Learn More About Industry Certifications

Contact: Dr. Alice Tyler Milton, Associate Dean

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Legal Office Administration
Paralegal Concentration**

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
(ECO 231 is strongly recommended for Office Admin. Majors)	
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 296 Business Internship I	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
• PRL 102 Basic Research and Writing	3
• OAD 203 Legal Office Procedures	3 OR
• PRL 103 Advanced Legal Research & Writing	3 OR
• OAD 243 Spreadsheet Applications	3 OR
• CIS 147 Advanced Microcomputer Apps	3 OR
• ACC 149 Intro to Accounting Spreadsheets	3 OR
• Electives (CIS, OAD, PRL)	3
* Students who are not proficient in keyboarding must take OAD 101—Beginning Keyboarding.	
TOTAL REQUIRED HOURS FOR DEGREE	65

JOIN PBL – PHI BETA LAMBDA



Advance your skills for the workforce!

CERTIFICATE
Legal Office Administration
Paralegal Concentration

General Education Courses	Hour(s)
• ORI 101 Orientation to College	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
Area III – Natural Science & Mathematics	3
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	10
<hr/>	
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer	3
• OAD 125 Word Processing	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
• Electives (CIS, OAD, PRL)	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	35

SHORT CERTIFICATE
Legal Office Administration
Paralegal Concentration

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	24
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• OAD 125 Word Processing	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
• Electives (CIS, OAD, PRL)	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	25

ASSOCIATE IN APPLIED SCIENCE DEGREE
Medical Office Administration
Medical Billing and Coding Concentration

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Requirement	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	11
• BIO 201 Human Anatomy & Phy I/W Lab I	4
• BIO 202 Human Anatomy & Phy II/W Lab I	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	36
• BIO 120 OR OAD 211 Medical Terminology	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 296 Business Internship I	3
• HIT 230 Medical Coding Systems I	3
• HIT 231 Medical Coding Systems I Lab	1
• HIT 232 Medical Coding Systems II	3
• HIT 233 Medical Coding Systems II Lab	1
• HIT 291 HIT Seminar/Exam Review	1
• HIT 294 Medical Insurance and Billing	2
• HIT 152 Skill Developmental Lab 1	1
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 212 Medical Transcription	3 OR
• HIT 235 Medical Coding Systems III	
• HIT 236 Medical Coding System Lab	
• OAD 214 Medical Office Procedures	3
• HPS 114 Basic Pharmacology	2
* Students who are not proficient in keyboarding must take OAD 101—Beginning Keyboarding.	
TOTAL REQUIRED HOURS FOR DEGREE	65

CERTIFICATE
Medical Office Administration
Medical Billing and Coding Concentration

General Education Courses	Hour(s)
• ORI 101 Orientation to College	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
Area III – Natural Science & Mathematics	11
• BIO 201 Human Anatomy & Phy I/W Lab I	4
• BIO 202 Human Anatomy & Phy II/W Lab I	4
• MTH 100 Intermediate Math (or higher)	3
TOTAL GENERAL EDUCATION CREDITS	18

Area V – Pre-Professional/Major Courses	18
• BIO 120 OR OAD 211 Medical Terminology	3
• BUS 188 Personal Development	1
• CIS 146 Microcomputer	3
• HIT 230 Medical Coding Systems I	3
• HIT 231 Medical Coding Systems I Lab	1
• HIT 232 Medical Coding Systems II	3
• HIT 233 Medical Coding Systems II Lab	1
• HIT 294 Medical Insurance and Billing	2
• HIT 152 Skill Developmental Lab I	1
TOTAL REQUIRED HOURS FOR CERTIFICATE	36

SHORT CERTIFICATE
Medical Office Administration
Medical Billing and Coding Concentration

	Hour(s)
• ORI 101 Orientation to College	1
Natural Science Requirement	8
• BIO 201 Human Anatomy & Phy I/W Lab I	4
• BIO 202 Human Anatomy & Phy II/W Lab I	4
Area V – Pre-Professional/Major Courses	14
• BIO 120 OR OAD 211 Medical Terminology	3
• HIT 230 Medical Coding Systems I	3
• HIT 231 Medical Coding Systems I Lab	1
• HIT 232 Medical Coding Systems II	3
• HIT 233 Medical Coding Systems II Lab	1
• CIS 146 Microcomputer Applications	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	23

REAL ESTATE (RLS)

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

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

SHORT CERTIFICATE
Real Estate

The Division has partnered with RealtySouth. For more details, please call 205.929.6351.

	Hour(s)
• ORI 101 Orientation to College	1
Field of Concentration Courses/Area V	13
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• CIS 146 Microcomputer Applications	3
• RLS 101 Real Estate Principles (Part 1)	4
TOTAL REQUIRED HOURS FOR CERTIFICATE	14

Become a Medical Coder

For more information, please contact:



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



CAREER TECHNICAL PROGRAMS (DEGREE PLANS)

DIVISION OF CAREER, TECHNICAL PROGRAMS



DR. BRUCE CRAWFORD, VICE PRESIDENT INSTRUCTIONAL PROGRAMS

MR. DONALD SLEDGE, ASSOCIATE DEAN
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205-929-6442

MS. NANCY WILSON, ASSISTANT DEAN
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205-929-3451

MR. TOM BERRYMAN, ACTING DIRECTOR
Alabama Center for Automotive Excellence (ACAE)
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205-929-3483

MR. JEFF SWEATMON, CHAIRPERSON
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205-929-3470

MS. PIER WILKERSON, CHAIRPERSON
Service Careers
pwilkeron@lawsonstate.edu
205-929-2074

RICH RAYMOND
Center for Manufacturing and Engineering Technology
rraymond@lawsonstate.edu
205-929-3439

DEGREES

Air Conditioning/Refrigeration
Auto Body/Collision Repair
Automated Manufacturing
Automotive Mechanics
Automotive Service Technology Ford ASSET, GM ASEP, and Toyota T-TEN
Barbering
Building Construction
Commercial Art & Illustration
Salon Management
Culinary Arts / Hospitality Management
Drafting and Design Architectural or Mechanical
Diesel – Medium/Heavy Truck Technician
Electronics – Industrial
Graphics and Prepress
Radio TV Production Entertainment Media Production
Welding Technology

CERTIFICATES

Air Conditioning/Refrigeration

Auto Body Repair
Automated Manufacturing
Automotive Mechanics
Barbering
Commercial Art & Illustration
Cosmetology
Culinary Arts
Diesel – Medium/Heavy Truck Technician
Drafting and Design
Electronics – Industrial
Graphics and Prepress
Radio TV Production Entertainment/Media Production
Welding
SHORT CERTIFICATES
Air Conditioning/Refrigeration
ACR: Major Appliance Repair Specialty
Automotive Body Repair
AUT: Robotics Specialty
AUT: Mechatronics Specialty
Automotive Mechanics
Barbering
Building Construction
Carpentry
Commercial Art & Illustration
Cosmetology: Nail Care Specialty
Cosmetology: Natural Hair Styling
Culinary Arts
Culinary Arts Hospitality Management
Diesel Medium/Heavy Truck Technician/Truck Driving
Drafting and Design: Autodesk Training and Certification
Drafting and Design: Geographic Information Systems (GIS)
Drafting and Design: Architectural/Mechanical Advanced Design
Drafting and Design: 3D Printing, Rapid Prototyping, Advanced Manufacturing
Electrical
Electronics/Electrical Engineering Technology
Electronics – Automated Manufacturing/Robotics
Electronics – Industrial
Fire Science
Graphics and Prepress
Industrial Maintenance
Logistics and Supply Chain Technology
Machine Tool
Machine Tool CNC
Plumbing
Radio/TV Production Entertainment Media Production
Welding

JOIN TODAY!



A Career/Technical Student Organization

AIR CONDITIONING/ REFRIGERATION (ACR)

MISSION: The mission of the Air Conditioning and Refrigeration program is to prepare students to successfully install service and troubleshoot 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 Short Certificate – 25 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
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 130 Computer Asst. HVAC Troubleshooting	1
• ACR 132 Residential Air Conditioning	3
• ACR 134 Ice Machines	3
• ACR 135 Mechanical/Gas/Safety Codes	3
• ACR 144 Basic Drawing/Blueprint Reading 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: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	24
• ACR 138 Customer Relations in HVAC	3
• ACR 182 Special Topics: ACR II	3
• ACR 121 Principles of Electricity for HVACR	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

AIR CONDITIONING/REFRIGERATION Certificate – 49 Credit Hours

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

	Hours(s)
Pre-Professional Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3
Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra*	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13

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

Area V – Technical Courses of Study:	37
• ACR 111 Principles of Refrigeration	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 121 Principles of Electricity for HVACR	3
• ACR 122 HVACR Electric Circuits	3
• ACR 123 HVACR Electrical Components	3

Select 22 credit hours from the following courses:

- ACR 112 HVACR Service Procedures 3
- ACR 119 Fundamentals of Gas Heating Systems 3
- ACR 130 Computer Assisted HVAC Troubleshooting 1
- ACR 132 Residential Air Conditioning 3
- ACR 134 Ice Machines 3
- ACR 135 Mechanical/Gas/Safety Codes 3
- ACR 144 Basic Drawing/Blueprint Reading HVAC 3
- ACR 147 Refrigerant Transition and 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
- MAR 124 Ranges, Cook-tops, and Ovens 3
- MAR 126 Electric and Gas Dryers 3
- MAR 125 Clothes Washers and Dishwashers 3
- MAR 128 Refrigerators and Freezers 3

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

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

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

Major: Air Conditioning/Refrigeration (ACR) Certificate
Minor: Industrial Electronics (ILT)

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2

TOTAL GENERAL STUDIES COURSES 25

Area V – Technical Major Courses 36

Select 36 credit hours from the following courses:

- ACR 111 Principles of Refrigeration 3
- ACR 113 Refrigeration Piping Practices 3
- ACR 121 Principles of Electricity for HVACR 3
- ACR 122 HVACR Electric Circuits 3
- ACR 123 HVACR Electrical Components 3
- ACR 112 HVACR Service Procedures 3
- ACR 119 Fundamentals of Gas Heating Systems 3
- ACR 130 Computer Assisted HVAC Troubleshooting 1
- ACR 132 Residential Air Conditioning 3
- ACR 134 Ice Machines 3
- ACR 135 Mechanical/Gas/Safety Codes 3
- ACR 144 Basic Drawing/Blueprint Reading HVAC 3
- ACR 147 Refrigerant Transition and 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

Area V – Minor Courses 12

Select 12 credit hours from the following courses:

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

AUTO BODY/COLLISION REPAIR (ABR)

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

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

AUTOMOTIVE BODY/COLLISION REPAIR Short Certificate – 25 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	24
• 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

AUTO BODY/COLLISION REPAIR Certificate – 51 Credit Hours

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

	Hours(s)
Pre-Professional Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3
Area III – Natural Science & Mathematics	3
Select one of the following courses:	

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional /College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

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

AUTO BODY/COLLISION REPAIR Associate in Occupational Technologies Degree (AOT) 73 Credit Hours

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

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

Major: Auto Body/Collision Repair Certificate (ABR)
Minor: Business (BUS) or Industrial Mechanics (INT)

	Hours(s)
General Studies Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra (or higher level math)	3
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3

Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2

TOTAL GENERAL STUDIES COURSES **25**

Area V – Technical Major Courses	36
<i>Select 36 credit hours from the following courses:</i>	
• 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

A Minor in ABR consists of two options. Take 12 Hours in one group only (Business or Industrial Maintenance). Do not combine groups for your 12 hours.

Area V – Business Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• BUS 100 Intro Business	3
• BUS 210 Introduction to Accounting	3
• BUS 215 Business Communication	3
• BUS 275 Principles of Management	3
• BUS 276 Human Resource Management	3
• BUS 279 Small Business Management	3

Area V – Industrial Maintenance Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 100 Introduction to Engineering Technologies	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 134 Industrial Maint. Welding & Cutting	3

AUTOMOTIVE MANUFACTURING (AUT)

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

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

This program consists of one A.A.S. degree, one certificate, and two specialty short certificates.

AUTOMOTIVE MANUFACTURING SPECIALITY: MECHATRONICS Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ILT 194 Introduction to PLC	3
• INT 117 Principles of Industrial Mechanics	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• AUT 232 Sensor Technology and Applications	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
Select 3 credit hours from the following courses:	
• AUT 212 Robot Operation and Programming	3
• AUT 100 Introduction to Automotive Concepts	3
• AUT 199 Special Topics in Manufacturing	3
• DDT 117 Manufacturing Processes	3
• MTT 125 Introduction To Machining Technology	3
• ILT 196 Adv. Programmable Logic Controllers	3

**AUTOMOTIVE MANUFACTURING
SPECIALITY: ROBOTICS
Short Certificate – 28 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• EET 100 Introduction to Engineering Technologies	3
• ETC101 DC Fundamentals	3
• AUT 116 Introduction to Robotics	3
• AUT 212 Robot Operation and Programming	3

Select a minimum of 15 credit hours from the following courses:

• AUT 213 Robotics Project	3
• AUT 214 Robotic Mfg. Computer Simulation	3
• ILT 281 Special Topics: Robotics	3
• ETC 108 Motor Controls I	3
• ILT 194 Introduction to PLCs	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• AUT 232 Sensor Technology and Applications	3

**AUTOMOTIVE MANUFACTURING
PRODUCTION SPECIALIST
Short Certificate – 16 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	15
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 106 Quality Control and Inspection Techniques	3
• AUT 144 Manufacturing Systems, Methods, and Processes	3
• AUT 199 Special Topics in Manufacturing	3
• WKO 134 MSSC Maintenance Awareness Course	3

**AUTOMOTIVE MANUFACTURING
Certificate – 51 Credit Hours**

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

	Hours(s)
Pre-Professional Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3

Area II – Humanities & Fine Arts **2-3**

Select one of the following courses:

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

Area III – Natural Science & Mathematics **3**

Select one of the following courses:

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

Area V* – Pre-Professional/College Requirements **3**

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS **12-13**

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

Area V - Technical Courses of Study: **39**

• AUT 100 Introduction to Automotive Concepts	3
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 100 Introduction to Engineering Technology	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ILT 194 Introduction to PLCs	3
• AUT 116 Introduction to Robotics	3

Select 15 credit hours from the following courses:

• AUT 106 Quality Control and Inspection Techniques	3
• AUT 144 Manufacturing Systems, Methods, and Processes	3
• AUT 199 Special Topics in Manufacturing	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 212 Robot Operation and Programming	3
• AUT 213 Robotics Project	3
• AUT 214 Robotic Mfg. Computer Simulation	3
• AUT 232 Sensor Technology and Applications	3
• EET 226 Cable Splicing and Installation	3
• ETC 102 AC Fundamentals	3
• ILT 196 Advanced PLCs	3
• ILT 212 PLCs in Automated Systems	3
• ILT 281 Special Topics: Robotics	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 Principles of Industrial Maintenance Welding	3
• INT 192 Cooperative Work Experience	3
• MTT 125 Introduction To Machining Technology	3
• MTT 139 Basic Computer Numerical Control	3
• MTT 147 Introduction to Machine Shop I	3
• MTT 148 Introduction to Machine Shop I Lab	3
• WKO 134 MSSC Maintenance Awareness Course	3

AUTOMOTIVE MANUFACTURING
Associate in Applied Science Degree
70 Credit Hours

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

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
(or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2
<hr/>	
TOTAL GENERAL STUDIES COURSES	25
Area V - Technical Courses of Study: 45	
• AUT 100 Introduction to Automotive Concepts	3
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ILT 194 Introduction to PLCs	3
• AUT 116 Introduction to Robotics	3
<i>Select 21 credit hours from the following courses:</i>	
• AUT 106 Quality Control and Inspection Techniques	3
• AUT 144 Manufacturing Systems, Methods, and Processes	3
• AUT 199 Special Topics in Manufacturing	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 212 Robot Operation and Programming	3
• AUT 213 Robotics Project	3
• AUT 214 Robotic Mfg. Computer Simulation	3
• AUT 232 Sensor Technology and Applications	3
• EET 226 Cable Splicing and Installation	3
• ETC 102 AC Fundamentals	3
• ILT 196 Advanced PLCs	3
• ILT 212 PLCs in Automated Systems	3
• ILT 281 Special Topics: Robotics	3
• INT 117 Principles of Industrial Mechanics	3
• INT 118 Fundamentals of Industrial Hydraulics	3

	& Pneumatics	3
• INT 124	Prod. Equipment Layout and Installation	3
• INT 126	Preventive Maintenance	3
• INT 127	Prin. of Ind. Pumps And Piping Systems	3
• INT 134	Principles of Industrial Maintenance Welding	3
• INT 192	Cooperative Work Experience	3
• MTT 125	Introduction To Machining Technology	3
• MTT 139	Basic Computer Numerical Control	3
• MTT 147	Introduction to Machine Shop I	3
• MTT 148	Introduction to Machine Shop I Lab	3
• WKO 134	MSSC Maintenance Awareness Course	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. This program consists of one certificate, one A.O.T. degree option and one short-certificate.

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

AUTOMOTIVE MECHANICS
Short Certificate – 28 Credit Hours

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study: 27	
• AUM 101 Fundamentals of Automotive Tech	3
• AUM 112 Electrical Fundamentals	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Automotive Engines	3
• AUM 130 Drive Train and Axles	3
• AUM 133 Motor Vehicle Air Conditioning	3
• AUM 162 Electrical/Electronic Systems	3
• AUM 220 Advanced Automotive Engines	3

AUTOMOTIVE MECHANICS
Certificate –48 Credit Hours

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

Pre-Professional Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition 3	
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts 2-3	
<i>Select one of the following courses:</i>	

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

Area III – Natural Science & Mathematics 3
Select one of the following courses:

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

Area V* – Pre-Professional /College Requirements 3
Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

Area V - Technical Courses of Study: 36
Select 36 credit hours from the following courses:

- AUM 101 Fundamentals of Automotive Tech 3
- AUM 112 Electrical Fundamentals 3
- AUM 121 Braking Systems 3
- AUM 122 Suspension and Steering 3
- AUM 124 Automotive Engines 3
- AUM 130 Drive Train and Axles 3
- AUM 162 Electrical/Electronic Systems 3
- AUM 230 Automatic Transmission and Transaxle 3
- AUM 239 Engine Performance I 3
- AUM 244 Engine Performance II 3
- AUM 133 Motor Vehicle Air Conditioning 3
- AUM 212 Advanced Electrical & Electronic Sys 3
- AUM 220 Advanced Automotive Engines 3
- AUM 224 Manual Transmission and Transaxle 3
- AUM 246 Automotive Emissions 3

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

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

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

Major: Automotive Technician Certificate (AUM)
Minor: Business (BUS) or Medium/Heavy Truck (DEM)

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3

(or higher level math)

Area IV – History, Social, & Behavioral Sciences 3

- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements 5
Select one of the following courses:

- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3
- and
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES 25

Area V – Technical Major Courses 36
Select 36 credit hours from the following courses:

- AUM 101 Fundamentals of Automotive Tech 3
- AUM 112 Electrical Fundamentals 3
- AUM 121 Braking Systems 3
- AUM 122 Suspension and Steering 3
- AUM 124 Automotive Engines 3
- AUM 130 Drive Train and Axles 3
- AUM 162 Electrical/Electronic Systems 3
- AUM 230 Automatic Transmission and Transaxle 3
- AUM 239 Engine Performance I 3
- AUM 244 Engine Performance II 3
- AUM 133 Motor Vehicle Air Conditioning 3
- AUM 212 Advanced Electrical & Electronic Sys 3
- AUM 220 Advanced Automotive Engines 3
- AUM 224 Manual Transmission and Transaxle 3
- AUM 246 Automotive Emissions 3

A Minor in AUM consists of two options. Take 12 Hours in one group only (Business or Medium/Heavy Truck). Do not combine groups for your 12 hours.

Area V – Business Minor/Elective Courses 12
Select 12 credit hours from the following courses:

- BUS 100 Intro Business 3
- BUS 210 Introduction to Accounting 3
- BUS 215 Business Communication 3
- BUS 275 Principles of Management 3
- BUS 276 Human Resource Management 3
- BUS 279 Small Business Management 3

Area V – Medium/Heavy Truck Minor/Elective Courses 12
Select 12 credit hours from the following courses:

- DEM 104 Basic Engines 3
- DEM 105 Preventive Maintenance 3
- DEM 122 Heavy Vehicle Brakes 3
- DEM 125 Heavy Vehicle Drive Trains 3
- DEM 127 Fuel Systems 3
- DEM 135 Heavy Vehicle Steering and Suspension 3
- DEM 130 Electrical/Electronic Fundamentals 3

**AUTOMOTIVE SERVICE (ASE)
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 A.A.S. degree for each of the product specific manufacturers.

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

**AUTOMOTIVE SERVICE
SPECIALTY: FORD ASSET, GM ASEP, Toyota T-TEN
Associate of Applied Science Degree
72 Credit Hours**

Note: ORI 101 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.

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25

Area V - Technical Courses of Study: 50

• ASE 101	Fundamentals of Automotive Tech	3
• ASE 112	Electrical Fundamentals	3
• ASE 121	Braking Systems	3
• ASE 122	Suspension and Steering	3
• ASE 124	Automotive Engines	3
• ASE 130	Drive Train and Axles	3
• ASE 133	Motor Vehicle Air Conditioning	3
• ASE 150	Dealership Work Experience	2
• ASE 162	Electrical/Electronic Systems	3
• ASE 212	Advanced Electrical & Electronic Sys	3
• ASE 220	Advanced Automotive Engines	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 the profession of Barber-Styling in the personal appearance industry

The Barbering program at Lawson State Community College is designed to change student's lives through education so they can become trained and equipped for a lucrative career.

To attain success in the program as well as in their chosen profession, it will require students to consistently practice their craft and be committed to learning. Students must be willing to learn the necessary scientific concepts within the theory classes so they can master all practical processes to be prepared for a successful career as entrepreneurs.

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

** The program consists of one certificate and an A.O.T. which prepares the student for professional licensing, and one short certificate which is non-licensing.

**BARBERING
Short Certificate – 28 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
<i>Select 27 credit hours from the following courses:</i>	
• BAR 108 Introduction to Barbering	3

• BAR 111	Introduction to Barbering Lab	3
• BAR 112	Science of Barbering	3
• BAR 113	Fundamentals of Barbering Applications	3
• BAR 115	Cutting & Styling Techniques	3
• BAR 120	Properties of Chemistry	3
• BAR 121	Chemical Hair Processing	3
• BAR 130	Marketing & Business Management	3
• BAR 132	Hair Styling and Design	3
• BAR 133	Hair Styling & Management Lab	3
• BAR 187	Special Topics in Barbering	3

BARBERING Certificate – 53 Credit Hours
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Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition 3	
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts 2-3	
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3
Area III – Natural Science & Mathematics 3	
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra*	3
Area V* – Pre-Professional /College Requirements 3	
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
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TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13

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

Area V - Technical Courses of Study: 41	
• BAR 108 Introduction to Barbering	3
• BAR 111 Introduction to Barbering Lab	3
• BAR 112 Science of Barbering	3
• BAR 122 Hair Coloring Chemistry	3
• BAR 132 Hair Styling and Design	3
• BAR 130 Marketing & Business Management	3
• BAR 113 Fundamentals of Barbering Applications	3
• BAR 115 Cutting & Styling Techniques	3
• BAR 120 Properties of Chemistry	3
• BAR 121 Chemical Hair Processing	3
• BAR 124 Hair Coloring Methodology Lab	3
• BAR 133 Hair Styling & Management Lab	3
• BAR 141 Practicum II	2
• BAR 187 Special Topics in Barbering	3

BARBERING Associate in Occupational Technologies Degree (AOT) 73 Credit Hours
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The Barbering certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree. Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Major: Barbering (BAR) Certificate
Minor: Business Management (BBU)

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses	2
<hr/>	
TOTAL GENERAL STUDIES COURSES	25
Area V - Technical Courses of Study: 36	
<i>Select 36 credit hours from the following courses:</i>	
• BAR 108 Introduction to Barbering	3
• BAR 111 Introduction to Barbering Lab	3
• BAR 112 Science of Barbering	3
• BAR 122 Hair Coloring Chemistry	3
• BAR 132 Hair Styling and Design	3
• BAR 130 Marketing & Business Management	3
• BAR 113 Fundamentals of Barbering Applications	3
• BAR 115 Cutting & Styling Techniques	3
• BAR 120 Properties of Chemistry	3
• BAR 121 Chemical Hair Processing	3
• BAR 124 Hair Coloring Methodology Lab	3
• BAR 133 Hair Styling & Management Lab	3
• BAR 141 Practicum II	2
• BAR 187 Special Topics in Barbering	3
Area V – Minor Courses 12	
<i>Select 12 credit hours from the following courses:</i>	
• BUS 100 Intro to Business	3
• BUS 210 Principles of Accounting	3
• BUS 275 Principles of Management	3
• BUS 276 Human Resources Management	3
• BUS 279 Small Business Management	3

BUILDING CONSTRUCTION (BUC)

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

The courses taught in the Building Construction program, together with field experience, position graduates for careers as project managers, field superintendents, estimators, field engineers, and building code officials

BUILDING CONSTRUCTION Short Certificate – 28 Credit Hours

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• BUC 110 Basic Construction Tools and Materials	3
• BUC 115 Roof and Ceiling Framing	3
• BUC 121 Floors and Walls Framing	3
• BUC 141 On-Grade Concrete Applications	3
• CMT 101 Construction Materials and Methods	3
• CMT 206 Construction Estimating	3
• CMT 208 Project Planning and Scheduling	3
• DDT113 Blueprint Reading	3
 <i>Complete 3 credit hours from the following courses:</i>	
• ADM 102 Computer Aided Design	3
• AET 221 Energy Design of Buildings	3
• BUC 112 Construction Measurements and Calculations	3
• BUC 131 Interior and Exterior Finishes	3
• BUC 143 Above-Grade Concrete Applications	3
• BUC 150 Homebuilders Licensure	2
• BUC 214 Soils and Site Work	3
• BUC 217 Construction Surveying	3
• BUC 236 Cooperative Work Experience	1
• BUC 237 Cooperative Work Experience	2
• BUC 238 Cooperative Work Experience	3
• CMT 156 Construction Law	3
• CMT 170 HVAC Systems	3
• CMT 175 Electrical & Plumbing Systems	3
• CMT 205 Construction Management	3
• CMT 207 Construction Accounting & Budgeting	3
• CMT 220 Sustainable Project Delivery	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	3

BUILDING CONSTRUCTION Associate of Applied Science Degree 61 Credit Hours

Note: ORI 101 Orientation is required the first semester.

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25
Area V - Technical Courses of Study:	36
• BUC 110 Basic Construction Tools and Materials	3
• BUC 115 Roof and Ceiling Framing	3
• BUC 121 Floors and Walls Framing	3
• BUC 141 On-Grade Concrete Applications	3
• CMT 101 Construction Materials and Methods	3
• CMT 206 Construction Estimating	3
• CMT 208 Project Planning and Scheduling	3
• DDT113 Blueprint Reading	3
 <i>Select 12 credit hours from the following courses:</i>	
• ADM 102 Computer Aided Design	3
• AET 221 Energy Design of Buildings	3
• BUC 112 Const. Measurements & Calculations	3
• BUC 131 Interior and Exterior Finishes	3
• BUC 143 Above-Grade Concrete Applications	3
• BUC 150 Homebuilders Licensure	2
• BUC 214 Soils and Site Work	3
• BUC 217 Construction Surveying	3
• BUC 236 Cooperative Work Experience	1
• BUC 237 Cooperative Work Experience	2
• BUC 238 Cooperative Work Experience	3
• CMT 205 Construction Management	3
• CMT 156 Construction Law	3
• CMT 220 Sustainable Project Delivery	3
• CMT 170 HVAC Systems	3
• CMT 175 Electrical & Plumbing Systems	3
• CMT 207 Construction Accounting & Budgeting	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	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: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• CAR 111 Construction Basics	3
• CAR 112 Floors, Walls, Site Preparation	3
• CAR 113 Floors, Walls, Site Preparation Lab	3
• CAR 114 Construction Basics Lab	3
• CAR 121 Introduction to Blueprint Reading	3
• CAR 122 Concrete and Forming	3
• CAR 131 Roof and Ceiling Systems	3
• CAR 132 Interior and Exterior Finishing	3
• CAR 133 Roof and Ceiling Systems Lab	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 freelance commercial artists or photographers. This program consists of one certificate, one A.O.T. degree option and one short-certificate.

COMMERCIAL ART AND ILLUSTRATION Short Certificate – 25 Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	24
• CAT 101 Modern Commercial Art	3
• CAT 114 Electronic Graphic Applications	3
• CAT 118 Design Drawing	3
• CAT 120 Digital Imaging	3
• CAT 123 Layout and Design	3
• CAT 132 Basic Advertising Design	3
• CAT 152 Digital Photography	3
• CAT 270 Web Site Development	3

COMMERCIAL ART AND ILLUSTRATION Certificate – 48 Credit Hours

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

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

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

- CAT 260 Portfolio 3
- Select 9 credit hours from the following courses:*
- CAT 152 Digital Photography 3
 - CAT 180 Current Topics 3
 - CAT 242 Advanced Advertising Design 3
 - CAT 270 Web Site Development 3
 - CAT 283 3D Graphics and Animation 3
 - CAT 292 Cooperative Work Experience 3

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

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

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

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

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25
Area V – Technical Major Courses 36	
<i>Select 36 credit hours from the following courses:</i>	
• 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
• 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

Area V – Minor Courses of Study 12

- Select 12 credit hours from the following courses:*
- GPC 111 Introduction to Computers 3
 - GPC 112 Intro to the Graphic Com. Industry 3
 - GPC 114 Introduction to Computer Graphics 3
 - GPC 124 Computer Drawing 3
 - GPC 128 Basic Electronic Page Layout and Assembly 3
 - GPC 130 Basic Electronic Page Production 3
 - GPC 134 Digital Prepress 3
 - GPC 136 Estimating Costs in Printing and Graphics Communications Industry 3
 - GPC 170 Online Graphic Communications 3
 - GPC 180 Current Topics in GPC 3

COSMETOLOGY (COS)

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

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

The programs consist of one full certificate for cosmetology, an AOT in Salon Management, and two specialty short certificates for Nail Technology and Natural Hair Styling. The LSCC Cosmetology program is carefully designed to prepare students to pass the State Board examination and integrates a mock state board exam in all semesters to help familiarize the students with the examination procedures. The full certificate program also has a CO-OP class included in the third semester. This class is designed to introduce completing students into the industry. This is accomplished through industry professionals that have decided to give back to their profession by mentoring up and coming professional (students) in the daily operations of the salon. Both the state board mock exam and the CO-OP program have added to the overall success of the LSCC cosmetology program.

This program consists of one certificate, one AOT and two (2) short-certificate Specialty Options

**COSMETOLOGY
SPECIALTY: NAIL CARE
Short Certificate – 25 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	24
• COS 149 Nail Art Theory	3
• COS 151 Nail Care	3
• COS 152 Nail Care Applications	3
• COS 153 Nail Art	3
• COS 154 Nail Art Applications	3
• COS 158 Employability Skills	3
• COS 167 State Board Review	3
• COS 133 Salon Management Technology	3

**COSMETOLOGY
SPECIALTY: NATURAL HAIR STYLING
Short Certificate – 28 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• COS 111 Introduction to Cosmetology	3
• COS 112 Introduction to Cosmetology Lab	3
• COS 143 Specialty Hair Prep Techniques	3
• COS 146 Hair Additions	3
• COS 158 Employability Skills	3
• COS 167 State Board Review	3
• COS 168 Bacteriology and Sanitation	3
• COS 181 Special Topics	3
• COS 182 Special Topics	3

**COSMETOLOGY
Certificate – 51 Credit Hours**

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

	Hours(s)
Pre-Professional Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3

Area III – Natural Science & Mathematics 3

Select one of the following courses:

• MAH 101	Introductory Technical Math 1	3
• MTH 100	Intermediate College Algebra*	3

Area V* – Pre-Professional /College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

Area V - Technical Courses of Study: 39

• COS 111	Introduction to Cosmetology	3
• COS 112	Introduction to Cosmetology Lab	3
• COS 113	Theory of Chemical Services	3
• COS 114	Chemical Services Lab	3
• COS 115	Hair Coloring Theory	3
• COS 116	Hair Coloring Lab	3
• COS 117	Basic Spa Techniques	3
• COS 118	Basic Spa Techniques Lab	3
• COS 143	Specialty Hair Preparation Techniques	3
• COS 145	Hair Shaping Lab	3
• COS 151	Nail Care	3
• COS 167A	State Board Review	1
• COS 167B	State Board Review	1
• COS 167C	State Board Review	1
• COS 191C	Cooperative Learning	3

**COSMETOLOGY
Associate in Occupational Technologies Degree (AOT)
73 Credit Hours**

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

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

Major: Cosmetology (COS) Certificate

Minor: Salon Management (CBU)

General Studies Courses Hours(s)

Freshman & Transient Requirement

• ORI 101	Orientation to College	1
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NOTE: See Area V* for other College Requirements

Area I – Written Composition 3

• ENG 101	English Composition I	3
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Area II – Humanities & Fine Arts 6

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

Area III – Natural Science & Mathematics 7

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

Area IV – History, Social, & Behavioral Sciences 3

• Social and Behavioral Science Requirement		3
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Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2

TOTAL GENERAL STUDIES COURSES **25**

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

Area V - Technical Courses of Study:	36
<i>Select 36 credit hours from the following courses:</i>	
• COS 111 Introduction to Cosmetology	3
• COS 112 Introduction to Cosmetology Lab	3
• COS 113 Theory of Chemical Services	3
• COS 114 Chemical Services Lab	3
• COS 115 Hair Coloring Theory	3
• COS 116 Hair Coloring Lab	3
• COS 117 Basic Spa Techniques	3
• COS 118 Basic Spa Techniques Lab	3
• COS 143 Specialty Hair Preparation Techniques	3
• COS 145 Hair Shaping Lab	3
• COS 151 Nail Care	3
• COS 167A State Board Review	1
• COS 167B State Board Review	1
• COS 167C State Board Review	1
• COS 191C Cooperative Learning	3

Area V – Minor Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• BUS 100 Intro to Business	3
• BUS 210 Principles of Accounting	3
• BUS 275 Principles of Management	3
• BUS 276 Human Resources Management	3
• BUS 279 Small Business Management	3

CULINARY ARTS (CUA)

MISSION: The mission of the culinary arts program is to provide students with specialized learning experiences in order to be prepared for careers in the hospitality industry including restaurants, hotels, bakeries, cafes, catering and foodservice management. In addition to extensive hands-on kitchen and service training, students are exposed to real life experiences through professional field trips, guest Chefs, live-work, catering events, and industry internships.

Students rotate through three state of the art kitchens learning key topics including: knife skills, product and equipment identification, safety and sanitation, cooking and baking methodology and techniques, cost control and more. All culinary and pastry classes are taught by highly experienced Chefs that have been certified by The American Culinary Federation and The National Restaurant Association.

This program consists of one AAS degree, one certificate one Culinary Arts Short Certificate; one Culinary Arts Long Certificate and one Hospitality Management Certificate.

CULINARY ARTS Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	27
• CUA 101 Orientation to the Hospitality Profession	3
• CUA 110 Basic Food Preparation Theory	3
• CUA 111 Foundations in Nutrition	3
• CUA 112 Sanitation, Safety, and Food Preparation	2
• CUA 115 Advanced Food Preparation	3
• CUA 120 Basic Food Preparation Lab	2
• CUA 201 Meat Preparation and Processing	3
• CUA 204 Foundations of Baking	3
• CUA 210 Beverage Management	2
• CUA 213 Food Purchasing and Cost Control	3

CULINARY ARTS: HOSPITALITY MANAGEMENT Short Certificate – 29 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	28
• CUA 101 Orientation to the Hospitality Profession	3
• CUA 110 Basic Food Preparation Theory	3
• CUA 111 Foundations in Nutrition	3
• CUA 112 Sanitation, Safety, and Food Preparation	2
• CUA 120 Basic Food Preparation Lab	2
• CUA 213 Food Purchasing and Cost Control	3
• HSM 111 Orientation to the Hospitality Industry	3
• HSM 112 Law and the Hospitality Industry	3
• HSM 232 Event Logistics and Entertainment	3
• HSM 234 Planning and Development of Leisure Programs	3

CULINARY ARTS Certificate – 41 Credit Hours

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

Pre-Professional Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3

Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra*	3

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

Area V – Technical Courses of Study:	29
<i>Select minimum of 29 credit hours from the following courses:</i>	
• CUA 101 Orientation to the Hospitality Profession	3
• CUA 110 Basic Food Preparation Theory	3
• CUA 111 Foundations in Nutrition	3
• CUA 112 Sanitation, Safety, and Food Preparation	2
• CUA 115 Advanced Food Preparation	3
• CUA 120 Basic Food Preparation Lab	2
• CUA 201 Meat Preparation and Processing	3
• CUA 204 Foundations of Baking	3
• CUA 210 Beverage Management	2
• CUA 213 Food Purchasing and Cost Control	3
• CUA 182 Special Topics in Hospitality Service	3
• CUA 180 Special Topics in Hospitality Service	1
• CUA 260 Culinary Internship Apprentice	1
• HSM 112 Law and the Hospitality Industry	3
• HSM 232 Event Logistics and Entertainment	3
• HSM 234 Planning and Development of Leisure Programs	3

• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses	2

TOTAL GENERAL STUDIES COURSES 25

Area V - Technical Courses of Study: 45
Select minimum of 45 credit hours from the following courses:

• CUA 101 Orientation to the Hospitality Profession	3
• CUA 110 Basic Food Preparation Theory	3
• CUA 111 Foundations in Nutrition	3
• CUA 112 Sanitation, Safety, and Food Preparation	2
• CUA 115 Advanced Food Preparation	3
• CUA 120 Basic Food Preparation Lab	2
• CUA 201 Meat Preparation and Processing	3
• CUA 204 Foundations of Baking	3
• CUA 205 Intro to Garde Manger	3
• CUA 208 Advanced Baking	3
• CUA 210 Beverage Management	2
• CUA 213 Food Purchasing and Cost Control	3
• CUA 261 Culinary Apprenticeship Practicum	1
• HSM 111 Orientation to the Hospitality Industry	3
• HED 231 First Aid	3
• CUA 182 Special Topics in Hospitality Service	3
• CUA 180 Special Topics in Hospitality Service	1
• CUA 260 Culinary Internship Apprentice	1
• HSM 112 Law and the Hospitality Industry	3
• HSM 232 Event Logistics and Entertainment	3
• HSM 234 Planning and Development of Leisure Programs	3

CULINARY ARTS
Associate in Applied Science Degree
70 Credit Hours

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

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	

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

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

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

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

**COMPUTER AIDED DRAFTING AND DESIGN
ADVANCED DESIGN SPECIALITY
Short Certificate – 28 Credit Hours**

Today, the definition of a designer has become vague and broad, everyone is a designer, and everyone is an artist. The foundation of courses within these specialties, are the building blocks to the creative process of true design conception. They teach you to plan, mold, organize, and prepare the structure and processes of a work to be executed in an interdisciplinary way. Distinguish yourself in a creative occupation with this in-demand specialty short-certificate as an Advanced Designer, a person prepared to work in a variety of careers as members of design and production teams and who performs the advanced design task and mission. Advanced Architectural Design technicians use specialized software applications such as 3ds Max™, Revit Architecture™, and AutoCAD Architecture™ to create sketches, drawings and 3D animated graphics. Advanced Manufacturing Design technicians use industry preferred applications of Solidworks™, Autodesk Inventor™ and CATIA™ to prepare solid model files for Rapid Prototyping machines. This enables the communication and evaluation of 3D prototypes for manufacturing and product design concepts to be completed in hours instead of days.

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

Pre-Professional Courses **Semester Hours** **1**

- ORI 101 Orientation to College

Technical Core Courses of Study: **27**

- ADM 102 Computer Aided Design 3
- AET 110 Basic Architectural CAD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 113 Introduction to Blueprint Reading 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 128 Intermediate Technical Drawing 3

Select 9 credit hours from the following courses:

Architectural Design

- AET 191 Basic Building Information Modeling (BIM) 3
- AET 200 Advanced Architectural CAD 3
- AET 291 Advanced Building Information Modeling (BIM) 3
- DDT 133 Basic Surveying 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A 3
- DDT 225 Structural Steel Drafting 3
- DDT 231 Advanced CAD 3
- DDT 233 Solids Modeling 3

Design Manufacturing

- ADM 108 Intro to 3d Modeling 3
- ADM 116 Introduction to CATIA 3
- ADM 118 Introduction to 3D Studio Max 3
- ADM 261 Reverse Engineering 3
- DDT 117 Manufacturing Processes 3
- DDT 133 Basic Surveying 3
- DDT 231 Advanced 3
- DDT 233 Solids Modeling 3
- DDT 271 Drafting 3
- CIS 222 Database Management System 3
- GIS 203 Remote Sensing 3

**COMPUTER AIDED DRAFTING AND DESIGN
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
SPECIALITY
Short Certificate – 27 Credit Hours**

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

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

Our certificate program is designed for professionals desiring to enter the GIS field or who wish to become more competitive within it. This certificate is stackable within the DDT Associate degree awards and is equally suitable for entry-level students who desire an inventive degree that they can create. Topics include GIS, civil and surveying engineering technology, cartography, remote sensing, programming and application customization.

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

Pre-Professional Courses **Semester Hours** **1**

- ORI 101 Orientation to College

Technical Courses of Study: **26**

- ADM 102 Computer Aided Design 3
- DDT 213 Civil Drafting, Plat Maps 3
- GIS 101 Intro to GIS Technology 2
- GIS 201 Intro to Geographical Information Systems 3
- GIS 202 Cartographic Design for GIS 3
- GIS 204 GIS Application Programming 3
- CIS 212 Visual Basic Programming 3
- CIS 222 Database Management System 3

Select 3 credit hours from the following:

- DDT 133 Basic Surveying 3
- GIS 203 Remote Sensors, Spat. Analy./Mdl. 3

**COMPUTER AIDED DRAFTING AND DESIGN
SPECIALITY: RAPID PROTOTYPING
ADVANCED MANUFACTURING
Short Certificate – 28 Credit Hours**

Computer Aided Drafting and Design Specialty: 3D Printing, Rapid Prototyping, and Advanced Manufacturing prepares graduates to learn about 3D printing modeling, rapid prototyping, and advanced manufacturing processes. 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 3D files enabling the communication and evaluation of 3D printing. New techniques are rapidly expanding the capabilities of this technology, creating model prototypes of architectural, civil and product design concepts in hours instead

of days. Benefits of 3D printing and modeling can be applied in a number of industries including Architecture and Construction, Health and Science, Engineering, Research, Planning, Manufacturing and Geography

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

Semester Hours
Pre-Professional Courses 1

- ORI 101 Orientation to College

Technical Courses of Study: 27

- ADM 102 Computer Aided Design 3
- ADM 108 Intro to 3d Modeling 3
- ADM 118 Introduction to 3D Studio Max 3
- ADM 261 Reverse Engineering 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 128 Intermediate Technical Drawing 3
- DDT 233 Solids Modeling 3

Select one course from the following courses:

- ADM 116 Introduction to CATIA 3
- AET 110 Basic Architectural CAD 3
- DDT 113 Blueprint Reading 3
- DDT 117 Manufacturing Processes 3
- DDT 231 Advanced CAD 3

**COMPUTER AIDED DRAFTING AND DESIGN
 SPECIALITY: AUTODESK TRAINING AND
 CERTIFICATION
 Short Certificate – 28 Credit Hours**

Computer Aided Drafting and Design Specialty: Autodesk Training and Certification prepares graduates to take certification credential exams of specific Autodesk software. In the global marketplace, design and visualization industries are competitive environments, where only the best stand out. Anyone who uses Autodesk software for professional reasons can benefit from the program by emphasizing their skills and knowledge with an official independent certification from Autodesk recognized worldwide. This certificate offers training to take multiple certification exams for AutoCAD, Autodesk Inventor, AutoCAD Civil 3D, Autodesk Revit Architecture, and Autodesk 3ds Max Design. Autodesk provides documentation for these credentials.

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

Semester Hours
Pre-Professional Courses 1

- ORI 101 Orientation to College

Technical Courses of Study: 27

- ADM 102 Computer Aided Design 3
- ADM 108 Intro to 3d Modeling 3
- ADM 118 Introduction to 3D Studio Max 3
- AET 110 Basic Architectural CAD 3
- AET 200 Advanced Architectural CAD 3
- AET 191 Basic Building Information Modeling (BIM) 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 128 Intermediate Technical Drawing 3

Select one course from the following courses:

- ADM 116 Introduction to CATIA 3
- AET 291 Advanced Building Information Modeling (BIM) 3
- AET 110 Basic Architectural CAD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 231 Advanced CAD 3
- DDT 233 Solids Modeling 3

**COMPUTER AIDED DRAFTING AND DESIGN
 Certificate – 45 Credit Hours**

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

Pre-Professional Courses Hours(s)

Freshman & Transient Requirement

- ORI 101 Orientation to College 1

Area I – Written Composition 3

Select one of the following courses:

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

Area III – Natural Science & Mathematics 3

Select one of the following courses:

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

Area III – Natural Science & Mathematics 3

Select one of the following courses:

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional /College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

Area V - Technical Core Courses of Study: 33

- ADM 102 Computer Aided Design 3
- AET 110 Basic Architectural CAD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 128 Intermediate Technical Drawing 3

Select 18 credit hours from the following courses:

Note: Completion of Geographic Information System (GIS) Specialty Short Certificate is required for all GIS students entering this program.

- ADM 108 Intro to 3d Modeling 3
- ADM 116 Introduction to CATIA 3
- ADM 118 Introduction to 3D Studio Max 3
- ADM 261 Reverse Engineering 3
- AET 191 Basic Building Information Modeling (BIM) 3
- AET 200 Advanced Architectural CAD 3
- AET 221 Energy Design of Buildings 3

• AET 291	Advanced Building Information Modeling (BIM)	3
• DDT 113	Blueprint Reading	3
• DDT 117	Manufacturing Processes	3
• DDT 133	Basic Surveying	3
• DDT 213	Civil Drafting, Plat Maps	3
• DDT 217	Bldg. Codes, Ord., Zoning/A.D.A.	3
• DDT 225	Structural Steel Drafting	3
• DDT 231	Advanced CAD	3
• DDT 233	Solids Modeling	3
• DDT 271	Drafting Internship	3
• BUC 110	Basic Construction Tools	3
• BUC 112	Construction Materials and Cal.	3
• CMT 101	Construction Materials and Methods	3
• CMT 220	Sustainable Project Delivery	3
• CIS 212	Visual Basic Programming	3
• CIS 222	Database Management System	3
• GIS 101	Intro to GIS Technology	2
• GIS 201	Intro to Geographical Information Systems	3
• GIS 202	Cartographic Design for GIS	3
• GIS 203	Remote Sensing	3
• GIS 204	GIS Application Programming	3

COMPUTER AIDED DRAFTING AND DESIGN
Associate in Applied Science Degree
67 Credit Hours

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

General Studies Courses **Hours(s)**

Freshman & Transient Requirement

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition **3**

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts **6**

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

Area III – Natural Science & Mathematics **7**

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

Area IV – History, Social, & Behavioral Sciences **3**

- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements **5**

Select one of the following courses:

- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3
- and
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES **25**

Area V - Technical Core Courses of Study: **42**

- ADM 102 Computer Aided Design 3
- AET 110 Basic Architectural CAD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 128 Intermediate Technical Drawing 3

- ADM 255 Application of Design Capstone 3

Select 24 credit hours from the following courses:

- ADM 108 Intro to 3d Modeling 3
- ADM 116 Introduction to CATIA 3
- ADM 118 Introduction to 3D Studio Max 3
- ADM 261 Reverse Engineering 3
- AET 191 Basic Building Information Modeling (BIM) 3
- AET 200 Advanced Architectural CAD 3
- AET 221 Energy Design of Buildings 3
- AET 291 Advanced Building Information Modeling (BIM) 3
- DDT 113 Blueprint Reading 3
- DDT 117 Manufacturing Processes 3
- DDT 133 Basic Surveying 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A. 3
- DDT 225 Structural Steel Drafting 3
- DDT 231 Advanced CAD 3
- DDT 233 Solids Modeling 3
- DDT 271 Drafting Internship 3
- BUC 110 Basic Construction Tools 3
- BUC 112 Construction Materials and Cal. 3
- CMT 101 Construction Materials and Methods 3
- CMT 220 Sustainable Project Delivery 3
- CIS 212 Visual Basic Programming 3
- CIS 222 Database Management System 3
- GIS 101 Intro to GIS Technology 2
- GIS 201 Intro to Geographical Information Systems 3
- GIS 202 Cartographic Design for GIS 3
- GIS 203 Remote Sensing 3
- GIS 204 GIS Application Programming 3

ELECTRICAL /ELECTRONIC ENGINEERING (EET)

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

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

ELECTRICAL/ELECTRONIC ENGINEERING
Short Certificate – 26 Credit Hours

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

Semester Hours

Pre-Professional Courses **1**

- ORI 101 Orientation to College

Technical Courses of Study: **25**

- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- ETC 120 Concepts of Solid State Electronics 5
- ETC 127 Concepts of Digital Electronics 5
- ILT 198 Electronic Circuits I 3
- AUT 208 Automated System Diagnosis and Troubleshooting 3

INDUSTRIAL ELECTRONICS: ELECTRICAL (ILT)

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

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

ELECTRICAL (ILT) Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ELT 110 Wiring Methods	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
Select 6 credit hours from the following courses:	
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 226 Cable Splicing and Installation	3
• EET 235 NEC Code	3
• ELT 117 AC & DC Machines	3
• ELT 200 Special Topics in ELT	3
• ETC 108 Motor Controls I	3
• AUT 199 Special Topics in Manufacturing	3
• WKO 110 NCCER Core	3

ELECTRONICS- INDUSTRIAL (ILT)

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

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

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

ELECTRONICS- INDUSTRIAL Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ETC 102 AC Fundamentals	3
Select a minimum of 12 credit hours from the following courses:	
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 232 Sensor Technology and Applications	3
• ETC 120 Concepts of Solid State Electronics	5
• ETC 127 Concepts of Digital Electronics	5
• ILT 194 Introduction to PLCs	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ELT 117 AC & DC Machines	3

**ELECTRONICS – INDUSTRIAL
Certificate – 49 Credit Hours**

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

Pre-Professional Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition 3	
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3
Area II – Humanities & Fine Arts 2-3	
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	2
• SPH 107 Fundamentals of Public Speaking*	3
Area III – Natural Science & Mathematics 3	
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra*	3
Area V* – Pre-Professional /College Requirements 3	
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13	
<i>*NOTE: For degree seeking students, choose general studies course options</i>	
Area V - Technical Courses of Study: 37	
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 108 Motor Controls	3
• ETC 120 Concepts of Solid State Electronics	5
• ETC 127 Concepts of Digital Electronics	5
<i>Select 15 credit hours from the following courses:</i>	
• AUT 199 Special Topics in Manufacturing	3
• ILT 194 Introduction to PLCs	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ILT 212 PLCs in Automated Systems	3
• AUT 104 Blueprint Reading for Manufacturing	3
• AUT 116 Introduction to Robotics	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 212 Robot Operation and Programming	3
• AUT 214 Robotic Manuf. & Computer Simulation	3
• AUT 232 Sensor Technology and Applications	3
• INT 118 Fundamentals of Industrial Hydraulics/Pneumatics	3
• ELT 110 Wiring Methods	3
• ELT 117 AC & DC Machines	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
• ELT 200 Special Topics in ELT	3
• EET 226 Cable Splicing and Installation	3
• EET 235 NEC Code	3

- INT 192 Cooperative Work Experience 3
- WKO 110 NCCER Core 3

**ELECTRONICS – INDUSTRIAL
Associate in Applied Science Degree
71 Credit Hours**

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

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES 25	
Area V - Technical Courses of Study: 46	
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 108 Motor Controls I	3
• ETC 120 Concepts of Solid State Electronics	5
• ETC 127 Concepts of Digital Electronics	5
• AUT 232 Sensor Technology and Applications	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
<i>Select 18 credit hours from the following courses:</i>	
• ILT 194 Introduction to PLCs	3
• AUT 104 Blueprint Reading for Manufacturing	3
• AUT 199 Special Topics in Manufacturing	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ILT 212 PLCs in Automated Systems	3
• AUT 116 Introduction to Robotics	3
• AUT 212 Robot Operation and Programming	3
• AUT 214 Robotic Manuf. & Computer Simulation	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• ELT 110 Wiring Methods	3
• ELT 117 AC & DC Machines	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
• ELT 200 Special Topics in ELT	3
• EET 226 Cable Splicing and Installation	3

- EET 235 NEC Code 3
- ELT 110 Wiring Methods 3
- ELT 200 Special Topics in ELT 3
- INT 192 Cooperative Work Experience 3
- WKO 110 NCCER Core 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.

