

Northeast Alabama Community College

2016 - 2017

*Catalog
Student Handbook*



Volume 51

June 2016

NORTHEAST ALABAMA COMMUNITY COLLEGE

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Salon Institute
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Website:
www.nacc.edu

Download the College's Free App
from the Apple App Store or
by going to www.naccmobile.com

ACCREDITATIONS

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

The Associate Degree and Practical Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000, Fax 404-975-5020; www.acenursing.org). The nursing programs are also approved by the Alabama Board of Nursing.

The EMS Community Training Center is accredited by the American Heart Association (7272 Greenville Avenue, Dallas, Texas 75231; 800-242-8721).

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). (Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org).

The Medical Assistant Program is approved by the American Medical Technologists (AMT) (10700 West Higgins, Suite 150, Rosemont, IL 60018; 800-275-1268).

The Industrial Electronics program is approved by Electronics Technicians Association International (ETA International) (5 Depot Street, Greencastle, IN 46135; 800-288-3824).

MEMBER OF

Southern Association of Colleges and Schools Commission on Colleges
American Association of Community Colleges
Alabama Community College Association
National Association for Developmental Education
National League for Nursing
League for Innovation in the Community College
National Institute for Staff and Organizational Development

NOTICE: This catalog is the official announcement of the programs, requirements, and regulations of Northeast Alabama Community College. The contents of this catalog are subject to change without notice and are not to be construed as a binding contract between Northeast Alabama Community College and any student. There may be occasion when criteria in this catalog may necessarily change due to Alabama Community College System Board of Trustees action, legislative mandates, or other unavoidable events. Examples would be tuition and fee changes as well as course offerings. This catalog is available in alternate format on request. Published annually by Northeast Alabama Community College.

Message from the President

Whatever your education needs, Northeast Alabama Community College (NACC) will provide you with an opportunity to set the foundation for your future. As a comprehensive community college, NACC provides educational programs in academic transfer, career and job training, cultural activities, the fine arts, and adult basic education. College personnel strive for excellence and the result is a community college that is one of the best in the South.

Know that when you enroll in one of our academic transfer programs and follow the appropriate guidelines that your courses are guaranteed by state law to be accepted at any public college in Alabama. For more information on this visit the STARS website at www.stars.troy.edu. Know, also, that our career programs are among the best in the state. Our nursing students, for example, consistently pass National Council Licensure Examination (NCLEX) for registered nurses at a rate much higher than state and national averages. Take part, or simply enjoy our outstanding cultural arts programs at Northeast, such as those in theatre, music, art, and the humanities. NACC has steadily built a reputation as a major center for the arts in North Alabama. Perhaps you need job skills training and refresher courses in developmental studies; these opportunities are available at NACC as well.

As you read through this catalog, know also that financially there is a way for you to attend NACC. Our tuition is very affordable — only fifty to sixty percent of that at a four-year school. Additionally, NACC operates an outstanding financial aid and scholarship program. Our student loan program, in fact, provides anyone with the opportunity to attend Northeast. Loans are made with little or no interest in the repayment schedule. The college has never been so accessible.

While at Northeast, students may take part in a diverse range of activities, such as intramural sports, physical activities, academic honoraries, professional and career groups, student government, clubs, and organizations. We want our students to enjoy their experiences here at Northeast and our campus is lined with courtyards, flower gardens, sidewalk tables, and benches. The college has a walking/nature trail around a four-acre lake on the north end of campus. We know that at a college much learning takes place in the interaction of fellow students, faculty, and staff. Our college is designed toward providing that interaction.

We at Northeast are proud of the national recognition that we have received in recent years. The prestigious Aspen Institute, for example, has named NACC as one of the top community colleges in America. Also, CNNMoney ranked the college the fifteenth best among the approximately 1,000 American community colleges, and BestSchools.org named Northeast the twentieth best in the nation. The college has doubled its enrollment over the past decade and added new programs and buildings. Our state-of-the-art Mathematics, Science, and Engineering Technology Center is our newest facility. As one of the first completely WiFi access locations in Alabama, we take special pride in the educational technology that we have on campus. This technology includes twenty-two computer labs that serve students.

Attend Northeast and find out why our Instructors are so often described as the “best teachers I ever had” by so many people who attend the college. Come join us at Northeast and feel the energy and pride of an institution that is on the move. You will forever be a part of the Northeast family! Begin your future here!

*Dr David Campbell, President
Northeast Alabama Community College*



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Dr. Mark Heinrich, Chancellor of the Alabama Community College System and Dr. David Campbell, President of NACC

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2016-2017

QUICK REFERENCE CALENDAR

SEMESTER	FALL 2016	SPRING 2017	SUMMER 2017
Registration Begins By Appointment	June 13	October 3	April 3
Registration (Regular)	August 19	January 4	May 31
First Day of Classes	August 22	January 5	June 1
Registration Ends—Last Day to Drop/Add Classes	August 23	January 9	June 5
Last Day to Drop Classes/Withdraw	December 6	May 3	August 2
Last Day of Classes	December 9	May 9	August 8
Final Examinations	December 12-13-14-15-16	May 10-11-12-15-16	August 9-10-11
Holidays/College Closed	September 5 November 11 November 24-25 December 22 December 23-26 December 30	January 2 January 16 February 20 April 14 May 29	July 3 July 4
Graduation		May 18	

*Academic Calendar subject to change. Please check each semester's Schedule of Classes for registration information.

COLLEGE CALENDAR 2016-2017

FALL SEMESTER 2016

(Composite: 78 Instructional Days; 85 Duty Days)

Registration for all students begins by appointment: Monday, June 13, 2016

August 17-18	Wednesday-Thursday	Local Professional Development Faculty Duty Days
August 19	Friday	Registration - Faculty Duty Day
August 22	Monday	First Day of Class
August 23	Tuesday	Registration Ends – Drop/Add Classes Ends
September 5	Monday	Labor Day Holiday/College Closed
November 11	Friday	Veterans' Day/College Closed
November 21-22-23	Monday-Wednesday	Faculty Duty Days (no classes)
November 24-25	Thursday-Friday	Thanksgiving Holidays/College Closed
November 28	Monday	Classes Resume
December 6	Tuesday	Last Day to Drop Class/Withdraw
December 9	Friday	Last Day of Class
December 12-13-14-15-16	Monday - Friday	Final Exams
December 19	Monday	Faculty Duty Day
December 20-21	Tuesday - Wednesday	Staff Duty, Non Instructional
December 22	Thursday	Local Holiday/College Closed
December 23-26	Friday - Monday	Christmas Holidays/College Closed
December 30	Friday	Local Holiday/College Closed

SPRING SEMESTER 2017

(Composite: 86 Instructional Days; 90 Duty Days)

Registration for all students begins by appointment: Monday, October 3, 2016

January 2	Monday	New Year's Day Observed/College Closed
January 3	Tuesday	Local Professional Development Faculty Duty Day
January 4	Wednesday	Registration – Faculty Duty Day
January 5	Thursday	First Day of Class
January 9	Monday	Registration Ends – Last Day to Drop/Add Classes
January 16	Monday	Dr. M.L. King Birthday Observance/College Closed
February 20	Monday	Local Holiday/College Closed
March 27-31	Monday-Friday	Spring Break – No Classes
April 3	Monday	Classes Resume
April 14	Friday	Local Holiday/College Closed
May 3	Wednesday	Last Day to Drop Class/Withdraw
May 9	Tuesday	Last Day of Class
May 10-11-12, 15-16	Wednesday-Tuesday	Final Exams
May 17	Wednesday	Faculty Duty Day
May 18	Thursday	Graduation – Faculty Duty Day

SUMMER SEMESTER 2017

(Composite: 50 Instructional Days; 54 Duty Days)

Registration for all students begins by appointment: Monday, April 3, 2017

May 29	Monday	Memorial Day/College Closed
May 30	Tuesday	Faculty Duty Day
May 31	Wednesday	Registration
June 1	Thursday	First Day of Class
June 5	Monday	Registration Ends – Last Day to Drop/Add Classes
July 3	Monday	Local Holiday/College Closed
July 4	Tuesday	Independence Day Holiday/College Closed
July 5	Wednesday	Classes Resume
August 2	Wednesday	Last Day to Drop Class/Withdraw
August 8	Tuesday	Last Day of Class
August 9-10-11	Wednesday-Thursday-Friday	Final Exams
August 14-15	Monday-Tuesday	Faculty Duty Days

HOLIDAYS 2016-2017

The following days are designated as official holidays, and all twelve-month non-instructional personnel will not be required to work. There are ten prominent and common holidays plus five institutional holidays throughout the twelve-month period. The college will be officially closed on these days; however, a security force will be on duty at all times.