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

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

GRAPHICS AND PREPRESS Short Certificate – 16 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study	15
• GPC 111 Introduction to Computers	3
• GPC 114 Introduction to Computer Graphics	3
• GPC 124 Computer Drawing	3
• GPC 128 Basic Electronic Page Layout and Assembly	3
• GPC 170 Online Graphic Communications	3

GRAPHICS AND PREPRESS Certificate – 45 Credit Hours

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

	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I*	3

Area II – Humanities & Fine Arts 2-3

Select one of the following courses:

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

Area III – Natural Science & Mathematics 3

Select one of the following courses:

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional/College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

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 Page Production 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 Associate in Occupational Technologies Degree (AOT) 70 Credit Hours

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

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

Major: Graphics and Prepress (GPC) Certificate

Minor: Commercial Art (CAT)

General Studies Courses Hours(s)

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

NOTE: See Area V* for other College Requirements

Area I – Written Composition 3

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25
V – Technical Major Courses	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
<i>Select 12 credit hours from the following:</i>	
• 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
Area V – Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• 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

INDUSTRIAL MAINTENANCE (INT)

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

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

INDUSTRIAL MAINTENANCE Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• AUT 102 Lean Manufacturing & Industrial Safety	3
• INT 117 Principles of Industrial Mechanics	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• INT 134 Principles of Industrial Maintenance Metal Welding and Cutting Tech	3
<i>Select 15 credit hours from the following courses:</i>	
• AUT 104 Blueprint Reading for Manufacturing	3
• ILT 194 Introduction to PLCs	3
• AUT 116 Introduction to Robotics	3
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• INT 124 Prod. Equipment Layout and Installation	3
• INT 126 Preventive Maintenance	3
• INT 127 Prin. of Ind. Pumps And Piping Systems	3
• INT 192 Cooperative Work Experience	3
• ETC 108 Motor Controls I	3
• MTT 125 Introduction To Machining Technology	3
• MTT 139 Intro to Computer Numerical Controls	3

State Approved Only.

LOGISTICS AND SUPPLY CHAIN TECHNOLOGY (LGT)

MISSION: The mission of the Logistics and Supply Chain Technology program is to prepare students to manage and coordinate all logistical functions in an enterprise, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output.

Logistics and supply chain management professionals are responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposition of resources. This program consists of one short certificate.

LOGISTICS AND SUPPLY CHAIN TECHNOLOGY Short Certificate – 22 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	21
• LGT 106 Workplace Essential Skills	3
• LGT 108 Introduction to Logistics	3
• LGT 110 Warehouse Operations I	3
• LGT 111 Warehouse Operations II	3
• LGT 114 Supply Chain Fundamentals/Mgmt.	3
• LGT 115 Purchasing in Logistics	3
<i>Select 3 credit hours from the following courses:</i>	
• LGT 223 Warehouse Logistics Coop	3
• LGT 296 Directed Studies in Logistics	3

MACHINE TOOL TECHNOLOGIST (MTT)

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

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

MACHINE TOOL Manual Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study	27
• MTT 107 Machining Calculations	3
• MTT 121 Blueprint Reading	3
• MTT 125 Introduction To Machining Technology	3
• MTT 139 Intro to Computer Numerical Controls	3
• MTT 147 Introduction to Machine Shop I	3
• MTT 148 Introduction to Machine Shop I Lab	3
• MTT 149 Introduction to Machine Shop II	3
• MTT 150 Introduction to Machine Shop II Lab	3
• MTT 281 Special Topics in Machine Tool Tech.	3

MACHINE TOOL CNC Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study	27
• MTT 107 Machining Calculations	3
• MTT 121 Blueprint Reading	3
• MTT 139 Intro to Computer Numerical Controls	3
• MTT 140 Computer Integrated Manufacturing	3
• MTT 141 Basic CNC Milling Prog. I	3
• MTT 219 CNC Graphics: Turning	3
• MTT 220 CNC Graphics: Milling	3
• MTT 241 CNC Milling Lab I	3
• MTT 243 CNC Turning Lab I	3

MEDIA PRODUCTION (RTV)

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

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

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

**MEDIA PRODUCTION
Short Certificate – 28 Credit Hours**

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• RTV 115 Audio Production I	3
• RTV 118 Media Pre-Production I	3
• RTV 119 Video Production I	3
• RTV 120 Media Post Production I	3
• RTV 125 Digital Photography Foundation	3
• RTV 215 Audio Production II	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3

**MEDIA PRODUCTION
Certificate – 39 Credit Hours**

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

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

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

Area V - 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 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
• MCM 100 Introduction To Mass Communications	3

**MEDIA PRODUCTION
Associate in Applied Science Degree
71 Credit Hours**

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

	Hours(s)
General Studies Courses	
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements	5
Select one of the following courses:	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25
Area V - Technical Courses of Study:	45
• MCM 100 Introduction To Mass Communications	3
• MCM 102 Writing for the Mass Media	3
• RTV 101 Introduction To Broadcasting	3
• 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 153 Practicum In Television/Video I	3
• RTV 154 Practicum In Television/Video II	3
• RTV 215 Audio Production II	3
• RTV 191 Internship In TV Or Radio Broadcasting	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3

MEDIUM/HEAVY TRUCK TECHNICIAN (DEM)

MISSION: The mission of the Medium/Heavy Truck Technician program is to prepare students for successful employment or advancement as truck service and repair technicians.

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

MEDIUM/HEAVY TRUCK TECHNICIAN Short Certificate –28 Credit Hours

Pre-Professional Courses **1**

- ORI 101 Orientation to College

Technical Courses of Study: **27**

- DEM 104 Basic Engines 3
- DEM 122 Heavy Vehicle Brakes 3
- DEM 125 Heavy Vehicle Drive Trains 3
- DEM 130 Electrical/Electronic Fundamentals 3

Select 15 credit hours from the following courses:

- DEM 105 Preventive Maintenance 3
- DEM 111 Equipment Safety/Mechanical Fund 3
- DEM 135 Heavy Vehicle Steering and Suspension 3
- DEM 156 CDL License Test Preparation 3
- TRK 111 Basic Vehicle Operation 4
- TRK 112 Safe Operating Practices 3

MEDIUM/HEAVY TRUCK TECHNICIAN Certificate – 48 Credit Hours

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

Pre-Professional Courses **Hours(s)**

Freshman & Transient Requirement

- ORI 101 Orientation to College 1

Area I – Written Composition **3**

Select one of the following courses:

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

Area II – Humanities & Fine Arts **2-3**

Select one of the following courses:

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

Area III – Natural Science & Mathematics **3**

Select one of the following courses:

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional /College Requirements **3**

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS **12-13**

- DEM 122 Heavy Vehicle Brakes 3
- DEM 125 Heavy Vehicle Drive Trains 3
- DEM 130 Electrical/Electronic Fundamentals 3

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

Area V - Technical Courses of Study: **36**

- DEM 104 Basic Engines 3

Select 24 credit hours from the following courses:

- DEM 105 Preventive Maintenance 3
- DEM 111 Equipment Safety/Mechanical Fund 3
- DEM 117 Diesel and Gas Tune-up 3
- DEM 123 Pneumatics and Hydraulics 3
- DEM 124 Electronic Engine Systems 3
- DEM 126 Advanced Engines 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
- TRK 112 Safe Operating Practices 3

MEDIUM/HEAVY TRUCK TECHNICIAN Associate in Occupational Technologies Degree (AOT) 73 Credit Hours

The Medium/Heavy Truck Technician certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree

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

Major: Diesel - Medium/Heavy Truck Certificate (DEM)

Minor: Business (BUS) or Automotive Mechanics (AUM)

General Studies Courses **Hours(s)**

Freshman & Transient Requirement

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition **3**

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts **6**

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

Area III – Natural Science & Mathematics **7**

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

Area IV – History, Social, & Behavioral Sciences **3**

- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements **5**

Select one of the following courses:

- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3
and
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES **25**

Area V – Technical Major Courses	36
• DEM 104 Basic Engines	3
• DEM 122 Heavy Vehicle Brakes	3
• DEM 125 Heavy Vehicle Drive Trains	3
• DEM 130 Electrical/Electronic Fundamentals	3

Select 24 credit hours from the following courses:

• DEM 105 Preventive Maintenance	3
• DEM 111 Equipment Safety/Mechanical Fund	3
• DEM 117 Diesel and Gas Tune-up	3
• DEM 123 Pneumatics and Hydraulics	3
• DEM 124 Electronic Engine Systems	3
• DEM 126 Advanced Engines	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
• TRK 112 Safe Operating Practices	3

A Minor in DEM consists of two options. Take 12 Hours in one group only (Business or Automotive Mechanics). Do not combine groups for your 12 hours.

Area V – Business Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• BUS 100 Intro Business	3
• BUS 210 Introduction to Accounting	3
• BUS 215 Business Communication	3
• BUS 275 Principles of Management	3
• BUS 276 Human Resource Management	3
• BUS 279 Small Business Management	3

Area V – Automotive Mechanics Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• AUM 101 Fundamentals of Automotive Technology	3
• AUM 112 Electrical Fundamentals	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Automotive Engines	3
• AUM 130 Drive Train and Axles	3
• AUM 162 Electrical/Electronic Systems	3

PLUMBING & PIPEFITTING (PLB)

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

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

PLUMBING Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
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 211 Plumbing and Repair and Installation	3
• PLB 224 Plumbing Co-op	3

Select 3 credit hours from the following courses:

• PLB 118 Code Application	3
• WKO 110 NCCER Core	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 and one short-certificate.

WELDING TECHNOLOGY Short Certificate – 28 Credit Hours

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
<i>Select 27 credit hours from the following courses:</i>	
• 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 122 SMAW Fillet/OFC Lab	3
• WDT 124 GMAW Welding	3
• WDT 157 Consumable Welding Processes	3
• WDT 158 Consumable Welding Processes Lab	3

- WDT 166 Flux Core Arc Welding 3
- WDT 167 Flux Core Arc Welding Lab 3
- WDT 180 Special Topics “Welding Applications 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 281 Special Topics in Welding Technology 3

**WELDING TECHNOLOGY
Certificate – 51 Credit Hours**

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

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

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

Area V - Technical Courses of Study: 39	
• 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 223 Blueprint Reading for Fabrication	3
<i>Select 18 credit hours from the following courses:</i>	
• WDT 122 SMAW Fillet/OFC Lab	3
• WDT 124 GMAW Welding Lab	3
• WDT 125 SMAW Groove Lab	3
• WDT 157 Consumable Welding Processes	3
• WDT 158 Consumable Welding Processes Lab	3
• WDT 166 Flux Core Arc Welding	3
• WDT 167 Flux Core Arc Welding Lab	3
• WDT 180 Special Topics: Welding Applications	3
• WDT 217 SMAW Carbon Pipe	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 258 Certification Lab 3
- WDT 268 GTAW Lab 3
- WDT 281 Special Topics in Welding Technology 3

**WELDING TECHNOLOGY
Associate in Occupational Technologies Degree (AOT)
73 Credit Hours**

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

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

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

General Studies Courses	Hours(s)
Freshman & Transient Requirement	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 100 Intermediate College Algebra	3
• (or higher level math)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
Area V* – Pre-Professional /College Requirements 5	
<i>Select one of the following courses:</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses	2
TOTAL GENERAL STUDIES COURSES	25
Area V – Technical Major Courses 36	
<i>Select 36 credit hours from the following courses:</i>	
• 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
• WDT 124 GMAW Welding Lab	3
• WDT 125 SMAW Groove Lab	3
• WDT 157 Consumable Welding Processes	3
• WDT 158 Consumable Welding Processes Lab	3
• WDT 166 Flux Core Arc Welding	3
• WDT 167 Flux Core Arc Welding Lab	3

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- WDT 180 Special Topics: Welding Applications 3
 - WDT 217 SMAW Carbon Pipe 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

Area V – Technical Minor Courses 12

Select 12 credit hours from the following courses:

- AUT 102 Lean Manufacturing & Industrial Safety 3
- AUT 104 Blueprint Reading for Manufacturing 3
- AUT 116 Introduction to Robotics 3
- AUT 212 Robot Operation and Programming 3
- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 108 Motor Controls I 3
- ILT 194 Introduction to PLCs 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 Principles of Ind Pumps & Piping 3
- INT 134 Industrial Maint Welding & Cutting 3

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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 program 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 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. Failure to do so may result in students taking courses that are **NOT** transferable to their four-year institution.

Lawson State Community College is an accredited college through the Southern Association of Colleges and Schools, Commission on Colleges (SACS COC) If you are a student seeking to transfer credit hours, the following colleges are under the **STARS** transfer agreement. For other colleges not listed, contact the appropriate Admissions Office for a transfer review.

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

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

College Transfer Division

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

The following areas fall under the College Transfer Division:

- **Developmental Education (non transferable)**

Areas:

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

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

DISTANCE EDUCATION (ECOLLEGE)



DR. BRUCE CRAWFORD, VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

DR. KESHA JAMES, DIRECTOR OF DISTANCE EDUCATION (eCOLLEGE)

EMAIL: KJAMES@LAWSONSTATE.EDU

Phone: 205-929-6450

Distance Education (eCollege):

Distance learning courses are included in the curriculum of a particular program (Business) 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

eCollege offers students the opportunity to take college courses completely online (via the Blackboard Online Learning Platform) without having to come to campus.

The difference between an eCollege course and a campus-based course is how each is delivered. eCollege courses are delivered to students electronically via the Internet. Instructors utilize various methods of communication to conduct the course, such as Web 2.0 technologies, social networking, threaded discussions, email, web conferencing, audio, online testing platforms (Proctor U), and recorded lectures.

Full Online Program: Lawson State offers one full online program in Business (only). Students seeking other degrees can take a limited number of their (General Education) classes online towards that degree.

Limitations: Students on Academic Probation or with less than a 2.0 GPA cannot enroll in online courses.

Verification of Distance Education Students Identities & Testing Requirements

The Department of Education states that accrediting organizations require institutions(s) that offer distance education programs(s) to have processes by which it establishes that the student who registers in a distance education course or program is the same person who receives academic credit. Therefore, eCollege has implemented proctored exams (live online face-to-face proctoring) in online courses in order to verify that the student who registered for the course is the same student who is completing the work. Information on exam dates and topics will be delivered within each online course by the instructor of record. Lawson State offers two means of test delivery (Proctor U and Blackboard) although ProctorU is the preferred and primary method of delivery. The majority of online courses require two proctored exams—one for the mid-term and one for the final exam.

Distance Education Fees

Testing Fees (Incurred at Registration):

Testing fees (whether the course requires the use of Blackboard, ProctorU or ground proctoring services) are automatically paid at the time of registration for all eCollege online students. Fees are \$50 per online course registered for at the college (on top of the normal tuition and fees due). Students CANNOT opt out of these online fees. If the testing fees are a concern, please register for a ground course instead. Online classes have inherent testing fees. Testing fees are the same whether the online course uses Blackboard or ProctorU. All eCollege online courses use ProctorU and Blackboard.

NOTE: Distance Education Testing fees are non-negotiable and non-refundable. Students wishing not to pay testing fees at the time of registration should opt to take the course on campus.

Additional Testing Fees (Paid by Student if Registering Late for a Proctor U Test).

Students should schedule their exam with ProctorU no less than 72 hours before taking the exam online. If not, additional fees (paid directly to ProctorU by the student) will be assessed (\$8+ or more). Please note that the testing fees collected \$50 do NOT cover LATE fees. To avoid late fees, register to take your exam at least 72 hours before taking your exam.

Any additional charges due to ProctorU due to a student registering LATE (less than 72 hours) MUST be paid with a credit or debit card (directly to Proctor U). The eCollege student will be required to enter payment information into a secure page connected to a third-party card processing company. The page is encrypted and ProctorU does not see

or store credit card/debit card data. eCollege students will have to re-enter payment information each time a new charge or charges are incurred.

Equipment Requirements (Distance Education)

Required Equipment Needed Prior to Testing with ProctorU (Additional Fees Related to Online Learning):

Proctor U requires three critical pieces of equipment in order for your test to be proctored: (1) a computer with Internet access; (2) a mountable (not built in) camera; and (3) an audio w/microphone headset. All equipment should always be tested prior to your exam. These types of cameras can be purchased in any Lawson State bookstore or within any major chain to include Walmart, Target, etc... The cost is minimal. It is recommend that all online students purchase their camera and audio headset at the same time they secure their textbook.



Additional Fees (Associated with Online Courses at Lawson State):

Other fees associated with taking an online class include: textbook fees (fees vary per book), Internet access fees, personal desktop or laptop (do not use a phone or tablet to take an online course at Lawson State), attachable desktop camera, audio headset, and software requirements to include Microsoft Suite (or more software requirements, depending on the course). In addition, P.E. online courses require additional technical equipment to track physical activities (i.e., Fitbands, specialized Apps, cameras, etc...). And...science classes may required lab kits that can range in costs from (\$250-\$400), depending on the course.



Science Lab Kits

GENERAL STUDIES



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

Although students can focus on specific areas of concentration within General Studies, General Studies is designed specifically to allow students to transfer into senior level colleges and are aligned to match requirements as outlined within the STARS agreement.

NOTE: Availability of course offerings under Area V can be limited for some Areas of Concentration. In such cases, students are encouraged to seek advisement for possible course substitutions, independent study or Reverse Transfer opportunities.

UNDERSTANDING GENERAL STUDIES:

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

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

Simply complete a **STARS** application and follow the degree options under Area V. Areas I through IV are standard courses all General Studies need to take. For information on how to complete a **STARS GUIDE**.

UNDERSTANDING GENERAL STUDIES AREAS

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

AREA I - Written Composition (6 SH)

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

AREA II - Humanities and Fine Arts (12 SH)

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature*, 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. In

addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance.

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

AREA III - Natural Sciences and Mathematics (11 SH)

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

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

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

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Minimum requirements include 12 semester hours with at least a 3 semester 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 OVERVIEW



As addressed previously, General Studies offers a variety of *Areas of Concentrations* (not to be confused with Programs of Study) that students can follow in order to later transfer their credits to a four-year institution. Upon completion of the requirements for a General Studies

degree (depending on the Area of Concentration selected), students will be awarded either an Associate in Arts or an Associate in Science degree in **General Studies**.

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

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

UNDERSTANDING GENERAL STUDIES:

Under the General Studies degree program option, students wishing to tailor their education to a specific degree, can do just that!

HOW TO CRAFT A GENERAL STUDIES DEGREE?

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

UNDERSTANDING GENERAL STUDIES AREAS

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

AREA I - Written Composition (6SH)

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

AREA II - Humanities and Fine Arts (12SH)

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are

represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature*, 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance. ***As a part of the General Studies curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV), unless otherwise prescribed within one's STARS Agreement.**

AREA III - Natural Sciences and Mathematics (11 SH)

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

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

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

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Minimum requirements include 12 semester hours with at least a 3 semester hours course in history* and at least 6 semester hours from among other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

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

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

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

Area V is designated for courses appropriate to the degree/major requirements of the individual student (it may also include electives*). *Some institutions may include courses in wellness or physical education. Students wishing to transfer under the General Studies program option, should follow the STARS agreement for the specific college the student is planning to transfer to in the future.

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

COLLEGE READINESS: DEPARTMENT OF DEVELOPMENTAL EDUCATION

**DR. SHERRI DAVIS, ACADEMIC DEAN &
DIRECTOR OF DEVELOPMENTAL EDUCATION**

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

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 ACT scores (if available), high school GPA combined with performance in English IV and Algebra II (in high school) and/or individual placement test scores (if neither and ACT score or final high school transcripts are provided). **NOTE:** ACT scores and high school records must not be greater than 5 years old. If older, the student must take the Accuplacer exam.

Students with less than a 17 on the ACT or less than a 2.75 high school GPA combined with a passing grade of “C” (or higher) in English IV or Algebra II will be required to take the Accuplacer Placement test. If scored below norms, the student is then placed in one or more developmental classes (English or math). There are three academic areas tested: English, reading, and mathematics. Testing outcomes determine how many developmental courses individual students will have to take in order to reach college-level. Low reading levels are tied to a student’s ability to qualify to take distance education (online) courses. Students scoring below the 9th grade equivalent reading score, cannot enroll in online classes until he or she can demonstrate reading proficiency.

TRACKING: Student academic performance is tracked in each developmental course. Students are given a pre-test at the beginning of each semester to gauge their proficiency level and are post-tested upon completion of the course.

Program Outcomes:

- To equip students with the academic skills in reading, mathematics, and English to perform on college-level.
- To provide students with various types of support (advisement, counseling, tutoring) to ensure academic and personal success.
- To assist students individually with academic problems.

- To provide targeted-assisted instruction.
- To track student progress in order to guide instruction and improve the overall developmental program.
- To provide students with the technological skills necessary to perform on college-level and within the world around them.
- To provide students with intensive laboratory instruction in order to improve overall understanding of subject matter.
- To foster critical-thinking skills.
- To promote study skills throughout each course in an effort to increase academic discipline and overall subject-matter competency.

DEVELOPMENTAL COURSE SEQUENCE

Students are placed in specific levels of developmental studies.

ENGLISH TRACK: 1 Tiered (course); 2 Tiered Labs

ENR 098 Developmental English and Reading (3 credits)
ENG 080 Dev. Eng. & Rdg. Learning Support Lab (1 credit)

Students who originally tested into ENR098 will take ENG099 (which is a Learning Support Tutoring Lab) when they enroll in their first gateway college-level English class, ENG101.

ENG101 English Comp. (3 credits)—College Level Course
ENG099 English Composition Learning Support Lab (1 credit)

MATHEMATICS: 1 Tiered (course); 2 Tiered Labs

MTH 098 Developmental Algebra (3 credits)
MTH 080 Dev. Algebra Learning Support Lab (1 credit)

Students who originally tested into MTH098 will take MTH099 (which is a Learning Support Tutoring Lab) when they enroll in their first gateway college-level mathematics class, MTH100.

MTH100 Intermediate Algebra. (3 credits)—College Level Course
MTH099 Intermediate Algebra Learning Support Lab (1 credit)

Testing Out Policy:

Once a student has placed (via the AccuPlacer Exam) into a developmental course, he or she is given an Entrance Exam (for the course they have tested in) within the first week of the course. If the student masters the Entrance Exam by scoring 80% or better, then he or she will be given the Exit Exam (for the course). If passed with a “C”/70% or higher, the student will advance to the next level.

In addition, students are eligible to retest (via Accuplacer) as long as the semester has not started. **Students must incur the expense of this retest.** After re-testing, the student will be eligible to place in the proper college level course—depending on the placement results.

DEPARTMENT OF HEALTH & PHYSICAL EDUCATION

**MR. ERIC AGEE, CHAIRPERSON, HEALTH &
PHYSICAL EDUCATION**

MR. CARLTON RICE, ATHLETIC DIRECTOR

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

twilson@lawsonstate.edu
crice@lawsonstate.edu
eagee@lawsonstate.edu

MISSION: The Department of Natural 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 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.

Distance Education:

Distance learning courses taught in Physical Education 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF HUMANITIES AND FINE ARTS

MRS. REBECCA DUNCAN, CHAIRPERSON

rduncan@lawsonstate.edu

Phone: 205-929-3448

MISSION: The Humanities and Fine Arts Department serves students from the Birmingham area in providing components of a fine arts education degree. Speech, humanities, art, music, and theater 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 experiences throughout the campus.

LONG-RANGE GOALS

- To increase student awareness and appreciation for the arts.
- To develop and implement a comprehensive program for staff development based on identified needs and current research in the area of Humanities to enhance student experiences in the arts.
- To expose students to diversity through the Humanities.
- To support the General Educational Program of the institution through implementation of requirements throughout the department.

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

- Develop knowledge and understanding and appreciation for the arts and humanities.
- Help students develop the ability to read, think, and write clearly, and critically and apply such knowledge within the arts and humanities.
- 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 arts.
- Teach the fundamental skills of speaking, performing, and creating art and music.

- Help students develop an understanding of and a respect for other cultures through diverse study of art, music, and theater.
- 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 via theatrical exposure and performance.
- To preserve, appreciate and transmit knowledge of the arts past and present in order 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 through exposure to the arts and humanities.
- To help remove myths and stereotypes about other cultures through a gained understanding and appreciation for the arts and humanities (across cultures).
- 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.

Distance Education:



Distance learning courses taught within the Department of Humanities and Fine Arts 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF LANGUAGES AND LITERATURE

MS. VYAVUKA MASI MASI, CHAIRPERSON

vmasimasi@lawsonstate.edu

MISSION: The Humanities Department serves students from the Birmingham area in providing components of a liberal arts education degree. College writing, reading, and foreign language 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. Through the service-oriented philosophy of the

department, students are provided the experiences of on-site learning as well as distance education learning.

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 languages and literature.
- 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 institution.

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

- Develop knowledge and understanding of reading and writing on the college level.
- 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 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 through the exposure of literature and critical analysis.
- 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.

Distance Education:



Distance learning courses taught within the Department of Languages and Literature 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF NATURAL SCIENCES

DR. TRACEY WILSON, CHAIRPERSON

twilson@lawsonstate.edu

MISSION: The faculty of the Department of 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 Department is 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 natural science, health professions and/or related fields. 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.

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.

Distance Education:



Distance learning courses taught within the Department of Natural Sciences 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF MATHEMATICS

DR. CHARLES FOWLER, CHAIRPERSON
Lawson State Community College
Bessemer, AL

cfowler@lawsonstate.edu

MISSION: The faculty of the Department of Mathematics 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 and related fields.

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.

- **Distance Education:**



- Distance learning courses taught within the Department of Mathematics 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

MS. VENITA TUBBS, CHAIRPERSON

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

vtubbs@lawsonstate.edu

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.



Distance Education:

Distance learning courses taught within the Department of Social and Behavioral Sciences 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 distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

GENERAL STUDIES OFFERINGS

ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)

General Studies: Transfer Concentrations

A

Advertising
Agronomy and Soils
Animal Science
Applied Math
Architecture
Art Education
Art History
Art Studio
Athletic Training

B

Behavioral Science
Biology
Biology Education: Secondary (Middle/High School)
Biomedical Sciences
Building Science

C

Career Technical Education
Chemistry
Chemistry Education (Middle/High School)
Child Development
Clinical Lab Sciences/Medical Technician
Communication Studies or Speech
Consumer Science
Criminal Justice (General Studies) AS
Criminal Justice (General Studies) AAS
Cyber Assurance

D

Dentistry Track

E

Economics
Elementary or Early Childhood Education
Emergency Management
Emergency Medical Services
Engineering (Aerospace) Track
Engineering (Biomedical) Track
Engineering (Biosystems) Track

Engineering (Chemical) Track
 Engineering (Civil) Track
 Engineering (Computer) Track
 Engineering (Computer Science) Track
 Engineering (Electrical) Track
 Engineering (Industrial) Track
 Engineering (Materials) Track
 Engineering (Mechanical) Track
 English
 English/Language Arts Education Middle/High School
 Environmental Design
 Environmental Science
 Exercise Science and Wellness

F

Family and Consumer Sciences
 Food Science

G

General Studies
 Geography
 Geography Education Middle/High School
 Global Studies and Human Service
 Graphic Design

H

Health Education Middle/High School
 Health Informatics
 Health, Recreation, and P.E.
 Health Science
 Health Service Administration
 History
 History Education Middle/High School
 Horticulture
 Hospitality, Sport, and Tourism Management
 Hotel and Restaurant Management
 Human Development and Family Studies
 Human Services

I

Industrial Design
 Industrial Hygiene
 Information Systems
 Information Technology
 Instructional Design and Performance Improvement
 Integrated Marketing Communications
 Interdisciplinary Arts
 Interior Architecture
 Interior Design

J

Journalism

K

Kinesiology

L

Laboratory Technology
 Law Track

M

Applied Math Middle/High School

Mathematics
 Math Middle/High School
 Math Education Middle/High School
 Medicine Track
 Music
 Music Education Middle/High School

N

Pre-Acceptance Nursing Track I
 Pre-Acceptance Nursing Track 2
 Nutrition

O

Occupational Therapy Track
 Office Administration
 Optometry Track
 Osteopathic Medicine Track

P

Pharmacy Track
 Philosophy
 Physical Education
 Physical Therapy Track
 Physics
 Physics Education Middle/High School
 Political Science
 Professional Health Sciences
 Psychology
 Public Health
 Public Relations
 Public Safety and Health Administration

R

Radiologic Sciences
 Recreation Leadership
 Rehabilitation and Disability Services
 Rehabilitation
 Respiratory/Cardio Science

S

Science Education Middle/High School
 Social Science
 Social Studies Education Middle/High School
 Social Work
 Social Work Technician
 Sociology
 Special Education
 Speech Pathology
 Speech Therapy

T

Telecommunications and Film or Broadcasting
 Theatre

U

Urban Planning

**ASSOCIATE IN APPLIED SCIENCE
DEGREES (AAS)****A**

Accounting
Automotive Service **Ford ASSET**
Automotive Service **GM ASEP**
Automotive Service **Toyota T-TEN**
Automated Manufacturing

B

Building Construction
Business Administration and Management

C

Child Development
Computer Science (Business Education)
Computer Science (Math)
Criminal Justice
Culinary Arts

D

Drafting and Design Technology
Diagnostic Medical Sonography

E

Electronics Industrial

H

Hospitality Management

M

Mobility Program Curriculum (LPN to RN)

N

Nursing (ADN)

O

Office Administration
Office Administration (Legal)
Office Administration (Medical)

S

Social Work Technician



COLLEGE TRANSFER / GENERAL STUDIES PROGRAMS

OVERVIEW



**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**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 120 Theater Appreciation 3
 THR 126 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
 HUM299-01 PTK Honors Course I 1
 HUM299-02 PTK Honors Course II 1
 HUM29903 PTK Honors Course III 1
 HUM 299 PTK Honors Course 3
 REL 100 World Religion 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
 MTH 265 Elementary Statistics 3
MTH250 DISCRETE MATH 3
MTH270 PROBABILITY AND STATISTICS 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
Pre-professional Electives based on GS major. 14-18

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**FOR ACCOUNTING & ACCOUNTING
TECHNOLOGY LISTINGS,**
See the Business & Information Technologies Section of
this Catalog.

**ADVERTISING (UA ONLY)
General Studies (AA)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	
	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
ECO 232 Principles of Microeconomics	3
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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)	5-9
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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
PHL206 Ethics and Society	3
Literature (3) Select on Literature course only.	3
(American Literature, ENG251 OR English Literature, ENG261 OR World Literature, ENG271.)	
Fine Arts Required Electives	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options	
Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry	3
CHM 111 College Chemistry I <i>and</i>	
CHM 112 College Chemistry II	8
Area IV – History, Social & Behavioral Sciences	12
ECO 232 Principles of Microeconomics	3
History Sequence (6)—Required	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 125 Calculus I	4
BIO 103 Principles of Biology I <i>and</i>	
BIO 104 Principles of Biology II	8
<i>*Select remaining credits from the listings below:</i>	
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. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

ANIMAL SCIENCES General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry/OR	
MTH 115 Precalculus Algebra & Trig	3
BIO 103 Principles of Biology I w/Lab <i>and</i>	
BIO 104 Principles of Biology II w/Lab	8
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
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
<i>*Select remaining credits from the listings below:</i>	
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
PHY 201 General Physics I	4
CHM 221 Organic Chemistry I	4
ECO 232 Principles of Microeconomics	3
BIO 201 Anatomy & Physiology I	4
BIO 202 Anatomy & Physiology II	4
See STARS for Pre-Vet for Guidance.	
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

APPLIED MATHEMATICS (AU ONLY) General Studies (AS) Auburn University Only—See STARS Guide

*LSCC Requirement for all Graduates	1
ORI101/PSY100 Freshman Academy	

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH125 Calculus	4
Natural Sciences Sequence (See STARS Guide)	8
BIO 103 Principles of Biology I/ <i>and</i>	
BIO 104 Principles of Biology II/OR	8
CHM 111 College Chemistry I/ <i>and</i>	
CHM 112 College Chemistry II/OR	8
PHY 213 General Physics w/Calculus I/ <i>and</i>	
PHY 214 General Physics w/Calculus I	8

Select one science sequence only. See other science options via STARS.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI10IT (the shorter version).</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
PHL206 Ethics in Society/OR	3
PHL106 Introduction to Philosophy	3
Literature (3) Select on Literature course only.	3
(American Lit. ENG251 OR English Lit. ENG261 OR World Literature ENG271.)	
Fine Arts Required Electives	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus/OR	4
MTH 115 Precalculus Algebra & Trig	4
PHY 201 General Physics I/and	8
PHY 202 General Physics II/OR	8
PHY 213 General Physics I/and	8
PHY 214 General Physics II/OR	8
*Select one Physics sequence ONLY.	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions) 2	
*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)	4-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE

60-64

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI10IT (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanities Elective Options: (Spanish, SPA101 or Humanities HUM101)	
	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry I I	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions) 2	
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
*Select remaining credits from the listing below.	
ART 203 Art History I	3
ART 204 Art History II	3
Pre-professional Electives (See STARS Guide)	0-3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

ART HISTORY General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanities Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: * If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 203 Art History I	3
<i>*Select 12 credits (4 courses) from the listing below.</i>	
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
ART 204 Art History II	3

Pre-professional Electives (See STARS Guide) 0-4

NOTE: Area V Listings can be limited. Complete a Reserve Transfer if classes are not offered.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ART STUDIO General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanities Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
<i>*Select remaining credits from the listing below.</i>	
ART 203 Art History I	3
ART 204 Art History II	3

Pre-professional Electives (See STARS Guide) 0-4

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

ATHLETIC TRAINING

*MUST BE ADMITTED TO THE PROGRAM.
General Studies (AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH112 PreCalculus Algebra or higher	3
BIO 103 Principles of Biology	4
Physics or Chemistry Required. See STARS.	
(See STARS Guide for course selection options)	

(*Physics required for students intending to transfer to Univ. of AL and West Alabama. Chemistry required for Troy University.)

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

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
BIO 201 Human Anatomy & Physiology I	4
BIO 202 Human Anatomy & Physiology II	4

***Select remaining credits from the listing below.**

*HED221 Personal Health /OR	4
*NUR206 Advanced Nutrition Concepts	4
Pre-professional Electives (See STARS Guide)	0-4

NOTE: We recommend HED221. For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH112 PreCalculus Algebra or higher	3
Select 2 science classes (8 credits) from the listing below.	

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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry I I	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PSY200 Psychology	3
Pre-professional Electives (See STARS Guide)	11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

BIOLOGY General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12-13
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
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 and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
CHM 111 College Chemistry I w/ Lab	4
CHM 112 College Chemistry II w/ Lab	4
See STARS : Select remaining courses from Area V course listing from your transferring college.	6-10
<i>Approved Area V Electives</i>	
(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS).	
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.	
TOTAL REQUIRED HOURS FOR DEGREE	63-64

BIOLOGY EDUCATION: SECONDARY (MIDDLE / HIGH SCHOOL) General Studies (AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
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 (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
CHM 111 College Chemistry I w/ Lab	4
CHM 112 College Chemistry II w/ Lab	4
See STARS : Select remaining courses from Area V course listing from your transferring college.	6-10
<i>Approved Area V Electives</i>	
(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS).	
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

BIOMEDICAL 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)		
	Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101) 0-4		
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		12
MTH 125	Calculus I or higher	4
CHM 111	College Chemistry I w/ Lab/and	
CHM 112	College Chemistry II w/ Lab	8
Area IV: History, Social and Behavioral Sciences		12
History (3) or History Sequence (6) (See STARS)		3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3
Area V – Pre-Professional/LSCC Courses		18-22
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
*Select remaining Area V credits from the following:		
BIO 103	Principles of Biology I	4
BIO104	Principles of Biology II	4
MTH 265	Elementary Statistics	3
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
PHY 201	General Physics I	4
PHY 202	General Physics II	4
Other course options are available; see STARS. UAB students have different requirements; see STARS.		
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.		
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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)		
	Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101) 0-4		
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
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
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3
Area V – Pre-Professional/LSCC Courses		18-22
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
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)		3-7
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.		
TOTAL REQUIRED HOURS FOR DEGREE		60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

CAREER TECHNICAL EDUCATION**General Studies (AS)**

—See STARS Guide—Athens State ONLY

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Pre-Calculus Algebra or higher	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives (See STARS Guide)	14-18

***Select remaining credits from STARS course listings for Athens State University.**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**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. DO NOT randomly select courses.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

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 of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

*Select remaining credits from the listings below. See STARS.	
PHY 201 General Physics I and	
PHY 202 General Physics II/OR	8
PHY213 General Physics w/Calculus I and	
PHY214 General Physics w/Calculus II	8
MTH 126 Calculus II (req'd at most 2 yr. colleges)	4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

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 of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credits from the listings below.	
PHY 201 General Physics I and	
PHY 202 General Physics II/OR	8
PHY213 General Physics w/Calculus I and	
PHY214 General Physics w/Calculus II	8
MTH 126 Calculus II (req'd at most colleges)	4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE 60-64



What is STARS?

"STARS stands for Statewide Transfer & Articulation Reporting System. STARS is a web-accessible database system which provides

guidance and direction for prospective transfer students in the State of Alabama. The STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama. Although transfer guides/agreements can only be printed for two-year to four-year transfers, the STARS system can still provide guidance and direction to transfer students who have a different transfer situation.

How to Access My STARS Report?

To access your STARS Report, click on QUICK LINKS from the LSCC Website and click on the STARS Link. Follow the directions on the page to access or watch our online video tutorial.

Can I Transfer Early? What is Reverse Transfer?

Yes. You can transfer early and complete a Reverse Transfer. Reverse transfer assists students who earned credits that applied towards an Associate Degree while enrolled at a community college but who did not complete sufficient credits to earn their Associate Degree. These students then pursued their education at a four-year institution. This agreement is designed to facilitate the transfer of credits earned by students at a four-year institution back to the community college to complete their associate degree. Student consent for FERPA purposes will be obtained prior to any reverse transfer data exchange. Students will be eligible for reverse transfer when they have met the following criteria:

- Have earned at least 25% of the credit hours required for their degree from a member institution in the Alabama Community College System.
- Have earned at least 3 semester credit hours from the four-year institution.
- Adhere to all policies and guidelines related to student admissions and transfer at both the four-year institutions and ACCS college.

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

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
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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

Area II: Humanities and Fine Arts	10
SPH 107 Fundamentals of Public Speaking	3
SPA 101 Introductory Spanish I	4
MUS101 Music Appreciation/OR	3
ART100 Art Appreciation	3

Area III: Natural Sciences and Mathematics	7
MTH 100 Intermediate College Algebra/OR	3
MTH 116 Mathematical Applications	3
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics)	4
See STARS Guide for course selection options.	

Area IV: History, Social and Behavioral Sciences	9
PSY 200 Introduction to Psychology	3
PSY 210 Human Growth & Development	3
SOC 247 Marriage and Family	3

Area V – Pre-Professional/LSCC Courses	5
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

Area V--Field of Concentration Courses	30-33
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Select remaining credits from the course listings below:

CHD 100 Intro to Early Care & Ed.of Children	3
CHD 201 Child Growth and Dev. Principal	3
CHD 202 Children's Creative Experience	3
CHD 203 Children's Lit. & Lang. Dev.	3
CHD 204 Meth./Tching. Presch. Children	3
CHD 205 Prog. Plng. for Ed.Yng Children	3
CHD 206 Children Health & Safety	3
CHD 208 Admin. of Child Dev. Prog.	3
CHD 209 Infant & Toddler Ed. Prog.	2
CHD 210 Ed. Exceptional Yng. Children	2
CHD 215 Supv. Pract. Exp. in Child Dev.	2
CHD 220 Parenting Skills	3

TOTAL REQUIRED HOURS FOR DEGREE 67-70

Interested in obtaining a 4-year degree and teaching on the elementary, middle or high school level? Pursue an Associate in Science degree in Education. See Education listings.

EDUCATION: Program Options for Associate in Science Degree (transferable programs)

- Elementary/Early Childhood Education
- Education: Middle/High School (Pre-Teacher)
- Art Education: Middle/High School (See next page.)
- Biology Education: Middle/High School
- Business Education: Middle/High School
- Chemistry Education: Middle/High School
- English/Language Arts Education: Middle/High School
- Geography Education: Middle/High School
- Health Education: Middle/High School
- History Education: Middle/High School
- Math Education: Middle/High School
- Music Education: Middle/High School
- Physics Education: Middle/High School
- Social Studies Education: Middle/High School
- Spanish Education: Middle/High School



Students MUST print and retain a copy of the STARS articulation agreement guide prior to selecting courses.

Failure to do so may result in your Area of Concentration NOT being TRANSFERABLE.

NOTIFICATION OF STARS CHANGES:

Please note that transfer colleges can change course requirements within STARS agreements; thus, this catalog only represents what the STARS agreements were as outlined at the time of printing. Hence, it is the student's responsibility to ALWAYS print out a current STARS agreement and follow that agreement. Please alert your advisor and our Records Office if you notice a discrepancy between your current STARS agreement and the outlined degree plan in this catalog.

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>	
Fine Arts Required Electives:	3
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>	
Additional Humanities Elective Options:	
<i>(Spanish, SPA101 or Humanities HUM101)</i>	
	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 112 Pre-Calculus Algebra or higher	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
<i>(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)</i>	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	
CRJ 100 Introduction to Criminal Justice	3
CRJ 110 Introduction to Law Enforcement	3
CRJ 150 Introduction to Corrections	3
CRJ 160 Introduction to Security	3
Pre-professional Electives (See STARS Guide)	
	2-6
Pre-professional Electives (See STARS Guide)	5-9
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**CRIMINAL JUSTICE
General Studies (AS)—See STARS
Associate in Science--TRANSFERABLE**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>	
Fine Arts Required Electives:	3
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>	
Additional Humanities Elective Options:	
<i>(Spanish, SPA101 or Humanities HUM101)</i>	
	0-4
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics or higher	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
<i>(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)</i>	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1 hour PED activity courses (no substitutions)	
CRJ 100 Introduction to Criminal Justice	3
CRJ 110 Introduction to Law Enforcement	3
CRJ 150 Introduction to Corrections	3
CRJ 160 Introduction to Security	3
Pre-professional Electives (See STARS Guide)	
	2-6
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

CRIMINAL JUSTICE

Associate in Applied Science (AAS)

Non-Transferable Degree.

See Criminal Justice (AS) for transferable degree.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	3
ENG 101 English Composition I	3

Area II: Humanities and Fine Arts	6
SPH 107 Fund. of Public Speaking	3
Humanities or Fine Arts Elective (Select One)	3
(HUM101, ART100, MUS101 or THR120)	

Area III: Natural Sciences and Mathematics	10
MTH 116 Mathematics Application/OR	
MTH 110 Finite Mathematics or higher level	3
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics)	4
CIS 146 Microcomputer Applications	3

Area IV: History, Social and Behavioral Sciences	3
PSY 200 General Psychology/ OR	3
SOC 200 Intro to Sociology	3

Area V – Pre-Professional/LSCC Courses	47
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	1
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
PSY 250 Social Psychology	3
SOC 210 Social Problems	3
SOC 247 Marriage and Family	3
CRJ 150 Introduction to Corrections / OR	
CRJ 212 Correctional Counseling Techniques	3
HED 231 First Aid	3
CRJ 280 Internship (Elective, upon Approval)	3
CRJ 116 Police Patrol (Elective)	3

TOTAL REQUIRED HOURS FOR DEGREE 69

*Check with your advisor to ensure this program is still available.

CYBER ASSURANCE

General Studies (AS)

USA 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus	4
PHY 213 General Physics with Calculus I and	
PHY 214 General Physics with Calculus II	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 126 Calculus II	3
MTH 250 Discrete Math	3
CIS 191 Intro. to Computer Science I	3
CIS 192 Advanced Computer Programming	3
EET 203 Electronic Circuits	3
EET 206 Digital Fundamentals	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

**Looking for DENTAL ASSISTANT, not our college transfer program?
See the Health Professions Section of this Catalog**

DENTISTRY TRACK
*In STARS, this Program of Study is entitled,
Pre-Dentistry*
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives
(See STARS Guide for course selection options) 3-6

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
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
Pre-professional Electives: 14-18
See catalog of your Transferring College for specifics.

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
If searching for this degree in STARS, search for **Pre-Dentistry**.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ECONOMICS General Studies (AS)

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

***NOTE:** If a Literature sequence is not selected in Area II, you **MUST** complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics 11
MTH 112 Pre-Calculus Algebra or higher 3
BIO 101 Introduction to Biology I and 8
BIO 102 Introduction to Biology II/OR 8
BIO 103 Principles of Biology I and 8
BIO 104 Principles of Biology II/OR 8
CHM 104 Introduction to General Chemistry 8
CHM 105 Introduction to Org. Chemistry/OR 8
CHM 111 College Chemistry I/OR 8
CHM 112 College Chemistry II 8

Select one science sequence only. See other science options via STARS.

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
Select remaining credits from the Area IV STARS Guide:

PSY200 General Psychology 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
Select remaining credits from the listing below.
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) 2-6

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**ELEMENTARY OR EARLY
CHILDHOOD EDUCATION****General Studies (AS)****Reflects the new “No Child Left Behind” changes.**

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Communications **6**
 ENG101 English Composition I 3
 ENG102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature Sequence (6) LSCC Required 6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)

***NOTE: A Literature sequence is required for LSCC students in order to provide for more Social Science course selections under Area IV. This enables the student to take more classes that will help them to understand the child psychology more.**

Area III – Natural Science or Mathematics **11**
 MTH 110 Finite Mathematics or
 higher level Mathematics from STARS 3
 BIO 101 Introduction to Biology I 4
 Select another 4 credit Natural Science course. 4
 (Chemistry, Organic Chem., Physics, Physical Science, etc...)
 *See STARS report for other science options.
 Sciences DO NOT have to be in sequential for this major.