September 5	Monday	Labor Day (State Holiday)
November 11	Friday	Veterans' Day (State Holiday)
November 24-25	Thursday-Friday	Thanksgiving (State Holidays)
December 22	Thursday	Local Holiday
December 23-26	Friday, Monday	Christmas (State Holidays) Observed
December 30	Friday	Local Holiday
January 2	Monday	New Year's Day (State Holiday) Observed
January 16	Monday	Dr. M.L. King Day (State Holiday)
February 20	Monday	Local Holiday
April 14	Friday	Local Holiday
May 29	Monday	Memorial Day (State Holiday)
July 3	Monday	Local Holiday
July 4	Tuesday	Independence Day Holiday (State Holiday)

Mission Statement

The mission of Northeast Alabama Community College is to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

Goals

To accomplish the mission, Northeast Alabama Community College has established the following goals or intended results:

1. An “open door” admission policy which insures nondiscriminatory educational opportunities for individuals regardless of race, color, disability, sex, religion, creed, national origin, or age.
2. Available, accessible, and affordable courses that provide quality instruction in general education at the freshman and sophomore levels that lead to the attainment of specified learning outcomes, associate degrees, and transfer to senior institutions.
3. Available, accessible, and affordable courses that provide quality instruction in career and technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, or institutional awards, and employment in the field of study.
4. Developmental and adult basic education which assists individuals who need to improve their basic learning skills and supports individuals lacking college preparatory backgrounds.
5. Student services which assist individuals to formulate and achieve career, educational and personal goals through counseling and academic advisement services and provide opportunities to participate in social and cultural activities.
6. Recruitment and retention of qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education.
7. Services and training specifically designed and delivered to meet the needs of local business, industry, community organizations, and governmental agencies.
8. Community services which support personal growth, cultural enrichment, and societal activities; provide access to college facilities for community activities; and promote community, social, and economic improvement.
9. Procurement and administration of financial resources in an effective manner.
10. Provision for and maintenance of a physical plant with instructional facilities and technology which provide a safe learning environment and are suitable for all the institution’s programs and services.



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“I feel that NACC is a good choice for a high school senior to attend after graduation because it will prepare you for whatever you plan to do at the next level. I chose NACC because I knew the academics were great and it is close to home.”

—Slade Culpepper, Education Major

GENERAL INFORMATION

HISTORY

Northeast is one of the twelve junior colleges created by the State Legislature during the administration of Governor George C. Wallace. Act No. 93, approved May 3, 1963, authorized the College. Act No. 94 approved May 3, 1963, vested in the State Board of Education the authority and responsibility for the operation and maintenance of the community colleges. On May 7, Act No. 2015-125 changed the governance to the Alabama Community College System Board of Trustees.

Many individuals and organizations were instrumental in locating the College on the Jackson-DeKalb County line. The Jackson County Board of Revenue and the DeKalb County Board of Commissioners donated a sixty-acre site for the College. The original site consisted of thirty acres in Jackson County and thirty acres in DeKalb County. An additional 35 acres were purchased in February of 1969, 5.54 acres purchased in 1982, 2.7 acres purchased in 1991, 10 acres purchased and 1-7/10 acres donated in 1996, and approximately 3 acres added in 2009.

The College began operation on the quarter system (fall, winter, spring, and summer). The first classes began September 30, 1965, with 380 freshmen. In the Fall of 1998, Northeast changed to the semester system (fall, spring and summer).

In May, 1992, the Alabama State Board of Education renamed the College Northeast Alabama State Community College. The Chancellor of the Alabama Community College System approved the change in the name of the College to Northeast Alabama Community College in 1996.

CAMPUS

The campus of Northeast consists of 117 acres and eighteen buildings. Two large, lighted directional signs, each with a campus map, are placed in strategic locations for the assistance of students and visitors. One of these signs is located just off the front parking lot, between the Pendley Administration Building and the quadrangle. The other is near the east entrance to the Student Center, between the Learning Resources Center and the Business Education Building. Additionally, a sign at the entrance to each building displays the building name and the corresponding two-letter code used to identify class location in the schedule of classes each term. A feature of special interest is the .7-mile Nature and Walking Trail, a paved, fully accessible pathway circling a four-acre lake on the north side of campus. This trail is open to students and to the community during daylight hours.