Area IV: History, Social and Behavioral Sciences **12**
 History (3) Select one History course only. 3
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Select 9 additional math credits from the listing below. See STARS Guide for more options.
 MTH 112 Precalculus 3
 MTH 113 Precalculus Trigonometry 3
 MTH 115 Precalculus Algebra & Trig. 4
 MTH 125 Calculus I 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. Course selected in Area II cannot substitute.
 BIO 102 Introduction to Biology II 3
 BIO 103 Principles of Biology 3
See STARS for additional course selections 1-4

TOTAL REQUIRED HOURS FOR DEGREE **60-64****EMERGENCY MANAGEMENT****General Studies (AS)****Associate in Science—JSU Only**

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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II – Humanities & Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (6) Literature sequence required 6
 (American Lit. ENG251 OR English Lit. ENG261 OR World Literature ENG271.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Area III – Natural Science or Mathematics **11**
 MTH110 Finite Mathematics/OR
 MTH 112 Precalculus Algebra or higher 3
 BIO 103 Principles of Biology I/and
 BIO 104 Principles of Biology II w/Lab 8
 CHM 111 College Chemistry I/OR
 CHM 112 College Chemistry II 8
 PHY 201 General Physics I/OR
 PHY 202 General Physics II 8
 Select one science sequence only. See other science options via STARS.

Area IV – History, Social & Behavioral Sciences **12**
Complete a History Sequence:
 History Sequence (6) (**See STARS**) 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 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
 Two 1 hour PED activity courses (no substitutions) 2
 MTH 100 Intermediate College Algebra 3
 BUS 271 Business Statistics I 3
 See STARS for additional Area V courses 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

EMERGENCY MEDICAL SERVICES (EMS)**General Studies (AS)****Associate in Science—USA Only**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II – Humanities & Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4
(See STARS Guide for course selection options)

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics or higher	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
SOC200 Introduction to Sociology	3
Area IV Electives (See STARS Guide)	
Select additional Social & Behavioral Sciences Electives	3-6
PSY 210 Human Growth & Development	3
SOC 210 Social Problems	

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1 hour PED activity courses (no substitutions)	2
Select Remaining Courses from the listing below:	
EMS118 Emergency Medical Technician	9
EMS119 Emergency Medical Tech. Clinical	1
EMS189 Applied Anatomy & Physiology I	4
BIO201 Human Anatomy & Physiology I	4
BIO202 Human Anatomy & Physiology II	4
BIO120 Medical Terminology	3

NOTE: For more Area V listings, see your STARS Guide.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

ENGINEERING (AEROSPACE) TRACK**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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	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	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY200 General Psychology	3
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	24- 28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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/OR	
CIS 231 FORTRAN Programming	3
MTH 270 Probability & Statistics/OR	
PHY218 Modern Physics	3
Area V offerings may be limited.	

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ENGINEERING (BIOMEDICAL) TRACK
General Studies (AS)—UAB Only

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	
Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY200 General Psychology	3
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
<i>Select remaining credit hours from the courses below.</i>	
BIO103 Principles of Biology I	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
CHM221 Organic Chemistry I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
Area V offerings may be limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

ENGINEERING (BIOSYSTEMS) TRACK
General Studies (AS)—UAB Only

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
Required Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
PHL106 Intro. to Philosophy	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
CHM 111 General Chemistry I	4
PHY 201 General Physics I	4
Area IV – History, Social & Behavioral Sciences	12
Required History Sequence	6
(Western Civ. HIS101 & HIS102 OR World History HIS121 & HIS122 OR US History HIS201 & HIS202)	
ECO232 Principles of Microeconomics	3
Select remaining Area IV credits from the listing below:	
PSY200 General Psychology	3
SOC200 Introduction to Sociology	3
Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
<i>Select remaining credit hours from the courses below.</i>	
BIO103 Principles of Biology I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
See STARS for remaining Area V course selections	1-5
Select remaining Area V credits after reviewing your STARS Guide. You will need to review your transfer college's course preferences in order to select. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

ENGINEERING (CHEMICAL) TRACK

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy **1**
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition **6**
 ENG 101 English Composition I **3**
 ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **9**
 Literature (3) Take one Literature course **3**
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

SPH 107 Public Speaking **3**
 Fine Arts Required Electives: **3**
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I **4**
 PHY 213 General Physics with Calculus *and* **4**
 PHY 214 Gen. Physics with Calculus II **8**
 See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) **6**
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY 200 General Psychology **3**
 PSY 210 Human Growth and Development **3**
 SOC 200 Introduction to Sociology **3**
 SOC 210 Social Problems **3**

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **24-28**
 CIS 146 Microcomputer Applications **3**
 Two 1-hour PED activity courses (no substitutions) **2**
 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**

Area V offerings may be limited.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ENGINEERING (CIVIL) TRACK

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy **1**
Enroll in ORI101 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 and Fine Arts **9**
 Literature (3) Take one Literature course **3**
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

SPH 107 Public Speaking **3**
 Fine Arts Required Electives: **3**
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I **4**
 PHY 213 General Physics with Calculus *and* **4**
 PHY 214 Gen. Physics with Calculus II **8**
 See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) **6**
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY 200 General Psychology **3**
 PSY 210 Human Growth and Development **3**
 SOC 200 Introduction to Sociology **3**
 SOC 210 Social Problems **3**

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **24-28**
 CIS 146 Microcomputer Applications **3**
 Two 1-hour PED activity courses (no substitutions) **2**
 *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**
 CIS 231 FORTRAN Programming **3**
 CIS 251 "C" Programming **3**
 MTH 270 Probability & Statistics **3**

Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

ENGINEERING (COMPUTER) TRACK

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 9
Literature (3) Take one Literature course 3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
SPH 107 Public Speaking 3
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
(See STARS Guide for course selection options)

Area III – Natural Science or Mathematics 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
History Sequence (6) 6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
Select remaining Area IV credits from the listing below:
PSY 200 General Psychology 3
PSY 210 Human Growth and Development 3
SOC 200 Introduction to Sociology 3
SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 24-28
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
***Select remaining credit hours from the courses below.**
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
Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ENGINEERING (ELECTRICAL) TRACK

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 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 and Fine Arts 9
Literature (3) Take one Literature course 3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
SPH 107 Public Speaking 3
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
(See STARS Guide for course selection options)

Area III – Natural Science or Mathematics 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 9
History Sequence (6) 6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
Select remaining Area IV credits from the listing below:
PSY 200 General Psychology 3
PSY 210 Human Growth and Development 3
SOC 200 Introduction to Sociology 3
SOC 210 Social Problems 3
See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 24-28
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
***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

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

ENGINEERING (INDUSTRIAL) TRACK
General Studies (AS)

ADVISING ALERT:

Interested in Industrial Maintenance?
See the Career Technical section of this catalog
and your advisor for assistance.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 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 and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	
Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
See STARS for additional Area IV course options.	
Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
Refer to your STARS Guide before selecting.	
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

ENGINEERING (MATERIALS) TRACK
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. Also, refer to your Course Sequencing Guide for help (on the website).

**LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	
Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
See STARS for additional Area IV course options.	
Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*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
CHM 112 College Chemistry II	4
CIS 231 Fortran Programming/OR	3
CIS 251 “C” Programming	3
Area V offerings may be limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

ENGINEERING (MECHANICAL) TRACK
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
ORI101 Freshman Academy	1

Enroll in ORI101 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 and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*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
CHM 112 College Chemistry II	4
CIS 231 Fortran Programming/OR	3
CIS 251 “C” Programming	3

Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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/OR	6

ENGLISH
General Studies (AA or AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy (Required)	1

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II – Humanities & Fine Arts	13
ENG 271 World Literature I <i>and</i>	
ENG 272 World Literature II	6

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

SPA 101 Introductory Spanish I 4

Area III – Natural Science or Mathematics 11

MTH 110 Finite Mathematics or higher level Mathematics from STARS 3

Select 2 science classes (8 credits) from the listing below.

- 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
- CHM 104 Introduction to General Chemistry 4
- CHM 105 Introduction to Org. Chemistry 4
- CHM 111 College Chemistry I 4
- CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences 12

History (3) or History Sequence (6) 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3

Select remaining Area IV credits from the listing below:

- PSY 210 Human Growth and Development 3
- SOC 200 Introduction to Sociology 3
- SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 18-22

CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

*Select the Literature sequences you did not take under Area II.

- ENG 251 American Literature I *and*
- ENG 252 American Literature II / 6
- ENG 261 English Literature I *and*
- ENG 262 English Literature II/ 6
- ENG 271 World Literature I *and*
- ENG272 World Literature II/ 6
- ENG297 African American Literature 3

NOTE: See your STARS Guide or transfer college’s catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**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 it.

***LSCC Requirement for all Graduates 1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 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
THR126 Introduction to Theatre 3

Area III – Natural Science or Mathematics 11
MTH 110 Finite Mathematics or
higher level Mathematics from STARS 3

Select 2 science classes (8 credits) from the listing below.
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
CHM 104 Introduction to General Chemistry 4
CHM 105 Introduction to Org. Chemistry 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences 12
History (3) or History Sequence (6) 3-6
(History of Western Civilization: HIS101, HIS102; or World
History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3

Select remaining Area IV credits from the listing below:

PSY 210 Human Growth and Development 3
SOC 200 Introduction to Sociology 3
SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
Select remaining credits from courses below

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

See STARS for remaining Area V course selections 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V listings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**ENVIRONMENTAL DESIGN
General Studies (AS)—AU Only**

***LSCC Requirement for all Graduates 1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261,
ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

***NOTE: This degree REQUIRES a History Sequence under Area IV.**

Area III – Natural Science or Mathematics 11
MTH 110 Finite Mathematics or
higher level Mathematics from STARS 3

Select 2 science classes (8 credits) from the listing below.

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
CHM 104 Introduction to General Chemistry 4
CHM 105 Introduction to Org. Chemistry 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences 12

Required History Sequence (6) 6

(History of Western Civilization. HIS101 & HIS102 or World
History HIS121 & HIS122 or US History HIS201 & HIS202)

Select remaining credits from the course listing below:

PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
POL 211 American National Government 3
POL 200 Introduction to Political Science 3

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2

***Select remaining credits from the listing below.**

ART174 Photography 3
COS145 Advanced Web Page Development 3
ART 221 Computer Graphics I 3

See STARS for remaining Area V course selections 5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V listings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**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 it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>		
	Fine Arts Required Electives:	3
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>		
	Additional Humanities Elective Options:	
	<i>(Spanish, SPA101 or Humanities HUM101)</i>	0-4
*NOTE: This degree REQUIRES a History Sequence.		
Area III: Natural Sciences and Mathematics		12
MTH 125	Calculus I	4
CHM 111	College Chemistry I <i>and</i>	
CHM 112	College Chemistry II	8
Area IV – History, Social & Behavioral Sciences		12
	History Sequence (6) Required	6
<i>(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)</i>		
Select remaining Area IV credits from the listing below:		
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
See STARS for additional Area IV course options.		
Area V – Pre-Professional/LSCC Courses		18-22
CIS 146	Microcomputer Applications	3
	Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credits from the listing below.		
BIO 103	Principles of Biology I	4
EVT 101	Intro to Enviro Sci & Tech	4
MTH 265	Elementary Statistics/OR	3
MTH270	Probability and Statistics	4
See STARS for additional Area V course selections		0-2
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.		
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 it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>		
	Humanities & Fine Arts Required Electives:	3-7
<i>(Spanish, SPA101 (4), Theater, THR120 (3) or Art, ART100 (3) or Music, MUS101 (3))</i>		
*NOTE: This degree REQUIRES a History Sequence (under Area IV).		
Area III – Natural Science or Mathematics		11
MTH 112	Precalculus Algebra or higher	3
BIO 103	Principles of Biology I <i>and</i>	
BIO 104	Principles of Biology II/OR	8
CHM111	College Chemistry I <i>and</i>	
CHM112	College Chemistry II	8
PHY 201	General Physics I	8
PHY 202	General Physics II	8
See STARS for additional science course options.		
Area IV – History, Social & Behavioral Sciences		12
	Required History Sequence (6)	6
<i>(History of Western Civilization, HIS101 & HIS102 or US History, HIS201 & HIS202). No other history is permitted.</i>		
	PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
	PSY 210 Human Growth & Development	3
	SOC 200 Introduction to Sociology	3
	SOC 210 Social Problems	3
	POL211 American National Government	3
See STARS Guide for other course options.		
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
CIS 149	Introduction to Computers	3
BIO 201	Human Anatomy & Physiology	4
MTH 265	Elementary Statistics	3
Pre-professional Electives (See STARS Guide)		1-5
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited.		
TOTAL REQUIRED HOURS FOR DEGREE		60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

FAMILY AND CONSUMER SCIENCES General Studies (AS)

NOTE: This degree varies greatly based on transferring college requirements. Refer to STARS Report!!!

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
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
	Required Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)		
	Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Area III – Natural Science or Mathematics		11
MTH 110	Finite Mathematics or higher	3
Select 2 science classes (8 credits) from the listing below.		
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
CHM 104	Introduction to General Chemistry	4
CHM 105	Introduction to Org. Chemistry	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).		
Area IV – History, Social & Behavioral Sciences		12
Warning Course Options Vary Greatly under Area IV. See your STARS Guide before selecting ANY Area IV courses.		
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
Select all remaining courses from your STARS Guide: Course options vary per transferring college but MAY include:		
	History- 3 credit (UA, AAMU & JSU)	3
	History Sequence- 6 credits (UM and UNA)	6
PSY 200	General Psychology	3
PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
POL 211	American National Government	3
POL 200	Intro. to Political Science	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
Area V – Pre-Professional/LSCC Courses		19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions) 2		
HEC 140	Principles of Nutrition	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.

Go to STARS (Area V) to select remaining courses. 11-15

TOTAL REQUIRED HOURS FOR DEGREE 60-64

FOOD SCIENCE General Studies (AS) AAMU ONLY

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)		
	Additional Humanities Elective Options:	0-4
(Spanish, SPA101 or Humanities HUM101)		
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		11
MTH 112	Pre-Calculus or higher	3
BIO 103	Principle of Biology I	4
CHM 111	College Chemistry I	4
Area IV – History, Social & Behavioral Sciences		12
History 3 or History Sequence (6)—See STARS 3-6 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
POL211	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		
Select remaining credits from the course listing below:		
CHM 112	College Chemistry II	4
PHY 201	General Physics I	4
MTH 113	Pre Cal Trig	3
CHM 221	Organic Chemistry I	4
MTH 125	Calculus I	4
MTH 126	Calculus II	4
ECO 231	Principles of Macroeconomics/OR	3
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. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>		
Area I – Written Composition		6
ENG 101	English Composition I <i>and</i>	
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). <u>Do not mix pairings. Keep sequences together.</u>		
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
<i>*Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.</i>		
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
ART 100	Art Appreciation	3
HUM 101	Intro. to Humanities	3
MUS 101	Music Appreciation	3
THR 120	Theater Appreciation	3
THR 126	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
HUM299-01	PTK Honors Course I	1
HUM299-02	PTK Honors Course II	1
HUM29903	PTK Honors Course III	1
HUM 299	PTK Honors Course	3
REL 100	World Religion	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
SOC 200	Intro. to Sociology	3
SOC 210	Social Problems	3
POL 200	Intro. to Political Science	3
POL 211	American National Government	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 101	Prin. of Physical Geography	3
GEO 100	World Regional Geography	3
GEO 201	Principles of Human Geography	3
ANT 200	Introduction to Anthropology	3

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
Pre-professional Electives based on GS major.		14-18
See STARS Guide for course selections under Area V		

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3
GEO 101 Principles of Phy. Geography I <i>and</i>	
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 of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
GEO 100 World Regional Geography <i>and</i>	
GEO 102 Principles of Human Geography	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
MTH 265 Elementary Statistics	3
Pre-professional Electives (See STARS Guide)	11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area IV & V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
GEO 101 Principles of Phy. Geography I <i>and</i>	
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 of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
GEO 100 World Regional Geography <i>and</i>	
GEO 102 Principles of Human Geography	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
MTH 265 Elementary Statistics	3
Pre-professional Electives (See STARS Guide)	11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

**GLOBAL STUDIES IN HUMAN SERVICE
(AU ONLY)
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry	3
BIO 101 Introduction to Biology I/and	
BIO 102 Introduction to Biology II/OR	8
CHM 104 Introduction to General Chemistry	
CHM 105 Introduction to Org. Chemistry/OR	8
PHY 201 General Physics I/and	
PHY 202 General Physics II/	8

Select one science sequence only.

Area IV: History, Social and Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
ECO 231 Principles of Macroeconomics	3
GEO 100 World Regional Geography	3
Select remaining credits from the Area IV STARS Guide:	
PSY 200 General Psychology	3
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
SPH 107 Fundamentals of Public Speaking	3
Two 1-hour PED activity courses (no substitutions)	2
HEC 140 Principles of Nutrition	3
SPA 101 Introductory Spanish I/and	
SPA 102 Introductory Spanish II	8
Select any remaining credits from the listing below.	
BUS 241 Introduction to Accounting	3
ECO 232 Principles of Microeconomics	3
PSY 210 Human and Growth Development	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**GRAPHIC DESIGN
General Studies (AS)—See Your STARS Report!**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART 100 Art Appreciation	3
Fine Arts Required Electives:	0-3
(Theater, THR120 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry I I	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**HEALTH EDUCATION:
MIDDLE / HIGH SCHOOL
General Studies (AS)**

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
	Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)		
		0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		11
MTH 110	Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.		
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
CHM 104	Introduction to General Chemistry	4
CHM 105	Introduction to Org. Chemistry	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).		
Area IV – History, Social & Behavioral Sciences		12
	History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
Area V – Pre-Professional/LSCC Courses		19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions) 2		
BIO 201	Human Anatomy and Physiology	4
HED 230	Safety and First Aid	3
HED 231	First Aid	3
HED 221	Personal Health	3
HED 224	Personal and Community Health	3
HEC 140	Principles of Nutrition	3
NOTE: For more Area V listings, see your STARS Guide. Failure to follow your STARS Guide can void your transfer agreement. Area V offerings can be limited. As such, some students may opt to transfer early and Reverse Transfer.		
TOTAL REQUIRED HOURS FOR DEGREE		60-64

**HEALTH INFORMATICS
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 it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
	Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)		
		0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		11
MTH 112	Precalculus Algebra	3
BIO 103	Principles of Biology I/and	4
BIO 104	Principles of Biology II/OR	8
Area IV – History, Social & Behavioral Sciences		12
	History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
Area V – Pre-Professional/LSCC Courses		19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions) 2		
BIO 201	Human Anatomy & Physio. I and	4
BIO 202	Human Anatomy & Physiology II	4
Select remaining credit hours from the courses below:		
BUS 241	Introduction to Accounting I	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
HIT 117	Pathology and Pharmacology I	3
EMS 242	Paramedic Patient Assessment	3
BIO 120	Medical Terminology/OR	3
EMS 106	Medical Terminology	3
(See STARS Guide)		
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.		
TOTAL REQUIRED HOURS FOR DEGREE		60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

HEALTH, P.E. & RECREATION
General Studies (AS)
University of North Alabama Only
—See STARS Guide

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI1011st term or ORI101T (if a transfer student).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(HIS101, HIS102; or HIS121, HIS122; or HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
BIO 201 Human Anatomy & Physio. I/and	
BIO 202 Human Anatomy & Physiology II	8
HED 231 First Aid	3
PED 103 Weight Training	1
PED 200 Foundation of Physical Education	3
PED 295 Practicum in Physical Education	3
HED 226 Wellness	3

*Select any remaining credits from the listing below. See STARS

PED 105 Personal Fitness/OR	1
PED 109 Jogging/and	1
PED 140 Swimming (Beginning)/OR	1
PED 141 Swimming (Intermediate)/and	1
PED 106 Aerobics/OR	1
PED 107 Aerobic Dance (Beginning)	1

TOTAL REQUIRED HOURS FOR DEGREE 60-64

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
**Pre-professional Electives (See STARS Guide)	14-18

**Students must complete 16 SH from Biology, Chemistry, and/or Physics from AREA III that were not previously taken.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

HEALTH SERVICES ADMINISTRATION
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 it.

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI1011st term or ORI101T (if a transfer student).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **12**
 MTH 124 Calculus I 4
 BIO 101 Introduction to Biology I/and 8
 BIO 102 Introduction to Biology II/OR 8
 BIO 103 Principles of Biology I/and 8
 BIO 104 Principles of Biology II/OR 8
 CHM 104 Introduction to General Chemistry 8
 CHM 105 Introduction to Org. Chemistry/OR 8
 CHM 111 College Chemistry I/OR 8
 CHM 112 College Chemistry II 8

Select one science sequence only. See STARS.

Area IV – History, Social & Behavioral Sciences **12**
 History Sequence (6)—Required 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122, ONLY. Complete one sequence.)
 ECO 232 Principles of Microeconomics 3
 POL 211 American National Government 3

Area V – Pre-Professional/LSCC Courses **18-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 BUS 241 Introduction to Accounting 3

Complete a Foreign Language Sequence

SPA 101 Introductory Spanish I/and 8
 SPA 102 Introductory Spanish II 8

*Select any remaining credits from your transferring college's requirements under Area V in the STARS Report. 2-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HISTORY
General Studies (AA)

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: Students are required to take a History sequence.**

Area III: Natural Sciences and Mathematics **11**

MTH 110 Finite Mathematics 3

Select 2 science classes (8 credits) from the listing below.

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

CHM 111 College Chemistry I 4

CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**

History Sequence (6)—See STARS 6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY 210 Human Growth & Development 3

SOC 200 Introduction to Sociology 3

SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**

Two 1-hour PED activity courses (no substitutions) 2

CIS 146 Microcomputer Applications 3

Pre-professional Electives (See STARS Guide) 14-18

Possible course selections are listed only. Refer to the STARS Guide for specific course selections per your transfer college requirements. Do NOT select blindly.

Area II courses taken cannot substitute for Area V.

HIS121 World History I 3

HIS122 World History II 3

HIS101 History of Western Civilization I 3

HIS102 History of Western Civilization II 3

HIS201 US History I 3

HIS201 US History II 3

POL 211 American National Government 3

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

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

**HISTORY EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AA)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-6
*NOTE: Students are required to take a History sequence.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the course listing below.	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives (See STARS Guide)	2-6
Possible course selections are listed only. Refer to the STARS Guide for specific course selections.	
Area II courses taken cannot substitute for Area V.	
HIS121 World History I	3
HIS122 World History II	3
HIS101 History of Western Civilization I	3
HIS102 History of Western Civilization II	3
HIS201 US History I	
HIS201 US History II	
POL 211 American National Government	3
POL 200 Introduction to Political Science	3
POL 220 State & Local Gov't	3
HIS 256 Afro-American History	3
HIS 260 Alabama History	3
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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
*PHL 206 Ethics in Society/OR	3
NOTE: Take PHL206 if you DID NOT take the Literature sequence.	
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV and take PHL 206, Ethics in Society (under Area II).	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	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 231 Principles of Macroeconomics/OR	3
ECO 232 Principles of Microeconomics	3
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining credits from the Area IV STARS Guide:	
PSY200 General Psychology	3
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
CHM 111 College Chemistry I	4
Pre-professional Electives (See STARS Guide)	10-14
Advising NOTE: See STARS Guide for Landscape, Nursery, and Fruit and Vegetable Production Emphasis. Courses vary per area of study. Area V class offerings can be limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

HOSPITALITY, SPORT, AND TOURISM MANAGEMENT

General Studies (AS)

Troy Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3
BIO 101 Introduction to Biology I/OR	
BIO 103 Principles of Biology I	4
-and-	
CHM 111 College Chemistry I/OR	
PHS 112 Physical Science II/OR	
PHY 201 General Physics I	4

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BUS 271 Business Statistics	3
**Pre-professional Electives (See STARS Guide)	11-15
See STARS Guide (Area V listings) from Troy University to determine course selections.	

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts (See STARS)	12-13
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPA 101 Introductory Spanish I	4
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

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/OR	8

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3
ECO 232 Principles of Microeconomics	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
SPH 107 Public Speaking	3
BUS 241 Introduction to Accounting I	3
HMM 105 Principles of Hospitality	3
Pre-professional Electives (See STARS Guide)	5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

HUMAN DEVELOPMENT & FAMILY STUDIES 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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)	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
PHL 206 Ethics and Society	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
*NOTE: Students should select a History sequence if PHL 206 (Ethics in Society) is required at transferring college.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics/OR	3
MTH 113 Precalculus Trigonometry	3
*See STARS Guide to determine the correct math to select.	
BIO 101 Introduction to Biology I/and	4
BIO 102 Introduction to Biology II/OR	4
BIO 103 Principles of Biology I/and	4
BIO 104 Principles of Biology II/OR	4
*See STARS Guide to select the correct science course.	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization. HIS101 & HIS102 or World History HIS121 & HIS122 or US History HIS201 & HIS202)	
PSY 200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PSY210 Human and Growth Development	3
Select remaining credits from the courses listed below:	
CHD 201 Child Growth & Development Prin.	3
SOC 247 Marriage and Family	3
BUS 271 Business Statistics	3
See STARS for remaining Area V course selections	2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For Reverse Transfer Info.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	0-3
(Spanish, SPA101 or Humanities HUM101)	
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry I I	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives (See STARS Guide)	14-18
*See transferring college's STARS Guide for Area V to make final course selections.	
NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.	
TOTAL REQUIRED HOURS FOR DEGREE	60-34

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

INDUSTRIAL DESIGN
General Studies (AA)
University of North Alabama Only
 —See STARS Guide

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 PHL 206 Ethics and Society 3
 ART 100 Art Appreciation 3

***NOTE: Students should select a History sequence since PHL 206 is required at most transferring colleges.**

Area III: Natural Sciences and Mathematics **11**
 MTH 113 PreCalculus Trigonometry 3
 Select 2 science classes (8 credits) from the listing below.
 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
 CHM 104 Introduction to General Chemistry 4
 CHM 105 Introduction to Org. Chemistry 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**
 History Sequence (6)—See STARS 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 ART 174 Photography II 3
 CIS 145 Advanced Web Page Development 3
 ART 221 Computer Graphics 3
Pre-professional Electives 5-9
 See STARS Guide for additional course options.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

INFORMATION SYSTEMS
General Studies (AS)
University of South Alabama Only

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I 4
 Select 2 science classes (8 credits) from the listing below.
 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
 CHM 104 Introduction to General Chemistry 4
 CHM 105 Introduction to Org. Chemistry 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in science.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3
 ECO 232 Principles of Microeconomics 3
 Select remaining credits from the Area IV STARS Guide:
 PSY 210 Human Growth & Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **18-22**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 BUS 241 Introduction to Accounting I 3
 BUS 242 Introduction to Accounting II 3
 Select remaining credits from below. See STARS
 BUS 271 Business Statistics I 3
 BUS 272 Business Statistics II 3
 CIS 212 Visual Basic 3
 CIS 213 Advanced Visual Basic Prog./OR 3
 CIS 215 C# Programming 3
 ECO 231 Principles of Macroeconomics 3

NOTE: Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

INFORMATION TECHNOLOGY
General Studies (AS)
University of South Alabama Only

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I 4
 Select 2 science classes (8 credits) from the listing below.
 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
 CHM 104 Introduction to General Chemistry 4
 CHM 105 Introduction to Org. Chemistry 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in science.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3
 ECO 232 Principles of Microeconomics 3

Select remaining credits from the Area IV STARS Guide:

PSY 210 Human Growth & Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **18-22**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2

Select remaining credits from the listing below

BUS 271 Business Statistics I 3
 BUS 272 Business Statistics II 3
 CIS 212 Visual Basic 3
 CIS 213 Advanced Visual Basic Prog. 3

See STARS for remaining Area V course selections **1-5**

See Stars for Other Area V course options

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NEW!!!—INSTRUCTIONAL DESIGN & PERFORMANCE IMPROVEMENT
General Studies (AA)
University of South Alabama Only

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Precalculus Algebra 3
 Select 2 science classes (8 credits) from the listing below.

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
 CHM 104 Introduction to General Chemistry 4
 CHM 105 Introduction to Org. Chemistry 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3
 ECO 232 Principles of Microeconomics 3

Select remaining credits from the Area IV STARS Guide:

PSY 210 Human Growth & Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2

Select remaining credits from your Area V transfer STARS Guide (from your select college of choice).

Pre-professional Electives (See STARS Guide) **14-18**

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**INTEGRATED MARKETING
COMMUNICATIONS**
General Studies (AA or AS)
University of West Alabama Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	6
(Theater, THR126 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH 112 PreCalculus Algebra	3
BIO 101 Introduction to Biology I	4
*Select one additional remaining science course (4 credits) from the listing below:	
CHM 111 College Chemistry I/OR	4
PHY 120 Introduction to Physics/OR	4
PHY 201 General Physics	4
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
POL 211 American National Government	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ECO 232 Principles of Microeconomics	3
MCM 100 Introduction to Mass Comm.	3
SPH 107 Fundamentals of Public Speaking	3
Select remaining credits from your Area V transfer STARS Guide (from your select college of choice).	
Pre-professional Electives (See STARS Guide)	5-9
NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

INTERDISCIPLINARY ARTS
General Studies (AA)
University of West Alabama Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	6
(Theater, THR126 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH 112 PreCalculus Algebra	3
BIO 101 Introduction to Biology I	4
*Select one additional remaining science course (4 credits) from the listing below:	
CHM 111 College Chemistry I/OR	4
PHY 120 Introduction to Physics/OR	4
PHY 201 General Physics	4
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required (HIS101/102 only)	
HIS 101 History of Western Civilization I/and	
HIS 102 History of Western Civilization II	6
Select remaining credits from the courses listed below:	
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
POL 211 American National Government	3
SOC 210 Social Problems	3
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
Additional Fine Arts Required Electives. Complete the third Fine Arts course that was not completed in Area II	
(Theater, THR120 or Art, ART100 or Music, MUS101)	3
ART 113 Drawing I	3
THR 131 Acting Techniques	3
See STARS for remaining Area V course selections	2-6
NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

INTERIOR ARCHITECTURE**General Studies (AA)****Auburn University Only—See STARS Guide**

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts /Foreign Language Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101 Spanish, SPA101 or Humanities HUM101)

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I 4
 PHY 201 General Physics 4

***Select one science course to take only from the listing below:**

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
 CHM 104 Introduction to Gen. Chemistry/OR 4
 CHM 105 Introduction to Org. Chemistry 4
 CHM 111 College Chemistry I/OR 4
 CHM 112 College Chemistry II 8

Select one science sequence only. See STARS.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **18-22**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 CIS 198 Web Page Development 3
 CIS 145 Advanced Web Page Development 3
 CIS 255 Java Programming 3

Pre-professional Electives (See STARS Guide) 4-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

INTERIOR DESIGN**General Studies (AA)**

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 ART 203 Art History 3
 Fine Arts /Foreign Language Required Electives: 6-9
 (Theater, THR120 or Art, ART100 or Music, MUS101 Spanish, SPA101 or Humanities HUM101)

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics/OR 3
 MTH 112 Precalculus Algebra 3

See STARS Guide from your transferring college to make the correct mathematics course selection.

***Select one science sequence to take only from the listing below:**

CHM 104 Introduction to Gen. Chemistry/*and*
 CHM 105 Introduction to Org. Chemistry/OR 8
 CHM 111 Introduction to Gen. Chemistry/*and*
 CHM 112 Introduction to Org. Chemistry/OR 8
 PHY 201 General Physics I/*and*
 PHY 202 General Physics II/OR 8

Select one science sequence only. See STARS.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

ECO 232 Principles of Microeconomics 3
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-22**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 SPH 107 Fundamentals of Public Speaking 3
 ART 113 Drawing I 3
 ART 127 Three-Dimensional Composition 3

See STARS Guide for remaining Area V courses.

Pre-professional Electives (See STARS Guide) 5-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

JOURNALISM General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
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MTH 110 Finite Mathematics or higher 3

Select 2 science classes (8 credits) from the listing below.

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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
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History 3 or History Sequence (6)—See STARS 3-6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
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CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

MCM 100 Intro. to Mass Communication 3

MCM 102 Writing for Mass Media 3

Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V classes are limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

KINESIOLOGY General Studies (AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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

(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)

SPH 107 Fundamentals of Public Speaking 3

Fine Arts or Humanities Required Elective: 3

(Spanish, SPA101, Theater, THR120 or THR 126, or Art, ART100 or Music, MUS101)

Area III: Natural Sciences and Mathematics	11
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MTH110 Finite Mathematics/OR 3

MTH 112 PreCalculus Algebra 3

BIO 103 Principles of Biology I 4

*Select one additional remaining science course (4 credits) from the listing below:

CHM 104 Intro. to General Chemistry I/OR 4

CHM 111 College Chemistry I/OR 4

Area IV – History, Social & Behavioral Sciences	12
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History Sequence (6)—See STARS 6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

ECO231 Principles of Macroeconomics/OR 3

ECO232 Principles of Microeconomics 3

PSY 200 General Psychology 3

Area V – Pre-Professional/LSCC Courses	19-23
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CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

BIO 201 Human Anatomy & Physiology I/and 8

BIO 202 Human Anatomy & Physiology II/ 8

Additional Fine Arts or Hum. Required Elective: 3-4

(Spanish, SPA101, Theater, THR120 or Art, ART100 or Music, MUS101). See STARS for correct selection.

See other requirements under the following:

Health Promotion Concentration

Nutrition and Wellness Concentration

P-12 Kinesiology Education Concentration

See STARS for remaining Area V course selections 3-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
Note: All pre-reqs. Must be satisfied before enrolling in MTH125	
CHM 111 Introduction to Gen. Chemistry/ <i>and</i>	
CHM 112 Introduction to Org. Chemistry/OR	8

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
CHM 221 Organic Chemistry I	4
CHM 222 Organic Chemistry II	4
Pre-professional Electives (See STARS Guide)	5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

LAW TRACK
In STARS, this Program of Study is entitled,
Pre-Law 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORN1 ORI101/PSY 100 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives	
(See STARS Guide for course selection options)	3-6

Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Transfer Guide)	3
Natural Sciences ((See STARS Transfer 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
Pre-professional Electives (See STARS):	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS,
 search for **Pre-Law**

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.
 *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

**FOR MANAGEMENT AND SUPERVISION,
See the Business & Information Technologies Section
of this Catalog.**

**APPLIED MATH
MIDDLE / HIGH SCHOOL
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 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 and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8
CHM 111 College Chemistry I	
CHM 111 College Chemistry II/OR	8
PHY 213 General Physical w/Calculus	
PHY 214 General Physical w/Calculus	8

Select one science sequence only. See other science options via STARS.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
Electives (Consider: EDU 100/Exploring Teaching)	3
MTH 238 Applied Differential Equations	3

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

**MATHEMATICS
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 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 and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3
Select 2 science classes (8 credits) from the listing below.	

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
CHM 104 Introduction to General Chemistry 4
CHM 105 Introduction to Org. Chemistry 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 113 Precalculus Trigonometry/OR	3
MTH 115 Precalculus Alg. & Trigonometry	3
MTH 125 Calculus I	4
MTH 126 Calculus II	4
Select any additional credits from below. See STARS.	
MTH 227 Calculus III	4
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**MATH EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 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 and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry/OR	3
MTH 115 Precalculus Alg. & Trigonometry	3

Select 2 science classes (8 credits) from the listing below.

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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 125 Calculus I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
Pre-professional Electives (See STARS Guide)	2-6
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

MEDICINE TRACK

*In STARS, this Program of Study is entitled,
Pre-Medicine 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives	
(See STARS Guide for course selection options)	3-6

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
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
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
If searching for this degree in STARS, search for **Pre-Optometry**.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.
Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

MUSIC
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	
	0-3
*NOTE: Complete a Literature or History Sequence.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS 3-6	
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions) 2	
CIS 146 Microcomputer Applications	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
Select up to 6 credits from the MUL listing below.	
MUL 101 Classic Piano I	1
MUL 102 Classic Piano II	1
MUL 171 Music Workshop I	1
MUL 172 Music Workshop II	1
MUL 271 Music Workshop III	1
MUL 272 Music Workshop IV	1
NOTE: See STARS for additional Area V listings. Area V listing may be limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

MUSIC EDUCATION--MIDDLE / HIGH SCHOOL
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	
	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS 3-6	
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses 2	
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses 2	
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
Select up to 6 credits from the MUL listing below.	
MUL 101 Classic Piano I	1
MUL 102 Classic Piano II	1
MUL 171 Music Workshop I	1
MUL 172 Music Workshop II	1
MUL 271 Music Workshop III	1
MUL 272 Music Workshop IV	1
NOTE: See STARS. Area V Offerings may be limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

PRE-ACCEPTANCE NURSING TRACKS EXPLAINED

There are two tracks that a student can take to become a Registered Nurse.

PRE-ACCEPTANCE NURSING (TRACK I) (COLLEGE TRANSFER TRACK) Associate in Science Degree (AS)

Track I is called the “Pre-Nursing Track I”. This track is designed for the student who is wishing to one day transfer to a BSN (Bachelors of Science in Nursing) program at a four-year college. In taking this track, students will take a variety of liberal arts classes in Written Composition (Area I); Humanities and Fine Arts (Area II); Natural Sciences and Mathematics (Area III); History and Social & Behavioral Sciences (Area IV); and Pre-Professional/LSCC Courses (Area V). Students who are following this track can still seek admission into LSCC’s two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. However, the benefit to students seeking this two-year General Studies degree in Nursing is that they will be able to transfer more credits earned toward their Bachelors of Science at a four-year institution. As a result, they will be able to graduate from a four-year college in nursing faster. Interested in pursuing this degree? See the degree plan breakdown on the next page of this catalog and speak to your advisor.

PRE-ACCEPTANCE NURSING (TRACK II) (RN/2-YEAR TRACK TO EMPLOYMENT) Associate in Science Degree (AS)

Track II is called the “Pre-Nursing Track II”. This track is designed for the student who only wants to seek admission into LSCC’s RN (Registered Nursing) Program and has no initial intention to one day seek the four-year BSN (Bachelors of Science in Nursing). Students take courses that serve as pre-requisites for admission into the nursing program. They also take specific courses that serve as requirements for all LSCC graduates to include (ORN 101/PSY100—The Freshman Academy 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 and see your advisor.

For more information about applying to the Nursing Program visit our website (under Program of Study) and/or contact us via email at: nursingquestions@lawsonstate.edu

PRE-ACCEPTANCE NURSING (TRACK I) (ADN to BSN 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.

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III – Natural Science or Mathematics **11**
MTH 112 Pre-Calculus Algebra 3
BIO 103 Principles of Biology I w/Lab 4
CHM104 Inorganic Chemistry w/Lab 4

Area IV – History, Social & Behavioral Sciences **12**
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**

HPS103 Foundation Competencies for Health Sciences/OR 3
BIO 120 Medical Terminology 3
CIS 146 Microcomputer Applications 3
BIO 201 Human Anatomy Phy. I/ w/Lab 4
BIO 202 Human Anatomy Phy. I w/Lab 4
BIO 220 Microbiology w/ Lab 4

See STARS under Area V for your transfer college. Course options can vary.

Pre-professional Electives (not required) **0**
MTH 186 Medical Dosage Calculations 3
HED 231 First Aid 3
Two 1-hour PED activity courses (no substitutions) 2

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

OCCUPATIONAL THERAPY TRACK

*In STARS, this Program of Study is entitled,
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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
ORN1 ORI101/PSY 100 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives
(See STARS Guide for course selection options) 3-6

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Transfer Guide) 3
Natural Sciences ((See STARS Transfer 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
Pre-professional Electives (See STARS): 14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog. If searching for this degree in STARS, search for **Pre-Occupational Therapy**

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**FOR OFFICE ADMINISTRATION,
See the Business & Information Technologies Section
of this Catalog.**

OPTOMETRY TRACK

*In STARS, this Program of Study is entitled,
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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives
(See STARS Guide for course selection options) 3-6

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
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
Pre-professional Electives: 14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog. If searching for this degree in STARS, search for **Pre-Optometry**.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

OSTEOPATHIC MEDICINE TRACK
In STARS, this Program of Study is entitled,
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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives (See STARS Guide for course selection options)	3-6

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

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
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for **Pre-Osteopathic Medicine**

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PHARMACY TRACK
In STARS, this Program of Study is entitled,
Pre-Pharmacy 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives (See STARS Guide for course selection options)	3-6

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
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
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for **Pre-Pharmacy**

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.
 *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

PHILOSOPHY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
<i>*Select remaining credits from the listing below.</i>	
HED 230 Safety and First Aid	3
HED 231 First Aid	3
HED221 Personal Health	3
HED 224 Personal and Community Health	3
BIO 201 Human Anatomy and Physiology I	4
PED 200 Foundation of Physical Education	3

NOTE: Area V listing may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

***Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..**

PHYSICAL THERAPY TRACK
In STARS, this Program of Study is entitled,
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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives
 (See STARS Guide for course selection options) 3-6

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**
 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
Pre-professional Electives: 14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog. If searching for this degree in STARS, search for **Pre-Physical Therapy**

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE:** If a Literature sequence is not selected in Area II, you **MUST** complete a History sequence in Area IV.

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 & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **18-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Pre-professional Electives: 14-18

NOTE: If you are transferring into a 120 SH program, select an additional 9 SH from courses approved in AREAS II-IV. If you are transferring into a 128 SH (or higher) program, select an additional 12 SH from courses approved in AREAS II-IV. For a complete listing of AFSC approved two-year courses for AREAS II-IV, go to the following website. The 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 for a major in Physics.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
Select 12 credit hours from the courses below:	
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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:	2-6
Electives (Consider: EDU 100/Exploring Teaching)	
The remaining hours in AREA V must be fulfilled by the requirements of the transfer institution.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

**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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
POL 211 American National Gov't	3
POL 220 State & Local Gov't	3
POL 200 Intro to Political Science	3
POL 230 Comparative Government	3
Pre-professional Electives (See STARS Guide)	0-3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

IMPORTANT ALERT:

Lawson State Community College (LSCC) no longer recognizes (PRE) as a part of any degree plan. That does not mean that the degree cannot be sought; it can. It just means that you **MUST** look up the degree by its identified name in the LSCC catalog. The listing below will help all students find these degree. Note that STARS still addresses these degrees with the (PRE) designation.

FOR PRE-DENTISTRY, SEE DENTISTRY
General Studies

**FOR PRE-LAW, SEE POLITICAL SCIENCE
OR LAW**
General Studies

FOR PRE-MEDICINE, SEE MEDICINE
General Studies

**FOR PRE-NURSING, SEE NURSING (PRE-
ACCEPTANCE)**
Associate in Science Degree

**FOR PRE-OCCUPATIONAL THERAPY,
SEE OCCUPATIONAL THERAPY**
General Studies

**FOR PRE-OPTOMETRY,
SEE OPTOMETRY**
General Studies

**FOR PRE-OSTEOPATHIC MEDICINE,
SEE OSTEOPATHIC MEDICINE**
General Studies

**FOR PRE-PHARMACY,
SEE PHARMACY**
General Studies

**FOR PRE-PHYSICAL THERAPY,
SEE PHYSICAL THERAPY**
General Studies

**FOR PRE-SPEECH THERAPY,
SEE SPEECH THERAPY**
General Studies

**FOR PRE-VETERINARIAN
SEE VETERINARIAN**
General Studies

PROFESSIONAL HEALTH SCIENCES
General Studies (AA or AS)

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261,
ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101 0-3

***NOTE: If a Literature sequence is not selected in Area II,
you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3
Natural Sciences (See STARS Guide) 8
BIO 103 Principles of Biology I/and
BIO 104 Principles of Biology II 8

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World
History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
CIS 146 Microcomputer Applications 3
BIO 120 Medical Terminology 3
EMS103 First Aid/ CPR 3
BIO 201 Human Anatomy & Physiology I 4
BIO 202 Human Anatomy & Physiology II 4
BIO 220 General Microbiology 4
MTH 265 Elementary Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

PSYCHOLOGY
General Studies (AA or AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
SOC 210 Social Problems	3
PSY 210 Human Growth & Dev.	3
PSY 217 Psychology of Death & Dying	3
PSY 230 Abnormal Psychology	3
Pre-professional Electives (Select from below)	2-5
(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS.)	
PSY 250 Social Psychology	3
POL 211 American National Government	3
SPA101 Introductory Spanish I	4
ECO232 Principles of Macroeconomics	3

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PUBLIC ADMINISTRATION
General Studies (AA)
AU 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 therein.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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)	3
(American Lit. ENG251 OR English Lit. ENG261, OR World Literature ENG271.)	

SPH 107 Fundamentals of Public Speaking	3
PHL 106 Introduction to Philosophy/OR	
PHL 206 Ethics and Society	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (Select a science sequence)	8
BIO 101 Introduction to Biology I/and	
BIO 102 Introduction to Biology II/OR	8
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8
CHM 104 Introduction to General Chemistry	
CHM 105 Introduction to Org. Chemistry/OR	8
CHM 111 College Chemistry I	
CHM 111 College Chemistry II/OR	8

Select one science sequence only. See other science sequence options via STARS (Physics options).

Area IV – History, Social & Behavioral Sciences	12
HIS121 World History I	3
HIS122 World History II	3
ECO232 Principles of Microeconomics	3
POL 211 American National Government/OR	3
POL 200 Introduction to Political Science	3
Select one POL option from above only.	

Area V – Pre-Professional/LSCC Courses	19-23
SPA 101 Introductory Spanish I/and	
SPA 102 Introductory Spanish II	8
MTH 265 Elementary Statistics	3
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 265 Elementary Statistics	3

NOTE: Students may select all remaining credits from any additional courses listed in Area II-IV for any 100-200 level

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

PUBLIC HEALTH
General Studies (AA)
UAB Only—See STARS Guide

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
Fine Arts Required Electives:		3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Additional Humanities Elective Options:		
(Spanish, SPA101 or Humanities HUM101)		
		0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		11
MTH 112	Precalculus Algebra	3
Natural Sciences: Select 1 BIO and 1 CHM class		8
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	4
--and--		
CHM 104	Intro. to General Chemistry/OR	4
CHM 105	Introduction to Org. Chemistry/OR	4
CHM 111	College Chemistry I/OR	4
CHM 112	College Chemistry I I	4
Do NOT take more than 8 credits of science—1 Biology, 1 Chemistry.		
Area IV – History, Social & Behavioral Sciences		12
History 3 or History Sequence (6)—See STARS		3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
ECO 232	Principles of Microeconomics	3
Select remaining credits from the Area IV STARS Guide:		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	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		
Students may select 11-15 credit hours from any additional courses in Area II-IV or from any 100-200 level course for general college credit to apply towards the general elective hours for the Bachelor of Science in Public Health. Note: The public health major offers three concentration tracks: general public health, environmental health sciences, and globe health studies. Go to STARS to view UAB's Area V course listings.		
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 it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
SPA101	Introductory to Spanish I	4
Literature (3) or Literature Sequence (6)		3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
Fine Arts Required Electives:		3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Additional Humanities Elective Options:		
(Spanish, SPA101 or Humanities HUM101)		
		0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
Area III: Natural Sciences and Mathematics		11
MTH 110	Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.		
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
CHM 104	Introduction to General Chemistry	4
CHM 105	Introduction to Org. Chemistry	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry I I	4
Lawson recommends a science sequence although not required. See STARS for more course options.		
Area IV – History, Social & Behavioral Sciences		12
History 3 or History Sequence (6)—See STARS		3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
ECO 232	Principles of Microeconomics	3
Select remaining credits from the Area IV STARS Guide:		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	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		
MCM 100	Intro to Mass Communication	3
MCM 102	Writing for Mass Media	3
Pre-professional Electives (See STARS Guide)		
		5-9
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog.		
TOTAL REQUIRED HOURS FOR DEGREE		60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives (See STARS Guide)	14-18

NOTE: The remaining major prerequisite hours must be completed in Fire Sciences/Fire Services (FSC), Criminal Justice, Emergency Medical Services (EMS), Environmental Technology (EVT), Allied Health/Health Science programs or nursing. Students should not exceed 22 SH in Area V.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

RADIOLOGIC SCIENCES
University of 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 it.

*LSCC ORI101/PSY 100	Freshman Academy	1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).		

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8
BIO 101 Introduction to Biology I/and	
BIO 102 Introduction to Biology II/OR	8
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PHY120 Introduction to Physics I	3
*BIO 103 Principles of Biology	4
BIO 201 Anatomy & Physiology I/OR	
BIO 202 Anatomy & Physiology II	4
Select Remaining Electives from STARS Guide	0-
MTH 265 Elementary Statistics/OR	
PSY 260 Statistics for the Social Sciences	7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

RECREATION LEADERSHIP
General Studies (AS)
Jacksonville State University (JSU) 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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
 OR ORI101/PSY 100 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanities Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: A Literature sequence is optional ; however, a History sequence is required (under Area IV).**

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 Natural Sciences (See STARS Guide) 8
 BIO 103 Principles of Biology I/and 8
 BIO 104 Principles of Biology II/OR 8
 CHM 111 College Chemistry I 8
 CHM 112 College Chemistry I I/OR 8
 Select one science sequence only. See other science options (Physics) via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences 12
 History Sequence (6)—See STARS 6
 (History of Western Civilization: HIS101& HIS102; or US History: HIS201& HIS202 only)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 CIS 149 Introductions to Computers 3
 PED100 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

Select Remaining Electives from STARS Guide 1-5

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-63

REHABILITATION & DISABILITY
SERVICES
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 it.

***LSCC Requirement for all Graduates** 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Required (6) 6
 (American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 PHL 106 Introduction to Philosophy 3
***NOTE: This degree requires a Literature and History sequence.**

Area III: Natural Sciences and Mathematics 11
 MTH 113 Precalculus Trigonometry/OR 3
 MTH115 Precalculus Algebra with Trig. 4
 Natural Sciences (See STARS Guide) 8
 BIO 103 Principles of Biology I/and 8
 BIO 104 Principles of Biology II/OR 8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences 12
 History Sequence (6)—Sequence Required
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 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
 BIO 201 Human Anatomy and Physiology I 4
 BIO 202 Human Anatomy and Physiology II 4
Select Remaining Electives from STARS Guide 3-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

*Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

REHABILITATION (NON-CERTIFICATION)**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. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Required (6) 6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
ART100 Art Appreciation (Required) 3
SPH 107 Fundamentals of Public Speaking 3

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
BIO 101 Introduction to Biology I/OR
BIO 103 Principles of Biology I/and 4
CHM 104 Intro. to General Chemistry/OR 4
CHM 111 College Chemistry I 4
PHY 201 General Physics I 4
PHY 202 General Physics II 4

Select one Biology, Chemistry or Physics course to take. Sequencing is NOT required under this degree plan.

Area IV – History, Social & Behavioral Sciences **12**
History Sequence (6)—Sequence Required
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 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
MUS 101 Music Appreciation 3
ANT200 Introduction to Sociology 3
POL 211 American National Government 3
ECO 231 Principles of Macroeconomics 3
Select Remaining Electives from STARS Guide 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

RESPIRATORY THERAPY / CARDIO SCIENCE**University of South Alabama (USA) 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 it.

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanities Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra 3
Natural Sciences **8**
CHM 104 Intro. to General Chemistry/and
CHM 105 Intro. to Organic Chemistry/OR 8
CHM 111 College Chemistry I
CHM 112 College Chemistry I/OR 8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences **12**
History Sequence (6)—See STARS 6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3
SOC200 Introduction to Sociology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
BIO 103 Principles of Biology I 4
BIO 201 Human Anatomy & Phys. I and
BIO 202 Human Anatomy & Physiology II 8
BIO 220 General Microbiology 4
**Select any remaining courses from the listing below.*
MTH 265 Elementary Statistics
PSY 260 Statistics for the Social Sciences 3
PHY 201 General Physics I 4

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>	
Fine Arts Required Electives:	3
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>	
Additional Humanities Elective Options:	
<i>(Spanish, SPA101 or Humanities HUM101) 0-3</i>	
*NOTE: This major requires a History sequence regardless if a Literature sequence is chosen above.	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8
Student must select one Biology course and one Physical Science course (8 credits)	
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
--and--	
PHS 111 Physical Science I	4
PHS 112 Physical Science II	4
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required	6
<i>(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)</i>	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
SOC 200 Introduction to Sociology	3
<i>*Select another history sequence from the history pairings listed below. Select remaining credits as well.</i>	
HIS 101 History of Western Civilization I and	
HIS 102 History of Western Civil. II/OR	6
HIS 121 World History I and	
HIS 122 World History II/OR	6
HIS 201 United States History I and	
HIS 202 United States History II	6
POL 211 American National Government	3
Select Remaining Electives from STARS Guide	2-6
TOTAL REQUIRED HOURS FOR DEGREE	60-64

**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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>	
Fine Arts Required Electives:	3-6
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>	
Additional Humanities Elective Options:	
<i>(Spanish, SPA101 or Humanities HUM101) 0-3</i>	
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
HIS 101 History of World Civilization I	3
HIS 102 History of World Civilization II	3
PSY200 General Psychology	3
*GEO 100 World Regional Geography	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
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
EDU 100 Exploring Teaching)	3
Select Remaining Electives from STARS Guide	0-3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
<i>(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)</i>	
Fine Arts Required Electives:	3-6
<i>(Theater, THR120 or Art, ART100 or Music, MUS101)</i>	
Additional Humanities Elective Options:	
<i>(Spanish, SPA101 or Humanities HUM101)</i>	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
BIO 101 Introduction to Biology I/OR	
BIO 103 Principles of Biology I/	4
Then, select ONE more science course from the listing below.	
<i>(Each science course below=4credits. Select ONE only)</i>	
BIO 102 Introduction to Biology II	
BIO 104 Principles of Biology II	
CHM 104 Introduction to General Chemistry	
CHM 105 Introduction to Org. Chemistry	
A science sequence is NOT required for this degree. See STARS for more information.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
<i>(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)</i>	
PSY200 General Psychology	3
SOC200 Introduction to Sociology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 265 Elementary Statistics/OR	3
PSY 260 Statistics for Social Sciences	3
ECO 231 Principles of Macroeconomics	3
Select Remaining Electives from STARS Guide	8-12
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

SOCIAL WORK TECHNICIAN
Associate in Applied Science (AAS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition	3
ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
SPH 107 Fund. of Public Speaking	3
Area III – Natural Science or Mathematics	10
MTH 116 Math Applications/OR	3
MTH110 or higher (See Advisor)	
CIS 146 Microcomputer Applications	3
Natural Sciences Course w/Lab	4
Area IV – History, Social & Behavioral Sciences	6
PSY 200 General Psychology	3
SOC 200 General Sociology	3

FIELD OF CONCENTRATION COURSES 45

- Two 1-hour PED activity courses (no substitutions) 2
- SPA 101 Introduction to Spanish 4
- HUS 101 Introduction to Human Services 3
- SWT 109 Techniques of Beh. Modification 3
- SWT 133 Geriatrics 3
- HUS 222 Group Counseling Techniques 3
- HUS 102 Introduction to Case Work 3
- SOC 209 Juvenile Delinquency 3
- CRJ 256 Correctional Rehabilitation 3
- SWT 130 Community and the Social Worker 3
- HUS 211 Intro: Alcohol & Drug Prevention and Abuse 3
- SWT 131 Problems of Children & Youth 3
- SOC 247 Marriage and Family 3
- SOC 210 Social Problems 3
- HUS 224 Clinical Internship 3

TOTAL REQUIRED HOURS FOR DEGREE 68

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

SOCIOLOGY
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
SOC200 Introduction to Sociology	3
SOC210 Social Problems	3
Select remaining credits from the Area IV STARS Guide:	
PSY200 General Psychology	3
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
SOC 247 Marriage and Family	3
SOC 209 Juvenile Delinquency	3
Select Remaining Electives from STARS Guide	8-12
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 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 and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
*Select 4 additional science credits beyond what was taken under Area III. See STARS	
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. See STARS	
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
Select Remaining Electives from STARS Guide	6-10
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

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 it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
BIO 103 Principles of Biology I	4
Select one additional science course. See STARS for more options. Course selected does NOT have to be in sequence.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development/OR	3
SOC200 Introduction to Sociology	3
SOC210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
• CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PSY200 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
Select Remaining Electives from STARS Guide	8-12

TOTAL REQUIRED HOURS FOR DEGREE 60-64

SPEECH THERAPY TRACK In STARS, this Program of Study is entitled, 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. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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 Fine Arts & Humanities Electives	
(See STARS Guide for course selection options)	3-6

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
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
Select Remaining Electives from STARS Guide	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
If searching for this degree in STARS, search for **Pre-Speech Therapy**

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.
Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..

**TECHNOLOGY, INDUSTRIAL TECHNOLOGY
OR ENGINEERING TECHNOLOGY**
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
 <i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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 Sequence (6)—Required	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)		
	Fine Arts Required Electives:	3-6
	(Theater, THR120; or Art, ART100; or Music, MUS101; or Spanish, SPA101)	
*NOTE: This degree requires a Literature sequence (Area II) and a History sequence (Area IV) to be completed.		
 Area III: Natural Sciences and Mathematics		 11
MTH 112	Precalculus Algebra	3
	Natural Sciences (See STARS Guide)	8
CHM 111	College Chemistry I/and	
CHM 112	College Chemistry II/OR	8
PHY 201	General Physics I/and	
PHY 202	General Physics II/OR	8
 Area IV – History, Social & Behavioral Sciences		 12
	History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
Select remaining credits from the Area IV STARS Guide:		
PSY200	General Psychology	3
PSY210	Human Growth & Development/OR	3
SOC200	Introduction to Sociology	3
SOC210	Social Problems	3
 Area V – Pre-Professional/LSCC Courses		 19-23
• CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
MTH 125	Calculus I/OR	4
MTH 265	Elementary Statistics	3
BUS 215	Business Communication	3
DDT 103	Intro. to Computer Aided Design	3
Select 3 SH from the listing below		
EET 121	AC Fundamentals/OR	3
EET 151	AC Theory/OR	3
EET 201	Electronics Circuits	3
 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 it.

*LSCC Requirement for all Graduates		1
ORI101	Freshman Academy	1
 <i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</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
	Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
	Fine Arts Required Electives:	3-6
	(Theater, THR120 or Art, ART100 or Music, MUS101)	
	Additional Humanities Elective Options:	
	(Spanish, SPA101 or Humanities HUM101)	3-6
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.		
 Area III: Natural Sciences and Mathematics		 11
MTH 110	Finite Mathematics	3
	Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.		
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
CHM 104	Introduction to General Chemistry	4
CHM 105	Introduction to Org. Chemistry	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.		
 Area IV – History, Social & Behavioral Sciences		 12
	History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the Area IV STARS Guide:		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3
 Area V – Pre-Professional/LSCC Courses		 19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
MCM 100	Intro to Mass Communication	3
MCM 102	Writing for Mass Media	3
SPH 107	Fundamentals of Public Speaking	3
See STARS: Select remaining credits from the Area V listing of your intended Transfer College		
		5-9
 TOTAL REQUIRED HOURS FOR DEGREE		 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website.

**Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*

NEW! THEATER
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanities Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development/OR	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
THR 131 Acting Techniques I	3
THR 241 Voice and Speech for the Performer	3
THR 113 Theater Workshop I	2
THR 114 Theater Workshop II	2
See STARS: Select remaining credits from the Area V listing of your intended Transfer College	4-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

URBAN PLANNING
AAMU ONLY
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

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)—Required	6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Fundamentals of Public Speaking	3
ART 100 Art Appreciation (Required)	3

***NOTE: This degree requires a Literature sequence (Area II) and a History sequence (Area IV) to be completed.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
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
CHM 104 Introduction to General Chemistry	4
CHM 105 Introduction to Org. Chemistry	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

ECO 231 Principles of Macroeconomics 3

ECO 232 Principles of Microeconomics 3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses/OR	2
HED 221 Personal Health/OR	3
HED 224 Personal and Community Health	3

Select remaining credits from the course listing below:	
POL 220 State and Local Government	3
BUS 271 Business Statistics I/OR	3
MTH 265 Elementary Statistics	3
URP 101 Survey of Planning I	3
URP 102 Survey of Planning II	3
URP 202 The Community and Its Organization	3
See STARS: Select remaining credits from the Area V listing of your intended Transfer College	1-5

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

*NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. *Lawson State recommends 60 credit hours for completion, were applicable. Try also to enroll in 15 credits per semester to finish faster..*



HEALTH PROFESSIONS

DIVISION OF HEALTH PROFESSIONS



APPROVED BY:

Alabama Board of Nursing

ACREDITATED BY:

*Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
(404) 975-5000*

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Associate in Applied Science Degrees

ADN Program

Diagnostic Medical Sonography

Certificate

Practical Nursing (LPN)

Dental Assistant (DAT)

Short Certificates

Emergency Medical Technician (EMS)

Nursing Assistant/Home Health Aide

Pharmacy Technician Assistant

148 General Studies Health Related Majors

Associate in Science Degrees

(see page 118 for complete listings)

HEALTH PROFESSIONS OVERVIEW

MISSION: The mission of the Nursing programs within the Department of Health Professions is to prepare individuals in the art of caring in a high touch and high technology learning environment to be employed in the community as registered nurses and licensed practical nurses. 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, the nursing process, Quality and Safety Education for Nurses (QSEN) Competencies, and National League for Nursing (NLN) Competencies are the major themes used to develop content within the curriculum. Nursing courses include a classroom component where a variety of methodologies are used to assist the student to identify scientific principles in nursing. A clinical component is also included to assist the student to apply the scientific principles to meet individual client's needs. Guided clinical experiences are offered in hospitals, health agencies, and selected community agencies.

The Associate Degree Nursing program consists of five (5) sequential semesters. The Practical Nursing program consists of (3) sequential semesters. In order to progress to another nursing course, the student must earn a "C" (75) 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 reinstatement to repeat the failed or withdrawn course. Reinstatement to the nursing program is not guaranteed. Students must write and successfully pass the HESI specialty examination for the course(s) requesting consideration for reinstatement. Students must score 800 or above to be considered for reinstatement. Students are allowed only one attempt on the HESI examination. Reinstatement is allowed only once during the entire nursing program. However, students may apply for readmission as a new student. All nursing courses must be retaken/taken once readmitted.

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 are accredited by the Accreditation Commission for Education in Nursing.

**LAWSON STATE COMMUNITY COLLEGE
NURSING (ADN, PN AND MOBILITY)
PROGRAM ADMISSION CRITERIA
AT THE TIME OF PUBLICATION
(SUBJECT TO CHANGE)**

- Unconditional admission to the college
- A completed application for admission to nursing program received before published deadline.
- A minimum of **18 ACT** composite score National or Residual.
- A minimum of **2.5 GPA** for nursing required academic core courses (ENG101, MTH100 or higher, BIO201 and BIO202) and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meeting the essential functions for nursing.
- Eligibility for ENG 101, MTH 100, and BIO 201
- **Mobility** students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN). No work history is required. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, PSY 200, and PSY 210. The NUR 201 Mobility applicants must have graduated from Lawson State Community College PN program and return within two years of graduation.

Note: Lawson State has temporarily suspended admission to the NUR 200 Mobility program and to non graduates of LSCC PN program.

NURSING PROGRAM SELECTION CRITERIA

- A minimum of 18 ACT Composite score. There are 36 points possible. No time limit on when the ACT was taken.
 - Points for grades in the following nursing required core general educational courses are as documented:
 - A = 3 points, B = 2 points, C = 1 point
 - English Composition I
 - Intermediate College Algebra
 - Anatomy & Physiology I
 - Anatomy & Physiology II
 - Additional 10 points may be awarded as determined by the individual college policy and procedure: Up to seven points in the HPS 103 - Foundation Competencies for Health Sciences course and up to three points in the MTH 186 – Medical Dosage Calculation course.
 - *Minimum 2.5 GPA required in the core general educational courses for the nursing program. Not all courses may have been completed at time of admission. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
- Practical nursing core courses (for stand-alone PN programs):
ENG 101, MTH 100, BIO 201, and BIO 202.

Associate degree nursing core courses: ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, PSY210 SPH107, BIO 220, and a Humanities elective.

- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring
 - Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable).

Notification

The following is the notification process:

- The number of admissions will be determined by the college.
- Students are selected on a basis of a point system, and completion of requirements. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Department of Health Professions will review all applicants for completeness of requirements and notify students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, ordering of uniforms, and physical examination.

Nursing students shall comply with legal, moral and legislative standards that determine acceptable behavior of the nurse. It is important for prospective nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse and Licensed Practical Nurse:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you, ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? If you answer "YES: to either question, send appropriate documents identified on the instruction sheets.
- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES, have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Have you ever been placed on a state AND/OR federal abuse registry?
- Have you ever been court-martial/disciplined OR administratively discharged by the military?
- If YES, documentation should accompany the application for licensure by examination form.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree and Certificate as outlined in the Student Catalog. However, provisions are made for nursing students to document that content completion of institutional course requirements have been met.

- Each student must complete a minimum of 25% of the total program at Lawson State Community College.
- Each student must maintain a minimum of a 2.0 grade point average, with at least a “C” in each course presented for the Associate in Applied Science Degree or Certification.

END OF PROGRAMS STUDENT LEARNING OUTCOMES/GRADUATE COMPETENCIES

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.

The Practical Nursing graduate will be able to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alternations.
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 alternations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

QSEN/NLN Graduate Competencies:

- Human Flourishing
- Patient-Centered care
- Nursing Judgement
- Informatics
- Safety
- Professional Identity
- Teamwork and Collaboration
- Spirit of Inquiry
- Quality Improvement
- Evidenced-Based Practice

(See Nursing Student Handbook for details)

The Associate Degree Nursing graduate will be able to:

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.

QSEN/NLN Graduate Competencies:

- Human Flourishing
- Patient-Centered care
- Nursing Judgement
- Informatics
- Safety
- Professional Identity
- Teamwork and Collaboration
- Spirit of Inquiry
- Quality Improvement
- Evidenced-Based Practice

(See Nursing Student Handbook for details)

Written: September 1969 **Reviewed:** Yearly
Revised: 1973, 1982, 1984, 1986, 1987, 1993, 1999, 2000, 2001, 2002, 2005, 2007, 2008, 2009, 2010 and 2015.

Program Outcomes

- Performance on Licensure Exam
The most recent annual licensure examination pass rate will be at least 80% for all first time test-takers during the same 12-month period.
- Program Completion.
At least 35% of the students admitted will graduate within 150%* of the time of the stated program length beginning with the first required nursing course as delineated below:
*AAS in Nursing – seven semesters (nine for part-time tract)
*AAS in Mobility LPN with 201 –four semesters
*PN Certificate –four semesters
- Job Placement
At least 80% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

- Program Satisfaction

A minimum of 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.

A minimum of 80% of employers responding to the employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

Lawson State Community College Nursing Education Programs

Revised Fall 2016

Progression Policy

In order to progress in the nursing program, the student must:

- Achieve a grade of C or better in all required general education and nursing courses.
 - Be acceptable by clinical agencies for clinical experiences.
 - Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - Maintain program health requirements.
- A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 - A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 - A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
 - If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
 - Students must write and successfully pass the HESI specialty examination for the prior semester successfully completed course requesting consideration for reinstatement. Students must score 800 or above to be considered for reinstatement. Students are allowed only one attempt on the HESI examination. Fees at the students expense for exam.
 - Students in the first semester who submit a declaration of intent, and were unsuccessful or withdrew from NUR 102 only, may be reinstatement if the HESI score on previous admission equaled or exceeded a score of 600.

Definitions

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

Process for Reinstatement

- Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
- Students must apply for reinstatement to the nursing program and submit the Declaration of Intent by published deadlines.
- Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
- Update immunizations, CPR, drug testing, and background screening according to program policy.
- Demonstrate competency in previous course(s) as required by the College's nursing program.

Transfer Policy

The transfer policy applies 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

- Must meet minimum admission standards for the nursing program and demonstrate competency as defined by the institution.
- 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.
- Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- Must comply with all program policy requirements at accepting institution.
- Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- The last nursing course in which a student was enrolled cannot be more than 12 months old.
- 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.

ADN TRANSFER TO PN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first and second semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 203, NUR 104, NUR 105 and NUR 106 – with a grade of “C” or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission /readmission requirements. Students may be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Students 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 purposed of transfer/readmission to the PN program.
6. Students who have the maximum allowed attempts (or non-progressions) in the RN program are allowed only one attempt to complete the PN program.

Students who are successful may apply for the LPN to RN Mobility program as outlined in the college catalog and Nursing Student Handbook

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. If unsuccessful in the PN transfer option, the student must apply for admission as a new student.

THE ALABAMA COMMUNITY COLLEGE SYSTEM Lawson State Community College Nursing Programs

Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and /or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others

- c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
- d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives
- 4) Motor Function
 - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for nursing care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide nursing care in all health care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer

- 5) Professional Behavior
 - a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective nursing care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and clinical agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i) Not to pose a threat to self or others
 - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency
 - m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - n) Provide nursing care in an appropriate time frame
 - o) Accepts responsibility, accountability, and ownership of one's actions
 - p) Seek supervision/consultation in a timely manner
 - q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Janine McCoy-Jones ADA Coordinator on the Birmingham Campus at 929-6383 or Dr. Renay Herndon, ADA Coordinator on the Bessemer Campus at 929-3419.

Participation Policy

The faculty of the nursing programs unanimously agree that participation in **Clinical/Laboratory** is an essential learning experience for **all** students and the lack of participation in this experience both lessen student learning and impairs the ability of the teacher to realistically evaluate student performance. The faculty also believes that avoidable absence from clinical/lab reflects a lack of responsibility and will hinder the student's opportunity to obtain a satisfactory clinical/lab grade based on the required elements.

PLEASE NOTE THE FOLLOWING:

- The **third** clinical/laboratory absence in any semester will be grounds for termination from the nursing course. A grade of "F" will be assigned.
- Students are not allowed to leave assigned clinical area without permission from the clinical instructor.
- All information about patients and records in clinical facilities is confidential.
- Even doctors' statements cannot excuse students from this departmental policy.

Attendance

- Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for makeup. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. Specific absences will be discussed per the instructor.

Clinical Expectations

Clinical and individual conferences are planned to provide the student with the opportunity to share learning and to evaluate experiences encountered in the clinical setting. Objectives are prepared for each unit and are intended to help the student focus on relevant aspects.

The student is to assume responsibility for his/her independent learning. The instructor assumes the responsibility of guiding, assisting, clarifying, expanding upon this knowledge the student has obtained through his/her independent actions.

It is recommended that the student utilize the following suggestions as a guide to enhance the degree of his/her class participation, understanding and comprehension of material presented by the instructor.

Pre-Class Preparation

1. Read assigned text unit.
2. Answer unit objectives.
3. Read assigned articles related.
4. Review anatomy and physiology of system involved with each disease.
5. Review pharmacological actions, side effects of all drugs mentioned in each disease.
6. Review nutritional aspects of special diets in related diseases.
7. Define all unfamiliar words or terms.

Pre-Clinical Preparation

It is required that the student utilize the following as a guide to enhance the degree of his/her performance and application of theory content in the clinical setting.

1. Familiarize self with patient's needs and problems (through chart, Kardex, text, team members, patient/family) as related to:
 - a. Diagnosis/Psychosocial Factors
 - b. Nursing/Medical Management Treatment
 - c. Nutrition/Special Diets
 - d. Medication, etc.
2. Familiarize self with medications of assigned patient(s). (Identify the patient's need for specific medication, relate the expected outcomes, identify side effects and state nursing responsibilities, as well as accurate dosage calculations.)
3. Demonstrate knowledge of pre-planning when performing new procedure or handling new equipment.
4. Organize nursing care for patient according to basic need priorities, recognizing patient care.
5. Practice charting professionally using correct grammar and medical terminology that includes treatment, observations or any aspect of patient care.
6. The student **CANNOT** pass the course, based on grade point average alone, if his/her performance is, unsafe or is not satisfactory in the clinical area.

If a student comes to the clinical area unprepared to deliver safe nursing care, he/she will receive a clinical absence for the day. The student may be asked to return to the School of Nursing during the remaining clinical time to complete required clinical preparation. Written documentation of completed clinical preparation is to be submitted to the clinical instructor not later than end of the clinical day.

If a student comes to the clinical area unprepared to deliver safe nursing care for second time during a nursing course, he/she must meet with the Chairperson of the Nursing Program. The meeting must occur prior to the next scheduled clinical day. Failure to do so will result in an additional clinical absence.

If a student comes to the clinical area unprepared to deliver safe nursing care for a third time during a nursing course, he/she will be unable to meet course objectives and must withdraw from the course.

Professional Behavior

Students must abide by both the Department of Health Professions and the clinical agency policies.

It is the responsibility of the student to notify the clinical facility and instructor in advance if the student will be either tardy or absent for the scheduled clinical experience. Failure to notify the instructor and clinical facility in advance will result in a clinical absence for the day. Any missed clinical days are required to be made-up.

Students must maintain patient information confidentiality in accordance with HIPPA requirements. Failure to do so will result in a clinical absence for the day.

Students are to remain in their assigned clinical area. Leaving the clinical area without permission of the clinical instructor will result in a clinical absence for the day. Displaying poor professional behavior during Clinicals can lead to dismissal from the program. This includes, but is NOT limited to, receiving complaints from physicians, nurses, hospital or clinical personnel, instructors and patients. Altercations at Clinical sites will NEVER be tolerated (either verbal or physical) and can lead to immediate removal from the program following a due process hearing.

Clinical Procedures Performance

All students must be able to satisfactorily perform clinical skills required in previous prerequisite nursing courses. A student who performs unsatisfactorily on a nursing procedure in the clinical area will be given an unsatisfactory for the procedure and must return to the college practice laboratory and satisfactorily demonstrate the skill within the time frame determined by the instructor. Unsatisfactory performance of the skill in the college practice laboratory means that the student is unable to meet the objectives for the nursing course and must withdraw from the course.

Clinical Experience Policy

The clinical evaluation tool is written in accordance with the program and course outcomes and includes expected behaviors and characteristics for clinical participation as well as for written assignments.

The clinical evaluation tool will be shared with and explained to the student prior to the clinical rotation. Written assignments will be an inherent aspect of the clinical experiences. All written assignments must be turned in on date due in the acceptable form (type or ink written neatly on lineless paper). Written work received after the due date will be considered late (unless the dates have been extended by the instructor). ***IF ALL WRITTEN ASSIGNMENTS ARE NOT RECEIVED PRIOR TO THE END OF THE SEMESTER, THE STUDENT WILL RECEIVE A COURSE GRADE OF "I". 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.***

A satisfactory clinical grade and C (75) or above theory grade MUST be obtained to complete the course successfully. The student cannot pass the course if unsuccessful in either theory or clinical.

Furthermore, it is understood that your role is as a student: (1) enrolled in a clinical course requiring your presence at the health care facility; (2) not an employee of the institution or of the health care facility; (3) not expecting nor receiving compensation for participation in the clinical course from either the institution or the health care facility; and (4) not promised nor offered a job at the health care facility as a result of participation in the clinical course.

Learning Resources Center

The Department of Health Professions has established a Learning Resources Center. There are two components of the Center: an Instructional Center and a Clinical Learning Laboratory.

The Center is stocked with easily accessible resources to help you reach these objectives. There is a specialized area The Nursing NCLEX Resource Center devoted to NCLEX preparation. These resources include audio visuals and computer software, additional reference materials for review or remediation assessment examinations and study guides. These audio visuals and computer software are supportive of the concepts discussed and objectives of the course. Tutors are available by appointment for student requiring remediation. Tutors schedules are posted each semester. A Nurse Counselor is available for students seeking assistance. The Instructional Center is open daily from 8 a.m. to 5 p.m. on both campuses.

Clinical Learning Laboratory

The Clinical Learning Laboratory provides the opportunity for you to develop your nursing skills through self-activity (practice). You may practice psychomotor skills until mastery is obtained. You are expected to practice all procedure prior to your assigned laboratory periods. Clinical Associates are available three days a week for assistance. The Clinical Learning Laboratory is opened daily from 8 a.m. to 5 p.m.

Cardiopulmonary Resuscitation Certification

All students are required to become certified in cardiopulmonary resuscitation at the basic level for health professionals prior to being permitted to engage in any clinical experience.

Health Form

Each student must have on file a current health status form. An **annual** health examination including TB skin test and/or chest x-ray is required of students whose course of study extends past a twelve month period. Additional immunizations may be required based on Center for Disease Control (CDC) recommendations.

Background/Drug Screen Policy

Any student who enrolls in a Lawson State Community College nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug and alcohol screening. The student must abide by the College's Drug and Alcohol Screen Policy and Clinical

agency policy for which the student is assigned clinical practice. This policy includes random drug and alcohol screening and reasonable suspicious screening.

Students will be required to submit to a criminal background screening prior to being allowed to begin clinical experiences. Many of our clinical affiliates require the background screening as part of the clinical contractual agreements with the nursing programs. Any student who is denied access to a clinical experience by a clinical affiliate due to adverse findings on the background screening may be subject to dismissal from the nursing programs. Additionally, students who refuse to submit to a criminal background screening may be subject to dismissal from the nursing program. Students are responsible for the payment of the background check.

Resolution of an Immediate Problem

Any student who feels he/she has been treated “unfairly” by an instructor has the right to have complaint(s) aired and/or investigated. This document describes the procedure whereby the student may present his/her complaints.

Step 1. The student should consult with the instructor and level coordinator promptly (within 3 days) after the occurrence of the event. If the appeal is not satisfied at this level; the student should meet with the Department Chairperson then the Associate Dean of Health Professions in an informal attempt to reach closure. The conference will be recorded on the appropriate form with the rationale for the decision. One form will be given to the student, one copy for the student record, and one copy for the Nursing Program’s file.

Step 2. If an agreement is not reached using the informal approach, the student may file a formal written appeal by following the procedure in the College Student Handbook.

STANDARD PRACTICAL NURSING CURRICULUM (PN)

General Study Courses	Credit Hours
Area I: Written Composition	3
Communications:	
ENG 101 English Composition	3
Area II: Humanities and Fine Arts	0
No Course Requirement Assigned	
Area III: Natural Sciences and Mathematics	11
Mathematics:	
MTH 100 Intermediate College Algebra (<i>non transferable</i>) or higher	
BIO 201 Anatomy & Physiology I	4
BIO 202 Anatomy & Physiology II	4
Area IV: 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

Total required hours for Practical Nursing Certificate **49**

STANDARD ASSOCIATE DEGREE NURSE CURRICULUM (ADN) (AAS)

General Study Courses **Semester Hours**

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

Area II: Humanities and Fine Arts **6**
SPH 107 Public Speaking/Speech 3
Humanities Fine Arts Elective 3
*(*Select ONE humanities course from STARS Guide for course selection options)*

Area III: Natural Sciences and Mathematics **15**
MTH 100 or higher 3
(recommended & transferable)
BIO 201 Anatomy & Physiology I[±] and 4
BIO 202 Anatomy & Physiology II[±] and 4
BIO 220 Microbiology 4

Area IV: History, Social and Behavioral Sciences **6**
PSY 200 General Psychology 3
PSY 210 Human Growth and Development 3

Area V: Pre-Professional **42**
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 201	Nursing Through the Lifespan I	5
NUR 202	Nursing Through the Lifespan II	6
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Role Transition for the Registered Nurse	4

Total required hours for Associate in Applied Science
Nursing Education **72**

The nursing programs are offered on a full time enrollment status. Nursing students enrolled in 12 contact hours or more per semester are considered as full time students.

NURSING ASSISTANT/HOME HEALTH AIDE

The Nursing Assistant/Home Health Aide program is a one semester ten (10) credit hours short certificate program that will prepare a person to work under the supervision of a RN or LPN and give direct client care in the home and/or a variety of health care settings. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination.

Option 1

- ORI 101 Orientation to College is a prerequisite for this program

FIELD OF CONCENTRATION COURSES	SEMESTER HOURS
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NAS 120	Fundamentals of Nursing Assistant/Home Health Aide	7
NAS 121	Fundamentals of Nursing Assistant/Home Health Aide Clinicals	3

Total Required Hours for Certificate **10**

Option 2

Long Term Care Nursing Assistant

This course fulfills the seventy-five (75) hour Omnibus Budget reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Successful completion of this course allows eligibility to write the State Nursing Assistant Certification Examination. The course is offered twice a semester in the mini-terms.

NAS 100	Long Term Care Nursing Assistant	4
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DENTAL ASSISTING (DAT)

PROGRAM DESCRIPTION:

Lawson State Dental Assisting Program is a three semester certification program that will all graduates to be competent in general dental assisting skills. The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements.

PROGRAM MISSION & GOALS:

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.

1. Demonstrate clinical competencies of an entry level dental assistant.
2. Function safely and efficiently as a member of the dental team under the supervision of the dentist.
3. Communicate effectively with patients and dental team members.
4. Provide dental services with respect and compassion regardless of cultural diversity.
5. Exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

ADMISSION REQUIREMENTS:

1. Meet all the general admission requirements of LSCC.
2. Be eligible for ENG 101 and MTH 100.
3. Possess an ACT score of 14 or higher
4. Possess a minimum 2.1 grade point average on a 4.0 scale
5. Applications **MUST** be submitted to the Bessemer Campus Health Professions Office no later than 5:00 p.m. (CST) on June 30. If June 30th falls on a weekend or holiday, then the application due date will fall on the next business day.

SELECTION AND NOTIFICATION:

1. The Dental Assisting Program admits a maximum of 24 students each Fall semester.
2. Students are selected on the basis of ACT score and GPA
3. In the event of a tie, the higher GPA will break the tie.
4. Students must respond in writing or e-mail, confirming their intent to enroll, within 7 days after receipt of their acceptance letter. A student who fails to respond will result in forfeiture of their place in the class. A signed consent to drug testing must accompany the acceptance confirmation.
5. Students accepted must attend a mandatory orientation session. Failure to do so will result in forfeiture of their place in the class.
6. Upon acceptance into the program students must submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations.

PROGRESSION:

1. Students must attain a "C" in general and major required courses. Failure to do so with result in dismissal from the program.
2. Students who withdraw or are dismissed from the program must apply for re-admission the following year. There is no guarantee of acceptance. Student will be readmitted only once.

COURSE TRANSFERABILITY:

Currently, the Alabama Community College System has no policy for Dental Assisting Programs transferring credits between ACCS institution. Criteria for transfer to Lawson State's must follow the following criteria.

1. Must meet minimum admission standards for the dental assisting program and demonstrate competency as defined by the institution.
2. Must possess a grade of C or better in all dental assisting 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 dental assisting program must provide a letter of eligibility for progression in previous dental assisting program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the dental assisting program required courses for degree /certificate at the accepting Lawson State.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last dental assisting course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into dental assisting programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

NOTE: Further information can be found on Lawson State's webpage:

http://www.lawsonstate.edu/programs_of_study/lscce_programs/health_professions_programs/dental_assistant

DENTAL ASSISTING Associate in Occupational Technologies Degree

General Studies Courses	Semester Hours	25
*ORI101 Orientation to College		1
Area I – Written Composition		3
• ENG 101 English Composition I		3
Area II – Humanities & Fine Arts		6
• SPH 106 or 107 Fundamentals of Public Speaking		3
• Humanities and Fine Arts Elective		3
Area III – Natural Science & Mathematics		7
• Natural Science Course		4
Select one of the following courses:		3
• MTH 110 Finite Mathematics		
• MTH 112 Pre-Calculus Algebra		
Area IV – History, Social, & Behavioral Sciences		3
• History, Social, or Behavioral Science Course		
Select one of the following courses:		
• ECO 231 Principles of Macroeconomics		
• PSY 200 General Psychology		

Area V

College Requirements

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses 2

Major—Dental Assisting Diploma

Minor—Office Administration

Select 12 credit hours from the following courses:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Basic Word Processing	3
OAD 138	Records and Information Mgmt.	3
OAD 211	Medical Terminology	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Application	3
CIS 146	Microcomputer Applications	3
BUS210	Introduction to Accounting	3
BUS 215	Business Communication	3

DENTAL ASSISTING (DAT) Certificate

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

General Studies Courses Semester Hours

Communications:

ENG 101	English Composition I*	3
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Mathematics:

***Select ONLY ONE mathematics course:**

MTH 100	Intermediate College Algebra*	3
	<i>(recommended & non-transferable)</i>	
MTH 110	Finite Mathematics	3
MTH 112	Pre-Calculus Algebra	3

Speech:

SPH 107	Fundamentals of Public Speaking*	3
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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 111	Clinical Practicum I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Pre-Clinical Procedures II	3
DAT 120	Office Administration for Dental Assisting	3
DAT 122	Clinical Practice II	4
DAT 123	Dental Assisting Seminar	4
DAT 124	Clinically Applied Infection Control & OSHA Standards	1
DAT 131	Business and Industrial Psychology for Dental Assisting	1

*Approved for the Associate in Occupational Technologies degree.

EMERGENCY MEDICAL TECHNICIAN (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. ORI 101 is a prerequisite for this program.

Emergency Medical Technician Short Certificate (BASIC)

EMS 118 Emergency Medical Technician	9
EMS 119 Emergency Medical Technician Clinical	1

Total Credit Hours: 10

Emergency Medical Technician Short Certificate (Advanced)

EMS 155 Advanced Emergency Medical Technician	9
EMS 156 Advanced Emergency Medical Technician Clinical	1

Total Credit Hours: 10

NEW! DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) CARDIAC

The Diagnostic Medical Sonography program prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. The program includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics. Emphasis within the Lawson State Community College sonography program will focus on cardiac sonography.

General Education Required Courses

ORI 101 Orientation to College	1
ENG 101 English Composition I	3
SPH 107 Fundamentals of Speech	3
MTH 100 Intermediate College Algebra	3
BIO 201 Anatomy and Physiology I	4
PHY 112 Principles of Physics	2
PSY 200 General Psychology	3
Humanities Elective	3
BIO 120 Medical Terminology	3
Total	25

Note: These courses must be completed prior to entry into the Diagnostic Medical Sonography Program- Cardiac

Term 1

DMS 202 Foundations of Sonography	3
DMS 271 Echocardiographic Technology	3

Term 2

DMS 216 Sonographic Principles and Instrumentation I	3
DMS 233 Sonographic Lab I	1
DMS 229 Sonography Preceptorship I	2
DMS 273 Pathophysiology of the Cardiovascular System	3

Term 3

DMS 230 Sonography Preceptorship II	3
DMS234 Sonography Lab II	1

Term 4

DMS 275 Advanced Echocardiographic Modalities	3
DMS 217 Sonographic Principles and Instrumentation Lab II	2
DMS 231 Sonography Preceptorship III	4
DMS 235 Sonography Lab III	1

Term 5

DMS 232 Sonography Preceptorship IV	5
DMS 240 Sonography Principles and Instrumentation Seminar I	2
DMS 245 Sonography Case Presentation	1

Total 37

Total Hours Required for Degree 62

PHARMACY TECHNICIAN ASSISTANT

The Pharmacy Technician Assistant Program prepares the individual to assist the Pharmacist in a variety of settings to include the institutional and retail pharmacies. The individual will learn inventory management and understand the technicians' role in community and hospital pharmacy. In addition, the individual will learn drug calculation, drug classification, side effects of the top 200 drugs, and prescription terminology.

FIELD OF CONCENTRATION COURSES	SEMESTER HOURS
Fall Semester	
ORI 101 Orientation to College	1
PHM100 Introduction to Pharmacology	2
PHM101 Pharmacy Math and Terminology	2
PHM102 Pharmacology I	3
PHM112 Pharmacology II	3
PHM113 Drugs and Health	3
Spring Semester	
PHM205 Billings and Computers	3
PHM207 Institutional Pharmacy	3
PHM210 Pharmacy Practice	3
PHM211 Pharmacy Technician Practicum I	3
PHM212 Pharmacy Technician Practicum II	3
Total Hours	29

GENERAL STUDIES HEALTH RELATED MAJORS

For additional health related majors, see the following listings under the General Studies listings within this catalog. Listings begin on page 83.

Other majors include the following:

- Biology
- Biomedical Engineering
- Clinical Lab Sciences / Medical Tech
- Pre-Dentistry
- Exercise Science and Wellness
- Health Education
- Health Information Management
- Health Promotion
- Health Services
- Laboratory Technology
- Pre-Medicine
- Nuclear Medicine Technology
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Public Safety and Health Administration
- Radiologic Sciences
- Rehabilitation Sciences
- Respiratory Therapy/Cardio Science
- Surgical Physician Assistant
- Pre-Veterinary Medicine

In pursuing General Studies majors, follow the General Studies listings for Areas I-IV as outlined on page 83 and print off a copy of a STARS Guides. Go to page 70 for Step-by-Step instructions on how to complete a STARS Guide. Never randomly select course offerings.

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.

For more information please contact:

Dr. Charmiane Rodgers, 205.929.2123 crodgers@lawsonstate.edu

Mrs. Tamara Mays, 205.929.3462 tmays@lawonstate.edu



STUDENT SERVICES

(STUDENT HANDBOOK)

Division of Student Services

DR. CYNTHIA T. ANTHONY
EXECUTIVE VICE-PRESIDENT & DEAN OF STUDENTS
 Lawson State Community College
 1100 9th Avenue, SW
 Bessemer, Alabama 35022
Phone: 205-929-3510
canthony@lawsonstate.edu

DARREN C. ALLEN, ASSISTANT DEAN OF STUDENTS
 Lawson State Community College
 3060 Wilson Road, SW
 Birmingham, Alabama 35221
Phone: 205-929-6361
dallen@lawsonstate.edu

GENERAL INFORMATION

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

MISSION AND GOALS

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

Student Services long range goals are:

- To 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 – ORI 101

All full-time and part-time award seeking students are required to enroll in ORI 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 ORI 101 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more of transfer credit are required to enroll in ORI101-T which is an abridged version of ORI101.

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.



ADMISSIONS

OFFICE OF ADMISSIONS & ENROLLMENT MANAGEMENT

DR. JEFF SHELLEY, DIRECTOR OF ADMISSIONS & ENROLLMENT MANAGEMENT
jshelley@lawsonstate.edu

Hours of Operation

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

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

Bessemer Campus
Student Services Center
1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3414
FAX: (205) 424-5119

Birmingham Campus
Student Success Center
3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309
FAX: (205) 925-3716

The Office of Admissions / Enrollment Management and the Records Office provide efficient student enrollment services. The Office of Admissions / Enrollment Management coordinate all aspects of student recruitment and the admission of qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

REGISTRATION

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

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

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

GENERAL IDPOLICY

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

1. One of the following forms of identification: an unexpired Alabama driver's license or instruction permit; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; Resident Alien card – Pre-1997; Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond; U.S. Alien Registration Receipt Card (Form I-151) prior to 1978; BIA or tribal identification card with photo; I-797 Form with expiration date, or voter identification card from a state that verifies lawful presence.
2. All international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment. (SEE SECTION ON ADMISSION OF INTERNATIONAL STUDENTS).

Applicants who fail to satisfy the requirements of items 1 or 2 will not be admitted to Lawson State Community College. This information is also available on the *Admissions* page of the College's website (<http://www.lawsonstate.edu>).

Further, applicants may submit the documentation identified in items 1 or 2 in person. Those applicants unable to present identification in person may submit a legible copy by U.S. mail or via electronic submission consistent with local institutional policy.

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

REQUIRED ADMISSION DOCUMENTATION

Degree seeking students: Admission application, primary form of identification, proof of high school graduation, official transcript – high school or GED, official transcript(s) – all other colleges attended, ACT scores (for placement purposes only). Students who have achieved a minimum Baccalaureate degree are only required to submit a transcript from the granting

institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning an award or fulfilling pre-requisites.

Non-degree seeking students: (High School Graduate / GED Recipient) - admission application, primary form of identification, proof of graduation, official transcript - high school or GED®, official transcript - all other colleges (if attended), students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

Non-degree seeking students: (Non-High School Graduate / No GED) - Admission application, primary form of identification, official transcript - high school (if attended), official transcript - all other colleges attended (if attended), required assessment score (State Board Policy 801.05: Admission: Non-High School Graduate), Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

In keeping with the mission of the Lawson State Community College and the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria: the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government.

Students admitted under the “Ability to Benefit” provision may enroll in one of the following programs at the short certificate award level: Automotive Body Repair, Automotive Mechanics, Barbering, Cabinetmaking, Carpentry, Cosmetology, Graphics and Printing, Home Health Aide, Medium / Heavy Truck Technician, Nurse Assistant, Plumbing, and Welding. However, such students may proceed beyond the short certificate award if the GED (General Equivalency Diploma), the Alabama High School Diploma, or its equivalent is acquired.

ADMISSION STATUS TYPES

There are two types of admission status: 1) *unconditional* and 2) *conditional*. Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local

institution calendars, will prevent a student from future registration and official transcript release.

ADMISSION CLASSIFICATION

First Time: A student who has no prior post-secondary experience, attending any institution for the first time.

Transfer: A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon Lawson State Community College policy.

Transient: A student enrolled at another college or university who is taking classes at an Alabama Community College System institution for the express purpose of transferring back to the home college or university.

Accelerated: A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

Dual Enrollment and Dual Credit: A secondary education student who is earning college credit while still in school. Dual enrollment credit may be applied toward a high school diploma.

International: A student who is a citizen of another country.

Admission to Lawson State Community College does not ensure admission to any individual program or course.

First-time Student Admission

A student, who has no prior post-secondary experience, attending any institution for the first time, must submit an application for admission, appropriate ID, and an official copy of the high school transcript or GED score report.

A first-time student who does not have on file the official high school transcript or GED score report and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester.

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

Transfer Student Admission

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must have submitted an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Transcripts from all previously attended 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. However, potential transfer credit deemed equivalent to Lawson State Community College courses may be applied to our curricula once official transcripts have been received from each college or university a student previously attended.

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.

Transient Student Admission

A transfer student who attended another postsecondary institution and who seeks credit at for transfer to that parent institution may be admitted to Lawson State Community College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.

Accelerated High School Program Admission

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

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

- a. The student has successfully completed the 10th grade;
- b. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 2.5 grade point average and recommends the student be admitted under this policy;
- c. The student may enroll only in courses for which high school prerequisites have been completed.
- d. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.

Dual Enrollment / Dual Credit for High School Student Admission

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

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

- a. The student must meet the entrance requirements of the college as stipulated in Alabama Community College System Policy and Procedure for Dual Enrollment for Dual Credit for high school students;
- b. The student must have a minimum 2.5 grade point average in completed high school courses;
- c. The student must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/ private tutor, parochial, or church/ religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

- d. The student must be in grade 10, 11, or 12.
- e. Students registering for any college-level English or math courses must take the state-approved placement assessment to determine their academic preparedness for college-level courses. Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grade should not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th grade year of high school, or submit ACT scores which exempt them from the test (20 or higher on ACT English, Reading, and Mathematics.)
- f. Students must meet all applicable pre-requisites prior to enrolling in courses.
- g. Developmental courses (those numbered below 100) are not offered through dual enrollment.

Continuous Eligibility

Students who meet the criteria for initial admission to Dual Enrollment for Dual Credit Program as specified in the Alabama Community College System Procedure for Dual Enrollment for Dual Credit for High School Students, section 2, will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

ADMISSION FOR INTERNATIONAL STUDENTS

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

1. A completed admission application
2. A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. *Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution (*International transfer students only). 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.

3. Original transcripts from all US institutions attended (International transfer student only).
4. A signed notarized statement verifying financial support. Please note that **the College offers no financial assistance or scholarships for international students.**
5. Copy of the student's current Form I-20 (International transfer student only).
6. Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
7. Copy of student's Visa and Passport with current photo. Current and valid passport or other official documentation verifies lawful presence.
8. A medical health history with proof of vaccination signed by a physician. (Form is on the website.)
9. Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers.
10. A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the

British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

11. 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.

An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System institution.

Other non-immigrant students must meet all ACCS admission requirements as well as provide documentation of immigration status as prescribed by the institution.

Admission to an ACCS institution does not ensure admission to any individual program or course. Institutions are expected to comply with all applicable accreditation requirements and standards regarding program admission.

SENIOR CITIZEN ADMISSION

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

READMISSION REQUIREMENTS

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

- Submit an updated *Application for Admission* if the student has not attended a fall or spring term within the academic year. An updated *Application* will not be required for students who enrolled during spring but did not enroll for the following summer term.
- Submit ID as appropriate if previously submitted ID is expired.
- Request transcripts from other colleges and universities attended since leaving LSCC. Transcripts should be sent to the Office of Admissions & Enrollment Management at Lawson State Community College, if such transcripts are not in the student's academic record.
- Submit Selective Service Verification if appropriate.

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

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

CHANGE OF PROGRAM

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

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

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Transfer credit will be evaluated and recorded by the Admissions and Enrollment Management Office once all official transcripts are on file. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward an official transcript to our office as quickly as possible to facilitate this process. Students may check their transfer credits online through their Lawson State Community College Student Portal.

Transfer credit will be awarded based on the following criteria.

1. Coursework transferred or accepted for credit toward a 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 degree and certificate programs. A course completed at other regionally or duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
2. A transfer student from a collegiate institution not accredited by the appropriate regional association or duly accredited post-secondary institution may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
3. A transfer grade of "D" will not be accepted.
4. Courses included in the Approved Alabama General Studies Committee General Course Listing for which Lawson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.
5. The transfer course must be 6 or more quarter hours or 4 semester hours to satisfy the requirements of a 4 semester hour course at Lawson State; 4 or more quarter hours or 3 or more semester hours to satisfy the requirements of a 3 semester hour course at Lawson State; 3 or more quarter hours or 2 semester hours to satisfy the requirements of a 2 semester hour course at Lawson State; 2 or more quarter hours or 1 semester hour to satisfy the requirement of a 1 semester hour course at Lawson State. Exceptions must be requested by the student and approved by the advisor, appropriate chairperson/associate dean/dean and the dean of instruction.
6. The criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. International students who earned credits at foreign colleges or universities may submit official, evaluated documents for consideration of credit. The following credentialing services may be used: World Education Services, Inc. www.wes.org or Educational Credential Evaluators, Inc. www.ece.org. Evaluations should be forwarded to LSCC directly from one of these providers. Those without prior college credit must have high school documents evaluated / translated.
7. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire College Certifications.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

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

CREDIT AWARDED BY NON-TRADITIONAL MEANS

- College credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency).
- Credit awarded through nontraditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Department.
- The College will accept for credit a score of 3 or higher on Advanced Placement® subject examinations.
- Credit awarded through nontraditional means for non-academic transfer courses may be awarded through portfolio review by a prior learning assessment specialist through Instructional Services, through statewide articulation agreement for career and technical students or other statewide programs identified by the Department.
- Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Lawson State Community College.
- Nontraditional credit is not applicable for the 25 percent semester credit hours that a student completing a program must be earn at Lawson State.
- A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits (but no academic grade) for beginning courses.