The George C. Wallace Administration Building accommodates faculty, professional and administrative support staff members, a photocopying facility, general classrooms, Financial Aid, College Transfer and Career Advisor, and Career Planning Center, and Dean of Administrative Services.

The Social Sciences Building provides the laboratories and classrooms for social sciences and criminal justice. It also has faculty offices and a tiered lecture room.

The Annex contains classrooms and the college bookstore.

The English Building accommodates classrooms, faculty offices, the yearbook staff, and the Student Government Association.

The Student Center provides a cafeteria, a large dining or lounging area for students, a guest dining room, Kahva Cafe, first aid facilities, Dean of Student Services and admissions offices, campus security office, and the Center for Student Success.

The W. M. Beck Health and Fine Arts Building houses English, art, music, laboratories for mathematics, Music Auditorium, the Adult Basic Education program and Child Development classes.

The Maintenance Building provides facilities for the care and upkeep of the buildings and grounds.

The Harry Campbell Business Education Building contains faculty offices, business and office administration classrooms.

The Cecil B. Word Learning Resources Center features an audiovisual room and resources, a distance learning facility, online resources, classrooms, and faculty offices, as well as the college library.

The E. R. Knox Science Laboratory Building houses chemistry and biology laboratories, along with faculty offices.

The Tom Bevell Lyceum houses the theatre and drama classrooms. It features a 730 seat auditorium.

The Charles M. Pendley Administration Building provides offices for the President, the Vice President/Dean of Instruction, the Director of Workforce Development, the Dean of Extended Day, Director of Development, Director of Educational Technology, High School Relations/Recruiting, Event Planning and Alumni Relations, and the Director of Promotions and Marketing. The Management Information Services and Registrar's Offices are also in this building, along with classrooms and computer laboratories.

The Technology Center houses the Industrial Electronics and Computer Aided Drafting programs, with laboratories and faculty offices.

The Health Education/Workforce Technology Building houses all health-related programs as well as the Alabama Technology Network Center.

The Industry Training Center provides classrooms and faculty offices for the workforce development division.

The Industrial Systems Technology Center houses workforce development programs with classrooms, laboratories, and faculty offices.

The Math, Science and Engineering Technology Center houses classrooms, anatomy, biology, chemistry, mathematics, and physics/engineering tech laboratories, faculty offices, and student study areas, as well as a storm shelter.

Building	Year of Construction
George C. Wallace Administration Building	1965
Social Sciences Building	1966
English Building	1966
Student Center	1966
Annex	1968
W. M. Beck Health and Fine Arts Building	1970
Maintenance Building	1974
Student Center Addition	1975
Harry Campbell Business Education Building	1977
Cecil B. Word Learning Resources Center	1979
E. R. Knox Science Laboratory Building	1984
Tom Bevell Lyceum	1994
Charles M. Pendley Administration Building	1994
Technology Center	2002
Health Education/Workforce Technology Center	2007
Industry Training Center	1975
Industrial Systems Technology Center	2009
Math, Science, and Engineering Technology Center	2014

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“At NACC, everyone seems to really care about you and your future. I was nervous at first, but I am excited about how many new friends I have made. I’m so excited to begin my future at such a great school.”

—Makayla Venable, Business Management major

ADMISSION REQUIREMENTS

Applications for admission to Northeast may be completed at any time; however, it is suggested that all admissions paperwork be completed at least two weeks before the semester in which the student plans to attend. Admission to the College does not ensure admission to any individual program or course. An application form may be obtained from the Admissions Office, in the catalog, and online. An applicant who has no prior post-secondary experience who is attending the College for the first time will be designated a first-time college student. An applicant who is attending the College for the first time and has previously attended a post-secondary institution will be designated as a transfer student. The student may transfer with or without credit.

Students who have submitted all required documentation will be admitted as unconditional status.

Students who have not submitted all required documentation will be admitted as conditional status. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. If all required admissions documentation has not been received by the College prior to the 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 documentation.

Students previously enrolled at Northeast who have not been in attendance during one or more semesters, summer term excluded, will be required to complete a readmission application form. If the student attended college elsewhere during this period, official transcript(s) must be mailed to the Admissions Office.

An applicant must provide the following required admissions documentation prior to beginning of the registration process.

1. Degree seeking or Non-Degree seeking students (High School Graduates/GED®)

- a. Admission application
- b. Primary form of identification
 - Unexpired Alabama Driver's or Learner's License
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - Unexpired U.S. Permanent Resident Card
 - Resident Alien Card - Pre-1997
 - Unexpired Driver's License or learner's/instruction permit from another state or U.S. Territory 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
 - Voter Identification Card from a state that verifies lawful presence
- c. Official transcript - high school (if attended) or GED® transcripts (if attempted)

- d. Official transcript - all other colleges attended. (Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution.)
 - e. Complete the orientation program and placement testing
2. **Transient Students** - A student enrolled at another college or university who is taking classes at Northeast for the express purpose of transferring credit back to the home college or university is classified as a transient student.
- a. Admission application

One primary form of identification - The following are examples of a primary form of identification. Students should call the Admissions Office at (256) 228-6001 or (256) 638-4418, ext. 2260, or email harveya@nacc.edu to find out additional forms of documentation that may be acceptable. Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission. An applicant who fails to satisfy the requirement will not be admitted to the College. Registration for classes **will not be allowed** until the Admissions Office has received the appropriate documentation.

 - Unexpired Alabama Driver's License or instruction permit
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - 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
 - Voter Identification Card from a state that verifies lawful presence
 - b. Official documentation letter from the institution which certifies that the credit earned at Northeast will be accepted as a part of the student's academic program. Transient students are not required to provide transcripts of previously earned credits at other postsecondary institutions.
3. **Non-Degree seeking students (Non-High School Graduate/Non-GEO)**
- a. Admission application
 - b. Primary form of identification
 - Unexpired Alabama Driver's License or instruction permit
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - 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
- c. Official transcript - high school (if attended)
 - d. Official transcript(s) - all other colleges attended (if attended)
 - e. Students who have achieved a minimum of a Baccalaureate degree are not required to provide high school transcripts and transcripts from other Colleges. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
 - f. Complete the prescribed orientation program and placement testing.
 - g. Written consent from the appropriate secondary administrator if the student is under age 17
 - h. Evidence of a required Assessment Score – individuals must be assessed using Level-M or higher of the Test of Adult Basic Education (TABE), COMPASS, or ASSET. Students must attain at least the following minimum scores:

TABE minimum educational levels:	
· Reading	566
· Math	565
· Language	559

COMPASS minimum score	
Writing	32
Reading	62
Pre-Algebra/Numerical Skills	25

ASSET minimum score	
Writing	35
Reading	35
Numerical	33

4. **International Students** - A student who is a citizen of another country is designated as an international student. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives. Prior to being issued an I-20 form, international students must present the following admissions documentation. Applicants must apply for admission as a

full-time, non-transient student. International students must pay out-of-state tuition. There is no financial aid available for international students.

- a. Admission application
- b. Acceptable F1 student VISA
- c. Official transcripts in English that document graduation from a secondary school that is equivalent to a U.S. high school. Official records must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as Lisano International Foreign Educational Credential Evaluation and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated.
- d. Official transcripts in English from all colleges and universities previously attended. Official records must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as Lisano International Foreign Educational Credential Evaluation and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated. Students who have achieved a minimum of a Baccalaureate degree are not required to provide high school transcripts and transcripts from other Colleges. Students who have achieved a minimum of a Baccalaureate degree are only required to submit an evaluated transcript from the granting institution.
- e. Official transcript showing a minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total score of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL. The 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, 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), Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore,

South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the U.S. Virgin Islands, and the United States.

- f. A current and valid passport or other official documentation to verify lawful presence.
- g. A current photo (passport-size, preferred).
- h. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
- i. A medical health history with proof of vaccinations.
- j. A signed notarized statement dated within the last six months verifying adequate financial support.
- k. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during all periods of enrollment.
- l. Complete the prescribed orientation program and placement testing.
- m. International students transferring from another college must also provide a current Form I-20.

5. Continuing Education or CEU Credit Courses

The College offers Continuing Education or CEU credit courses for personal enrichment. Continuing Education credit is given for those courses and admission requirements are established by the nature of the particular course. It is not necessary for a student who plans to register for continuing education courses only to apply for regular college admission. Additional information about such courses may be obtained from the Director of Workforce Development Office.