STANDARDS OF PROGRESS FOR TRANSFER STUDENTS

- A transfer student who is admitted on *Clear* academic status is subject to the same standards of academic progress as a native student. Grades accrued at other regionally accredited postsecondary institutions, including other Alabama Community College System institutions, are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at Lawson State.
- If the Cumulative GPA at Lawson State is below 1.5 at the conclusion of the semester in which the transfer student has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read **SUSPENDED--ONE SEMESTER**.
- If the cumulative GPA at Lawson State is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours, the student's status will become Clear.

TRANSFERRING TO ANOTHER COLLEGE FROM LAWSON STATE

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

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

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

RESIDENCY

The in-state tuition rate plus applicable fees shall be established by the Alabama Community College System Board of Trustees. The out-of-state tuition rate shall be 2.00 times the in-state tuition rate plus applicable fees. International students must pay the out-of-state tuition rate plus applicable fees. Each institution may implement an optional deferred tuition payment plan for students.



RECORDS

RECORDS

MRS. LORI CHISEM, REGISTRAR
lchisem@lawsonstate.edu

Bessemer Campus
Student Services Center
1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3410
FAX: (205) 424-5119

Birmingham Campus
***Administration Building**
3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309
FAX: (205) 925-3716

**The Admissions Office shares a combined office with the Records Office on the Second Floor of the Administration Building "A" on the Birmingham Campus.*

Hours of Operation

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

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

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

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 a counseling services professional 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 online via the college website, Admissions Office, Records Office and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled by an advisor before planning class schedules each semester.

ENROLLMENT CLASSIFICATIONS

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.

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

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 or designee 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.** Students may access the form online under records forms via college website or in the Records Office on either campus.

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

Each credit hour taken usually requires a minimum of two hours of outside study each week. Students should carefully balance their course load and other obligations (i.e. employment, child/family care, etc.)

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" or appropriate email notification must be submitted 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 prior to the designated last day to withdraw. (See Academic Calendar on website for withdrawal deadline dates and semester schedule.)

Students may withdraw by using the electronic withdrawal process (e-Withdrawal) during the designated withdrawal period each term. The e-Withdrawal form is available on the Student Records page and the student portal of the College's website at www.lawsonstate.edu. Students may also visit the office on either campus for assistance with completing the electronic withdrawal.

Students who withdraw from a course are strongly encouraged to speak with an Academic Advisor and/or Student Financial Services prior to withdrawing. Any student who withdraw may submit a request to reverse the withdrawal within 5-10 business days.

NOTE: Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student's responsibility to officially withdraw by completing the *e-Withdrawal Form* online under the student portal by the deadline date published in the semester schedule. A student cannot withdraw from a course once official grades have been issued. If a student remains enrolled/registered in a course, he or she will be issued a grade at the end of the term. Again, it is the sole responsibility of the student to withdraw from a course.

ADMINISTRATIVE WITHDRAWAL OR DROP FROM A COURSE OR THE COLLEGE

The College may drop or withdraw students from any course for the following reasons:

1. Failure to complete registration properly
2. Failure to fulfill conditions of registration if allowed to register on a conditional basis
3. Failure to pay applicable fees
4. Disciplinary action
5. Misrepresentation of required information
6. Failure to attend class

This process may be necessary in cases where student cannot properly withdraw due to lack of access. In such cases, the College will extend a good faith effort to initiate an administrative withdrawal to minimize any negative impact on the student's cumulative GPA. Reasons for initiating such action may include the student's inability to withdraw due to mental illness, physical illness, or incarceration.

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	Grade will be issued in 6 weeks, following the term and completion of missing work
W	Withdrawal	

***NOTE:** Some programs and/or courses (i.e., nursing) may require a higher numeric range than the standard noted above.

A, B and C are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a

minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study. Senior colleges and universities may or may not grant credit for a course in which the student has made a grade of "D".

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

W is a letter grade assigned when a student withdraws from a course/courses after the designated drop/add period. The grade of **W** is assigned to a student who officially withdraws from a course(s) by the date designated in the semester schedule and Academic Calendar on the website. Students must notify the Records Office of their intent to withdraw from a course, courses, or programs using the electronic process (e-Withdrawal). Students may also visit the office on either campus for assistance with completing the electronic withdrawal.

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services. A student should never withdraw from a course without seeking advice from their advisor and a Student Financial Services Specialist.

"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/she 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 automatically 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

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F or are assigned. *Marks of W, I, and AU do not affect the grade point average but may affect financial aid.*

A final grade is the instructor's evaluation of the student's work and achievement throughout the course. Grades and marks are given at the discretion of the instructor. Factors upon which the final grade may be based are class participation, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. At the beginning of each course, it is the responsibility of each instructor to notify students in writing the grading practices that will be used. Grade changes may occur if legitimate calculation errors are made. The *Change of Grade Form* must be completed and submitted to the Records Office for processing.

REVERSE TRANSFER POLICY

Reverse transfer assists students who earned credits that applied towards an associate degree while enrolled at a community college but who did not complete sufficient credits to earn their associate degree. These students then pursued their education at a four-year institution. This agreement is designed to facilitate the transfer of credits earned by students at a four-year institution back to the community college to complete their associate degree. This policy also allows for transfer of credits between two-year colleges as well. Student consent for FERPA purposes will be obtained prior to any reverse transfer data exchange.

Students will be eligible for reverse transfer when they have met the following criteria:

- Have earned at least 25% of the credit hours required for their degree from Lawson State Community College.

- Have earned at least 3 semester credit hours from the transfer institution.
- Adhere to all policies and guidelines related to student admissions and transfer at both the transfer institution and Lawson State Community College.

WHAT THE GRADE MEANS

"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. A grade of "W" does not impact one's GPA but could have Financial Aid implications.
"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.

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: Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student’s cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Records/Registrar’s Office.
2. Upon receipt of the student’s request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student’s cumulative GPA.

5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of “C”, “S”, or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

When a student receives a declaration of academic bankruptcy, a permanent notation of “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected.

Approval of the academic bankruptcy status at a college does **not** guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

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

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

Certain courses within many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence. Students may not have an opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these sequential courses may be dismissed from the program at the end of the semester in which the failure occurs.

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

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

GROUND 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. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

REQUIREMENTS FOR GRADUATION IN CERTIFICATE PROGRAMS

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College

4. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

RECEIPT OF A CERTIFICATE

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

1. The student or academic advisor must submit a formal application for graduation in according with institutional policy, 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.

The College award degrees and certificates to students in respective divisions each year. A graduation fee is charged to each graduating student.

The specific date of the commencement exercise is listed in the College calendar (in front of this catalog) as well as in the Academic Calendar via website.

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 for the degree 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.

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

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

RETENTION OF STUDENT RECORDS

TRANSCRIPTS OF GRADES

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

Lawson State Community College does not re-issue transcripts from other colleges and schools. Official Lawson State transcripts will include totals of courses taken at the College, as well as, some courses transcribed as a part of the record of transfer students. However, students should make official transcript requests of the institution at which credit was originally earned.

Transcripts are sent by mail or electronically through eScrip-Safe within 24 to 48 business hours. Generally, written requests are processed within forty-eight hours (48) of receipt. Electronic requests are processed within twenty-four (24) business hours. No transcript will be furnished for any student or alumnus who has a financial

obligation to Lawson State such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records. Students who attended prior to 1990 may experience longer processing periods, as older records were stored on microfilm and on other forms of media.

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

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

Written request for transcripts should include the following information:

- Full Name (First, Middle, Last)—*Please include any former names*
- Social Security Number
- Mailing Address
- Daytime Telephone
- Name and Address of Institution or Agency to Which Transcript Should be Mailed
- *Signature
- Current Date
- Personal Email Address

NOTE: Written transcripts will not be released without a signature. It is highly recommended that all requests be submitted through the electronic process for faster processing.

Transcripts may be requested from the College's website homepage at <http://www.lawsonstate.edu>. Click on "Get Your Official Transcripts Online" Red Button on the homepage or Quick Links Transcript Requests under Registration using a secure login. *Students may also visit the office on either campus for assistance with completing the electronic transcript requests process.*

Requests may also be mailed to Lawson State Community College at either of the following locations:

Records Office	Admissions & Records
Bessemer Campus	Birmingham Campus
1100 9th Avenue, SW	3060 Wilson Road, SW
Bessemer, Alabama 35022	Birmingham, AL 35221
Phone: (205) 929-3410	Phone: (205) 929-6309
FAX: (205) 424-5119	FAX: (205) 925-3716

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 attendance
- 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 and the Americans with Disabilities Act of 1990, as amended. *Disability Services 504 Coordinator for students is Dr. Renay Herndon (Bessemer Campus, Student Center Room 183; rherndon@lawsonstate.edu, 205.929-3419). Janine McCoy Jones assists with providing disability services on the Birmingham campus (Student Center Room 221; jmcoy@lawsonstate.edu, 205.929-6396.)*

ACADEMIC ADVISEMENT

The College uses a dual system of academic advisement. Upon admission, each newly admitted student is randomly assigned a program advisor from among the faculty within the instructional department that corresponds with the student's declared program study. However, professional staff within Student Services, including counselors, student services specialists, and other professionals provide initial advising and assistance

with the scheduling of classes during scheduled appointments or pre-enrollment orientation. During the early or pre-registration period of the first semester of enrollment and each subsequent semester, the student should consult their assigned faculty program advisor for an overall review of their degree plan and appropriate class selection.

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.

Counselors and Student Services Specialist provide personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

If services are needed, please contact one of the counseling services staff that is listed below:

► Renay Herndon, Ph.D. – Counselor (Coordinate Counseling Services, New Student Advising, Testing Services, and ADA Coordinator)
Student Services Center, Room 183 (Bessemer Campus)
(205) 929-3419

► Janine McCoy, MPA – Student Services Specialist (Counseling, New Student Advising, Testing Services, Special Events, and ADA Services)
Leon Kennedy Student Center, Room 207 (Birmingham Campus) (205) 929-6396

► Moore, Kimberly, MS – Student Services Specialist (Counseling, New Student Advising, and Testing Services)
Student Services Center, Room 184 (Bessemer Campus)
(205) 929-3420

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 one of the following methods:

- ACT (American College Test)
- High School GPA and math and English performance (Course Applicable Placement)
- ACCUPLACER (computerized assessment instrument)

Accordingly, the student will be placed in the appropriate English or math course as indicated by the assessment results, or other placement options. 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 ACCUPLACER assessment within the last three years.
9. Students who are transient.

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

Other tests and assessments that are offered are:

- American College Test (ACT)
- *Ability To Benefit Test
- American College Test (ACT Residual)

- ETS (Educational Testing Services: Proficiency Profile)
(*assessed through various approved instruments)

Please visit **The Testing and Assessment Link** under **Student Services** at www.lawsonstate.edu for additional information or visit the Testing and Assessment Services Office on either campus.

ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with *Section 504, as amended, 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.

Policies for Use of Service Animals/Guide Dogs **Service Animals / Guide Dogs**

In accordance with the Americans with Disabilities Act, (ADA, as amended), 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, as amended. 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.

Assistive Technology Use and Check out Policy

In accordance with the American with Disabilities Act (ADA, as amended), the use of assistive technology is permitted in the college's classrooms and in its facilities. The college is committed to providing accommodation to those students who follow the policy and procedures for registering with our Disability Counselors.

Accommodations may include Assistive Technology that students will need to retain in their possession. Please adhere to the following procedures:

- Student must check out device at beginning of semester and check it back in at the end of the semester.
- Student is responsible for reasonable care and maintenance of equipment.
- If equipment is loss or damage it is the student's responsibility to report it to the Disability Counselor.
- If a student cannot afford the care and maintenance of an equipment, it is the student's responsibility to inform the Disabilities Counselor and request assistance with funds to maintain equipment

Tape Recording Policy

Tape Recording Lectures In subpart E of Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act Rehabilitation Act, as amended, states... "A recipient may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of handicapped students in the recipient's education program or activity. " Therefore to comply with Section 504, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses, and activities. Recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation. Instructors have the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor. In accordance with the American with Disabilities Act (ADA, as amended), tape recorders are permitted in the college's classrooms and in its facilities.

Note Taking Policies and Procedures

In accordance with the American with Disabilities Act (ADA, as amended), note takers are permitted in the college's classrooms and in its facilities. The ADA

Coordinator determines if the accommodation of note taking is appropriate. Generally, the determination is based on the student's documentation. Disability Services will provide ADA students with note takers and necessary note taking supplies. The student will provide the instructor with a letter of accommodation. After receipt of the letter, the ADA student or instructor may recommend candidates for note taking. However, the final decision regarding selection of a note taker will be decided by the ADA Coordinator.

The note taker provides the ADA student with the notes at the end of each class. If copies need to be made (note taker is in the same class as ADA student) the ADA Coordinator will make copies. (Unless other arrangements have been made to provide the notes in a different format). If a note taker is not identified the instructor and the student must notify ADA SERVICES as soon as possible so that other arrangements can be made.

***Note takers do not provide any other service to the student except for taking notes nor do they provide personal information regarding themselves.**

All students requesting assistance should contact:

- ▶ Janine McCoy Jones, Student Services Specialist
ADA Services (Birmingham Campus)
Leon Kennedy Student Center
- ▶ Renay Herndon, Counselor
ADA Coordinator (Bessemer Campus)
Student Services Center
Building A, Room 183

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only). Additional ADA information and forms are located under the Student Services. Additional ADA information and forms are located under the Disability Services Link under Students Services at www.lawsonstate.edu.

PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken English, and mathematics courses may require the same assessment that is administered to new students at Lawson State Community College.

ACT WORKKEYS ASSESSMENT

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Testing Site. The Workkeys Assessment is administered

in several areas within the college. The goal is to provide diverse options for administering the assessment and to ensure 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 who participate in career/technical programs are encouraged to 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.

SPACE CENTER

(Student Persistence through Assistance and Collaborative Efforts)

The **SPACE** Center is a comprehensive center designed to provide a structured means of ensuring that students are aware of and utilize the services and assistance provided by the College. Services include tutoring, counseling, academic advisement, mentoring, technology-based services, student financial services assistance, academic support activities and programming, non-academic support and referrals, faculty/staff awareness activities, collaboration and resource sharing, and special programs and community-based activities. These supportive services enhance persistence, student learning, and overall student success. Counselors and other College personnel proactively assist students in utilizing these services.

CONTACT PERSONS—For further information regarding the SPACE Center contact:

► *Ms. Lesley Harper*, Student Persistence Counselor
lharp@lawsonstate.edu; 205-929-6383

CAREER & COLLEGE TRANSFER SERVICES

The Career and College Transfer Services Office functions as a bridge between the student's academic preparation and the world of work. The Office sponsors numerous activities, including one-on-one career counseling, interview preparation, resume assistance, 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, publicizing campus interviews and other invaluable career-related resources not only to current students, but also to alumni of both Lawson State Community College and the former Bessemer State Technical College.

The Office facilitates college transfer fairs, as well as private visits from various in-state and out-of-state colleges and universities. Students receive assistance with preparation of transfer admissions packets, scholarship applications, and college searches.

CONTACT PERSONS—For further information regarding Career Services contact:

► *Dorian Waluyn, MSP*, Career Services/College Transfer Coordinator; 1100 9th Avenue, SW; Bessemer, AL 35022; Office: 205-929-3514; Email: dwaluyn@lawsonstate.edu

TRiO PROGRAMS

The TRiO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success. TRiO at LSCC is comprised of two programs: Upward Bound and Student Support Services. The ultimate goal of each TRiO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

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

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

► *Ms. LaSharron Harris*, Director of Student Support Services-Bessemer; lharris@lawsonstate.edu; 205-929-3518

► *Ms. LaTasha Nix*, Director of Student Support Services-Birmingham; lnix@lawsonstate.edu; 205-929-6397



**STUDENT LIFE,
ACTIVITIES & ORGANIZATIONS**

STUDENT LIFE ACTIVITIES & ORGANIZATIONS

STUDENT ACTIVITIES

Lawson State Community College is dedicated to the total development of the individual. Therefore, the variety of activities at Lawson State represents a diversity of student interests. These activities are under the direction of the Executive Vice President and Dean of Students.

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

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

STUDENT GOVERNMENT

The representative and advocacy 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.

Student Government Association (SGA) is the representative and advocacy body of the students. 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 the two class levels.

The SGA exists to promote student leadership, growth and development; to serve as the voice of the student body at our multi-campus institution; to coordinate beneficial student activities on both campuses which promote student leadership, boost morale, health and wellness, cultural diversity, and community service; do hereby establish the Student Government Association.

CAMPUS ORGANIZATIONS

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

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

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

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

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

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

The Criminal Justice Club exists to share and promote scholarly interests and endeavors in Criminal Justice; to promote the education of the college community and the general community at-large regarding political and social issues that impact all of us; to strengthen educational, professional/career and social networks for members of

the CJC; to schedule visits and field trips to various social science related venues; to assist all CJC members in preparing for continued education and career opportunities after Lawson State; to provide a forum for discussing local, state, national, and international issues and to host educational events including speakers, voter education/ registration campaigns, and sponsor service projects for the community as well as the college.

The Honors College is designed to attract and develop tomorrow's civic, political, scholastic and corporate leaders. The four pillars are as follows: Scholarship, Leadership, Global Citizenship and Community Service. Ultimately, the Honors College is simply a platform that allows its students to express themselves in their own unique way, and through critical reflection of self, the students are better prepared to shape their own destinies and discover how they can have the most profound impact on a global society.

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

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

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

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

Mu Beta Chi Phi is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College's science-mathematics students. Ideas and experiences are shared with the College family and with other students and teachers. The Club's further purpose is to assist in developing greater awareness of the academic areas and their relationship to

daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

National Association of Home Builders (NAHB) student chapters program is dedicated to enriching the educational experience of students by offering them first-hand exposure to the real world of the building industry through NAHB membership, educational programming, and networking opportunities.

Working with a faculty adviser and drawing on the mentors and industry leaders in their local home builders association, student chapters can compete in national competitions, win scholarships, enjoy discounts on trade shows, and enjoy all the benefits of membership in NAHB.

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, recognize, and encourage scholarship among students with superior achievement at two-year college. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

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 Drives, Martin Luther King, Jr. Celebration, Vocational Education Week, Homecoming, Miss Lawson State Coronation, Honors Convocation, and Commencement.

CONTACT PERSONS—For further information regarding Student Activities contact:

► Ms. Quiyana Burt
Student Activities Manager
qburt@lawsonstate.edu
205-929-2072

ALUMNI ASSOCIATION

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

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

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

CONTACT PERSONS—For further information contact:

► Dorian Waluyn, MSP
Career Services/College Transfer Coordinator
1100 9th Avenue, SW
Bessemer, AL 35022
Office: 205-929-3514
Email: dwaluyn@lawsonstate.edu

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 HEALTH SERVICES

Lawson State Community College is committed to providing direct, basic health information and screenings to students. 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.).

While the College does not provide on campus medical care, Campus Police and the Student Health Nurse should be contacted. 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 to secure other vital information needed for emergency responders. Expenses incurred for emergency care beyond that provided by Lawson State Community College's insurance provider is the responsibility of the student.

STUDENT ID CARDS

Student registration is not complete until an ID card is issued. ID cards should be worn at all times and are

required for using equipment in the library; being admitted to social, cultural, and athletic events; voting in student elections; etc. Lost or stolen cards should be reported to the Chief of Police immediately. A \$25 fee is assessed for the second ID.

STUDENT FACILITIES

The Leon Kennedy Student Center on the Birmingham campus houses the cafeteria, recreation room and Chief of Police offices on the first floor, Student Services and the Dean of Students Office, Testing, SPACE Center, bookstore, and Upward Bound on the second floor.

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

LEARNING LIVING RESIDENTIAL FACILITY

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 spaces available to students on a first-come, first-served basis.

All students interested in living in campus housing facilities must complete an application for admission and have been admitted to the College through the Admissions Office. A housing application must be accompanied by a \$200.00 non-refundable application processing fee. This fee is not a deposit.

Students may enter into a 10-Month Contract which covers fall & spring semesters. Individual semester contracts are not available for the fall semester only. However, the contracts of students who are not enrolled for the spring semester may not reside on campus and thereby forfeit their room assignments. Students arriving for the spring semester may enter into a one semester contract if space is available. Housing is available during the summer term based on availability.

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 Business Affairs Office, located in the Administration Building “A” (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	\$10.00
Parking in a Prohibited Zone	\$10.00
Double Parking/Blocking Traffic	\$10.00
Improper Parking	\$10.00
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	\$10.00
Following Too Closely	\$10.00
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 fines for citations issued on the Birmingham campus must be paid through the City of Birmingham Traffic Citation Division of the 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.

All fines for citations issued on the Bessemer campus must be made through the City of Bessemer

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.



GENERAL STUDENT POLICIES

[SEE STUDENT HANDBOOK
FOR MORE INFORMATION]

GENERAL STUDENT POLICIES

FOLLOWING PROPER CHANNELS OF COMMUNICATION

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

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

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

For additional information, contact the Dean of Students.

OFFICIAL COMMUNICATIONS

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

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

CHILDREN ON CAMPUS

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

time, activities that minor children may be invited to attend are scheduled at LSCC.

In addition, in the interest of safety, if a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at all times while on the College campus. It is not permissible for any person to leave a child in custodial care on the premises of Lawson State. It is recommended that Lawson State students, and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other college activity that may prevent their personal supervision of their children.

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

COMPUTER CRIME ACT

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

DRESS CODE

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

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

8. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
9. Dress must be in good taste and appropriate for the occasion or setting.
10. Pajamas, stocking caps, wave caps or "do-rags", hair rollers and bedroom slippers shall not be worn while in public or in common areas of the college.
11. Females must not wear undergarments as shirts or skirts or shorts; dresses, shorts, and skirts must be worn at an appropriate length and in consideration of the activities attending on campus and/or representing the college; females must not wear low cut shirts or blouses which overexpose.

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

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 Alabama Community College Board of Trustees, Alabama Community College System, 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. Janice McGee, Director of Human Resources or Coordinators of ADA, Section 504 and Title II for Students: Ms. Renay Herndon, Counselor, Bessemer Campus, or Ms. Janine McCoy Jones, Counselor, Birmingham Campus. Title IX for Students: the Dean of Students.

NON-DISCRIMINATION POLICY

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

Lawson State Community College also prohibits discrimination due to ethnic origin, marital status, parental status, economic status, sexual orientation, gender identity, genetic information, citizenship, veteran status or disability, reasonable accommodations or any other protected class as defined by federal and state law. The college has zero tolerance for harassment, retaliation, violence, physical bullying, cyber-bullying, and hazing.

This nondiscrimination policy covers employment, admissions, training, organizational affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended in 2008. If you have questions regarding compliance with these statutes or you need to file a complaint, please contact the Dean of Students or the Director of Human Resources.

ACCEPTABLE USE POLICY

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

of these resources are responsible for adhering to local, state, federal, and international laws. All users of the college's Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

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

LIFE THREATENING ILLNESSES

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

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

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

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

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 both as ground (traditional) and online students. Upon enrollment, students also fall under the *Lawson State Community College Code of Conduct* and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

The following *Student Code of Conduct* is relative to conduct on college property and at all college-sponsored

activities held off campus as well as any online activities (related to Lawson State and students of Lawson State). Failure to comply with the *Code of Conduct* (which governs both discipline issues and academic integrity issues) can lead to sanctions (punishments) issued and possibly probation or suspension or (in severe cases) criminal charges levied against a student. Students at Lawson State are entitled to due process, if a sanction is imposed.

Below you will find the following:

1. List of Code of Conduct violations and recommended sanctions
2. A detailed breakdown of the Code of Conduct
3. Overview of the Due Process and Appeal Process

CODE OF CONDUCT SANCTIONS

Below is a listing of Code of Conduct provisions. Other provisions that fall under the Code of Conduct are listed after this preliminary list and are outlined with a complete listing of sanctions imposed for violating specific codes under the Code of Conduct.

COLLEGE DOCUMENTS AND POLICIES

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards;
2. Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision;
3. Disclosing or otherwise misusing college computer access codes;
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.
5. Sharing of passcodes associated with Lawson State Community College and its online platforms (email, Blackboard, Student Suite) or accessing other student records via unauthorized modes.
6. Gaining unauthorized access into administrative or faculty files, records, etc.

COLLEGE SPONSORED ACTIVITIES

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

COLLEGE AND PERSONAL PROPERTY

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction; Violators may be required to make appropriate financial restitution.
2. Stealing property of the college or other individuals for personal use;
3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus;
4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories
- 5.

COLLEGE INSTRUCTION

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

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

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

FIREARMS, DRUGS, AND ALCOHOL

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

HARASSMENT AND RETALIATION

Harassment and Retaliation Lawson State Community College has a zero tolerance policy against harassment and/or retaliation and takes such actions seriously. With that in mind, please be advised that knowingly filing false harassment or retaliation claims can have serious repercussions.

HARASSMENT

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

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a college activity.

Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012). Retaliation (Against Sexual Harassment Claims)

RETALIATION (AGAINST SEXUAL HARASSMENT CLAIMS)

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

RETALIATION

Retaliation against persons who oppose, complain, or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

SOCIAL MEDIA GUIDELINES

Be mindful with using the name of Lawson State in all social media online. Remember, your opinion online is your opinion and does not reflect Lawson State nor (as a student) are you authorized to speak for Lawson State. Thus, in your comments, you have an obligation as a LSCC student to make it clear that your opinions are yours and do not represent the college in any way.

1. Students in using social media should always exercise good judgment and common sense.
2. Protect your privacy. Do not share passwords to third parties unless you are working with the technical Help Desk to trouble shoot a technical issue with Student Suite, Email or Blackboard. Releasing of passwords could violate subject you to privacy violations and could also jeopardize the security of your personal records here at Lawson State.
3. Social Media is Not Private. Be mindful that you are creating a history via your Social Media sites. Thus, create a positive existence that future colleges or companies would be proud of reading about you. Posting of inappropriate statements to include foul language, sexually explicit photos or videos can damage your reputation. Also note that once you put something on the World Wide Web (associated with your name) it does not truly disappear.
4. Photo and Video. Never use individual photos or videos of others online without their express person.
5. Inappropriate Use Violations. Violating the Code of Conduct while using social media may result in disciplinary action.
6. Treat others with respect. Social media should NEVER be used to assail, attack or seek retribution against others. Remember, everything you do and say can be tracked. Never embarrass yourself or the

college. Consider that employers and colleges use social media as well to determine your readiness to enter their college or join their workforce.

7. Report Inappropriate Incidents Online: If a student finds themselves on an inappropriate website while on the campus of Lawson State, they should log off and report the incident immediately, so the college can take steps to rid the “pop up” from the system and trouble shoot the problem.
8. Electronic/(text) stalking or bullying. Lawson State has a strict harassment policy. Bullying and stalking fall under harassing behavior. The college makes no distinction between face-to-face bullying, intimidation, assaulting or stalking or online bullying, text harassing, intimidation, assaulting or stalking if it involves two LSCC students or a LSCC employee. Thus, if a student is involved in this type of serious behavior, he or she is subject to disciplinary action.
9. YouTube, Posting of Video or Creating of a Lawson State Website. It is a violation to use Lawson State Community College’s name to post unauthorized videos online or websites (using the college’s name in the title). As a student, the college does NOT grant you the right to use the name or likeness of the institution online. Permission to use the name of Lawson State MUST be granted in advance before posting of video or creating of a website. Contact the Public Relations Office for permission. Never create an unauthorized video or website using the name of Lawson State or Lawson State Community College.

NOTE: Lawson State reserves the right to seek all legal remedy in its efforts to remove the unauthorized use of any social media page, video, content or account that uses the college’s name (Lawson State or Lawson State Community College or LSCC). Further, the college will seek to remove all content that is deemed as intentionally inflammatory, baseless, deceitful, or harmful to the institution due to its inaccuracy or flagrant disregard of the truth. In addition, the college will cooperate with law enforcement investigators regarding such approaches to defame or harm the institution and seek legal remedy, if necessary.

SANCTIONS

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, Level 1, Level 2 and Level 3. Sanctions categorized as Level 1 sanctions are considered less severe punishments in response to violations.

If a student repeats an offense, the level of the sanction increases. Some offenses (based on severity) do not have a Level 1 sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a Level 2 or Level 3 offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc.). In such cases, the student could face suspension.

REFUSAL TO CARRY OUT SANCTIONS

Some sanctions may require the student to take a short educational course (i.e., Drug Abuse 101) or could require the student to write an essay on a topic (associated with the offense) or require a certain number of community service hours. If a student refuses to complete the requirements of the imposed sanction, the original sanction will move up to the next highest level sanction which will lead to more severe sanction, including suspension or dismissal.

VIOLATION OF CODE OF CONDUCT & SANCTIONS

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.

1. Warning (Level 1 Sanction): Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:
 - a. Any further violation of college regulations will subject him/her to further disciplinary action.
 - b. He/she must maintain exemplary conduct during the period of restriction.
 - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
 - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. Community Service (Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.
3. Online Courses (Behavioral Remediation)--(Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc.)

4. **Written Work (Remedy) -- (Level 1 Sanction):** Students may, in response to a student code of conduct violation, may be required to produce written pieces of work that specifically address the infraction and the harm that it caused.
5. **Probation (Level 2 Sanction):** A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
 - a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
 - b. He/she may not hold any office, elective or appointive, in any student organization.
 - c. The probation restriction is generally not less than one academic semester/term.
6. **Immediate Temporary Suspension (Level 3 Sanction):** Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching-learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.
7. **Suspension (Level 3 Sanction):** The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
8. **Dismissal (Level 3 Sanction):** The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

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

A student facing suspension or expulsion has the following two options.

DUE PROCESS RIGHTS OF STUDENTS

Option #1: Penalty Without Hearing

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

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

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

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

In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions. Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

Option 2: Formal Hearing

In the event a student wishes a formal hearing:

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

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights. At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in

the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer. The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision.

HOW TO APPEAL A FORMAL HEARING RESULT

Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee (online) via the Advocate system.

If a student would like to challenge the findings of the Discipline Appeal Committee, he or she can file an appeal to the President of the College. During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College.

MORE ABOUT THE APPEAL PROCESS (AND CATEGORIES OF APPEAL)

All students at Lawson State Community College are entitled to due process. Hence, once a sanction is imposed against a student, a student has a right to Appeal the sanction and present their own defense and evidence and challenge the decision reached (regardless if the sanction is a Level 1, Level 2 or Level 3 sanction).

The Appeal Process differs depending on the type of offense committed (either academic dishonesty offense or code of conduct offense) and is divided into two categories of Appeals— (1) Appeals of Academic Dishonesty Sanctions; and (2) Appeals of Code of Conduct Sanctions.

Appealing Academic Sanctions Categories of Appeals
Appealing Level 1 Academic Dishonesty Sanctions
Appealing Level 2 & 3 Academic Dishonesty Sanctions
Appealing Code of Conduction Sanctions Categories of Appeals
Appealing Level 1 Code of Conduct Violation Sanctions
Appealing Level 2 & 3 Code of Conduct Violation Sanctions

APPEALING LEVEL 1 (L1) ACADEMIC DISHONESTY SANCTIONS

How to Appeal Level 1 Unlike discipline issues, students can appeal Level 1 academic dishonesty sanctions.

Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. Failure to file an Appeal (within 7 business days after a sanction has been issued) indicates acceptance and agreement of the sanction issued and penalty imposed.

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

1. The instructor must report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student.
2. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student, if applicable.

Sanctions issued against cheating are assumed factual if a student does not issue an Appeal. Students have seven (7) business days to challenge a sanction. Once the seven (7) business days has lapsed, the sanction can be imposed.

If an appeal is filed, the evidence submitted which includes eyewitness accounts (by the instructor or other students) will be reviewed by the appropriate Dean (Academic or College Transfer), and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

Submitting an Appeal:

Appeals cannot be issued outside of the Advocate online system. Students **MUST** use the Advocate system to submit all Appeals. Click on the Current Students page on the LSCC website to submit your Appeal.

When submitting an Appeal for a Level 1 sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the

sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus and within all academic environments (in class and online). Meaning distance education students are held to the same academic integrity standards as face-to-face (ground) students.

Once an Appeal has been received, the appropriate Dean (Academic or College Transfer) will send the FINAL ruling to the student and faculty member **via email only**. No phone calls will be issued. Because Level 1 academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. **The Dean's decision on all Level 1 offenses are final.** No other method of Appeal is available at this Level.

1. Go to Lawson State's main webpage (www.lawsonstate.edu)
2. Click on **Current Students**
3. Click on the **Online Appeal Form** icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc.).

**APPEALING LEVEL 2 (L2) OR LEVEL 3 (L3)
ACADEMIC DISHONESTY SANCTIONS**

**APPEALING LEVEL 1 (L1) ACADEMIC DISHONESTY
SANCTIONS**

How to Appeal Level 1 Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system.

A Level 1 (L1) academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

1. The instructor must report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student. In other words, if an instructor issues a grade of zero on an assignment (because he or she alleges that a student has cheated on an exam), but fails to report the incident to the college officially (for review and approval by the appropriate Dean—either Academic or College), the sanction will not stand and the original grade earned on the exam will stand.
2. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student.

Confiscation of Cheating Evidence: A teacher has the right to confiscate all evidence of cheating from a student (i.e., cheat sheets, crib notes, phones, calculators, etc...) temporarily for up to ONE hour (no more) after the end of the class). It is during this time, that the instructor will be allowed to photograph all evidence of cheating. Once the hour has expired, the instructor must give the student back all evidence of cheating. If a student refuses to give the instructor the evidence (which is viewed as obstruction), then the sanction sought against the student will automatically move the highest level sanction (Level 3) given for the offense committed. Further, such refusal will be used against the student during his or her Due Process hearing.

1. The evidence submitted (by the instructor) will be reviewed by the appropriate Dean (Academic or College Transfer) and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.
2. **Submitting an Appeal:** If the Level 1 sanction is upheld, the student can challenge the validity of the academic dishonesty charge and the sanction imposed in writing within 10 business days (via the Advocate online appeal process). Appeals submitted after 10 business days will not be considered. Appeals cannot be issued outside of the Advocate online system. **Students MUST use the Advocate system to submit all Appeals.** Click on the Current

Students page on the LSCC website to submit your Appeal.

- When submitting an Appeal for a Level 1 sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus.

- Once an Appeal has been received, the appropriate Dean (Academic or College Transfer) will send the FINAL ruling to the student and faculty member **via email only**. No phone calls will be issued. Because Level 1 academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. **The Dean's decision on all Level 1 offenses are final.** No other method of Appeal is available on this Level.

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc.)

Receiving a Level 2 (L2) or Level 3 (L3) Academic Dishonesty sanction is a serious infraction. It means you have either received your second charge of cheating as a Lawson State student or the severity of your first academic dishonesty alleged act was viewed as so severe (i.e., getting someone other than you to complete your work online) that a Level 2 charge is being sought against you.

All Level 2 and Level 3 academic dishonesty claims (against the student) warrant a hearing (unless waived by the student). In such cases, students will be given two options:

- Challenge the sanction issued via a Due Process Hearing
- Penalty without Hearing: Waive his or her rights to a Due Process Hearing and accept the sanction.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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



FINANCIAL AID INFORMATION

STUDENT FINANCIAL SERVICES

MS. CASSANDRA R. HOLLINS, DIRECTOR

3060 Wilson Road, SW
Birmingham, Alabama 35221

Phone: 205-929-6380

Fax: 205-925-3716

Email: creneehollins@lawsonstate.edu

MRS. SHARON WILLIAMS, ASSISTANT DIRECTOR

1100 9th Avenue, SW
Bessemer, AL 35022

Phone: 205-929-3423

Fax: 205-424-5119

E mail: sdwilliams@lawsonstate.edu

OFFICE OF STUDENT FINANCIAL SERVICES HOURS OF OPERATION

Monday –Thursday

8:00 a.m. – 7:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

GENERAL INFORMATION

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

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs

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

- Federal Pell Grant

- Federal Work-Study Program (FWSP)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson State is, however, approved for deferment of previous loans. Students attending Lawson State are eligible to participate in an affordable tuition payment plan offered through Tuition Management Systems. For additional information contact Tuition Management Systems at 1-800-722-4867 or visit the college's web site or the Office of Student Financial Services.

APPLYING FOR FINANCIAL AID PRIORITY DATE

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

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

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

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 submitted.

- Have a high school diploma, GED, have passed an independently administered test approved by the U. S. Department of Education, **or complete 6 credit hours which count toward a degree or certificate program at the institution, not using federal funds (effective July 1, 2011)**, or meet other standards established by your state that are approved by the U.S. Department of Education, or complete a high school education in a home setting that is treated as a home school or private school under state law.
- Be a U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility).
- Submit signed copies of certain financial documents for the student and student's spouse or student's parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for the process called verification.
- Have a valid social security number.
- Not be in default on a federal loan or owe a refund on a Grant received for attendance at any postsecondary institution.
- Not have received grants or loans in excess of the annual or aggregate limits
- Have certified Selective Service registration status (if appropriate).
- Have all official transcripts on file.
- Must be enrolled as a student in an eligible program, making satisfactory academic progress.
- Not be convicted of drug possession or drug sale while receiving federal student aid.

Finally, a student who is subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell grant.(HEA Sec.401(b)(8) 34 CFR 668.32(c)(2)(ii)

Students who are eligible for federal funds will only receive aid for courses within their designated degree plan and program. Students may receive federal funds for courses successfully passed or transferred only once to improve the grade. Students who gets an F may receive federal funds to retake the course until passed, however if the student subsequently passes the course with a D, the student can receive Title IV funds only once to improve the D grade. [Guidance issued 8/26/2011]

Note: Federal regulations require that Federal Pell grant amounts for selected non-degree programs be calculated differently from other programs leading to an Associate Degree.

PELL GRANT LIFETIME ELIGIBILITY

The recently enacted Consolidated Appropriations Act of 2012 set new lifetime eligibility limits for Pell grant recipients. The duration of a student's eligibility to receive a Pell grant is set at 12 semesters (or its equivalent). This includes all grant awards the student has received in the past.

RENEWAL OF FINANCIAL AID

FAFSA Renewal/Early Submission Financial assistance is awarded annually. Starting with the 2017-18 FAFSA students can file as early as October 1 every year rather than January 1, 2017. Eligible students and parents who have a valid e-mail address in the Central Processing System (CPS) will receive an email notice between January and early February.

STUDENT RIGHTS AND RESPONSIBILITIES

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

The student has the right to ask the college:

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

The student has the responsibility to:

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

FINANCIAL AID COURSE LOAD REQUIREMENT

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

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered **three-quarter (3/4) time**, 6 to 8 credit hours are **half (1/2) time**, and 1-5 credit hours are **less than half time**. **Students will not receive federal financial aid for classes outside their program of study.** Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

DISBURSEMENT OF FINANCIAL AID FUNDS

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

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

RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**Definitions:**

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

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

Repayment – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institution.

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

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student who receives Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will also be reported to the U. S. Department of Education for collections and the overpayment of grants will be reported to the National Student Loan Data System as required by federal law. If a student withdraws after 60% of the semester is complete, the student most likely will not owe a repayment.

In addition, withdrawal from College affects the Satisfactory Academic Standard of progress and may affect the future receipt of Federal Financial Aid.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state and some institutional financial aid, students must comply with Lawson State Community College Standards of **Satisfactory Academic Progress (SAP)**. Therefore, each student must adhere to the following:

- **ENROLLMENT STATUS/TIME FRAME** – Eligible students may receive Title IV Federal Financial Aid for a period of time. The time allowed **MUST** not exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance.
- **QUALITATIVE MEASURES** – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

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

- 12 – 21 Hours 1.50 GPA

- 22 – 32 Hours 1.75 GPA
- 33 Hours and Above – 2.0 GPA

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

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

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

Example:

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.

Failure to Meet Standards of Satisfactory Academic Progress (SAP) Requirements

Financial Aid Warning

If the student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning, which allows the student to receive financial aid for one additional semester. Student will be monitored for SAP again at the end of the warning period in order to determine additional **eligibility**.

Financial Aid Probation

Probations may not be given automatically. If the student fails to achieve the Standards of Satisfactory Academic Progress by the end of the financial aid warning, the student aid is suspended and he/she loses their financial aid eligibility and must submit the Standards of Satisfactory Academic Progress Appeals form to the Financial Aid Appeals Committee for review and approval. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

APPEALS PROCESS

The student may file an appeal by submitting the Satisfactory Academic Appeals Form along with a Plan of Action to the Financial Aid Appeals Committee. The deadline for students to submit the appeals is posted on page one of the Satisfactory Academic Appeals Form and the student must indicate the term he/she is seeking reinstatement of federal aid. The student must submit appropriate documentation support the extenuating circumstances.

If the appeal is approved, the student will be placed on Financial Aid Probation and would be eligible for federal aid for one semester. The student's academic progress will be monitored and reviewed at the end of that semester. If at the end of that semester, the student does NOT meet the SAP requirements, the student will no longer be eligible for federal aid until the student attends at his/her own expenses and meets ALL SAP Requirements.

(Students are encouraged to contact the Office of Student Financial Services for additional guidance)

Monitoring Progress

Academic progress for students at Lawson State Community College will be monitored at the end of each semester.

Remedial Courses

A Title IV Federal financial aid recipient enrolled in a remedial course may not be paid for more than 30 credit hours of remedial course work (Per federal guidelines). These courses will not be counted in the student's maximum time frame to complete his or her program of study.

Repeated Courses

Will be factored into your completion rate and maximum timeframe calculations. The revised regulations allow students to receive Title IV aid for one-time repeat of a previously passed course.

Should the student subsequently fail the course, any additional attempt of that course cannot be included in the student's enrollment status for Title IV assistance.

Academic Bankruptcy

Bankrupted courses will be factored into the completion rate, maximum time frame and the GPA calculation.

Withdrawals

Will not be factored into the GPA calculation but will be included in the completion rate and maximum time calculations.

Transfer Credits

Count toward maximum attempted credits and your completion ratio. Note: All Transcripts must be received by the Registrar before a student may receive any financial aid disbursement.

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 (FSEOG)

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need. **These funds are limited and are distributed to students with the most needs based on the student's EFC number. A student must be eligible for a Federal Pell Grant in order to be considered for this grant.**

FEDERAL WORK-STUDY (FWS)

The Federal Work-Study Program (FWS) provides part-time employment opportunities for students on and off campus who need the earnings to help meet their costs of postsecondary education. The FWS Program encourages students receiving FWS assistance to participate in community service activities. To be eligible student must be enrolled at least half time and be capable of maintaining satisfactory academic progress.

ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)

Alabama Student Assistance Program (ASAP) are funds awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid.

VOCATIONAL REHABILITATION

The state of Alabama provides certain benefits for students with disabilities through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.

BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS

Before a veteran can make application for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson State and complete his or her admissions file.
- Provide a certified copy of DD-214 or Certificate of Eligibility (Doc# 2384, Chapter 1606) to the Office of Veterans Affairs located in the office of Student Financial Services.

Documents pertaining to the Alabama GI Dependent's Scholarship program may be obtained by contacting the State Department of Veterans Affairs •• 1515 6th Ave S, Cooper Green Hospital, Birmingham, AL 35233 or Bessemer Courthouse Rm 313, 1801 3rd Ave North, Bessemer, AL 35020.

DOCUMENTATION OF VETERANS

Documents required by the *Department of Veterans Affairs* and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). *Dependents must have a copy of their Certificate of Eligibility and Entitlement.*
- Chapter 33 recipients must have a copy of their Certificate of Eligibility to determine percentage and remaining eligibility.
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse, if applicable.
- Certified copy of the marriage certificate for current marriage, if applicable.
- Certified copies of birth certificates of all children, if applicable.
- Official document of dependency, Form 21-509, if parents are claimed as dependents

CERTIFICATION OF VETERANS

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

- Enrollment Certification will be submitted once a student is no longer listed as "Pre-registered", which indicates unpaid.
- Enrollment Certification may be submitted for "Pre-registered" or unpaid students who submit a request for Advanced Payment at least six weeks prior to the beginning of a new term. This option is not available for students returning for an immediate subsequent term, nor is it available for Chapter 33, Post 911 students.
- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation, e.g. course substitution, in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study

at Lawson State Community College.

- Payments for benefits will be based upon the following schedule:
 - Full-time payment (12 credit hours or more)
 - Three-fourths payment (9-11 credit hours)
 - One-half payment (6-8 credit hours)
 - Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. **This action may occur without notification to the student.**
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receipt of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.

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

CLASS ATTENDANCE OF VETERANS

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

WITHDRAWAL FROM CLASS OR CLASSES BY VETERANS

Veterans may adjust their schedule, without penalty, only during the late registration or drop/add period. A veteran (or dependent) who withdraws after this period, must demonstrate extenuating circumstances, e.g. deployment, or he or she will suffer loss of payments under the VA educational assistance program. *The Veterans Assistant must be notified when a reduction is made in the class load.*

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INDIVIDUAL REFERRAL PROGRAM

The Workforce Innovation and Opportunity Act (WIOA) 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 WIOA 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 WIOA to establish programs to prepare youths and unskilled adults for entry or re-entry into the labor force. WIOA 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 WIOA training programs are to:

- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

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.

WIOA 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. WIOA 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).
- WIOA funds do not pay for remedial courses, general studies or pre-requisites to a course of study.

SCHOLARSHIPS

Lawson State Community College offers numerous scholarships in the form of tuition waivers. The college's scholarship application deadline is April 15. For specific information regarding scholarships offered at Lawson State Community College contact the Office of Student Financial Services or visit the college website. Listings of scholarship foundations or companies are available in the Office of Student Financial Services, on the Lawson State Community College website, at local libraries and at various websites on the Internet.

COST TO ATTEND

See next page for tuition and fee chart. This information is also posted on our website under Quick Links. Please view for most recent updates. Tuition and 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.

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 appropriate tuition and fees associated with the dropped class. There is no refund due to a student who partially withdraws after the official drop/add period.

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 for No Attendance Recorded

Students who have been determined to have no attendance recorded (No-Show) for a traditional or online course at the end of each term will be refunded the appropriate tuition and fees associated with that class. Books and /or supplies are not included. Therefore, a refund will not be granted.

Refund of Textbooks Books and Supplies using Title IV Funds

Students who have used Federal Funds (PELL, SEOG, etc) to purchase returnable books and/or supplies from Follett that creates an account credit balance will be provided a refund by the College upon receipt of credit amount from Follett.

Refund of Books and Supplies with Complete Withdrawal

The on campus bookstore is owned and operated by Follett bookstores. SEE TEXTBOOK REFUND POLICY below.

TEXTBOOK REFUND POLICY

Students who purchase books and/or supplies using cash, check credit/debit cards will adhere to the general refund policy that is set forth by Follett, a third party operating entity. See Follett refund policy at www.bkstr.com or visit the bookstore on campus.

Students who use Federal Funds (PELL, SEOG, etc.) to purchase returnable books and/or supplies from Follett that create an account credit balance will be provided a refund by the College upon receipt of credit amount from Follett (a third party entity).

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 by executive order of the President of the United States or a State Governor in the time of national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Refund of Room and Board with Complete Withdrawal

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

Additional Information

- Pertinent dates affecting withdrawal and late registration are on the Academic Calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- Drop/Add period for each semester is published in the Academic Calendar.

LAWSON STATE COMMUNITY COLLEGE

Tuition and Fees Schedule

Effective: Fall Term 2018-19

Tuition: \$130 per semester hour
Fees: \$ 9 per semester hour for Facilities Renewal Fee
 \$ 9 per semester hour for Technology Fee
 \$10 per semester hour for Special Building Fee
 \$10 per term for Student Insurance

Room/Board/Meals: Fall/Spring Semester
 \$2,380.00 per term
 Summer Semester
 \$1,150.00 per term

Semester Hours	Tuition	Facility Renewal	Technology	Special Building	Insurance	Total
1	130.00	9.00	9.00	10.00	10.00	168.00
2	260.00	18.00	18.00	20.00	10.00	326.00
3	390.00	27.00	27.00	30.00	10.00	484.00
4	520.00	36.00	36.00	40.00	10.00	642.00
5	650.00	45.00	45.00	50.00	10.00	800.00
6	780.00	54.00	54.00	60.00	10.00	958.00
7	910.00	63.00	63.00	70.00	10.00	1,116.00
8	1,040.00	72.00	72.00	80.00	10.00	1,274.00
9	1,170.00	81.00	81.00	90.00	10.00	1,432.00
10	1,300.00	90.00	90.00	100.00	10.00	1,590.00
11	1,430.00	99.00	99.00	110.00	10.00	1,748.00
**** 12	1,560.00	108.00	108.00	120.00	10.00	1,906.00
13	1,690.00	117.00	117.00	130.00	10.00	2,064.00
14	1,820.00	126.00	126.00	140.00	10.00	2,222.00
15	1,950.00	135.00	135.00	150.00	10.00	2,380.00
16	2,080.00	144.00	144.00	160.00	10.00	2,538.00
17	2,210.00	153.00	153.00	170.00	10.00	2,696.00
18	2,340.00	162.00	162.00	180.00	10.00	2,854.00
19	2,470.00	171.00	171.00	190.00	10.00	3,012.00
20	2,600.00	180.00	180.00	200.00	10.00	3,170.00
21	2,730.00	189.00	189.00	210.00	10.00	3,328.00
22	2,860.00	198.00	198.00	220.00	10.00	3,486.00
23	2,990.00	207.00	207.00	230.00	10.00	3,644.00
24	3,120.00	216.00	216.00	240.00	10.00	3,802.00
25	3,250.00	225.00	225.00	250.00	10.00	3,960.00

**** Full Time (12 credit hours or more)

Out-of-State Residents shall be charged 2.00 times the above Basic Tuition rates; Fees will remain the same per credit hour. credit hour.

\$25.00 Late Registration Fee for any returning student who fails to take advantage of the pre-registration process.



Academic Affairs
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To view the updated online Student Handbook (including Code of Conduct), CLICK on the small paper icon with the blue ribbon on the far left hand side of this page. That will display the Table of Contents for this handbook. To expand each section, click on the + sign. To collapse any section, click on the - sign.

STUDENT HANDBOOK

Complaints, Grievances,
Grade Appeals &
Code of Conduct



Student Complaints, Grievance & Grade Appeal Procedures

Note: Code of Conduct is the Second-half of this Document

Definitions:

A-Z

Academic Injury is determined based on whether an alleged grading error caused a student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change a student is seeking moves a grade from a 82% to an 86%, the Grade Appeal will fail, for the student was not successful in demonstrating that the alleged error had any academic injury, for the grade in the course did not change. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a "B" to a "C", etc...)

Anonymous Complaints: Anonymous complaints are read and the College takes such complaints under advisement. While such complaints are read, no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing Anonymous complaints should not expect any formal reply or cause of action, since the complaint was issued without a name. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College formally.

Appeal: An appeal can be filed if a student is dissatisfied with a Dean's Resolution (under the Grade Appeal or complaint process). Appeals are not automatically granted and are assessed and evaluated based on the evidence put forward by the student requesting the appeal. (See the Grievance Process and the Grade Appeal Process for more information).

Complaint: A student complaint is a College-related problem or condition in which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A complaint also includes discrimination on the basis of race, color, disability, gender, religion, creed, national origin or age.

Complaint Process: Lawson State has a two-tiered Complaint Process. The first, initial stage, called the Informal Complaint Process, moves a complaint through the proper chain-of-command up to the Dean's level. In the end, the Dean issues a final resolution (called a Dean's Resolution) to formally close and address the complaint. Typically, the majority of complaints end on this level. The second tier, called the Formal Complaint Process, only comes into play when a student is dissatisfied with the Dean's Resolution issued. In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

External Agency (Social Networking/Public Display) Complaints: Students are strongly discouraged and cautioned against using Social Networking sites to discuss school-related issues or concerns or to personally vent or attack another student or LSCC personnel member, opposed to following Lawson State's proscribed Informal and Formal Complaint Process. **Please note that issuing false claims via a Social Networking site (i.e., Facebook, blogs, websites, and even email) could potentially make the student subject to legal jeopardy (slander) if the accusations shared proved false or proved to be written with malicious intent to cause harm to the institution's reputation or person's reputation.** Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College.

Formal Complaint Process: The Formal Complaint Process is the second tier of the overall complaint process as LSCC. It only comes into play when a student is dissatisfied with the Dean's Resolution issued (See Informal Complaint Process). In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

Grade Appeal: The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair final grade (based on a calculation error; a misrepresentation of the grading scale; incorrect application of the grading scale; or other error which academically injured the student), while respecting the academic responsibility of the instructor. Grade Appeals cannot be filed unless the student provides evidence of the error. The Vice President for Instructional Services has the final say on all grade appeals.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus)

Grade Dispute: A grade dispute is NOT a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects, test. If you have a dispute as it relates to an individual assignment, project or test, you **MUST** address that matter with the instructor one-on-one. Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, project, etc...unless your dispute meets the following criteria: (a) the grade issued was issued out of unfairness or calculation error; (b) the grade issued was issued out of retaliation; (c) the grade issued was issued due to harassment. In such cases, the student needs to meet with the Department Chair and the instructor to resolve the single grade dispute. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class, the student can provide the **grade dispute evidence** as part of the formal Grade Appeal packet (for consideration).

Grievance: A grievance is filed when a student is not satisfied with the Formal Complaint Process findings and involves a formal hearing by a Grievance Committee. A grievance can only be issued after a student has adhered to the College's formal complaint process and a **Dean's Resolution** has been issued (in writing) and the student would like to challenge the decision reached. (See Formal Complaint Process for more information).

Informal Complaint Process: The first or initial stage of LSCC's complaint process is called the Informal Complaint Process. The Informal Complaint Process moves a complaint through the chain-of-command up to the departmental level. Typically, the majority of complaints end at this level. If a student is dissatisfied at this level, the he or she can file an official complaint using the Advocate system. In doing so, the formal complaint process is initiated.

Retaliation: Retaliation is punishment received for filing a complaint. Students filing complaints should never fear retaliation. Retaliation for complaints issued is NOT tolerated on the campus of Lawson State. If a student feels he or she is being retaliated against after filing a complaint, they need to file a Retaliation Complaint immediately. *Employees and students are subject to discipline if practicing any form of retaliation against a student or another employee after filing a complaint.*

Resolution: For the purposes of Lawson State Community College's complaint, grievance and appeal procedures, the word "Resolution" refers to any decision reached in the complaint process, after facts, evidence and testimony (in some cases) have been reviewed. Resolutions are always mailed to the individual who filed the complaint.

Unqualified (Third-Party) Complaints: Unqualified complaints are those complaints that come in from non-Lawson State students or unqualified external agencies. Such complaints are read but no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing an unqualified complaint should not expect a

formal reply by the College or cause of action, since the complaint was issued by a third party. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed by the College formally.

Terms (associated with harassment and retaliation) below have been expressly written by the legal team from the University of Alabama. Lawson State Community College has been granted special license to use all terms and wording set forth as outlined below.

Harassment

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012). See Sexual Assault on page 5.

Retaliation (Against Sexual Harassment Claims)

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that

would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

Retaliation

Retaliation against persons who oppose, complain, seek a grade appeal or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

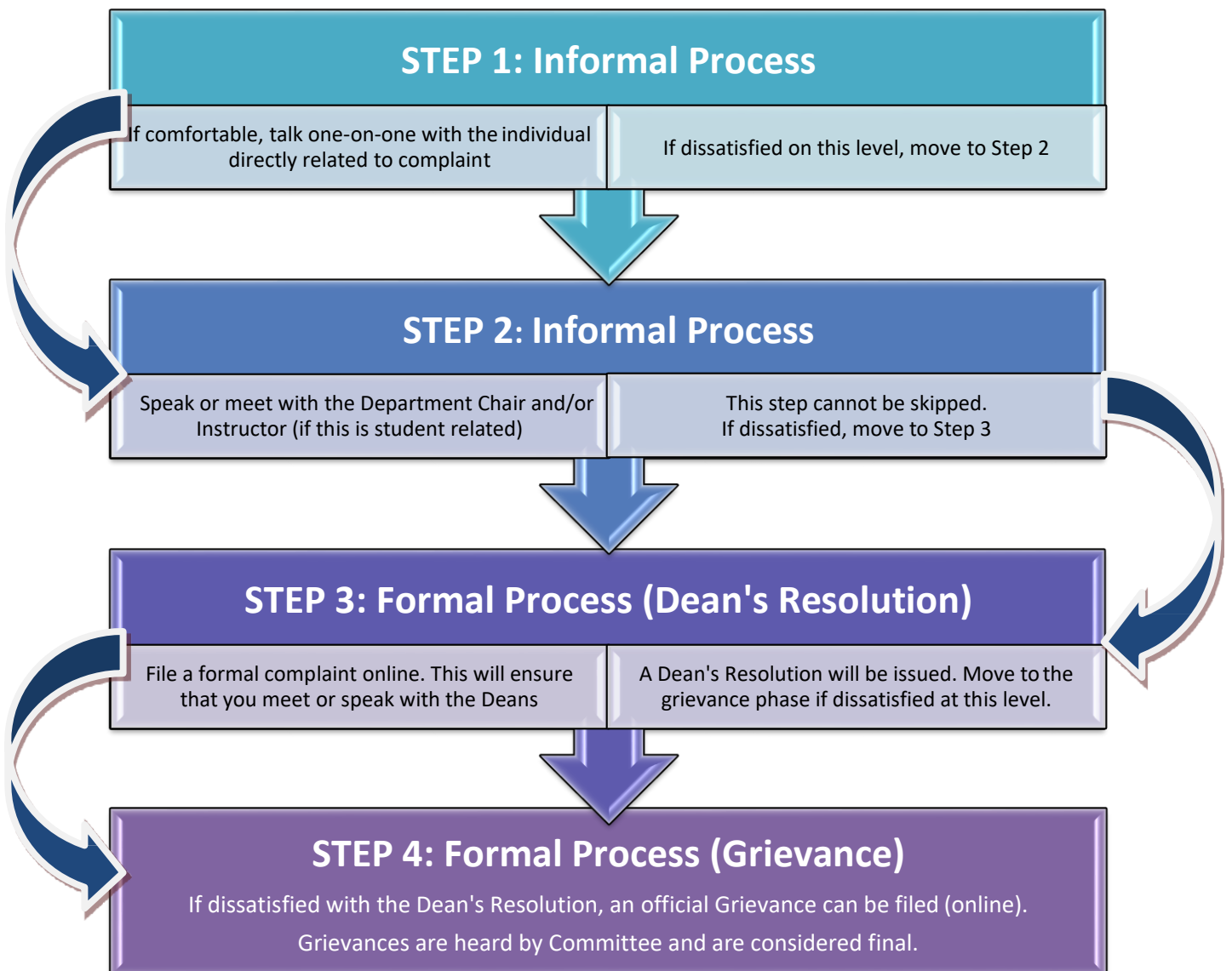
Sexual Assault (Revised, 2015)

Sexual Assault is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person. Sexual assault is a form of sexual violence, and it includes rape, groping, forced kissing, or the torture of person in a sexual manner.

The Complaint Process—from Informal to Formal

NOTE: If you have a Grade Dispute, see Grade Dispute Procedures.

Most complaints issued are resolved informally. Informal complaints related to instructional issues or non-instructional issues all follow the same process that is designed to lead to a fair and vetted resolution of your complaint (informally). All students (whether a ground/on-campus student or online student) are required to follow the Informal Complaint Procedure as outlined (in steps) below. Failure to follow this process can invalidate your complaint.



Steps 1 & 2: The Informal Complaint Process

Note: If dealing with matters of harassment and/or retaliation, you can skip to Step 3 (if you feel uncomfortable working through Steps 1 and 2).

Step 1: Speak with the Individual Privately about Your Concern(s)

Step 1 is the first stage of the Informal Complaint Process.

(If comfortable, speak directly to employee connected or student associated with the complaint in person or over the phone, if you are an online student) Students who wish to file an informal complaint *should* first discuss the concern with the College employee or student most directly responsible for the condition which brought about the alleged complaint. If no satisfactory resolution is reached at this level or if the student feels uncomfortable, move to Step 2.

Step 2: Speak with the Individual's Department Chair or Your Instructor (if this matter involves another student)

Step 2 is the second stage of the Informal Complaint Process

(Speak with the Department Chairperson or Director of the Office in person or over the phone, if you are an online student). Step 2 requires that the student meet with the first level administrator, the Department Chair (if the complaint falls under Instruction) or a Director, if the complaint falls under Administrative (including the Business of Financial Aid Offices) or Student Services Offices or Library Services.

How to Locate a Department Chair or Office Director

To view a current listing of Department Chairs or Directors, click on Lawson State's official webpage at www.lawsonstate.edu.

Once on the webpage, follow these steps to find the Supervisor and their contact information

- a. Click on either the **Student Portal** or the **Current Student** button (from LSCC's main webpage).
- b. From there, click on either the **Complaint Process, or Report a Concern** button.
- c. Once on that page, look for the **"Find a Supervisor"** button. This will link to the Employee Directory. Department Chairs are listed by the Department, so search for the specific department. Do not involve the Vice Presidents or Deans at this level. If you still encounter problems locating a supervisor, speak with your advisor for assistance.

- d. NOTE: You can click on **Quick Links** (on the web) which also houses the directory. From there, you can email the Department Chair. Email is preferred and also creates a track record (evidence) that you tried to contact the director. **Phone calls are discouraged.**

Students filing informal complaints **MUST** complete **Step 2** in order to advance to **Step 3**, if warranted. If no satisfactory resolution is reached, the student may move to the next level of authority (the Dean's level, Step 3).

Step 3: The Formal Complaint Process

Step 3: Filing a Formal Complaint

Step 3 moves complaints from informal to formal. Formal complaints are recorded and tracked at the college.

(Formal Complaints MUST be Filed Online)

Filing a formal complaint takes place after the **Informal Process** was not successful for you (but not before). Filing a Formal Complaint is done in writing and online only. Once filed, a formal investigation into your complaint and meetings to discuss your complaint (with a Dean or Deans) will take place.



If the complaint is still unresolved after following **Step 2** (but not before), the student may file a formal complaint online via the Advocate Complaint Reporting System.

How to File a Formal Complaint (Ground & Online Students)

Whether you are a ground (on campus) student or whether you are an online student (distance education student), filing of formal complaints is the same and occurs online **ONLY**.

To file a formal complaint, you need to access Lawson State's official webpage at www.lawsonstate.edu. Once on the webpage, Click on either the **Student Portal** or the **Current Student** button. From there, click on either the **Complaint Process, Complaints or Report a Concern** button. The system will then "walk you through" the filing of a complaint formally online. Be sure to read the information before filing a formal complaint. If you have not followed the Informal steps (first) before filing a formal complaint, it is very likely that you will be redirected after issuing your complaint and asked to complete the

NOTE!

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Do not complete this step unless you have completed Step 1 and Step 2 under the Informal Complaint Process.

Informal Process first. This is not to frustrate you. Rather, the college is simply trying to resolve the complaint informally first before advancing your complaint formally.

No Computer. How Do I File?

If you are a ground (on campus) student, and you do not have access to a computer at home, file your complaint in either the library or SPACE Center where computer access is plentiful. Again, formal complaints must be in writing in order for the Deans to initiate a formal investigation into your complaint.

NOTE: If you are filing a retaliation or harassment or sexual assault complaint, you do not have to follow the informal process, if you feel uncomfortable. You can move directly to filing a formal complaint online, so the matter can be sped up and advanced to the Dean's level immediately. Lawson State has a no tolerance policy as it relates to harassment, sexual assault and retaliation complaints, so such accusations need to be investigated and resolved immediately.

Dean's Resolution (Formal Resolution)

Once you file a formal complaint (online), the Deans will investigate your complaint. Students filing a formal complaint **MUST** cooperate in all matters related to the investigation of the complaint. This includes meeting with the Deans and providing additional information, upon request. Once the investigation is over, the Deans will issue a formal resolution (called the *Dean's Resolution*). The formal resolution will be sent by certified and/or registered mail to the student and to any and all parties related to the complaint.

Once the Dean's Resolution has been issued, the complaint will be formally closed by the college. The entire Formal Complaint process is typically completed within 30 business days, from the initial filing of the complaint online. However, some investigations could take longer, depending on the scope of investigation that is launched and the number of individuals involved.

Step 4 & 5: Formal Grievances & Hearing

Step 4: File a Formal Grievance

(Challenging a Dean's Resolution)

Filing a Grievance is a serious step to take and must be based on facts, not opinion or simply disagreeing with findings outlined in the Dean's Resolution. Although extremely rare, if the *Dean's Resolution* does not prove to be a satisfactory closure to the student (who filed the original formal complaint), a student may file a formal grievance to the **Grievance Committee**. In doing so, a **Grievance Committee** reviews the Dean's Resolution issued and the original complaint to once again, try to find closure of the complaint.

A Formal Grievance can only be filed if the student has first followed all of the required steps under the Informal and Formal Complaint Process (**Steps 1 through 3**). If the student does not have an official *Dean's Resolution finding in writing* (that is being disputed), then he or she cannot proceed to this step (filing a formal grievance), and as such, must go back and follow the College's Informal and Formal Complaint Process (Steps 1-3).

NOTE: Grade disputes follow a different process. See Grade Disputes/Appeal section for more information.

The Grievance Process continues the **Formal Complaint Process** and begins **ONLY** if a student finds that the Dean's Resolution did not resolve the complaint satisfactorily. The chart below, outlines the Grievance Process (in detail).

Filing a Grievance (Step 4) & The Hearing (Step 5)

Procedures for filing an official grievance are as follows:

Filing Procedures: A student who wishes to file a Grievance to be heard by the college's Grievance Committee (which includes one of the Vice Presidents or designee serving on the committee) must file a formal grievance via the online Advocate system. To file a grievance, go back to either the Student Portal or Current Students page and click on the Complaint button. From there, click on the link to file a Grievance and proceed as instructed.

A Formal Grievance must be submitted online (*within 5-business days of receipt of a Dean's Resolution*). Failure to follow the online process and submit your request within that timeframe will automatically invalidate your request for a hearing and the Dean's Resolution will stand.

Please note that grade disputes are not handled through this process. If you have grade dispute, please follow the Grade Dispute Complaint Process.

A Grievance Hearing date *must* be provided to the student (via email) within 10 to 14 business days of a student filing a Formal Grievance. The hearing should take place no later than 30 to 45 business days following notification to the Grievance Committee (that a hearing has been requested), unless the request comes during a holiday. If a Formal Grievance is filed between semesters (when the College is not operational), expect a delay beyond 30 to 45 business days.

Please note that the Grievance Committee works to adhere to outlined deadlines but students may experience reasonable delays depending on the case load of the Committee to hear all cases.

The Grievance Committee is an ad hoc committee and consists of student(s), faculty members, staff members and administrators and one or both of the Vice Presidents (or designee). It is the responsibility of the College President (or designee) to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality. All Grievance Committee members held to strict confidentiality rules and are trained on conflict resolution techniques.

The **Grievance Committee (which includes the Vice President's ruling)** will make its findings and send its decision to the grievant (student) and the appropriate Dean (who filed the original Dean's Resolution). Grievance Committee findings are final and binding and officially close the complaint at the college. No further investigation or remedy to the original complaint is required after a Grievance Committee has reached a final resolution of the complaint.

1. A Grievance Hearing is not automatically granted, but all challenges to a Dean's Resolution are reviewed. The Grievance Committee can take the following actions after reviewing the facts presented in a formal grievance:
 - a. **Action 1:** Full Denial. Uphold the decision issued in the Dean's Resolution without granting a formal hearing.
 - b. **Action 2:** Full Reversal. Overturn the decision issued in the Dean's Resolution (without a hearing) and issue a new decision.
 - c. **Action 3:** Modification. Modify the decision in the Dean's Resolution (without a hearing).
 - d. **Action 4:** Grant the Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Grievance Committee (and other third parties, if requested by the Committee).

2. The Grievance Committee will make the final finding (called the **Grievance Committee's Resolution**) and send the decision to the student, Committee members, the Vice Presidents, and the appropriate Dean. The student will receive the final resolution via certified and/or registered mail. The Grievance Committee's decision is final and cannot be appealed at the college.

Step 6: Reporting to External Agencies: If an individual is still dissatisfied following Steps 1-5, they can submit an external complaint to the Alabama Community College System (ACCS), following the outcome of the Grievance Hearing. To file a complaint with the ACCS or with Lawson State's accrediting agency, go to Lawson State's website and click on Quick Links. From there, click on the "Report a Concern/Complaint/Incident" link for students or employees. Once on the Complaint directional page, scroll down to Step 6 and follow the prompts to submit an external complaint or concern. NOTE: Steps 1-5 must be complete before moving to Step 6.

Student Responsibilities: Grievance Procedures & Requirements

If a student submits a formal grievance (challenging a Dean's Resolution), a grievance must be filed **online** (via the Advocate System) in writing (within 5 business days after the Dean's Resolution has been issued) and contain:

1. The student's name and address;
2. Student's Lawson State email account;
3. The detailed nature of the grievance; why you are filing and what evidence you are presenting in order to counter the Dean's Resolution reached.
4. The corrective action sought (what you would like the college to do); and
5. Submit any relevant information requested to establish grounds for the grievance. Simply disagreeing with the Dean's Resolution, does not establish grounds for a grievance. You must provide a strong rationale for your request to go to hearing.

As previously noted, the Informal and Formal Complaint Process should take no more than 30 days (typically). However, the formal Grievance Process could take a protracted amount of time in large part due to unforeseen legal entanglements. The college does work expeditiously to resolve all complaints in a reasonable amount of time to ensure and protect all parties considered, yet times can vary depending on the type of grievance filed and the complexities that each unique circumstance may yield.

In conducting any Grievance proceeding, administrators representing the College can:

1. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;
2. Require any student or employee to provide a written statement as to why (or under what grounds) do they object to the Dean's Resolution filed;
3. Require any student, witness or employee to appear and testify before the Committee;
4. Require any student, witness or employee to maintain confidentiality as it relates to the information shared during the hearing.
5. Record proceedings (audio or video);
6. Require the signing of affidavits, if deemed necessary
7. Question each individual who testifies; and
8. Copy all documents.

Legal Representation at Hearings

Hearings are not an adversarial proceeding. The Committee shall conduct a Hearing in a professional and cooperative manner, and all participants are expected to do likewise. Students wishing to bring legal counsel, although rare, may do so only if pre-approved by the

Grievance Committee (in advance). In such cases, the student must notify the Grievance Committee no less than **7 business days** prior to the hearing. **Pre-approval MUST be sought.** If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. If granted access to a Grievance Committee, legal representatives cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.

Grievance Hearing (Students Rights)

A student has a right to be heard (in writing or in person, if approved) and their complaint (and all evidence collected to support that complaint) vetted. When participating in any Grievance Hearing, students can:

1. **Have legal representatives attend** (*if pre-approved 7 business days prior to the Grievance Hearing*). As previously addressed, students wishing to bring legal counsel must notify the Grievance Committee no less than **7 business days** prior to the hearing. If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. Legal representatives, though, cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.
2. **Have a parent or guardian present.** This does not include boyfriends or girlfriends, but legal spouses can attend (for support). Students are permitted to bring a parent or guardian (if they so choose) to a Grievance Hearing or a spouse. If the student is 18 years of age or older, the parent can only engage the student and cannot ask questions of the Committee or disrupt the proceeding in any way. If the parent or guardian violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student. If the parent is a witness to what generated the complaint or is issuing the complaint themselves, then this rule changes and the parent can engage the Committee. This rule also changes if the student is under 18. In such cases, the parent can ask questions of the Committee and be involved in the hearing without restriction. In cases in which the parent or guardian is a witness the

Committee may request that the parent or guardian be interviewed without the student present.

3. **Invite witnesses related to the Complaint to a Grievance Hearing.**

Witnesses must be first-hand witnesses in order to attend a hearing. Meaning, if the witness is only going to report on what he or she was told by the Complainant (student issuing the complaint), then the witness cannot participate in the Grievance Hearing. However, if the individual witnessed the actual incident that led to the complaint, then the witness can participate.

NOTE: All witnesses are subject to questions by the Committee and must be pre-approved by the Committee before attending. Only witnesses listed in the initial complaint can attend a hearing. Witnesses do not participate in Vice Presidents' Appeals process or President's Appeal situations unless requested.

Causes to Dismiss a Complaint or Grievance

There are several reasons that could cause a Complaint or Grievance to be dismissed during the Informal or Formal Complaint Process. **They are as follows:**

- Failure (on the part of a student) to comply with a summons, order or request from a Committee or college representative investigating the complaint.
- Submitting of false statements (of any kind) in a complaint or within a Grievance Hearing will cause a complaint or grievance to be dismissed automatically. Submitting false claims can also lead to disciplinary action being sought against and could potentially lead to legal action being sought if such claims involve filing a false harassment, sexual assault or retaliation report.
- Writing or conspiring with another student or witnesses to issue false claims within the investigation of the formal complaint or during a Grievance Hearing.
- Failure to answer questions as it relates to the complaint or grievance filed.
- Failure to file a grievance within the outlined deadlines (within 5-business days after receiving a written Dean's Resolution).
- Failure to attend a scheduled meeting related to your complaint or grievance on the scheduled date and time provided, a No Show.
- Posting confidential information about the Complaint Process, individuals involved in the complaint, and how the College is handling the complaint on a Social Networking Site or website.

The Reasonable Standard

The College views all student issues, concerns, and complaints seriously. Thus, a student has a right to be heard and their complaint (and all evidence collected to support that complaint) vetted appropriately.

Findings of Complaints and Grievances shall be based on impartiality and recommendations will be based on objectivity, common sense, and good judgment.

Committees (charged with investigating complaints) make recommendations and/or decisions based on the “reasonable” standard. In other words, what would a “reasonable” person do or how would a “reasonable” person react. Using this standard, the Deans (charged with fielding formal complaints) and Grievance Committee members will move forward with a decision.

The Deans and Grievance Committee members also work from a premise of fairness to all parties involved. In order to guarantee fairness, all formal complaints and Grievance Hearings shall ensure that all relevant evidence is obtained from parties during formal complaint investigations and hearings and that all parties are questioned thoroughly and that all information shared during meetings and/or hearings remain confidential.

Other Procedural Matters

(within the Formal Complaint Process)

Related to Required Cooperation & Dismissal of Complaints

If a student files an informal or formal complaint, the following procedures apply:

(1) The student shall discuss the informal complaint fully at each level in the process in a professional manner. (2) At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. (3) Each level may seek the appropriate authority, if necessary, to resolve the complaint. (4) Complaints *can be dismissed* if the student is no longer willing to discuss the complaint or if he or she misses at least one scheduled meeting to discuss the complaint or if it is determined that a falsehood has been reported by the student.

NOTE: The Grievance process is outside of the scope of the Informal Complaint Process and may be a protracted process taking anywhere from 30 to 45 business days (typically) to meet full resolution, depending on the complexity of the complaint.

Scope

Student Complaints vs. Student Code of Conduct

Complaints must be filed within 45-days of the alleged incident. The student complaint and grievance processes are not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College.

Rather, the student complaint and grievance procedures are designed to provide the student with the opportunity to file a complaint or a grievance, as defined above and below, and to provide a process for a fair and fully vetted resolution.

At times, student complaints can overlap and involve violations of the Student Code of Conduct. For example, if a complaint involves a student harassing another student, then the complaint will be investigated (under the Student Complaint Process) and if the Student Code of Conduct is found to be violated, then a sanction will be issued. In such cases, the student will fall under the Student Code of Conduct due process protections and will have the right to appeal the findings or the findings could lead to a Disciplinary Hearing being ordered.

General complaints of all types of nature (i.e., treatment on campus by an employee or student; disagreement with a rule issued by a faculty member that caused academic harm, etc...) are taken seriously and should be issued. A student may also file a complaint concerning a policy, procedure, rule, or grade if the complaint alleges discrimination on the basis of race, color, religion, national origin, sex, disability, or age is the basis for the complaint. This student complaint procedure is not designed to include changes in policy nor does it apply to grading practices. A grade dispute that is not based on an allegation of discrimination is handled under the Grade Dispute and Appeal Process.

NOTE: Recommendations for initiating new policy or changing established policy are handled through normal administrative channels, not the Complaint process.

Harassment & Retaliation Claims

Filing a Harassment or Retaliation Claim

Lawson State has a no tolerance harassment, sexual assault or retaliation policy. Due to the serious nature of any harassment, sexual assault or retaliation claim and obvious risk and potential harm, the standard student grievance procedure is *not* applicable to complaints of this serious nature.

Rather, all students shall report complaints of harassment or retaliation to either the Dean of Students, the Academic Dean, or the Title IX Coordinator for immediate handling.

Complaints must be filed within 45-days of the alleged incident. To report a sexual assault

incident of harassment or retaliation, students must formally submit a harassment or retaliation claim online or go directly to any Dean (see listing above).

To file online or in-person, students need to follow the steps outlined on the next page.

Filing a Harassment, Sexual Assault or Retaliation Claim (Online)

Step 1: Log on to www.lawsonstate.edu

Step 2: From the main website, click on the **Quick Links** button and locate the **Complaint/Concern** link and click it.

Step 3: Once on the page, review the Terms and Conditions (at the bottom of the page) which outline what Harassment, Sexual Assault & Retaliation are specifically. Read the definitions. If you still feel you have a claim, Click on the **Report Harassment or Retaliation or Sexual Assault** link (provided on the page).

If Step 1 was not successful, speak with the individual's direct supervisor or teacher (*if dealing with a complaint against another student*). Click on the "Find a Supervisor" button below to view our employee directory. Department Chairpersons and Directors are identified by title. First, look up the specific department and search (our Employee Directory) for the specific administrator.

FIND A SUPERVISOR >

Formal Complaint Process (Steps 3, 4 & 5):

Step 3: File a Formal Complaint Online (*including harassment or retaliation complaints*) here:

When you move from Step 2 to Step 3, your complaint moves from an informal complaint to a formal complaint (in writing). If the complaint is not resolved by working with the Department Chair, file an official complaint via Lawson's online complaint system (Advocate). Official complaints can be filed after clicking on the Student Portal or Current Students pages. From there, an investigation into your complaint will be lodged and a Dean's Resolution (aimed to resolve your complaint) will be issued.

Click Here

Step 4: File a Grievance Online

Although extremely rare, if you disagree or want to challenge the Dean's Resolution, you would then file a Grievance. In doing so, a Grievance Committee will "field" your complaint and any and all challenges you have

(Note: A red arrow in the original image points from the 'Click Here' button to the 'Step 4' section.)

Step 4: Clicking on the Harassment/Sexual Assault/Retaliation link, will take you to Lawson's online Advocate Complaint Reporting System. From there, follow the prompt to submit your harassment or retaliation complaint. The system will prompt you to put your claim in writing, provide witness information (if you have any), and evidence (if you have any). Provide only truthful and accurate information.

Public Incident Report

i Students, Faculty and Staff. Welcome to the Lawson State Community College Complaint and Incident Reporting website. For students: Use this site to submit general concerns or complaints; grade challenges; appeals (to decisions rendered); harassment claims and other incidents. For Faculty and/or Staff: Use this site to submit general concerns or complaints; behavior violations; academic dishonesty claims; harassment claims and other incidents.

It is the College's policy to take all reported incidents seriously and work hard to provide fair and equitable resolutions. In order to file an official complaint, concern or incident, it must be in writing and recorded. This site is available 24/7. Response times vary based on information provided. Thus, please give the college ample time to respond; typically this can range from 24 to 72 hours. Responses will be sent via email.

To file an incident, please identify your reporter type in the drop-down box below and complete all required information.

NOTE: Failure to complete and submit the required information will render your complaint or concern invalid in our system. Therefore, we encourage you to pay careful attention as you work through this process. If you have any questions about this form or about our processes for resolving reported issues, please email us at complaints@lawsonstate.edu.

* indicates a required field


Reporter Type

Please complete this section first before moving forward.

I am reporting a/an* Please indicate what type of report you are wishing to submit.

My relationship to Lawson State Community College* Please indicate whether you are a student, faculty member, staff member, administrator or member of the community.

Has the Matter Been Addressed Informally?* Have you tried to resolve this matter by speaking to the person(s) involved in this situation (i.e., faculty or staff member, administrator, student, etc...) before filing this report? If no, please file this report after you have attempted to resolve the matter informally unless you feel uncomfortable.



NOTE: Filing an intentional false harassment or retaliation claim can lead to disciplinary or civil action being sought. Never file a false claim.

Step 5: One of the Deans at the college will contact you for a formal meeting regarding your harassment or retaliation complaint. It is your responsibility to cooperate fully in the investigation of your complaint. Failure to attend meetings or refusing to discuss the complaint absolves the college from all responsibility to pursue your complaint.

Note: If filing a Title IX claim dealing with sexual assault or sexual harassment, the College has a Title IX Coordinator or Co-Coordinator that handles all such claims. Darren Allen serves as the Title IX Coordinator for all students and Mrs. Janice McGee serves as the Co-Director.

Contact Information: Darren Allen / Email: dallen@lawsonstate.edu / Phone: 205-929-6361
Janice McGee/Email: sdavis@lawsonstate.edu/ Phone: 205-929-6313

Filing a Harassment, Sexual Assault or Retaliation in Person (Secondary Way to File)

Due to the serious nature of harassment, sexual assault and retaliation complaints, students can report the complaint to the Dean or Title IX Coordinator in person.

Follow these steps:

Step 1: Report to any Dean's office (Academic Dean, Dean of Students or Dean of Educational Support Office) to file your report and see the Dean, if available.

Academic Dean: Office is located on both campuses. Birmingham: Library Complex, Building "D". Bessemer campus: Library Complex, Building "A".

Dean of Students: Office is located on both campuses. Birmingham: Office is located in Student Services in the Leon Kennedy Building (across from the bookstore on the 2nd floor). Bessemer campus: Office is located in Student Services (near the bookstore) in Building "A". Title IX offenses: Report to Darren Allen. Call 205-929-6361.

Step 2: Submit your claim in writing online (at the time of your office visit), providing only truthful and accurate information. Let the Administrative Assistant know you would like to report a harassment or retaliation complaint. They will ensure you have access to a computer to report it at the time of your visit.

Step 3: In some instances, if the Dean is available at the time you come to the office, be prepared to meet on the same day your claim is filed.

You will be contacted within 24 to 48 hours, depending on the day and time of the filing of your harassment / retaliation claim. All harassment and retaliation claims are investigated by the institution and resolved in a timely manner and are fully vetted. Harassment and retaliation claims are handled by Committee.

Due to the seriousness of harassment, sexual assault and retaliation claims, such claims are expedited at the College. Complaints of this nature, then, do not follow the normal grievance or appeal process. They are fast-tracked and given priority at the institution.

NOTE: Filing false claims of harassment or retaliation can be viewed as an act of retaliation (on the part of the person filing the claim) and will be thoroughly investigated and could lead to a violation of the Student Code of Conduct. This in no way should discourage an individual from filing a claim. This warning is written expressly to discourage the practice of filing intentional false claims.

Grade Disputes, Appeals & Challenges

Understanding What Qualifies for a Grade Appeal Filing

SPECIAL NOTE: Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer final grades. Thus, the grade appeal process should not be treated or turned into an exploration on the part of the student to find points in order to pass. The grade appeal process does not involve going back and looking at every assignment (and every question within every assignment) and examining every exam question in hopes of finding points. Rather, grade disputes must center on a specific claim of unfairness (directed and applied on the single student) or should center a specific error or arbitrariness (i.e., calculation error, weighting of grades error, gradebook errors) that the student feels the faculty member made in the calculation of the **final grade**. *The re-vetting of assignments and old exams is not permissible under the grade appeal process.* Students who wish to question an exam, assignment, or project results must do so during the administration or review of an exam (while the class is up and running) and work with the instructor of record for clarification of individual assignment grades at the time they are administered, not beyond. If unresolved, the student must use the informal complaint process to resolve individual grade disputes. Grade Appeals, then, deal with final grades, not specific test questions or assignment questions. Hence, grade appeals are not designed to dissect a course and should not be treated as such.

The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair **final grade** (based on a calculation error; a misrepresentation of the grading scale (as outlined in the syllabus); incorrect application of the grading scale; or other human errors which academically injured the student), while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable to all students and applied equally.
- Disagreement with the establish standards applied in the course to evaluate or calculate final grades or projects is not criteria to appeal a grade unless such standards are professionally unacceptable and are not applied equally within a specific class or if a calculation error can be demonstrated.
- Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer grades. Thus, grade appeals are not designed to go back through the entire class and challenge individual test questions and individual test answers or individual grades on various assignments, projects, etc... in the course unless the student can demonstrate that a calculation error has occurred. Instructors have the

right to assign a grade based on any method that is professionally acceptable and equally applied to all students.

- All syllabi must outline how grades will be calculated and all instructors must follow what is outlined in the syllabus in terms the final calculation of grades.
- Attempting to challenge a grade based on what occurred in a different class is not grounds for a grade appeal.
- Grade appeals must occur within a reasonable time frame, no more than one semester beyond when the grade was issued.

Instructors have the responsibility to provide careful evaluation and timely assigning of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. Lawson State presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct and should be respected by all parties.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to teaching and grading are valid and permissible and the faculty member has the academic freedom to approach his/her course based on their own professional expertise and judgment.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects (within a course).

Rather, it is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed, not individual assignments. Thus, in the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus)

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Lawson State's Student Handbook and Catalog. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of Lawson State's Harassment Policy, which shall be referred to the appropriate office. In such cases, the student needs to report a harassment or retaliation claim with the college (online) formally so both matters can be addressed.

Grade Appeal Policy Procedures

Academic Injury is determined based on whether the alleged error caused the student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of "B" in the course. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a "B" to a "C", etc...). Before filing a Grade Appeal, be sure you have read the *"What Qualifies for a Grade Appeal Filing"* (at the beginning of this section). Below are the steps that outline how to file an official grade appeal at Lawson State Community College. Failure to follow these steps and meet all deadlines will void your petition.

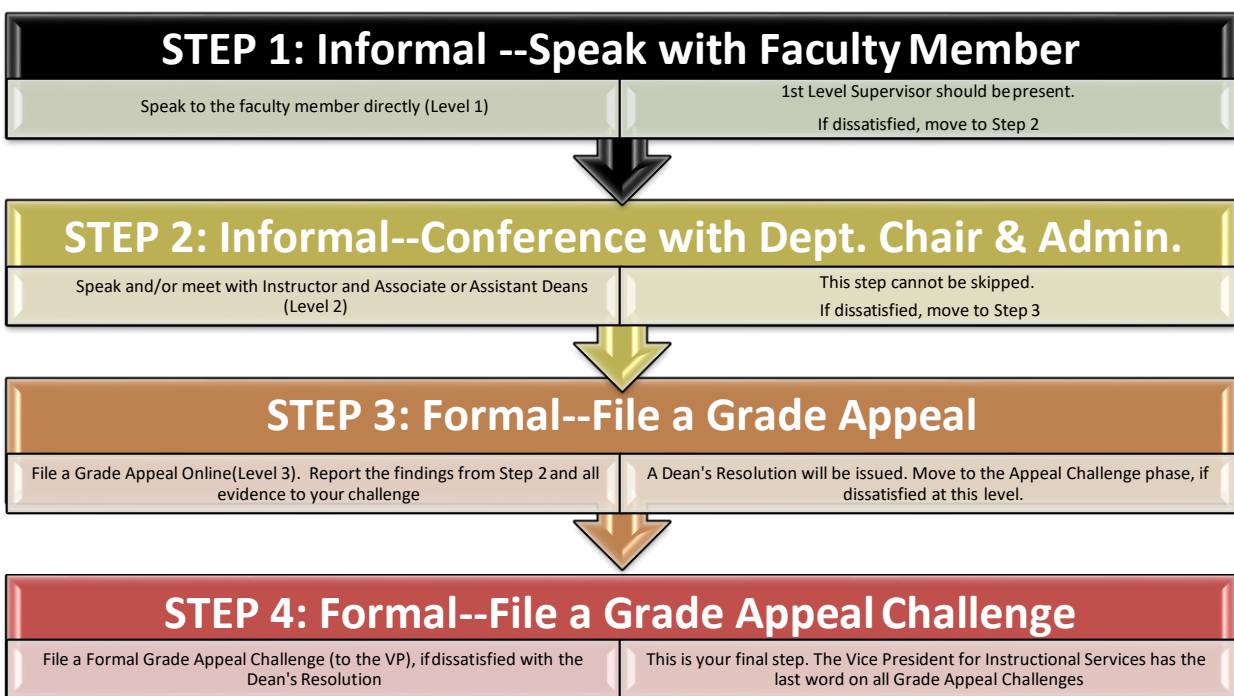
Under no circumstances shall a student of Lawson State involve the President of the college in a grade dispute or grade appeal or grade appeal challenge. Grade Disputes and Appeals are handled by the following individuals: the instructor of record, the Department Chair, the Associate Deans, the Academic Dean and the Vice President for Instructional Services (who renders the final decision on all grading matters). **The Vice President for Instructional Services makes ALL final decisions on all Grade Appeals (Disputes) issues.** Failure to follow the chain-of-command and outlined policy is grounds for dismissal of your petition for a grade change.

Defining a Grade Dispute

A grade dispute is **NOT** a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects and tests. If you have a dispute as it relates to an individual assignment, project or test, you **MUST** address that matter with the instructor one-on-one (at the time the grade is administered). Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, or project. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class or lowered the student's grade by one letter grade, the student can provide the **grade dispute evidence** as part of the formal Grade Appeal packet (for consideration).

Filing a Grade Appeal and/or Grade Appeal Challenge

The steps below outline the Grade Appeal process (step-by-step). There are four levels in the Grade Appeal and Grade Appeal Challenge Process: (Level 1, Informal) meet with instructor and Chairperson ; (Level 2, Informal) meet with Instructor and Associate Dean and/or Assistant Dean ; (Level 3, Formal) File an online Grade Appeal. Dean will issue a Dean's Resolution; (Level 4, Formal) File a Grade Appeal Challenge which challenges the Dean's Resolution



Filing a Grade Appeal and Grade Appeal Challenge (Steps Outlined)

As previously noted, Grade Appeals deal with Final Grades, not individual grades unless the challenge deals with an individual grade had enough weight to ultimately cause the student to fail the course (i.e., Final Exam, Project). Before any Grade Appeal can be formally filed at the college, the student **MUST** be on record of first addressing the matter directly with the faculty member (who issued the grade) and the Department Chairs as well as the Associate or Assistant Dean. In doing so, the student must point out the standard of error (i.e., calculation error, exception area was violated and caused the grade to drop at least one letter grade, error in applying weighted totals to calculate final grade, capricious grading, etc..) made in awarding of the final grade.

Step 1: Faculty (Level 1):

Step 1 is quite simple. Speak directly to the faculty member about the final grade issued and demonstrate your evidence (i.e., syllabus, calculator output) that the grade was improperly calculated and caused you academic injury. Ask instructor to demonstrate (in writing to you) how the grade was calculated to clear up any questions about your final grade. Please keep in mind that individual grades cannot be disputed once grades have been formally issued.

Individual assignment grades **MUST** be disputed at the time they are issued during the class (as outlined in this manual—See **Grade Disputes**). Students cannot argue individual assignments during a final grade challenge unless the individual assignment occurred at the end of the course (i.e., Final Exam, Final Project) which left the student little time to dispute the grade or if the individual grade (in question) falls under the Exceptions category outlined within this section of the handbook.

If in disagreement with the decision reached by the instructor or if the instructor is no longer employed at the College, **move to Step 2**.

NOTE: A Grade Dispute cannot be lodged over disputes about make-up work provisions. In other words, instructors have the autonomy to make up their own decisions about allowing or not allowing students make-up work (in cases of absenteeism). Students, then, cannot compel a faculty member to allow for make-up, for there is no such thing as an excused absence. Students are expected to attend classes regularly and submit work on time. Anything outside the parameter (submitting work) on time is beyond the parameters of the student. If a student is hospitalized or undergoes a major life changing event (death of an immediate family member

defined as brother, sister, son, daughter, mother, father) and cannot complete the semester, students are strongly encouraged to withdraw from the class and return the next term, unless the event takes place towards the end of the term. If the student has completed at least 75% of the course (at the time of the interruption), speak with the instructor about receiving an Incomplete grade. In such cases, speak to each instructor individually for assistance and guidance.

Step 2: Chairperson (Level 2)—This step cannot be SKIPPED!

Meet with the faculty member and the Department Chair and Associate and Assistant Dean, if available. Provide your evidence and point out the standard of error made in awarding of the final grade.

If in disagreement with the decision reached under Step 2, **move to Step 3.**

Step 3: File an Official Grade Appeal Online (Level 3):

Grade Appeals MUST be filed online and can only be filed if the dispute in question has posed academic injury to the student. Meaning, the grade (due to the circumstances) was decreased by at least one letter grade. If in disagreement with the decision reached after meeting the Department Chair and Associate or Assistant Dean (*which was Step 2*), you are now authorized to file an **Official Grade Appeal Online** at the college. Grade Appeals are reviewed by Instructional Deans based on the evidence submitted. Meetings can be called, but they are typically not necessary in all cases to reach a decision unless the Dean has additional questions. What happens is that your rationale for the grade appeal will be reviewed along with your evidence and the faculty member will be asked to respond (in writing) providing their evidence as well. From there, the Instructional Dean will evaluate both packages of evidence (including the syllabus) and recalculate the grade to determine if any errors were made. In other words, they will test the theory the student puts forth. If more information is needed from either party, the Dean may call a meeting for further clarification or could simply call to address the matter over the phone.

Following a review the evidence presented, a **Dean's Resolution** is issued (by certified mail) which formally closes the **Grade Appeal** petition. If in disagreement with the Dean's Resolution reached, move to **Step 4 (the Grade Appeal Challenge)**, the final step in the Grade Appeal process.

How to File Your Grade Appeal

1. First gather all of the evidence you have to support your grade appeal (copy of syllabus, graded assignments, grade reports from Blackboard, emails to instructor, etc...).

NOTE: If you submit a Grade Appeal without any evidence, it is likely that your appeal will not be successful.

2. Logon Lawson State's website www.lawsonstate.edu
3. Click on **Current Students** tab from the main webpage. This will take you to the Current Students landing page (as pictured below)



4. Then, Click on the **Grade Appeals** button. This will take you to Lawson's Advocate online reporting system (as pictured below). Follow the prompts to file your **Grade Appeal**.
5. Attach all documentation. If you need to scan documents and you do not have a scanner, visit the **SPACE Center** on campus.

Public Incident Report

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It is the College's policy to take all reported incidents seriously and work hard to provide fair and equitable resolutions. In order to file an official complaint, concern or incident, it must be in writing and recorded. This site is available 24/7. Response times vary based on information provided. Thus, please give the college ample time to respond; typically this can range from 24 to 72 hours. Responses will be sent via email.

To file an incident, please identify your reporter type in the drop-down box below and complete all required information.

NOTE: Failure to complete and submit the required information will render your complaint or concern invalid in our system. Therefore, we encourage you to pay careful attention as you work through this process. If you have any questions about this form or about our processes for resolving reported issues, please email us at complaints@lawsonstate.edu.

* indicates a required field

Reporter Type

Please complete this section first before moving forward.

I am reporting a/an* Please indicate what type of report you are wishing to submit.

My relationship to Lawson State Community College* Please indicate whether you are a student, faculty member, staff member, administrator or member of the community.

Has the Matter Been Addressed Informally?* Have you tried to resolve this matter by speaking to the person(s) involved in this situation (i.e., faculty or staff member, administrator, student, etc...) before filing this report? If no, please file this report after you have attempted to resolve the matter informally unless you find it unresolvable.

Grade Appeals (Review of Criteria)

Grade Appeals **MUST** be filed online and can only be filed if you are challenging the final grade received in a course and you have completed up to **Step 2** in the Grade Appeal process.

In filing a Grade Appeal (online), students **MUST** provide evidence to support their claims that the final grade issued in a particular class was issued in error, was prejudiced or arbitrary. Simple disagreement with a grade is not enough to change an Instructor's recorded grade for a college student. Thus, the student will have to demonstrate actual teacher error (i.e., the teacher did not properly apply the correct weight to the grade; the teacher singled you out and discriminated against you; the grade issued was capricious in nature; the grades entered in the gradebook were incorrect; the teacher did not follow the syllabus as printed in terms of weights or point values; and as such, it caused academic injury to you as a student. **Academic Injury** is determined based on whether the alleged error caused the student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of "B" in the course. Grade Appeals, then,

are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a “B” to a “C”, etc...).

NOTE: Lawson State has the following Associate and Assistant Deans: The Business and Information Technologies Associate Dean, the College Transfer Associate Dean, the Health Professions Associate Dean, and the Career Technical Associate Dean, and the Career Technical Assistant Dean.

Exceptions to Individual Grade Challenges

As noted, students cannot file Grade Appeals based on individual grades unless a student grade suffered (at least one letter grade) due to the following **unresolved exceptions** (listed below). During the semester, if a student encounters any of the situations below, contact the instructor and Department Chair immediately for correction and remedy. Students should never wait until the end of the term. Challenge the action taken against you immediately. To assist students in this endeavor, it is advisable for students to print off the guidelines below and present a copy of these exceptions to your instructor or Department Chair to make the process of resolving your concerns easier.

If left unresolved by the instructor or Department Chair, a student can include these circumstances in the Grade Appeal for further investigation, particularly if the violation was challenged but still permitted, and it ultimately caused the student academic harm (of at least one letter grade in nature). If the violation did not cause any harm academically (reduction of at least one letter grade), a Grade Appeal (on this basis) should *not* be filed by the student. Grade Appeals deal with final grades, so a student could only use a violation of these exceptions if the violation caused harm to the Final Grade.

Exceptions: Individual grade challenges cannot be submitted as part of a Grade Appeal or Grade Challenge, unless they fall under one of the following situations:

1. **Exception 1:** Student attempted to submit an assignment or project on the same day the assignment was due, but it was refused. **NOTE:** Instructors can impose a reduction of points if the assignment is not submitted during the class period (if they deem this appropriate), but cannot report that the assignment was not submitted or attempt to issue a zero for assignment (that has been presented the day it was due). Meaning, if the student misses class, but attempts to submit the work (after class but on the same day), a grade

should be issued for the assignment. A zero should not be imposed if the assignment was actually turned in during the class period the day the assignment was due (i.e., refusing to take work from a student who arrived 10 minutes late for class, etc...). If the student misses classes but submits the assignment via electronic means (Blackboard) on the same day, the instructor can impose a reduction in points, but cannot mark the assignment as being not submitted. Provisions must be made for students submitting work on the same day it was due (regardless of means of delivery).

NOTE: Although some instructors do allow for late work, this is NOT a requirement of the college. Lawson State holds that all students should respect deadlines for assignments, so students seeking permission to submit late work (as determined by trying to submit an assignment a day after it was due) are dependent on their individual instructor guidelines about such practices, not the college. All such policies, though, must be clearly denoted in the course syllabus and applied equally to all students.