ACCELERATED HIGH SCHOOL PROGRAM

A secondary education student who is earning college credit while still in high school is designated as an Accelerated Student. The Accelerated High School program may not substitute for high school credit.

1. **ELIGIBLE STUDENTS.** Students participating in the Accelerated High School program must pay normal tuition as required by Northeast and must meet the following requirements:
 - a. The student has successfully completed the 10th grade;
 - b. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
 - c. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed).
2. **EXCEPTIONS.** Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements “a.” and “c.” above.
3. Upon termination of accelerated status, the student must meet criteria for admission as outlined in Admission Requirements.

DUAL ENROLLMENT/DUAL CREDIT

The dual enrollment program allows high school students to enroll at Northeast and earn credits for a high school diploma and for a postsecondary degree. The dual enrollment program is open to all students meeting the following requirements:

1. **ELIGIBLE STUDENTS.** Students participating in a dual enrollment/dual credit program shall pay normal tuition as required by Northeast and shall meet the following requirements:
 - (a) Student must have a 3.0 average, as defined by local board of education policy, in completed high school courses;
 - (b) Student must have written approval of his/her principal and superintendent, the College president; and
 - (c) Student must be in grade 10, 11, or 12 or have an exception granted by the Chancellor upon the recommendation of his/her principal and superintendent and in accordance with Alabama Administrative Code R. 290-8-9-17 regarding gifted and talented students.
 - (d) Students enrolled in grades 10, 11, or 12 who do not have a 3.0 average in completed high school courses may be deemed eligible to participate in dual enrollment technical courses. Students enrolled under this provision must have earned an overall grade point average of 2.50. Students enrolled under this provision must have written approval of his/ her principal and superintendent.
2. **COURSE OFFERINGS.**
 - (a) Courses offered must be approved by the student’s local school system and shall be drawn from Northeast’s existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment/ dual credit. Students may not audit courses under the terms of the state policy. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.
 - (b) Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the principal, the superintendent, and the Northeast president.
 - (c) Local boards of education shall adopt policies addressing parental permission and travel for courses offered by Northeast off the high school campus during the normal school day.
3. Upon termination of dual enrollment status, the student must meet criteria for admission as outlined in Admission Requirements, Section II.

EARLY COLLEGE ENROLLMENT PROGRAM

The Early College Enrollment Program (ECEP) provides secondary education students an opportunity to earn college credit toward a technical or health degree while completing their high school graduation requirements.

TRANSFER OF COLLEGE CREDIT

- A. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- B. A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students. All foreign transcripts MUST be evaluated by an approved agency and a copy sent directly from the agency to the admissions office at NACC. An example of such an agency is Lisano [http:// www.lisano-intl.com/](http://www.lisano-intl.com/)

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS

ACCEPTANCE OF ADVANCED PLACEMENT COURSES FOR EQUIVALENT COLLEGE CREDIT

Advanced Placement credit may be awarded by Northeast to freshmen who, while in high school, have made satisfactory grades in AP courses and have obtained satisfactory scores on the National Examination of College Entrance Examination Board (CEEB).

Advanced Placement credit is offered in the following academic subjects:

SUBJECT	MINIMUM SCORE	NACC EQUIVALENT	SEM. HRS. CREDIT
English Composition	3	ENG 101	3
Western Civilization	3	HIS 101	3
American History I, II	3	HIS 201-202	6
General Biology	3	BIO 103	4
Analytic Geometry and Calculus	3	MTH 125	4
General Physics	3	PHY 201 or PHY 213	4
General Chemistry	3	CHM 104 or 111	4

NOTE: Other Advanced Placement courses taught in the College's service area will be accepted. Other such courses will be presented to the division chairs for determination.

THE TOTAL NUMBER OF CREDIT HOURS AWARDED FROM ADVANCED PLACEMENT CREDIT CANNOT EXCEED 16 SEMESTER HOURS. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT FOUR YEAR OR TRANSFER INSTITUTIONS WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

MILITARY SERVICE CREDIT

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours. Contact the Dean of Student Services for further information. Military credit or other experiential learning must not exceed 25 percent of the credit hours applied toward a degree.

Students who desire to receive college credit for their military training should request a Joint Services Transcript (JST). All enlisted, officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy are eligible to receive free official transcripts from JST. Individuals interested in a free official JST should request a transcript at <https://jst.doded.mil>. Air Force personnel should contact Community College of the Air Force (CCAF) at www.au.af.mil/au/ccaf/transcripts.asp to obtain official transcripts.

Students requesting transcripts should ask that the transcript be sent directly to the Admissions Office, Northeast Alabama Community College, PO Box 159, Rainsville, AL 35986.

COLLEGE LEVEL EXAMINATION PROGRAM—CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile on both GENERAL EXAMINATIONS and SUBJECT EXAMINATIONS is required for credit.

Credit through GENERAL EXAMINATIONS is granted only if the exams were taken before entering college or during the first semester, provided the student has not been enrolled in a comparable course for more than one week. Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned.

CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both SUBJECT EXAMINATION and its course equivalent.

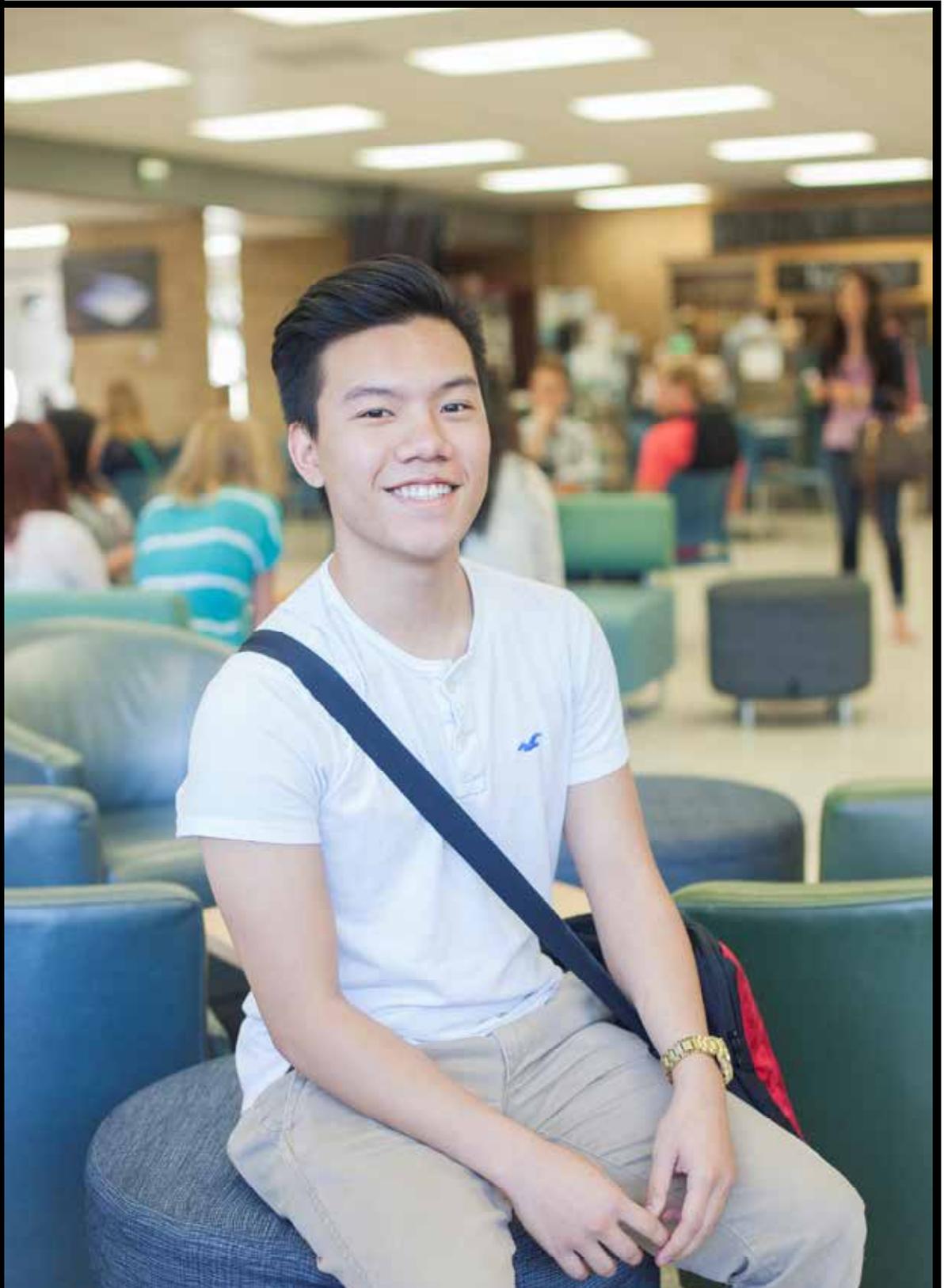
Official Score reports must be received by the college directly from Educational Testing Service. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT FOUR-YEAR OR TRANSFER INSTITUTIONS WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