2. **Exception 2:** Student is refused entrance in a class (due to lateness) and as such, the student cannot submit work due or gain access to taking an exam, quiz or assignment.

Because college is not compulsory and students pay tuition to access their classes, students cannot be refused access to an exam or quiz or assignments, even if they are late for class. In such cases, the student will be able to take the exam or quiz or participate in any assignments, **but NO additional time** (to complete the exam, quiz or assignment) should be provided. In other words, if 60 minutes have been given for all students to take an exam, and a student shows up 40 minutes late, he or she will only have 20 minutes to complete the exam (unless the instructor grants additional time on their own). Or, if the student missed the giving of the quiz and entered the room after the quiz had been already administered and collected, the late arriving student has NO rights to the quiz and/or assignment missed. Please note the instructor has the right to issue low marks for students who do not participate in class due to attendance issues. Meaning, if the student was not present to participate in class or came late, and as such, could not participate, the instructor can deduct participation points from the student without question or challenge. This is considered a participate grade, not an attendance grade. There is a difference. Grades cannot be given for attending classes, only for participation within a class.

3. **Exception 3:** If an eCollege student is denied the opportunity to reattempt an exam after encountering a documented technical error, the instructor must reissue the exam and cannot penalize the student with proctored evidence of a technical failure occurring while accessing an exam. Such technical difficulties are reported by Proctor U and are official evidence that

the student is warranted a retake. Faculty also has access to the recorded technical glitch and can view the tape, if suspicious.

Step 4: File a Grade Appeal Challenge (Level 3):

Students cannot request a Grade Appeal Challenge without a Dean's Resolution being issued in writing. All Dean's Resolutions are submitted to students via certified or registered mail. Grievances governing Grade Appeals are not guaranteed and are handled on the merits of each case filed. Procedures for filing a Grade Appeal Grievance are as follows:

1. If the **Dean's Resolution** does not prove satisfactory to the student, the student may file a Grade Appeal Challenge online within 5 business day (of receipt of the Dean's Resolution).
2. The Grade Appeal Challenge Committee consists of one individual: the Vice President for Instructional Services (although third-parties may be consulted or invited to participate by the Vice President, if a hearing is provided).

NOTE: Failure on the part of the student to file his or her Grade Appeal Grievance request ONLINE within 5 business days (upon receipt of the Dean's Resolution) will invalidate the request and the Dean's Resolution will stand. There are no exceptions to this policy.

3. Students who wish to file a Grade Appeal Challenge to be heard by the Vice President must establish grounds and submit an official online **Grade Appeal Challenge Request** within 5-business days upon receipt of the **Dean's Resolution**. Simply disagreeing with a Dean's Resolution does not establish grounds for an appeal. An appeal must be based on the student's ability to demonstrate that a grade was awarded based on arbitrariness, prejudice or error (as previously dictated under the Grade Appeal Process).
 - a. **Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.
 - b. **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.
 - c. **Error:** The instructor made a mistake in fact or application of points awarded.
4. Failure to submit a **Grade Appeal Challenge Request** (online) within the specified time period (of 5-business days) following the receipt of a Dean's Resolution will automatically invalidate a student's request for a grade appeal and the **Dean's Resolution** will officially stand.

5. Grade Appeal Challenges are NOT automatically heard, but all challenges are reviewed by the Vice President for Instructional Services. The Vice President can take the following actions after reviewing the facts presented in a grade appeal:
 - a. **VP Action 1:** Full Denial. Uphold the decision issued by the Dean without granting a hearing.
 - b. **VP Action 2:** Full Reverse. Overturn the decision issued by the Dean (without a hearing) and adjust the grade.
 - c. **VP Action 3:** Modification. Modify the decision issued by the Dean (without a hearing).
 - d. **VP Action 4:** Grant the Appeal and move to a formal Vice Presidents' Grade Appeal Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Vice President (and other third parties, if requested).
 - e. **VP Action 5:** Following the hearing, the Vice President can uphold the decision, modify the decision or overturn the decision issued by the Dean.
 6. To ensure all parties are protected and all legal matters are thoroughly investigated before conducting a hearing on this level, if a VP Appeal Hearing is granted, the Hearing date *should* be conducted within 45-business days of the initial request for a Vice Presidents' Appeal Hearing.
 7. If a VP Appeal Hearing is not granted, the **Vice Presidents' Resolution** must be submitted to the student no later than 45-business days upon receipt of the students Vice Presidents' Appeal Request. The extended time period is in place to sure all matters can be legally vetted and reviewed by external parties prior to issuing a Vice Presidents' Resolution.
 8. The Vice Presidents' will make their formal findings (called the **Vice Presidents' Resolution**) and send their decision to the student, the President, the Grievance Committee Chair, and the appropriate Dean.
 9. Although rare, if a student is dissatisfied with the Vice Presidents' Resolution, he or she may make one final appeal (on grounds) by filing a President's Appeal (see Step 7). The President's Resolution (decision) shall be final and cannot be appealed.
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Timeliness & Rationales of Grade Appeals

Under all circumstances, the student shall file an online Grade Appeal within 90 days after the disputed grade has been issued, preferably at the beginning of such term. If a student attempts to file a Grade Appeal two semesters beyond when he or she took the disputed course, the Grade Dispute will **NOT** be valid. In a summer session; however, the grade dispute must be initiated either that summer (if the student is enrolled during the summer) or no later than the end of the following fall semester (if the student was not enrolled during the summer).

The chart below is designed to assist students in understanding these restrictions.

When was the grade issued?	When should I file a grade dispute online (to challenge the grade)?	When is it too late for me to file an online grade dispute?
Grade issued during the fall term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.
Grade issued during the spring term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.
Grade issued during the summer term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.

Resolutions of Grade Appeals

A student shall receive a written response within 14 business days (following an Official Grade Appeal) with a decision rendered by the Dean. Some appeals can take longer depending on their complexity. The appropriate faculty member and Department Chair shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal shall only be considered if it is being filed within the 120-day deadline (following the receipt of the grade in Student Suite).

A student shall receive a written response within 21 business days (following an Official Grade Appeal Grievance) with a decision rendered by the Dean. More time is given for grievances for Hearing may be requested. The appropriate faculty member and Department Chair and Dean shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal Grievance shall only be considered if it is being filed within the 5 business day deadline (following the receipt of the Dean's Resolution).



Academic Affairs

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To access the Table of Contents, CLICK on the icon (on your left hand side) that looks like a piece of paper with a blue ribbon on it. Click on the + sign under the Table of Contents to view the Code of Contents section. Click on the - sign to collapse any section.

Code of Conduct: Lawson State Community College

Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution both as ground (traditional) and online students. Upon enrollment, students also fall under the Lawson State Community Colleges Code of Conduct and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

The following Student Code of Conduct (extracted from the Student Handbook) is relative to conduct on college property and at all college-sponsored activities held off campus as well as any online activities (related to Lawson State and students of Lawson State). Failure to comply with the Code of Conduct (which governs both discipline issues and academic integrity issues) can lead to sanctions (punishments) issued and possibly probation or suspension or (in severe cases) criminal charges levied against a student. Students at Lawson State are entitled to **due process**, if a sanction is imposed.

Below you will find the following:

1. List of Code of Conduct violations and recommended sanctions
2. A detailed breakdown of the Code of Conduct
3. Overview of the Due Process and Appeal Process

Code of Conduct and Code of Conduct Sanctions

Below is a listing of Code of Conduct provisions. Other provisions that fall under the Code of Conduct are listed after this preliminary list and are outlined with a complete listing of sanctions imposed for violating specific codes under the Code of Conduct.

College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards;
2. Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision;
3. Disclosing or otherwise misusing college computer access codes;
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.
5. Sharing of passcodes associated with Lawson State Community College and its online platforms (email, Blackboard, Student Suite) or accessing other student records via unauthorized modes.
6. Gaining unauthorized access into administrative or faculty files, records, etc...

College Sponsored Activities

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

College and Personal Property

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

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:
 - a. occupying any building or campus areas for the purpose of disruption or interference;
 - b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;
 - c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college;
2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment;
3. Failing to comply with a request to report to a faculty or staff member for a conference;
4. Failing to follow department rules, directives of instructors, or failing to carry out assignments;
5. Leaving scheduled classes or training sessions without permission of the instructor;
6. Cheating on tests, individual projects, and/or individual assignments through any means, including electronic means.

Firearms, Drugs, and Alcohol

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

Harassment and Retaliation

Lawson State Community College has a zero tolerance policy against harassment and/or retaliation and takes such actions seriously. With that in mind, please be advised that knowingly filing false harassment or retaliation claims can have serious repercussions.

Harassment

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

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct

that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012).

Retaliation (Against Sexual Harassment Claims)

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

Retaliation

Retaliation against persons who oppose, complain, or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

Social Media Guidelines

Be mindful with using the name of Lawson State in all social media online. Remember, your opinion online is your opinion and does not reflect Lawson State nor (as a student) are you authorized to speak for Lawson State. Thus, in your comments, you have an obligation as a LSCC student to make it clear that your opinions are yours and do not represent the college in any way.

1. Students in using social media should always exercise good judgment and common sense.
2. **Protect your privacy.** Do not share passwords to third parties unless you are working with the technical Help Desk to trouble shoot a technical issue with Student Suite, Email or Blackboard. Releasing of passwords could violate subject you to privacy violations and could also jeopardize the security of your personal records here at Lawson State.
3. **Social Media is Not Private.** Be mindful that you are creating a history via your Social Media sites. Thus, create a positive existence that future colleges or companies would be proud of reading about you. Posting of inappropriate statements to include foul language, sexually explicit photos or videos can damage your reputation. Also note that once you put something on the World Wide Web (associated with your name) it does not truly disappear.
4. **Photo and Video.** Never use individual photos or videos of others online without their express person.
5. **Inappropriate Use Violations.** Violating the *Code of Conduct* while using social media may result in disciplinary action.
6. **Treat others with respect.** Social media should NEVER be used to assail, attack or seek retribution against others. Remember, everything you do and say can be tracked. Never embarrass yourself or the college. Consider that employers and colleges use social media as well to determine your readiness to enter their college or join their workforce.
7. **Report Inappropriate Incidents Online:** If a student finds themselves on an inappropriate website while on the campus of Lawson State, they should log off and report the incident immediately, so the college can take steps to rid the “pop up” from the system and trouble shoot the problem.
8. **Electronic or Phone (text) stalking or bullying. Lawson State has a strict harassment.** Bullying and stalking fall under harassing behavior. The college makes no distinction between face-to-face bullying, intimidation, assaulting or stalking or online bullying, text harassing, intimidation, assaulting or stalking if it involves two LSCC students or a LSCC employee. Thus, if a student is involved in this type of serious behavior, he or she is subject to disciplinary action.
9. **YouTube, Posting of Video or Creating of a Lawson State Website.** It is a violation to use Lawson State Community College’s name to post unauthorized videos online or websites (using the college’s name in the title). As a student, the college does NOT grant you the right to use the name or likeness of the institution online. Permission to use the name of Lawson State MUST be granted in advance before posting of video or creating of a website. Contact the Public Relations Office for permission. Never create an unauthorized video or website using the name of Lawson State or Lawson State Community College.

NOTE: Lawson State reserves the right to seek all legal remedy in its efforts to remove the unauthorized use of any social media page, video, content or account that uses the college’s name (Lawson State or Lawson State Community College or LSCC). Further, the college will seek to remove all content that is deemed as intentionally inflammatory, baseless, deceitful, or harmful to the institution due to its inaccuracy or flagrant disregard of the truth. In addition, the college will cooperate with law enforcement investigators regarding such approaches to defame or harm the institution and seek legal remedy, if necessary.

Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

TYPES OF VIOLATIONS AND RECOMMENDED SANCTIONS

Types of Academic Infractions that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Cheating Offenses	
Cheating on tests, individual projects and/or individual assignments	1 st Offense (L1): Zero on the Assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2) 3 rd Offense: Suspension (L3) Student sent to a Disciplinary Committee for Due Process Hearing.
Plagiarism: Submitting work as your own that was created from a secondary source without properly paraphrasing or quoting and crediting the source.	1 st Offense (L1): Student must successfully complete an online module regarding academic integrity assigned by Dean. Faculty member must demonstrate that he or she has taught the student how not to plagiarize. Student is given a second attempt to submit the work (plagiarized free).

	<p>2nd Offense: Zero on the Assignment (L1)</p> <p>3rd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>4th Offense: Suspension (L3). Behavior is now viewed as a Condo of Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Using electronic devices to cheat in any form or measure (in traditional or online classes)	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Use of electronic devices or technologies to share information about course work, quizzes or tests in order to support cheating in the classroom	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Passing along completed work from one student to another (in person or through electronic means)	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Submitting work (as your own) that was not produced 100% by student	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Types of Academic Infractions that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Cheating Offenses Continued	
Submitting the graded work produced in one class for another assignment (in a different class).	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p>

	3 rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Copying from another student or from an electronic source	1 st Offense: Zero on the Assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)
Purchasing or sharing of work from another student or from an electronic source	1 st Offense: Zero on the Assignment and Automatic Academic Probation (L1). Next cheating infraction of any kind can lead to suspension. (L2) 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Using “crib notes” or hidden notes during a test or quiz. Sharing of laboratory books to complete graded assignments in person or via electronic means	1 st Offense: Zero on the test or quiz or assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2). 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
Being in possession of an unauthorized exam in person or via electronic means	1 st Offense: Zero on the Test and automatic Academic Probation. (L1) Next cheating infraction of any kind can lead to suspension. (L2) 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Forwarding an exam to another student in person or via electronic means	1 st Offense: Zero on the Test and automatic Academic Probation (L1). Next cheating infractions of any kind can lead to suspension (L2). 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)

Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Documents and Policies:	
Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.	1 st Offense: Verbal Warning, Probation and/or Suspension (L1) 2 nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2)
Disclosing records, files, or data in violation of the <i>Family Educational Rights and Privacy Act of 1974</i> 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	1 st Offense: Verbal Warning, Probation and/or Suspension (L1). 2 nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).
Disclosing or otherwise misusing or sharing college computer access codes. Attempting to hack or otherwise illegally access college computers, databases or other electronic or digital devices.	1 st Offense: Verbal Warning, Probation and/or Suspension (L1). 2 nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).
Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds.	1 st Offense: Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid (L2). Such sanctions warrant a hearing. 2 nd Offense: Criminal Prosecution will be sought. All funds must be paid back to the college. Possible suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
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	1 st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation. 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Gambling in any form on campus or at any social function approved by the college	1 st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation. 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
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	1 st Offense: Verbal Warning (L1) 2 nd Offense: Probation (L2)

	3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Documents and Policies (Continued):	
4. Soliciting and/or selling on campus unless approved by the President	1 st Offense: Verbal Warning (L1) 2 nd Offense: Probation (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
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.	1 st Offense: Verbal Warning (L1) 2 nd Offense: Probation (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College and Personal Property	
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 and can face criminal charges as well.	1 st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
2. Stealing property of the college or other individuals for personal use	1 st Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall

	student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
Eating or drinking in unauthorized areas to include libraries, resource centers, shops, and laboratories.	1 st Offense: Verbal Warning (L1) 2 nd Offense: Second Verbal Warning (L1) 3 rd Offense: Loss of Privileges to that location (as appropriate) (L2)
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College and Personal Property (Continued)	
Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus;	1 st Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Instruction	
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:	1 st Offense: Verbal Warning. Depending on type of disruption, student can be given probation and/or suspension. Depending on situation, a first offense can range from L1 to L2. 2 nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given suspension (L2) to (L3). 3 rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
Occupying any building or campus areas for the purpose of disruption or interference	1 st Offense: Verbal Warning. However, depending on type of disruption, student can be given probation and/or suspension. *If a residence hall student, student could be subject to dismissal

	<p>from the residence hall, depending upon the severity of the incident. (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<p>Code of Conduction Violations that could be potentially imposed</p>	<p>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</p>
<p>College Instruction (Continued)</p>	
<p>Preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;</p>	<p>1st Offense: Automatic 1-year Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)</p>
<p>Failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college</p>	<p>1st Offense: Verbal Warning. However, depending on type of offense committed, student can be given probation and/or suspension. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident.</p>

	<p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)</p>
<p>Failing to comply with a request to report to a faculty or staff member for a conference</p>	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Probation. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2)</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
<p>Code of Conduction Violations that could be potentially imposed</p>	<p>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</p>
<p>College Instruction (Continued)</p>	
<p>Displaying any inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.</p>	<p>1st Offense: Verbal Warning. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given suspension. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or</p>

	<p>publications proposing any actions to disrupt the educational process or teaching-learning environment</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld). (L2) to (L3)</p>
<p>Failing to follow department rules, directives of instructors, or failing to carry out assignments</p>	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay) (L2)</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
<p>Code of Conduction Violations that could be potentially imposed</p>	<p>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</p>
<p>Firearms, Drugs and Alcohol</p>	
<p>Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Students are not allowed to be in possession of any type of weapon or firearm while on the physical campus of Lawson State or a college sponsored event. This includes the storage of such weapons or firearms (in vehicles, dormitory or any other physical space).</p>	<p>1st Offense: Automatic Suspension. Leads to a criminal investigation. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, automatic suspension from the Residence Hall. (L3)</p>
<p>Possessing and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.</p>	<p>1st Offense: Verbal Warning. Completion of (Educational) Drug Dangers 101 Course (11)</p> <p>2nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2) to (L3)</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<p>Distributing, transporting, selling illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or while involved in any college activity.</p>	<p>1st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)</p>

	2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)
Possessing or consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.	1 st Offense: Verbal Warning. Completion of (Educational) Alcohol Dangers 101 Course (L1) 2 nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3) 3 rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Distributing or selling alcoholic beverages and or illegal substances while on campus or involved in while attending approved college activities.	1 st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3) 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
College Sponsored Activities that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Harassment , Assaulting and Bullying	
Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or nonstudents, including threats in any way expressed or implied against persons or property.	1 st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3). 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3)
Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.	1 st Offense: Probation and/or suspension (depending on the severity of physical assault and the conditions surrounding the assault; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3). 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a

	<p>residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3).</p>
<p>Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities. This would include the use of profanity.</p>	<p>1st Offense: Verbal Warning. However, depending on type and severity of the offense committed, student can be given probation and/or suspension (L1) to (L3).</p> <p>2nd Offense: Probation with up to 20 community hours. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<p>College Sponsored Activities that could be potentially imposed</p>	<p>College Sponsored Activities</p>
<p>Harassment, Assaulting and Bullying (Continued)</p>	
<p>Bullying: The repeated and habitual use of force, threat, or coercion to abuse, intimidate or aggressively impose domination or fear over others (online or face-to-face).</p>	<p>1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<p>Stalking: The criminal activity consisting of the repeated and unwanted following and harassment of another individual.</p>	<p>1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>

Residence Hall Infractions

All students residing in the residence hall are expected to govern themselves as outlined in the Residence Hall Handbook. Additional policies and procedures are outlined in the Residence Hall Handbook, as well as additional sanctions. It is the responsibility of all Residence Hall students to abide by the Residence Hall policies and procedures and rules governing student safety and security as well as all Code of Conduct rules governing all students at Lawson State Community College.

Definitions of Disciplinary Actions or Sanctions

Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

Refusal to Carry Out Sanctions

Some sanctions may require the student to take a short educational course (i.e., Drug Abuse 101) or could require the student to write an essay on a topic (associated with the offense) or require a certain number of community service hours. If a student refuses to complete the requirements of the imposed sanction, the original sanction will move up to the next highest level sanction which will lead to more severe sanction, including suspension or dismissal.

Violation of Code of Conduct & Sanctions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.

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

- a. Any further violation of college regulations will subject him/her to further disciplinary action.
- b. He/she must maintain exemplary conduct during the period of restriction.
- c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
- d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.

2. **Community Service (Level 1 Sanction)::** Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.

3. **Online Courses (Behavioral Remediation)--(Level 1 Sanction):** Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc...)

4. **Written Work (Remedy)-- (Level 1 Sanction):** Students may, in response to a student code of conduct violation, may be required to produce written pieces of work that specifically address the infraction and the harm that it caused.

5. **Probation (Level 2 Sanction):** A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:

- a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
- b. He/she may not hold any office, elective or appointive, in any student organization.
- c. The probation restriction is generally not less than one academic semester/term.

6. **Immediate Temporary Suspension (Level 3 Sanction)::** Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching- learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.

7. Suspension (Level 3 Sanction):: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.

8. Dismissal (Level 3 Sanction):: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

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

A student facing suspension or expulsion has the following two options.

DUE PROCESS RIGHTS OF STUDENTS

(1) Option #1: Penalty Without Hearing

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

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

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

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

In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions. Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

(2) Option 2: Formal Hearing

In the event a student wishes a formal hearing:

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

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights. At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer. The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision.

How to Appeal a Formal Hearing:

Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee (online) via the Advocate system. To do so, click on the **Current Students** page and click on the **Appeal** button as pictured below. From there, click on the **Disciplinary Appeal** button within the Advocate system (as pictured on the next page).

If a student would like to challenge the findings of the Discipline Appeal Committee, he or she can file an appeal to the President of the College. During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College. To complete a President's Appeal, click on the **Current Student** page and click on the **Appeal** button as pictured below. From there, click on the **President's Appeal** button within the Advocate system (as pictured on the next page).

How to File an Appeal Online in the Advocate System

Step 1: Click on the Appeal button



Step 2: Select the correct appeal, either Discipline Appeal or President's Appeal (for Code of Conduct violations)

Public Incident Report

i Students, Faculty and Staff: Welcome to the Lawson State Community College Complaint and Incident Reporting website. For students: Use this site to submit general concerns or complaints; grade challenges; appeals (to decisions rendered); harassment claims and other incidents. For Faculty and/or Staff: Use this site to submit general concerns or complaints; behavior violations; academic dishonesty claims; harassment claims and other incidents.

It is the College's policy to take all reported incidents seriously and work hard to provide fair and equitable resolutions. In order to file an official complaint, concern or incident, it must be in writing and recorded. This site is available 24/7. Response times vary based on information provided. Thus, please give the college ample time to respond; typically this can range from 24 to 72 hours. Responses will be sent via email.

To file an incident, please identify your reporter type in the drop-down box below and complete all required information.

NOTE: Failure to complete and submit the required information will render your complaint or concern invalid in our system. Therefore, we encourage you to pay careful attention as you work through this process. If you have any questions about this form or about our processes for resolving reported issues, please email us at complaints@lawsonstate.edu.

* indicates a required field

Reporter Type

Please complete this section first before moving forward.

I am reporting a/an* Please indicate what type of report you are wishing to submit.

My relationship to Lawson State Community College* Please indicate whether you are a student, faculty member, staff member, administrator, or member of the community.

Has the Matter Been Addressed Informally?* Have you tried to resolve this matter by speaking to the person(s) involved in this situation (i.e., faculty or staff member, administrator, student, etc...) before filing this report? If no, please file this report after you have attempted to resolve the matter informally unless you feel it is not applicable.

More about the Appeal Process (and Categories of Appeal)

All students at Lawson State Community College are entitled to due process. Hence, once a sanction is imposed against a student, a student has a right to Appeal the sanction and present their own defense and evidence and challenge the decision reached (regardless if the sanction is a Level 1, Level 2 or Level 3 sanction).

The Appeal Process differs depending on the type of offense committed (either academic dishonesty offense or code of conduct offense) and is divided into two categories of Appeals—**(1)** Appeals of Academic Dishonesty Sanctions; and **(2)** Appeals of Code of Conduct Sanctions.

Appealing Academic Sanctions—Categories of Appeals
Appealing Level 1 Academic Dishonesty Sanctions.
Appealing Level 2 & 3 Academic Dishonesty Sanctions.
Appealing Code of Conduction Sanctions—Categories of Appeals
Appealing Level 1 Code of Conduct Violation Sanctions.
Appealing Level 2 & 3 Code of Conduct Violation Sanctions

Appealing Level 1 (L1) Academic Dishonesty Sanctions

How to Appeal Level 1 Unlike discipline issues, students can appeal Level 1 academic dishonesty sanctions.

Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. Failure to file an Appeal (within 7 business days after a sanction has been issued) indicates acceptance and agreement of the sanction issued and penalty imposed.

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- i. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days

following the documented cheating offense. If not, the sanction cannot be issued against a student.

- ii. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student, if applicable.

Sanctions issued against cheating are assumed factual if a student does not issue an Appeal. Students have 7 business days to challenge a sanction. Once the 7 business days has lapsed, the sanction can be imposed.

If an appeal is filed, the evidence submitted which includes eyewitness accounts (by the instructor or other students) will be reviewed by the appropriate Dean (Academic or College Transfer), and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

Submitting an Appeal:

Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the **Current Students** page on the LSCC website to submit your **Appeal**

When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus and within all academic environments (in class and online). Meaning distance education students are held to the same academic integrity standards as face-to-face (ground) students.

Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level.

The Dean's decision on all Level 1 offenses are final. No other method of Appeal is available at this Level.

To begin a **Level 1** Appeal.

1. Go to Lawson State's main webpage (www.lawsonstate.edu)
2. Click on **Current Students**
3. Click on the **Online Appeal Form** icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....).

Appealing Level 1 (L1) Academic Dishonesty Sanctions

How to Appeal Level 1 Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. No other

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- iii. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student. In other words, if an instructor issues a grade of zero on an assignment (because he or she alleges that a student has cheated on an exam), but fails to report the incident to the college officially (for review and approval by the appropriate Dean—either Academic or College), the sanction will not stand and the original grade earned on the exam will stand.
- iv. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student.

Confiscation of Cheating Evidence: A teacher has the right to confiscate all evidence of cheating from a student (i.e., cheat sheets, crib notes, phones, calculators, etc...) temporarily for up to ONE hour (no more) after the end of the class). It is during this time, that the instructor will be allowed to photograph all evidence of cheating. Once the hour has expired, the instructor must give the student back all evidence of cheating. If a student refuses to give the instructor the evidence (which is viewed as obstruction), then the sanction sought against the student will automatically move the highest level sanction (Level 3) given for the offense committed. Further, such refusal will be used against the student during his or her Due Process hearing.

- v. The evidence submitted (by the instructor) will be reviewed by the appropriate Dean (Academic or College Transfer) and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.
- vi. **Submitting an Appeal:** If the **Level 1** sanction is upheld, the student can challenge the validity of the academic dishonesty charge and the sanction imposed in writing within 10 business days (via the Advocate online appeal process). Appeals submitted after 10 business days will not be considered. Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the **Current Students** page on the LSCC website to submit your **Appeal**
- vii. When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus.

- viii. Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the

course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. **The Dean's decision on all Level 1 offenses are final.** No other method of Appeal is available on this Level.

To begin a **Level 1** Appeal.

4. Go to Lawson State's main webpage (www.lawsonstate.edu)
5. Click on **Current Students**
6. Click on the **Online Appeal Form** icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....)

Receiving a Level 2 (L2) or Level 3 (L3) Academic Dishonesty sanction is a serious infraction. It means you have either received your second charge of cheating as a Lawson State student or the severity of your first academic dishonesty alleged act was viewed as so severe (i.e., getting someone other than you to complete your work online) that a Level 2 charge is being sought against you.

All Level 2 and Level 3 academic dishonesty claims (against the student) warrant a hearing (unless waived by the student). In such cases, students will be given two options:

1. Challenge the sanction issued via a Due Process Hearing
2. Penalty Without Hearing: Waive his or her rights to a Due Process Hearing and accept the sanction.

How to Issue an Appeal (Level 2):

If a Level 2 or Level 3 sanction is being sought out against you, and you would like to appeal the sanction (opposed to accepting it) and have a Due Process Hearing, follow these steps to appeal.

To begin a **Level 2 and Level 3** Appeal.

1. Go to Lawson State's main webpage (www.lawsonstate.edu)
2. Click on **Current Students**
3. Click on the **Online Appeal Form** icon and follow the prompts to file an Level 2 / Level 3 Appeal

**Please note that all students: regular, transfer, transient and dual enrollment students fall under Lawson State's Code of Student Conduct.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

Copies of this publication are available in the Admissions, Business, and Student Services Offices and are also posted online.



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS ARE ARRANGED IN ALPHABETICAL ORDER BASED ON PROGRAM AND COURSE NUMBER AND ARE SUBJECT TO CHANGE.

**AIR CONDITIONING/ REFRIGERATION (ACR)
Course Descriptions**
ACR 111 PRINCIPLES OF REFRIGERATION

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. 3 CREDIT HRS.**

ACR 112 HVACR SERVICE PROCEDURES

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. **3 CREDIT HRS.**

ACR 113 REFRIGERATION PIPING PRACTICES

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. 3 CREDIT HRS.**

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS

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. **3 CREDIT HRS.**

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR

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. 3 CREDIT HRS.**

ACR 122 HVACR ELECTRIC CIRCUITS

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 3 CREDIT HRS.**

ACR 123 HVACR ELECTRICAL COMP.

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. 3 CREDIT HRS.**

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING

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. **1 CREDIT HR.**

ACR 132 RESIDENTIAL AIR CONDITIONING

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. **3 CREDIT HRS.**

ACR 134 ICE MACHINES

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. **3 CREDIT HRS.**

ACR 135 MECHANICAL/GAS/SAFETY CODES

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. **3 CREDIT HRS.**

ACR 138 CUSTOMER RELATIONS

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. **3 CREDIT HRS.**

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC

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. **3 CREDIT HRS.**

ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY

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. **3 CREDIT HRS.**

ACR 148 HEAT PUMP SYSTEMS I

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. **3 CREDIT HRS.**

ACR 181 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION I

Prerequisite(s): As determined by college

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. **3 CREDIT HRS.**

ACR 182 SPECIAL TOPICS: WINDOW UNITS AND ICE MAKERS

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. **3 CREDIT HRS.**

ACR 192 HVAC APPRENTICESHIP/ INTERNSHIP

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. **3 CREDIT HRS.**

ACR 200 REVIEW FOR CONTRACTORS EXAM 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ACR 203 COMMERCIAL REFRIGERATION 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ACR 210 TROUBLESHOOTING HVACR SYSTEMS 3 CREDIT HRS.

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. **3 CREDIT HRS.**

AUTOMOTIVE BODY REPAIR (ABR) Course Descriptions

ABR 111 NON-STRUCTURAL REPAIR 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT 3 CREDIT HRS.

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. 3 CREDIT HRS.**

ABR 122 SURFACE PREPARATION DISTRIBUTION 3 CREDIT HRS.

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. 3 CREDIT HRS.**

ABR 123 PAINT PREPARATION AND EQUIPMENT 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES 3 CREDIT HRS.

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. **CORE. 3 CREDIT HRS.**

ABR 154 AUTOMOTIVE GLASS AND TRIM 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 156 CUTTING AND WELDING 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 214 AUTOMOTIVE STRUCTURAL REPAIR 3 CREDIT HRS.

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. 3 CREDIT HRS.**

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS 3 CREDIT HRS.

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 & Axels and ASE/AUM 121 Braking Systems are suitable substitutes for this course. **3 CREDIT HRS.**

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS 3 CREDIT HRS.

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 112 – Electrical Fundamentals is a suitable substitute for this course. **3 CREDIT HRS.**

ABR 255 STEERING AND SUSPENSION FOR HVACR 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ABR 265 PAINT DEFECTS AND FINAL REPAIR 3 CREDIT HRS.

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. **3 CREDIT HRS.**

ACCOUNTING (ACC) Course Descriptions

ACC 129 INDIVIDUAL INCOME TAXES 3 CREDIT HRS.

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 CREDIT HRS. 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 CREDIT HRS.

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 CREDIT HRS.

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 CREDIT HRS. 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.

ADVANCED DESIGN MANUFACTURING (ADM) Course Descriptions

ADM 102 COMPUTER AIDED DESIGN 3

Prerequisite: As required by college.

This course is an introduction to basic Computer Aided Design functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings that meets technical standards including setting up print styles and exporting drawings to the appropriate format.

ADM 108 INTRO TO 3D MODELING 3

Prerequisite: As required by college.

This course introduces basic 3Dimensional (3D) modeling functions and techniques and the parametric concept. “Hands-on” class structure utilizes various 3D software applications. Topics include terminology, hardware, basic 3D modeling involving sketching and 3D feature creations, feature application and operating system functions. Students will be able to generate basic 3D parts and associated working drawings in soft and hard copy format.

ADM 116 INTRODUCTION TO CATIA 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

ADM 118 INTRODUCTION TO 3D STUDIO MAX 3

Prerequisite: As required by college.

Students will explore and implement the principles of modeling and animation through projects that emphasize analyzing real-world movement, adapting movement for the animation medium, and creating the illusion of life while applying animation principles.

ADM 255 APPLICATION OF DESIGN CAPSTONE 3

Prerequisite: As required by college.

This is a project- or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. AM student will be required to serve as interns in the AM Lab. Architectural and Engineer students will serve as interns doing live work, campus project or in an office. The course emphasizes communication skills, critical thinking, problem solving, computer literacy, and teaming skills. NOTE: This course is usually taken during the last 2 semesters of the program of study.

ADM 261 REVERSE ENGINEERING 3

Prerequisite: As required by college.

During this course students learn the process of quality control inspection of parts and uses of reverse engineering processes employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). Emphasis is on using applicable software to produce 3D models or converting scanned images into 3D models; using CMM for parts inspection and generating points cloud for 3D modeling; interfacing generated models with reverse engineering methods.

ARCHITECTURAL ENGINEERING TECHNOLOGY (AET) Course Descriptions

AET 110 BASIC ARCHITECTURAL CAD 3

Prerequisite: As required by program.

The purpose of this course is to introduce the student to architectural computer-aided drafting (CAD). This will include zooming, snapping, coordinate schemes, copying, moving, plotting, layers, trimming, offsetting, filleting, breaking, blocking, inserting, and dimensioning. Upon completion of this course, a student will be able to draw and dimension basic floor plans and other components of architectural working drawings.

AET 191 BASIC BUILDING INFORMATION MODELING (BIM) 3

Prerequisite: As required by program.

The purpose of this course is to introduce the student to the basics of Building Information Modeling (BIM). Industry-driven BIM software will be utilized to create accurate and effective building models. Emphasis will be placed on providing the student with the fundamental tools and techniques used to simultaneously create 2D drawings and 3D models using BIM software. Fundamental concepts include, user interface, parameters, families, massing, rendering, and printing.

AET 200 ADVANCED ARCHITECTURAL CAD 3

Prerequisite: As required by program.

This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wireframe, surface and solid modeling along with the development of 2D working drawings from 3D models. Upon completion of this course, the student will understand the techniques and commands used in computer aided drafting which are necessary to create architectural drawings and 3D models.

AET 221 ENERGY DESIGN OF BUILDINGS 3

Prerequisite: As required by program.

In this course students are introduced to energy conservation in building design. The course includes the design of alternative energy systems. Upon completion of this course, the student will be able to explain energy conservation, explain how and why buildings use energy, demonstrate passive solar heating, and be able to design a super-insulated building.

AET 291 ADVANCED BUILDING INFORMATION MODELING (BIM) 3

Prerequisite: As required by program.

The purpose of this course is to expand on the skills learned in AET 191. Industry-driven BIM software will be utilized to create accurate and useful building models while further exposing students to the power and potential of BIM and its impact on the Architecture, Engineering, and Construction Industry. Emphasis will be placed on the information component of BIM. BIM software will be used to create detailed construction documents, as well as, basic 3D model presentation techniques, project phasing, managing design options, collaboration/teamwork and creating custom content.

ANTHOPOLOGY (ANT) Course Descriptions

ANT 200 INTRODUCTION TO ANTHOPOLOGY 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

Prerequisite(s): As required by program

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 122 TWO DIMENSIONAL COMPOSITION II 3

Prerequisite(s): ART 121 and/or as required by program

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 127 3-DIMENSIONAL COMPOSITION 3

Prerequisite(s): Art 113 or ART 121

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

ART 203 ART HISTORY I 3

Prerequisite(s): As required by program

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

Prerequisite(s): Art History I

This course covers the conological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history form 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

Prerequisite(s): ART 113, 121, and/or as required by program

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

ART 286 ARTFOR TEACHERS 3

Prerequisite(s): As required by program

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
3
TECHNOLOGY**

Prerequisite: As required by program.

This course provides basic instruction in Fundamentals of Automotive Technology. **CORE**

ASE 112 ELECTRICAL FUNDAMENTALS 3

Prerequisite: As required by program.

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. **CORE**

ASE 121 BRAKING SYSTEMS 3

Prerequisite: As required by program.

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

Prerequisite: As required by core program.

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. **CORE**

ASE 124 AUTOMOTIVE ENGINES 3

Prerequisite: As required by program.

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

Prerequisite: As required by program.

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**

Prerequisite: As required by program.

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

Prerequisite: As required by program

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.

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**ASE 162 ELECTRICAL AND ELECTRONIC
SYSTEMS 3**

Prerequisite: As required by program.

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. **CORE**

**ASE 212 ADVANCED ELECTRICAL AND
ELECTRONIC SYSTEMS 3**

Prerequisite: As required by program.

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

ASE 220 ADVANCED AUTOMOTIVE ENGINES 3

Prerequisite: As required by program.

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**

Prerequisite: As required by program.

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**

Prerequisite: As required by program.

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 3

Prerequisite: As required by program.

3 This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. **CORE**

**ASE 244 ENGINE PERFORMANCE AND DIAGNOSTICS
3**

Prerequisite: As required by program.

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

Prerequisite: As required by program.

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**

Prerequisite: As required by program

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

Prerequisite: As required by program

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

Prerequisite: As required by program

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 FUNDAMENTALS OF AUTOMOTIVE
TECHNOLOGY 3**

Prerequisite: As required by program.

This course provides basic instruction in Fundamentals of Automotive Technology. **CORE**

AUM 112 ELECTRICAL FUNDAMENTALS 3

Prerequisite: As required by program.

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-

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 through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin. 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, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

BIO 102 INTRODUCTION TO BIOLOGY II 4
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.

<p>BFN 102 LAW AND BANKING: APPLICATIONS 2 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>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.</p>	<p>interest discounting notes, depreciation methods, and present value.</p>
<p>BFN 103 PERSONNEL AND THE LAW 1 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>BUC 143 ABOVE-GRADE CONCRETE APPLICATIONS 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 186 ELEMENTS OF SUPERVISION 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BFN 207 ESSENTIALS OF BANKING 1 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>BUC 214 SOILS AND SITE WORK 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 188 PERSONAL DEVELOPMENT 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BUILDING CONSTRUCTION (BUC) Course Descriptions</p>	<p>BUC 217 CONSTRUCTION SURVEYING 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 189 HUMAN RELATIONSHIPS 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BUC 110 BASIC CONSTRUCTION TOOLS AND MATERIALS 3 <i>Prerequisite:</i> 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</p>	<p>BUSINESS (BUS) Course Descriptions</p>	<p>BUS 190 MANAGEMENT WORKSHOP I 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BUC 115 ROOF AND CEILING FRAMING 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 100 INTRODUCTION TO BUSINESS 3 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>BUS 191 MANAGEMENT WORKSHOP II 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BUC 121 FLOORS AND WALLS FRAMING 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 146 PERSONAL FINANCE 3 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>BUS 192 MANAGEMENT WORKSHOP III 3 <i>Prerequisite(s): As required by program</i> 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.</p>
<p>BUC 131 INTERIOR AND EXTERIOR FINISHES 3 <i>Prerequisite:</i> 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.</p>	<p>BUS 147 INTRODUCTION TO FINANCE 3 <i>Prerequisite(s): As required by program</i> 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.</p>	<p>BUS 194 BUSINESS CO-OP 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 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.</p>
<p>BUC 141 ON-GRADE CONCRETE APPLICATIONS 3 <i>Prerequisite:</i> BUC 110 and/or as required by program.</p>	<p>BUS 150 BUSINESS MATH 3 <i>Prerequisite(s): As required by program</i> 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</p>	<p>BUS 198 COMPUTER INFORMATION SYSTEMS IN A CALL CENTER <i>Prerequisite(s): Instructor Approval and Minimum and/or as required by program</i> 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.</p>
	<p>BUS 202 PROFESSIONAL DEVELOPMENT 3 <i>Prerequisite(s): Instructor Approval and Minimum and/or as required by program</i></p>	

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 ENVIRONMENT OF BUSINESS

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,

3 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 CORE**

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 II 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 specific 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. *Co-requisite:* 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 CABINETRY 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 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

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 (CUA)
Course Descriptions**

CUA 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.

CUA 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.

CUA 110 BASIC FOOD PREPARATION 3

Prerequisite: CUA 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

CUA 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

CUA 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.

CUA 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.

CUA 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.

CUA 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.

CUA 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

CUA 216 FOOD AND DRUG INTERACTION 1 3

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.

CUA 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 students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

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, with focus on infant and toddler. 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. **PSY 210 or PSY 211 may be used as suitable substitute for this course for AAT and AAS degree programs at the discretion of the college.**

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 developmental appropriate techniques, materials and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environment. **NOTE: CGM must teach this as 2-1-3 configuration of theory/lab hours.**

CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN 3

<p><i>Prerequisite(s):</i> As required by program This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.</p>	<p>NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment.</p>	<p>CLR 131 BUSINESS ENGLISH 3 <i>Prerequisite:</i> 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.</p>
<p>CHD 206 CHILDREN'S HEALTH AND SAFETY 3 <i>Prerequisite(s):</i> 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.</p>	<p>CHD 220 PARENTING SKILLS 3 <i>Prerequisite(s):</i> As required by program This course introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices including appropriate guidance methods. Students learn to apply parenting skills for diverse families. Upon completion, students will be more effective in working with families and young children.</p>	<p>CLR 133 BUSINESS COMMUNICATIONS 3 <i>Prerequisite:</i> 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. <i>NDC</i></p>
<p>CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS 3 <i>Prerequisite(s):</i> 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.</p>	<p>CLERICAL (CLR) Course Descriptions</p>	<p>CLR 218 OFFICE PROCEDURES 3 <i>Prerequisite:</i> 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. <i>CORE NDC</i></p>
<p>CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS 1-3 <i>Prerequisite(s):</i> 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.</p>	<p>CLR 100 BASIC KEYBOARDING 3 <i>Prerequisite:</i> 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. <i>CORE NDC</i></p>	<p>COMPUTER SCIENCE (CIS) Course Descriptions</p>
<p>CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN 1-3 <i>Prerequisite(s):</i> 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.</p>	<p>CLR 104 ADVANCED KEYBOARDING 3 <i>Prerequisite:</i> 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. <i>CORE NDC</i></p>	<p>CIS 110 INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING 3 <i>Prerequisite(s):</i> 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.</p>
<p>CHD 211 CHILD DEVELOPMENT SEMINAR 1-2 <i>Prerequisite(s):</i> As required by program This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development</p>	<p>CLR 110 NAVIGATING WINDOWS 3 <i>Prerequisite:</i> 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. <i>NDC</i></p>	<p>CIS 115 PRESENTATIONS GRAPHICS SOFTWARE APPLICATIONS 3 <i>Prerequisite(s):</i> 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.</p>
<p>CHD 215 SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT 1-3 <i>Prerequisite(s):</i> As required by program This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.</p>	<p>CLR 116 MICROCOMPUTER APPLICATIONS 3 <i>Prerequisite:</i> 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. <i>NDC</i></p>	<p>CIS 115 PRESENTATIONS GRAPHICS SOFTWARE APPLICATIONS 3 <i>Prerequisite(s):</i> 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.</p>
	<p>CLR 125 BASIC WORD PROCESSING 3 <i>Prerequisite:</i> 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. <i>CORE NDC</i></p>	<p>CIS 117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3 <i>Prerequisite(s):</i> 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.</p>
	<p>CLR 126 ADVANCED WORD PROCESSING 3 <i>Prerequisite:</i> 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. <i>NDC</i></p>	<p>CIS 121 NETWORKING I 3 <i>Prerequisite(s):</i> As required by program This course is designed to introduce basic network administration. The basics of network administration,</p>

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 Java-script, 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 IC³ 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 IC³ 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-tough 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.

<p>CIS 191 INTRODUCTION TO COMPUTERS PROGRAMMING CONCEPTS LAB</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>Programming laboratory. Students develop and apply the basic programming skills.</p>	1	<p>CIS 209 ADVANCED WEB DEVELOPMENT</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 249 MICROSOFT OPERATING SYSTEMS</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3
<p>CIS 196 COMMERCIAL SOFTWARE APPLICATIONS</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 212 VISUAL BASIC</p> <p><i>Prerequisite(s):</i> CIS 130, 190, 211 and/or equivalent background</p> <p>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.</p>	3	<p>CIS 250 E-COMMERCE</p> <p><i>Prerequisite(s):</i> CIS 130 and Web related computer experience.</p> <p>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.</p>	3
<p>CIS 197 ADVANCED COMMERCIAL SOFTWARE APPLICATIONS</p> <p><i>Prerequisite(s):</i> CIS 196 and/or as required by program</p> <p>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.</p>	3	<p>CIS 213 ADVANCED BASIC PROGRAMMING</p> <p><i>Prerequisite(s):</i> CIS 212 and/or as required by program</p> <p>This course is a continuation of CIS 212, Basic Programming.</p>	3	<p>CIS 251 C PROGRAMMING</p> <p><i>Prerequisite(s):</i> CIS 130, 191, and/or as required by program</p> <p>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.</p>	3
<p>CIS 199 NETWORK COMMUNICATIONS</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 222 DATABASE MANAGEMENT SYSTEM</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 252 ADVANCED C++ PROGRAMMING</p> <p><i>Prerequisite(s):</i> CIS 251 and/or as required by program</p> <p>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.</p>	3
<p>CIS 202 LOCAL AREA NETWORK BASICS</p> <p><i>Prerequisite(s):</i> CIS 266, 267 and/or as required by program</p> <p>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.</p>	3	<p>CIS 223 TEE-DIMENSIONAL COMPUTER MODELING</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 253 BASIC ROUTER TECHNOLOGY</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3
<p>CIS 207 INTRODUCTION TO WEB DEVELOPMENT</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.</p>	3	<p>CIS 224 TEE-DIMENSIONAL COMPUTER ANIMATION</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 254 ADVANCED ROUTER TECHNOLOGY</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3
<p>CIS 208 INTERMEDIATE WEB DEVELOPMENT</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 239 NETWORKING SOFTWARE</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>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.</p>	3	<p>CIS 255 JAVA PROGRAMMING</p> <p><i>Prerequisite(s):</i> CIS 130 or equivalent.</p> <p>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, teads, 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.</p>	3
<p>CIS 209 ADVANCED WEB DEVELOPMENT</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>This 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.</p>	3	<p>CIS 240 NETWORKING HARDWARE</p> <p><i>Prerequisite(s):</i> As required by program</p> <p>This course is a second course of a sequence using the Java programming language. Topics include: Sun's</p>	3	<p>CIS 256 ADVANCED JAVA PROGRAMMING</p> <p><i>Prerequisite(s):</i> As required by program</p>	3

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 3

ADMINISTRATION

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 multicontext NetWare Directory Services (NDS) environment; set up and manage network printing; create effective network security; back up and restore NetWare server data; set up and manage Novell messaging services.

CIS 258 NOVELL 3

ADMINISTRATION II

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 3

ADMINISTRATION II

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 I may be used as a suitable substitute for this course. However, CIS 273 will not substitute for CISCO I.**

CIS 275 WORKSTATION 3

ADMINISTRATION

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 3

ADMINISTRATION

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 3

ADMINISTRATION

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 3

INFRASTRUCTURE DESIGN

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 3

AND DESIGN

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 3

PROGRAMMING

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 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 3

MANAGEMENT INFO SYSTEM

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 3
COMPUTER SCIENCE**

Prerequisite(s): CIS 281 and/or as required by program
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system.

CIS 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

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 specified skills.

CIS 294 SPECIAL TOPICS 3

Prerequisite(s): As required by program
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.

CIS 295 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 specified skills.

CIS 296 SPECIAL TOPICS 3

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

Prerequisite(s): As required by program
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

CIS 298 CO-OP FOR CIS III 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 299 DIRECTED STUDIES 3
COMPUTER SCIENCE**

Prerequisite(s): As required by program
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

**CONSTRUCTION MANAGEMENT (CMT)
Course Description**

**CMT 101 CONSTRUCTION MATERIALS AND 3
METHODS**

Prerequisite: As required by program.
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 156 CONTRACTING AND CONSTRUCTION LAW 3

Prerequisite: As required by program.
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 204 CONCRETE CONSTRUCTION 3

Prerequisite: As required by program.
The purpose of this course is to introduce the student to the use of concrete in construction. Students are exposed to all major components of concrete construction. Upon completion of this course the student will know how to design concrete mixes, place forms for cast-in-place concrete, build with masonry units, and will know the major components in building with concrete

CMT 205 CONSTRUCTION MANAGEMENT 3

Prerequisite: As required by program.
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

Prerequisite: As required by program.
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.

CMT 208 PROJECT PLANNING AND SCHEDULING 3

Prerequisite: As required by program.
The purpose of this course is to introduce the student to the tools and techniques used to plan, schedule and control a construction project. Students will learn how to prepare Gantt Charts and schedules using the Critical Path Method, Precedence Networks, PERT, GERT and the Linear Scheduling Method. Special emphasis will be placed on using scheduling software. Upon completion, the student will be able to prepare project schedules using various scheduling tools and technology, allocate and level resources, maintain and update a project schedule, and resolve construction delay claims..

CMT 220 SUSTAINABLE PROJECT DELIVERY 3

Prerequisite: As required by program.
The purpose of this course is to introduce the student to green project delivery from the contractor's point of view. This course will focus on the green building process and the potential impact of green construction on building projects and on the contractor's business. Students will know how to evaluate green requirements, document a green project and evaluate risk associated with green project delivery. Upon completion, the student will be able to bid, contract and subcontract green projects, facilitate green procurement, manage green construction and perform green project commissioning and closeout.

**COSMETOLOGY (COS)
Course Descriptions**

COS 111 INTRODUCTION TO COSMETOLOGY 3

Prerequisite: As required by program.
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

Prerequisite: As required by program.
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 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

Prerequisite: As required by program.

COREQUISITE: COS 114.

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

Prerequisite: As required by program.

COREQUISITE: COS 113.

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

Prerequisite: As required by program.

COREQUISITE: COS 116.

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

Prerequisite: As required by program.

COREQUISITE: COS 115.

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

Prerequisite: As required by program.

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

Prerequisite: As required by program.

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

Prerequisite: As required by program.

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144 HAIR SHAPING AND DESIGN 3

Prerequisite: As required by program.

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 151 NAIL CARE 3

Prerequisite: As required by program.

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

Prerequisite: As required by program.

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

Prerequisite: As required by program.

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 NAIL ART APPLICATIONS 3

Prerequisite: As required by program.

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 167 STATE BOARD REVIEW 3

Prerequisite: As required by program.

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

COS 191A COOPERATIVE WORK EXPERIENCE 1

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.

CRIMINAL JUSTICE (CRJ)

Course Descriptions

CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE 3

Prerequisite(s): As required by program

This course surveys the entire criminal justice process from law enforcement to the administration of justice tough corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110 INTRODUCTION TO LAW ENFORCEMENT 3

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

CRJ 116 POLICE PATROL 3

Prerequisite(s): As required by program

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.

CRJ 130 INTRODUCTION TO LAW AND JUDICIAL PROCESS 3

Prerequisite(s): As required by program

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure.

CRJ 140 CRIMINAL LAW AND PROCEDURE 3

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

CRJ 150 INTRODUCTION TO CORRECTIONS 3

Prerequisite(s): As required by program

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 160 INTRODUCTION TO SECURITY 3

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

Prerequisite(s): As required by program

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

CRJ 208 INTRODUCTION TO CRIMINOLOGY 3

Prerequisite(s): As required by program

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

CRJ 209 JUVENILE DELINQUENCY 3

Prerequisite(s): As required by program

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

CRJ 212 CORRECTIONAL COUNSELING TECHNIQUES <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.	3	CRJ 280 INTERNSHIP IN CRIMINAL JUSTICE <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.	1-3	DAT 112 DENTAL RADIOLOGY <i>Prerequisite: As required by program</i> This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will 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, operator and patient safety, infection control, quality assurance, intra-oral radiographic technique, and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. CORE	3
CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION <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.	3	DENTAL ASSISTANT Course Descriptions			
CRJ 220 CRIMINAL INVESTIGATION <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.	3	DAT 100 INTRODUCTION TO DENTAL ASSISTING <i>Prerequisite: As required by program</i> This course is designed to provide an introduction to dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organization, certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry. CORE		DAT 113 DENTAL HEALTH EDUCATION <i>Prerequisite: As required by program</i> This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.	2
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.		DAT 101 PRE-CLINICAL PROCEDURES I <i>Prerequisite: As required by program</i> This course is designed to introduce chair-side assisting techniques, including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry. Emphasis will be placed on preparation of a student for clinical dental assisting. Upon course completion, the student should be able to perform dental assisting skills in a clinical setting. CORE	3	DAT 115 CLINICAL PRACTICUM I <i>Prerequisite: As required by program</i> This course is designed to provide the student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting.	5
CRJ 230 CRIMINALITIES <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.	3	DAT 102 DENTAL MATERIALS <i>Prerequisite: As required by program</i> This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra- and extra-oral technical tasks to perform. Upon course completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.	3	DAT 116 PRE-CLINICAL PROCEDURES II <i>Prerequisite: DAT/DNT 101 or equivalent</i> This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the student should be able to discuss and identify dental specialty procedures and instrumentation.	3
CRJ 237 FORENSIC PHOTOGRAPHY <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.	3	DAT 103 ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING <i>Prerequisite: As required by program</i> This course is designed to provide study of anatomy and physiology of the head and neck and a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body, specifically the head, neck, and dentition. CORE	3	DAT 122 CLINICAL PRACTICE II <i>Prerequisite: Successful completion of DAT/DNT 111</i> This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chair-side dental assisting procedures, radiology, teamwork, communication skills, and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chair-side assisting.	4
CRJ 238 CRIME SCENE INVESTIGATION <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.	3	DAT 104 BASIC SCIENCES FOR DENTAL ASSISTING <i>Prerequisite: As required by program</i> 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 completion, students should be able to apply basic science to the dental field.	2	DAT 123 DENTAL ASSISTING SEMINAR <i>Prerequisite: As required by program</i> This course is designed to discuss the students' clinical experiences resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.	4
CRJ 239 ISSUES IN LAW ENFORCEMENT <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.	3	DAT 111 CLINICAL PRACTICE I <i>Prerequisite: As required by program</i> This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting. CORE	5	DAT 124 CLINICAL APPLIED INFECTION CONTROL AND OSHA STANDARDS <i>Prerequisite: DAT 111</i> 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 completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines.	1
CRJ 256 CORRECTIONAL REHABILITATION <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.	3				
CRJ 259 ISSUES IN CORRECTIONS <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.	3				

**DAT 131 BUSINESS AND INDUSTRIAL
PSYCHOLOGY FOR DENTAL ASSISTING** 1*Prerequisite:* As required by program

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.

**DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)
Course Descriptions****DMS 202 FOUNDATIONS OF SONOGRAPHY** 3*Prerequisite:* As required by program.

This course provides the student with concepts of the history and development of sonography in medical imaging, patient care and medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology. This is a **CORE** course.

DMS 204 Sonographic Anatomy 2*Prerequisites:* As required by program.

This course is a study in gross and sectional anatomy and physiology of the human body and the correlation of that anatomy to sonographic, computed tomography and magnetic resonance images. Upon completion students will be able to identify normal sectional anatomy.

DMS 215 Introduction to Sonographic Principles & Instrumentation 2*Prerequisites:* As required by program.

This course will provide an introduction to mathematical and sonographic principles related to the application of sonography. This will also provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied.

DMS 216 Sonographic Principles & Instrumentation I 3*Prerequisites:* As required by program.

This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images. This is a **CORE** course.

DMS 217 Sonographic Principles & Instrumentation II 2*Prerequisite:* As required by program.

This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program.

DMS 229 Sonography Preceptorship I 2*Prerequisite:* As required by program.

This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in

general sonography specialties. **Competencies will be required.** This is a **CORE** course.

DMS 230 Sonography Preceptorship II 3*Prerequisite:* As required by program.

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general and/or cardiovascular sonography specialties. **Competencies will be required.** This is a **CORE** course.

DMS 231 Sonography Preceptorship III 4*Prerequisite:* As required by program.

This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. **Competencies will be required.** This is a **CORE** course.

DMS 232 Sonography Preceptorship IV 5*Prerequisite:* As required by program.

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. **Competencies will be required.** This is a **CORE** course.

DMS 233 Sonography Lab I 1*Prerequisite:* As required by program

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on the student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 234 Sonography Lab II 1*Prerequisite:* As required by program

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on the student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 235 Sonography Lab III 1*Prerequisite:* As required by program

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on the student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 236 Sonography Lab IV 1*Prerequisite:* As required by program

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on the student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 240 Sonography Principles and Instrumentation Seminar 2*Prerequisite:* As required by program. Will be optional upon successful passage of ARDMS SPI registry exam..

This course provides a review for Sonographic Principles and Instrumentation Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.

DMS 245 Sonography Case Presentation 1*Prerequisite:* As required by program.

Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation.

DMS 271 Echocardiographic Technology 3*Prerequisite:* As required by program.

This course will familiarize the student with sonographic anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular system will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion student will be able to perform basic echocardiograms. **CV CORE**

DMS 273 Pathology of the Cardiovascular System*Prerequisite:* As required by program.

This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms.

DMS 274 Echo Clinical 5*Prerequisite:* As required by program.

This course will allow the student to practice cardiac scanning skills in the clinical setting. Students will demonstrate competency in cardiovascular studies, including transthoracic, transesophageal, and intraluminal echocardiography.

DMS 275 Advanced Echocardiographic Modalities*Prerequisite:* As required by program

This course offers a detailed study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus is on advanced cardiac and vascular anatomy, hemodynamics and electrophysiology, innervations of the heart, and embryology, as well as cardiac and vascular pathophysiology.

DMS 276 Intro to Cardiovascular Concepts I 4*Prerequisite:* As required by program

This course offers a detailed study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus is on cardiac and vascular anatomy, hemodynamics and electrophysiology, innervations of the heart, and embryology, as well as cardiac and vascular pathophysiology.

**DRAFTING AND DESIGN (DDT)
Course Descriptions****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 113 BLUEPRINT READING 3*Prerequisite:* As required by college.

This course provides students with basic blueprint reading skills for various applications. Topics include terms, definitions and abbreviations, orthographic projection, dimensions and tolerances, lines and symbols, industrial application, scales, multiview projections,

specifications, notes, elevations, sections, details, and schedules. Upon completion, students should be able to interpret blueprint drawings in various formats..

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 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 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 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 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 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 place on using intelligent CAD techniques to increase the quality of output. And, 3D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 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 production drawings from created solid models.

DDT 271 DRAFTING INTERNSHIP 3

Prerequisite: As required by college.

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

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. **CORE**

DEM 126 ADVANCED ENGINES 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.

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.

**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 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 ILT Course Listings

**ELECTRICAL TECHNOLOGY – (ELT)
Course Descriptions**

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 200 SPECIAL PROJECTS 3

Prerequisite: As required by college.

This course provides additional time and or practice for the electrical technology major or a project which will enhance his/her abilities to perform required tasks. Emphasis is placed on the upgrading of the student's skills and abilities. Upon completion, students should be able to perform at a higher ability within his/her chosen field of study.

**EMERGENCY MEDICAL TECHNOLOGY
Emergency Medical Services (EMS)
Course Descriptions**

EMS 100 CARDIOPULMONARY RESUSCITATION - I 1

Prerequisite(s): As required by program

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 118 EMERGENCY MEDICAL TECHNICIAN 9

Prerequisite: As required by program.

Corequisite: EMS 119 – Emergency Medical Technician Clinical

This course is required to apply for certification as an Emergency Medical Technician. 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, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards

EMS 119 EMERGENCY MEDICAL TECHNICIAN CLINICAL I 1

Prerequisite: As required by program.

Corequisite: EMS 118 – Emergency Medical Technician

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 155 ADVANCED EMERGENCY MEDICAL TECHNICIAN 7

Prerequisite: As required by program.

Corequisite: EMS 156

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

EMS 156 ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL 2

Prerequisite: As required by program.

Corequisite: EMS 155

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in

EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

ENGLISH DEVELOPMENTAL (ENG) Course Descriptions

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 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 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, wye-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 120 CONCEPTS OF SOLID STATE ELECTRONICS 3
Prerequisite: As required by college.
This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.

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.

FIRE SCIENCE (FSC) Course Descriptions

FSC 100 ORIENTATION AND TERMINOLOGY OF THE FIRE SERVICES CODE C 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 CODE C 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**

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 101 INTRODUCTION TO GIS TECHNOLOGY 3

Prerequisite: As required by program.

This is an introductory GIS course focusing on maps, map analysis, and an introduction to computers. Emphasis is placed on raster GIS capabilities, data acquisition, spatial databases, and using GIS and GIS trends. Upon completion, students will demonstrate the ability to use GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products and using GIS for archives.

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. Scanning, digitizing and coordinate geometry techniques used in GIS base map development will be introduced through 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 comprehensives 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 components.

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 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.

**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, conic 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 Cistianity, 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.

**HEALTH SCIENCE COMPETENCIES
Course Descriptions**

HPS 103 Foundations of Competencies for Health Science 3

This (pre-nursing) course is designed to assist the student in developing the knowledge, skills, and abilities necessary to be successful in health-related fields. Content focuses on development of effective study and test-taking skills, assertiveness training, stress management, values clarification, diversity, ethical-legal concepts, problem solving and communication skills.

**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.

HUM 299 PTK HONORSIII 3, 1-Credit courses (Must take all 3 classes in order to receive a full Humanities credit.

CODE - A
Prerequisite(s): As required by College.

This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

**HUMAN SERVICES (HUS)
Course Descriptions**

HUS 211 INTRODUCTION: ALCOHOL AND DRUG PREVENTION 3

Prerequisite(s): As required by program
This course is an introduction to the factors involved in the prevention, use, and abuse of alcohol and drugs. Emphasis is on a basic orientation to the field of alcohol and drug education and treatment. Upon completion of this course, the student will be aware of the importance of the historical, physiological, sociological, psychological and economic factors involved in substance abuse. **CORE**

HUS 222 GROUP COUNSELING TECHNIQUES 3

Prerequisite(s): As required by program.
This course provides instruction on group techniques used for facilitating individuals in seeking a variety of social experiences and interests. Emphasis is placed on meeting needs such as status, security and other emotional feelings in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable them to effectively work through the group process. **CORE**

HUS 224 CLINICAL INTERNSHIP 3

Prerequisite(s): As required by program
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on "hands-on" experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human services worker through an observational experience with professional staff. **CORE**

**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 198 TROUBLESHOOTING TECHNIQUES I 3
Prerequisite: As required by college.

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the Industry competencies.

ILT 212 PLCS IN AUTOMATED SYSTEMS 3
Prerequisite: As required by college.

This course includes the installation, programming, and networking of PLCs in Automated Systems. Emphasis is placed on the PLC's installation and interaction within an automated system. Upon completion, students should be able to demonstrate their ability in developing PLC networks and troubleshoot the system. **NOTE:** This course covers either Siemens or Allen Bradley PLCs and HMI panels

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 281 SPECIAL TOPICS: 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 3 WELDING AND METAL CUTTING

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**

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

Prerequisite(s): Appropriate mathematics placement score.

The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations. *NCA*

MTH 098 ELEMENTARY ALGEBRA

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. *NCA*

MATHEMATICS (MTH)
Course Descriptions
MTH 100 INTERMEDIATE COLLEGE ALGEBRA

Prerequisite(s): MTH 092 or MTH 098 or appropriate mathematics placement score

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 103 INTRO TO TECHNICAL MATH

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

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

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

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

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.

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

Prerequisite(s): MTH 090 or appropriate mathematics placement score

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics.

MTH 117 COLLEGE MATHEMATICS WITH APPLICATIONS

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.

MTH118 TECHNICAL MATHEMATICS

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

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

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 tee 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

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 tee 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

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

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 three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

MTH 237 LINEAR ALGEBRA 3

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 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.

MTT 125 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 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 140 BASIC CNC TURNING PROGRAMMING I 3

Prerequisite: As determined by college.

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards..

MTT 141 BASIC CNC MILLING PROGRAMMING I 3

Prerequisite: As determined by college.

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

MTT 147 INTRODUCTION TO MACHINE SHOP I 3

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, 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.

MTT 148 INTRODUCTION TO MACHINE SHOP I LAB 3

Prerequisite: As determined by college.

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, 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

MTT 149 INTRODUCTION TO MACHINE SHOP II 3

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 intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling.

MTT 150 INTRODUCTION TO MACHINE SHOP II LAB 3

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 intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling.

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 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 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(s):* As required by program

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

MUS 111 MUSIC THEORY I 3*Prerequisite(s):* MUS 110 or suitable placement score or and/or as required by program. *Co-requisite:* MUS 113, if ear training lab is a separate course

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 112 MUSIC THEORY II 1-4*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 two- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 113 MUSIC THEORY LAB I 1*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, phrases, 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 diatonic 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 diatonic 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 diatonic 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 diatonic 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 diatonic musical materials through 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 diatonic 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 diatonic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include diatonic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; diatonic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play diatonic and atonal melodies, complex rhythms and meters, four-part diatonic 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 through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NAS/HHA 120 Fundamentals of Nursing Assistant/ Home Health Aide*Prerequisite(s):* As determined by college*Corequisite(s):* As determined by college

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will 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/HHA 121 Fundamentals of Nursing Assistant/ Home Health Aide*Prerequisite(s):* As determined by college*Corequisite(s):* NAS 120 – Fundamentals of Nursing Assistant/Home Health Aide

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

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 reproductive, 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 chronic 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 through 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 gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and 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, 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 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 through classroom instruction

and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.

OAD 101 BEGINNING KEYBOARDING 3
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 3

CONCEPTS

Prerequisite(s): OAD 101 and/or as required by program

This course is designed to introduce the basic concepts and applications of office information systems. Emphasis is on components and capabilities of systems used to produce, communicate and manage information and career paths for office professionals. Upon completion, the student should be able to demonstrate knowledge of office information systems.

OAD 230 ELECTRONIC PUBLISHING 3

Prerequisite(s): As required by program

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 231 OFFICE APPLICATIONS 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 through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

OAD 232 THE ELECTRONIC OFFICE 3

Prerequisite(s): As required by program

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

OAD 233 TRENDS IN OFFICE TECHNOLOGY 3

Prerequisite(s): As required by program

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

OAD 240 CPS REVIEW 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 through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

OAD 244 DATABASE CONCEPTS 3

Prerequisite(s): OAD 101 and/or as required by program

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and outside lab. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 245 DATA ENTRY 3

Prerequisite(s): OAD 101 and/or as required by program

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing data-entry tasks through classroom instruction and outside lab. Emphasis is on the basic features of data-entry software, terminology, and proper file and disk management procedures. Upon completion, the student should be able to demonstrate a basic understanding of data-entry applications.

OAD 246 OFFICE GRAPHICS AND PRESENTATIONS 3

Prerequisite(s): OAD 125 and/or as required by program

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and outside lab. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

OAD 247 SPECIAL PROJECTS 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 through an individualized project.

**PHARMACY TECHNICIAN ASSISTANT (PHM)
Course Descriptions**
PHM 100 INTRODUCTION TO PHARMACY 2

Prerequisite(s): As required by program.

This course introduces the student to the role of the Pharmacy Technician in providing patient care services. Topics include pharmaceutical terms, abbreviations and symbols used in the prescribing and charting of medication, dosage forms, routes of administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in parenteral administration of drugs. Upon completion, students should be able to explain the role of pharmacy technician assistants, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 102 Pharmacology I 3

Prerequisite(s): PHM 100 and/or as required by program.

This course is an introduction to drug categories and usage as well as side effects of drugs. Also, prescription terminology and the top two hundred drugs, by category and name (trade and generic), are covered. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 112 Pharmacology II 3

Prerequisite(s): PHM 102.

This course is a continuation of PHM 102. Additional drug groups are introduced, and their uses, side effects, and mechanisms of action are discussed. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 113 Drugs and Health 3

Prerequisite(s): PHM 100.

This course emphasizes rational use of prescription and non-prescription medications. Topics include how to use licit drugs and chemical substances appropriately; development of drugs; economic factors which impact on health care; drugs and pregnancy, children, and the elderly; and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 205 Billings and Computers 3

Prerequisite: PHM 100.

This course introduces students to the design, control, and planning of electronic information systems used to implement medication orders, to manage the medication distribution system, and to handle the billing for medications. Upon completion, students should be able to prepare patient charges, distribute medications, and efficiently operate computers.

PHM 207 Institutional Pharmacy 3

Prerequisite(s): PHM 100.

This course covers the development of hospitals, their place in society, and the importance and place of pharmacy in hospitals and nursing homes. Topics covered include the organization, staffing, services, legal requirements, development of institutional pharmacy departments, and interdepartmental relationships to provide comprehensive pharmacy services. Upon completion, students should be able to demonstrate a basic knowledge of the topic discussed.

PHM 210 Pharmacy Practice 3

Prerequisite(s): PHM 100 and PHM 101.

This course considers all aspects of pharmacy, from retail, in-patient, and ordering, to manufacturing. Emphasis is on those aspects of pharmacy that hospital technicians would be required to perform. Topics covered include: theory and practice behind the dispensing of drugs to hospitals in-patients and

ambulatory patients; demonstrating accuracy in preparing and dispensing of drugs or simulations; and aseptic technique and equipment used in a laboratory setting. Upon completion, students should be able to demonstrate proficiency in performing these tasks.

PHM 211 Pharmacy Technician Practicum I 3
Prerequisite(s): PHM 210.

This course provides the student's first exposure to pharmacies and hospitals. Lecture and demonstrations in laboratory settings are utilized to acquaint the student with standard operating procedures at participating facilities. Both retail and hospital pharmacy situations and job skills are addressed. Upon completion, students should be able to apply technical skills and organization knowledge in support of pharmacists in these settings.

PHM 212 Pharmacy Technician Practicum II 3
Prerequisite(s): PHM 211.

This course continues PHM 211 and goes one step further to take the student out of the theoretical laboratory and into the actual job experience. Additional experience under the supervision of pharmacists will demonstrate accuracy through clinical evaluation in the hospital and retail pharmacy settings in pouring, compounding, packaging, and labeling and dispensing of drugs to patients. Upon completion, students should be able to provide technical assistance and support to retail and hospital pharmacists.

**PHYSICAL EDUCATION (PED)
Course Descriptions**

PED 100 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.

PED 101 SLIMNASTICS BEGINNING 1

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 103 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.

PED 104 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.

PED 105 PERSONAL FITNESS 1

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include

cardiovascular, strength, muscular endurance, flexibility and body composition.

PED 106 AEROBICS 1

Prerequisite(s): As required by program
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 107 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.

PED 108 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.

PED 109 JOGGING 1

Prerequisite(s): As required by program.
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

PED 123 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.

PED 124 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 131 BEGINNING BADMINTON 1

Prerequisite(s): As required by program
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

PED 132 INTERMEDIATE BADMINTON 1

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 143 AQUATIC EXERCISE 1

This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

PED 159 KICKBOXING 1

Prerequisite(s): As required by program
Students in this course will learn the skills and techniques of kickboxing, a martial art form which develops and enhances cardiovascular and muscular endurance.

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 172 BASKETBALL 1

PREREQUISITE: PED 171 and/or as required by program.
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

PED 176 BEGINNING VOLLEYBALL 1

Prerequisite(s): As required by program
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 177 VOLLEYBALL (INTERMEDIATE) 1

Prerequisite(s): PED 176 and/or as required by program.

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon

completion, students should be able to participate in competitive volleyball.

PED 180 FLAG FOOTBALL 1
Prerequisite(s): As required by program
 This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

PED 181 BASEBALL (BEGINNING) 1
Prerequisite(s): As required by program
 This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

PED 182 BASEBALL (INTERMEDIATE) 1
Prerequisite(s): As required by program
 This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 188 YOGA 1
Prerequisite(s): As required by program
 This course introduces basic instructions in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to practice in and appreciate the benefits of the activity.

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 224 PRINCIPLES OF NUTRITION 3
Prerequisite(s): As required by program

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140.

PED 226 HIKING 1
Prerequisite(s): As required by program

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 248 VARSITY BASKETBALL I 1
Prerequisite(s): As required by program

This course covers advanced 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 competitive basketball.

PED 249 VARSITY BASKETBALL II 1
 PREREQUISITE: As required by program.

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

PED 252 VARSITY BASEBALL I 1
Prerequisite(s): As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 261 VARSITY BASEBALL II 1
Prerequisite(s): As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

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.

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 —TRIG BASED 4

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 CALC I 4

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
CALCULUS II 4**

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 Scoedinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and included, but are not limited to, determination of speed of light, charge and charge to mass ration 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, fittings, tools and 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.. **NDC**

PLB 212 PLUMBING REPAIR AND INSTALLATION LABORATORY 3

Prerequisite: As required by program. *Co-requisite:* 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 tough examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized 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.

POL 220 STATE AND LOCAL GOV'T 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.

**ORIENTATION
Course Descriptions****ORI 101 ORIENTATION 1**

Prerequisite: As required by program.
This course is designed to introduce the beginning student to college. An array of topics are covered to include essential college policies and procedures,

federal regulations and protections (Title IX, FERPA) and more. Emphasis is placed on providing students with a wealth of information to ensure they exit as productive college students.

ORI101T ORIENTATION 1

(For Transfer Students Transferring in 12 Credits or More). *Prerequisites:* As required by program.
The ORI101T course is an abridged version of the ORI 101 Orientation course designed specifically for transfer students. This course is designed to introduce the transfer student to Lawson State. An array of topics are covered to include essential college policies and procedures, federal regulations and protections (Title IX, FERPA) and more. Emphasis is placed on providing students with a wealth of information to ensure they exit as productive college students.

PSYCHOLOGY (PSY)**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 & 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 prog.
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.

**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 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.

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 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 122 SMAW FILLET/OFC LAB 3

Prerequisite: As required by college.

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

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 gases.

WDT 125 SMAW 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 157 CONSUMABLE WELDING PROCESSES 3

Prerequisite: As required by program.

This course provides instruction and demonstration with the consumable welding processes 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 electrode, current/polarity, shielding gas and base metals.

WDT 158 CONSUMABLE WELDING PROCESSES LAB

Prerequisite: As required by program.

This course provides instruction and demonstration with the consumable welding processes 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 electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

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 180 SPECIAL TOPICS 3

Prerequisite: As required by college.

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

WDT 217 SMAW CARBON PIPE 3

Prerequisite: As required by college.

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint

geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

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.

**WORKPLACE SKILLS ENHANCEMENT (WKO)
Course Descriptions**

WKO 110 NCCER CORE 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

WKO 131 MSSC SAFETY COURSE 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment.

WKO 132 MSSC QUALITY PRACTICES AND MEASUREMENT COURSE 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.

WKO 133 MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment.

WKO 134 MSSC MAINTENANCE AWARENESS COURSE 3

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment.



FACULTY & STAFF LISTING

COLLEGE-WIDE ADMINISTRATORS

WARD, PERRY W. – President
B.A., Miles College; M.S.W. and
Ph.D.; University of Alabama

*A-Z Alphabetical Listing

ALLEN, DARREN C. – Acting Dean of
Students
B.A. and M.A., University of Alabama

ANTHONY, CYNTHIA – Executive
Vice President and 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

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 Fiscal Services
B.S., Alabama State University; CPA,
State of Alabama; MA, University of
Alabama – Birmingham

DAVIS, SHERRI – Academic Dean &
Director of Developmental Programs
B.A., Hampton University;
M.Ed., Cambridge College;
Ph.D., University of Southern
Mississippi

GREEN, MYRTES – Assistant to the
President & Director of Title III and
Sponsored Programs
B.S., M.S. & Ph.D., University of
Alabama;

TOMMY HOBBS, Assistant Dean,
Workforce Development
B.S., Athens State,
M.S., Indiana State University

MARABLE, SHELIA P. – Associate Dean
of Health Professions
B.S.N., M.S.N and DSN, University of
Alabama –

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

PRUITT, KARL – Associate Dean of
Liberal Arts and Sciences
B.S., University of Alabama –
Birmingham; B.S. and D.P.M.,
University of Osteopathic Medicine
and Health Science; M.S., Alabama
A & M University

SLEDGE, DONALD – Associate Dean for
Career/Technical Education
A.A.S., Lawson State Community
College; B.S., Athens State; M.S.,
Alabama A & M University; _
Certification: Barbering

NANCY WILSON, Assistant Dean,
Career/Technical Education
A.A.T., Bessemer State Technical
College; B.S., Athens State University;
M.S., Indiana State University
Certification: A+, FCC GROL,
Siemens Mechatronics, MSSC CPT,
NC3 Fluid Power

INSTRUCTIONAL CHAIRPERSONS &
DIRECTORS

CHAIRPERSONS/DIRECTORS

*A-Z Alphabetical Listing

AGEE, ERIC – CHAIRPERSON, HEALTH,
PHYSICAL EDUCATION, AND DANCE
B.S., University of Alabama at
Birmingham; M.A., University of
Alabama

ARMBRESTER, RAND – CHAIRPERSON,
BUSINESS AND INFORMATION
TECHNOLOGIES B.S. and MBA,
Samford University; Certifications:
Accounting and CPA.

BERRYMAN, TOM – ALABAMA
CENTER FOR AUTOMOTIVE
EXCELLENCE ACTING DIRECTOR.
B.S., Western Kentucky University;
Automotive Service Technology
(Toyota T-TEN); B.S., University of
Alabama

COTTINGHAM, LATISHA – Instructor/
Business and Medical Billing &
Coding - B.B.A Healthcare
Management, MBA Healthcare
Management Certification RHIT,
ICD-10

CRAWFORD, VICTORIA – Instructor/
Business - B.A. University of
Memphis, MBA, Walden University

DAVIS, SHERRI – DIRECTOR,
DEVELOPMENTAL PROGRAMS
B.A., Hampton University;
M.A.; Cambridge College;
Ph.D., University of Southern
Mississippi

DUNCAN, REBECCA –
ARTS AND HUMANITIES CHAIR
B.S., Pensacola Christian College;
M.A., University of Alabama at
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FOWLER, CHARLES –
CHAIRPERSON/MATHEMATICS AND
DEVELOPMENTAL MATH
B.S., Georgia Institute of Technology;
M.S., University of Georgia;
Ph.D., University of Nebraska

HOLLOWAY, WEYMON –
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Honors College Director
B.S., Tuskegee University
M.A., University of Alabama at
Birmingham
M.Ed., Alabama State University

KENNEDY, JULIE – DIRECTOR, LIBRARY
AND LEARNING RESOURCES CENTERS
B.A., JACKSONVILLE STATE
UNIVERSITY
M.L.I.S., University of Alabama

MARABLE, SHELIA P. – HEALTH
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MASIMASI, VYAVUKA –
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B.A., National University of Zaire;
MAT, The School For International
Training, World Learning of Vermont

RAY-CONNELL – DENTAL ASSISTING
CHAIR
B.S., and D.M.D.; University of
Alabama at Birmingham

RAYMOND, RICHARD,
MANUFACTURING AND ENGINEERING
TECHNOLOGY CHAIR
Diploma, Bessemer State Technical
College; A.A.T., Bessemer State
Technical College
Certification: A+, NOCTI

RICE, CARLTON – ATHLETIC DIRECTOR
B.S., Mississippi State University;
M.S., Alabama A&M University

**INSTRUCTIONAL CHAIRPERSONS &
DIRECTORS CONTINUED**

SWAIN, KATRINA,
REGISTERED NURSING AND LICENSED
PRACTICAL NURSING CHAIR
*B.S.N., Jacksonville State University;
M.S.N. and Ed.D., University of
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SWEATMON, JEFF CAREER &
TECHNICAL EDUCATION CHAIR-
SERVICE CAREERS
*Certificate, Air
Conditioning/Refrigeration, Wallace
State Community College, B.S., Athens
State University*

TUBBS, VENITA
SOCIAL & BEHAVIORAL & SCIENCES
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*B.A., Alabama A&M University; M.S.
Auburn University at Montgomery*

WARNER, KATHLEEN –
DIAGNOSTIC MEDICAL SONOGRAPHY
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WILKERSON, PIER – CHAIR, CAREER &
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*A.A.S., Lawson State Community
College; B.S., Athens State University;
Certifications: Barbering and
Cosmetology*

WILSON, TRACEY – CHAIR, NATURAL
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INSTRUCTORS

AGEE, ERIC – Instructor/Physical
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Certification: B.L.S. Certified*

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ASE Master Certification*

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*ASE Certified/Collision Repair
Specialty Areas; GMC
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GUY, ANN RENEE – Instructor/Child
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INSTRUCTORS CONTINUED

GWIN, BETHANY – Instructor/
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HARRIS, JOHN –
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M.S. in *Counseling and Mental Health Wellness; B.S. in Health Care Administration and Planning*

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LEWIS, AISHA – Instructor/
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LEWIS, GARRET BLAKE –
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LYBRAND, WILLIAM –
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Technology (GM ASEPT)
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MAYS, TAMARA –
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MILLENDER, III, SHELLY –
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MONTI, STEPHEN – Instructor/General
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B.A. *Spring Hill College; M.A., Ph.D., University of Miami*

MOORE, BRIAN – Instructor/Air
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Diploma, Bessemer State Technical College, B.S., Athens State University

MORRIS, CARLOS –
Instructor/Psychology
B.A. and MAT in *Psychology, Grambling State University*

MORGAN, RACHEL – Instructor
B.A. *Fine Arts, Savannah College of Art and Design; M.A., University of Alabama in Arts, Telecommunications and Film*

MOYO, NOMSA – Instructor/Nursing
BSN., *Messiah College; MSN., University of Zimbabwe*

INSTRUCTORS CONTINUED

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State Technical College*

POSEY, MARK –
INSTRUCTOR/AUTOMOTIVE
*A.A.T., Bessemer State Technical
College*

RAY-CONNELL – INSTRUCTOR/DENTAL
ASSISTING
*B.S., and D.M.D.; University of
Alabama at Birmingham*

RAYMOND, CHARLES –
Instructor/Electronics
*Diploma, Bessemer State Technical
College; A.A.T., Bessemer State
Technical College
Certification: A+, NOCTI*

RICE, CARLTON –ATHLETIC DIRECTOR
*B.S., Mississippi State University;
M.S., Alabama A&M University*

RINSKY, LAURA –
INSTRUCTOR/CULINARY ARTS
*M.Ed., University of West Alabama,
M.Ed. Colorado State University;
B.A., Rutgers University, A.O.S,
Culinary Institute of America*

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.*

SANDERS, HOYT –
INSTRUCTOR/ELECTRICAL AND
ELECTRONICS
B.S., University of Alabama

SCOTT, JAMES – INSTRUCTOR/WELDING
*B.S., Athens State University, A.O.T
and Certificate, Lawson State
Community College, A.A. Johnson
County Community College*

SHELTON, BESSIE – Instructor/Music
*B.A., Tuskegee University; B.M.,
University of Michigan; M.M.,
University of Montevallo*

SWAIN, KATRINA –
Instructor/Licensed Practical Nursing
*B.S.N., Jacksonville State University;
M.S.N. and Ed.D., University of
Alabama*

SWANBERG, ANN –
Instructor/English
*B.A., Columbia College, MPhil and
Ph.D., City University of New York
Graduate School and University
Center*

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)
Certification*

THOMAS, SHAWANDA –
Instructor/Mathematics
Honors College Director
*B.S., Alabama A&M University;
M.A., University of Alabama
Ph.D., University of Alabama*

TUBBS, VENITA –
Instructor/Psychology
*B.A., Alabama A & M University;
M.S., Auburn University*

WADE, HENRY – Instructor/Drafting
and Design
*B.A., M.S., Architecture, Tuskegee
University*

Watkins, Norris – Instructor/ Business,
Accounting, Economics *B.S.
Accounting, MBA, Atlanta University,
Certifications: Accounting and
Economics*

WARNER, KATHLEEN –
INSTRUCTOR/DIAGNOSTIC MEDICAL
SONOGRAPHY
*A.A.S., Harper College, B.S. N.,
University of Illinois*

WEST, MATTHEW – Instructor/History
and Sociology, *B.A., University of
Tennessee; M.S., University of
Alabama in Birmingham; M.A., Troy
University*

WHEELER, CRYSTAL –
Instructor/Biology
*B.A., Brandeis University; Ph.D.,
University of Alabama at Birmingham*

WILKERSON, PIER –
Instructor/Barbering
*A.A.S., Lawson State Community
College; Certifications: Barbering
and Cosmetology, B.S., Athens State
University*

WILLIAMS, ALICE –
Instructor/Cosmetology
*Certification: Cosmetology, B.S.,
Alabama A&M*

WILLIAMS III, ROOSEVELT –
INSTRUCTOR/COMMERCIAL ARTS
B.F.A., Atlanta College of Art

WILLIAMSON, LICIA—
Instructor/Nursing
*BSN and MSN, University of Alabama
at Birmingham*

WILSON, TRACEY – Instructor/Biology
*B.A., Fisk University; Ph.D., Meharry
Medical College*

STAFF LISTINGS

ALVARADO, JOSE – Enrollment
Specialist

ANTHONY, RUTH – Cafeteria Manager

BARNES, ASHLEY – SCIENCE LAB
COORDINATOR

BARNES, SHIRLEY – Secretary, Student
Services

BEAUCHAMP, MATRIKA—
Administrative Assistant Human
Resources

BENNETT, CAROLYN— Administrative
Assistant, Academic Affairs

BEST, LEEANN – Secretary, Facilities
(Bessemer)

BLANTON, JAMES – Chief of Safety and
Security Police

STAFF LISTINGS CONTINUED

BLUE, JARVIS – Facilities	GOODWIN, CHIQUITA – Secretary, Admissions	JONES, JANINE – Student Services Specialist
BONNER, ANICA – Administrative Assistant, Student Life	GRAMMER, ROY – HVAC Technician	LEWIS, COURTNEY – Financial Aid Specialist
BRYANT, LOLA – Administrative Assistant/Web Master for Public Relations	GRAY, JAMES – Workforce Development Specialist	LAWRENCE, CRAIG (DR.) – Director of Financial Services
BUSH, ASHLEY – Records Clerk	HALL, ROSIEZIER – Executive Assistant to the President	LEWIS, TOMEKA – Secretary, Student Support Services – Bessemer
BYRD, RALPH – Facilities and Maintenance	HAMILTON, GENEVA – Cafeteria Cashier	MCKENZIE, KIMBERLY – Administrative Assistant to the Vice President for Instructional Services
LEANNE, CARROLL – Learning Resource Center	HARPER, LESLEY – Student Persistence Counselor	MANKOWICH, JIM – Director of Information Management Systems
CHAMPION, CAROL – Administrative Assistant/Administrative Services	HARRELL, KATRINA – <i>Admissions and Enrollment Specialist</i>	MATTHEWS HOLLINS-BYRD, CASSANDRA – Director of Student Financial Services
CHISEM, LORI – College Registrar	HARRIS, LASHARRON – Director, Student Support Services - Bessemer	MCGEE, JANICE – Director of Human Resources
CLEVELAND, EVELYN L. – Administrative Assistant, Director of Facility Planning and Management	HENRY, DOROTHY – Training for Business and Industry	MINNIFIELD, TOMEKA – Administrative Assistant, Education Support Services
COLEMAN, TRACEY – TESTING CENTER AND LAB MANAGER, Business and Information Technologies	HERNDON, RENAY (DR.) – Counselor, Student Services	MOORER, EDDIE – Grounds
COLLINS, GWENDOLYN O. – Student Health Nurse	HOBBS, TOMMY – Assistant Dean, Workforce Development	MOORE, KIMBERLY – Student Service Specialist
CROSKEY, ANGELA – Financial Aid Specialist	HOLLINS, JOE – Enrollment Specialist / Dual Enrollment Liaison	MOORE, TANITA – Financial Aid Specialist
CRAWFORD, MATTIE W. – Coordinator, Upward Bound	HOLMAN, B.A. – Residence Manager	MOON, JASON – Inventory/Shipping and Receiving
CURRINGTON, JUANITA – Accounts Payable Manager	HUDSON, NKENGE – Counselor, Student Support Services, Birmingham	MURPHY, SHANNON – Administrative Assistant Health Professions
DAVIS, ARTHUR – Custodian	HYDE, BRENDA – Records Secretary	NIX, LATASHA – Director, Student Support Services - Birmingham
DENNARD, HAROLD, II – Audiovisual Specialist	HENRY, DOROTHY – Training for Business and Industry Coordinator	OWENS, WYNDA – Reproduction Services
DUFF, ALBERT – Police Officer	HOBBS, TOMMY – Assistant Dean for Workforce Development	PARKER, APRYL – Payroll Accountant
EKUNDAYO, GWENDOLYN – Director, Adult Education	JACKSON, CYRONDYS – Enrollment Specialist	Rasbury, Robin – Financial Aid Specialist
FOY, MICHELLE – Administrative Assistant to the Business & Information Technology Division	JACKSON, KENDALL – Instructor, Adult Education	RICE, JANICE – Secretary, Student Support Services, Birmingham
GLASS, JAMIE – Institutional Research/Telecommunications	JOHNSON, SHARON – College Cashier	ROBERTSON, AUDREY – Food Service Assistant
	JONES, DENISE – Secretary/Student Financial Services	ROSS, MARVIN – Grounds
	JONES, CLARENCE – Transportation//Inventory	

STAFF LISTINGS CONTINUED

SAMPLE, ROBERT JR. – Grounds

SAXTON, ROSE – Administrative
Assistant College Transfer Programs.

SMITH, CURTIS – Custodian

SMITH, EVERETT –
Maintenance/Custodian

SMITH, KAMILLE – Administrative
Assistant, Career Technical Programs

SPENCER, VICTOR – Special Events
Coordinator

STEPHENS, RONNIE – DIRECTOR OF
Management Information Systems

STREETY, AUDRA – Secretary,
Admissions

TATE, ROBERT, H. – Police Lieutenant

THOMAS, LORENZO – Director of
Community Outreach Initiatives

TIMS, CHANDRA. – Clerical Assistant,
Student Services

TODD, EULA – TITLE III BUDGET
MANAGER

TURNER, DEBORAH – Records Manager

WALUYN, DORIAN – Director of
Admissions & Enrollment
Management

WILEY, ASHLEY – Evening
Coordinator (Bessemer Campus)

WILEY, AUBREY – Coach, Women's
Volleyball

WILLIAMS, CATHERINE – Secretary,
Admissions

WILLIAMS, SHARON – Assistant
Director, Student Financial Services &
Coordinator of Veterans Affairs

WILLIAMS COTTRELL, ROBERTA –
Business Office Support

WILLIAMS, VERNONA – Special
Projects Coordinator/ACATT

WREN, LINDA – Custodian

YANCY, CHAD – Director of Facility
Planning and Management

YOUNG, DOROTHY – Secretary, Health
Professions



MAPS & DIRECTIONS

Lawson State

COMMUNITY COLLEGE



Bessemer Campus

1100 9th Avenue SW (Bessemer Super Hwy)
Bessemer, AL 35022

From Birmingham to Bessemer

Option 1 — US Hwy. 11 (Bessemer Super Hwy.)

- Exit the campus and turn right onto Rutledge Ave. Then turn right onto 40 S t. SW , which becomes B.Y. Williams Sr. Dr.
 - From B.Y. Williams Sr. Dr., Turn left at light onto U.S. Hwy. 11, which is also called the Bessemer Super Hwy. Travel through Midfield, Brighton, and Bessemer.
 - Continue on Bessemer Super Hwy. until you reach the campus, which is across the street from UAB Medical West.
- ### Option 2 — Lakeshore Parkway
- Turn right onto Wilson Rd. and follow it until it becomes Venice Rd.
 - Follow Venice Rd. until it comes to Lakeshore Pky, turning right onto Lakeshore.
 - Turn right onto Hwy. 150 from Lakeshore Pky; Follow Hwy. 150 until you come to the light at 9th Avenue, also called U.S. Hwy. 11, and the Bessemer Super Hwy.
 - Continue on the Bessemer Super Hwy. until you reach the campus.

Traveling between campuses?

Follow these directions...

From Bessemer to Birmingham

Option 1 — U.S. Hwy. 11 (Bessemer Super Hwy.)

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Continue on U.S. Hwy. 11 through Bessemer, Brighton, and Midfield; Turn right on B.Y. Williams Sr. Drive (You will see Western Hills Mall) at light.
- B.Y. Williams Sr. Dr. becomes 40 S t. SW ; then turn left on Rutledge Ave. Continue on Rutledge Ave. until you see the Campus at Wilson Rd.

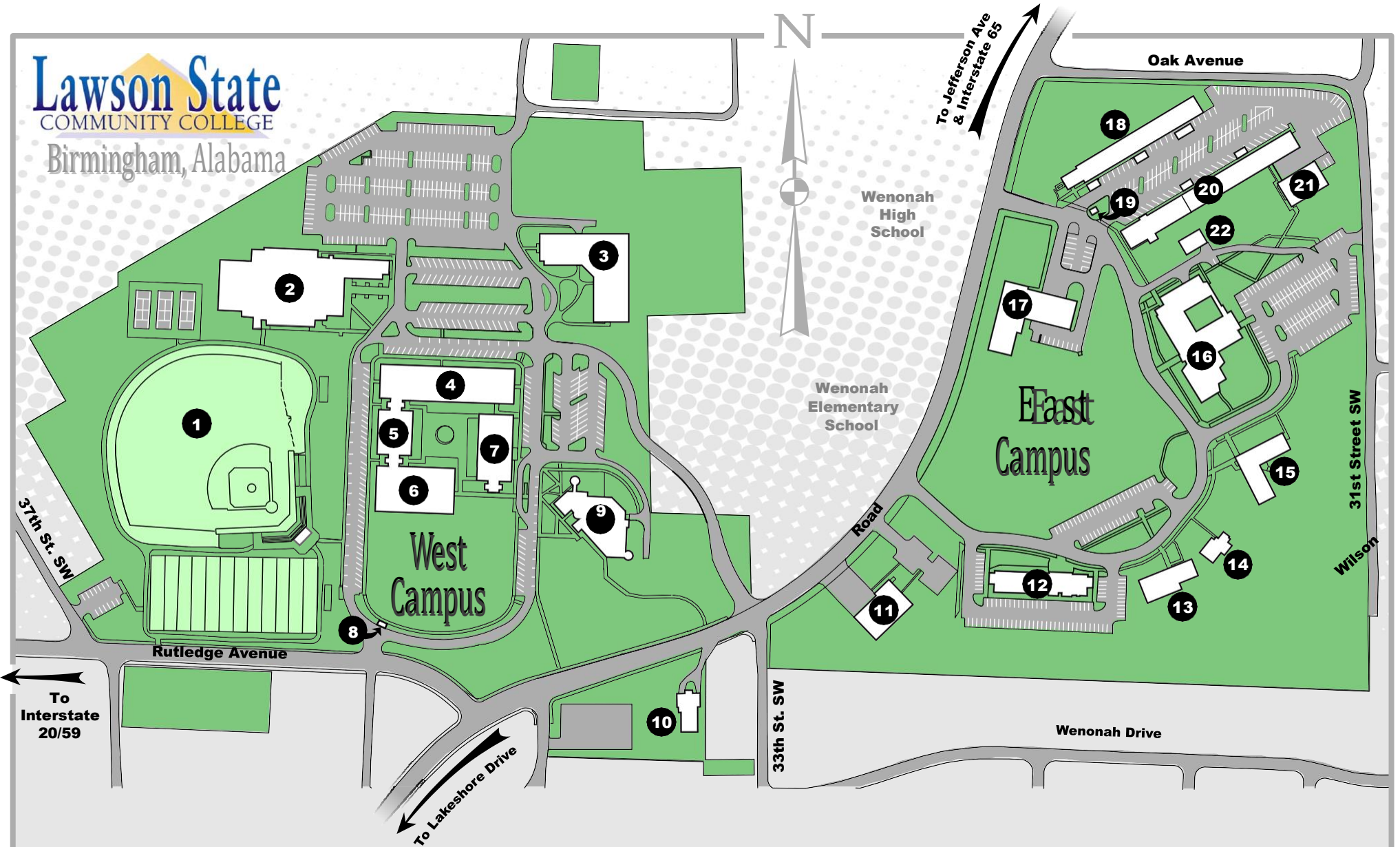
Option 2 — Lakeshore Parkway

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Take 9th Ave, turning right onto 14th St., which is Hwy. 150.
- Take Hwy. 150 and turn left onto Lakeshore Pky. after you see the sign for the Birmingham campus.
- On Lakeshore Pky., turn left on Venice Rd. Follow Venice Rd. until you reach the campus.



Birmingham Campus

3060 Wilson Road
Birmingham, AL 35221



West Campus

- 1 Roy W. Johnson, Jr. Baseball Field
- 2 Arthur Shores Fine Arts Building E
- 3 Alabama Center for Advanced Technology & Training
- 4 Academic Building B
- 5 Science Building C
- 6 Library Building D
- 7 Administration Building A
- 8 Information/Campus Security Building O
- 9 Leon Kennedy Student Center Building F
- 10 Learning & Living Center

East Campus

- 11 City of Birmingham Fire Station No. 25
- 12 Residence Hall
- 13 One Stop Career Center
- 14 Small Business Center
- 15 Ethel H. Hall Health Professions Building L
- 16 A.G. Gaston Building G
- 17 W. Fred Horn High Tech Building
- 18 Shop Building I
- 19 Information/Campus Security Building
- 20 Facilities Building
- 21 Howard Building H
- 22 Boiler Building

COMMUNITY COLLEGE Bessemer, Alabama

0 Building D: Diesel Mechanics.

G The Jess Lanier Building: Specialized training for business and industry

0 Building C: Automotive programs. GM ASEP, Ford Assett, General Automotive

0 Ethel H. Hall Automotive Technology Center: Automotive classrooms/labs and an auditorium for satellite telecasts. The President, VP Academic Affairs, and Associate Dean for Career/ Technical Education are also located in this building.

5 Building B: Graphics and Prepress Communications, Air Conditioning/ Refrigeration, Welding, Drafting, Commercial Art, and Automotive Service Education (Toyota T-TEN).

6 Building A: Administrative offices, the college's Bookstore, Student Services and Cafeteria. Instructional programs, the Library/Learning Resource Center, and Student Support Services Program, Police Department

0 The Millsap Industrial Training Center: Multi-craft training for business and industry. The One-Stop Career Center, Workforce Development, Adult Education and Skills Training, and the State Vocational Rehabilitation Office

0 North Campus: Cluster of buildings housing Building Construction, Horticulture greenhouses/labs and Plant Operations.