Academic credit may be granted for other officially documented learning experiences according to American Council on Education recommendations.



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“One of my favorite things about NACC is that the faculty and staff want students to succeed. Whether it be tutoring, financial aid or job opportunities, everyone at NACC is there to help, and it’s absolutely wonderful to me.”

—Tien Dong, Computer Software Engineering major

FINANCIAL INFORMATION

Semester	ALABAMA RESIDENT								NON-RESIDENT							
	REGULAR CLASS								REGULAR CLASS							
	Hours	Tuition	Facility	Tech	Spec Bldg	Bond	Total	Distance Learning	Tuition	Facility	Tech	Spec Bldg	Bond	Total	Distance Learning	
1	\$117	\$9	\$9	\$10	\$1	\$146	\$146	\$234	\$9	\$9	\$10	\$1	\$263	\$263		
2	\$234	\$18	\$18	\$20	\$2	\$292	\$292	\$468	\$18	\$18	\$20	\$2	\$526	\$526		
3	\$351	\$27	\$27	\$30	\$3	\$438	\$438	\$702	\$27	\$27	\$30	\$3	\$789	\$789		
4	\$468	\$36	\$36	\$40	\$4	\$584	\$584	\$936	\$36	\$36	\$40	\$4	\$1,052	\$1,052		
5	\$585	\$45	\$45	\$50	\$5	\$730	\$730	\$1,170	\$45	\$45	\$50	\$5	\$1,315	\$1,315		
6	\$702	\$54	\$54	\$60	\$6	\$876	\$876	\$1,404	\$54	\$54	\$60	\$6	\$1,578	\$1,578		
7	\$819	\$63	\$63	\$70	\$7	\$1,022	\$1,022	\$1,638	\$63	\$63	\$70	\$7	\$1,841	\$1,841		
8	\$936	\$72	\$72	\$80	\$8	\$1,168	\$1,168	\$1,872	\$72	\$72	\$80	\$8	\$2,104	\$2,104		
9	\$1,053	\$81	\$81	\$90	\$9	\$1,314	\$1,314	\$2,106	\$81	\$81	\$90	\$9	\$2,367	\$2,367		
10	\$1,170	\$90	\$90	\$100	\$10	\$1,460	\$1,460	\$2,340	\$90	\$90	\$100	\$10	\$2,630	\$2,630		
11	\$1,287	\$99	\$99	\$110	\$11	\$1,606	\$1,606	\$2,574	\$99	\$99	\$110	\$11	\$2,893	\$2,893		
12	\$1,404	\$108	\$108	\$120	\$12	\$1,752	\$1,752	\$2,808	\$108	\$108	\$120	\$12	\$3,156	\$3,156		
13	\$1,521	\$117	\$117	\$130	\$13	\$1,898	\$1,898	\$3,042	\$117	\$117	\$130	\$13	\$3,419	\$3,419		
14	\$1,638	\$126	\$126	\$140	\$14	\$2,044	\$2,044	\$3,276	\$126	\$126	\$140	\$14	\$3,682	\$3,682		
15	\$1,755	\$135	\$135	\$150	\$15	\$2,190	\$2,190	\$3,510	\$135	\$135	\$150	\$15	\$3,945	\$3,945		
16	\$1,872	\$144	\$144	\$160	\$16	\$2,336	\$2,336	\$3,744	\$144	\$144	\$160	\$16	\$4,208	\$4,208		
17	\$1,989	\$153	\$153	\$170	\$17	\$2,482	\$2,482	\$3,978	\$153	\$153	\$170	\$17	\$4,471	\$4,471		
18	\$2,106	\$162	\$162	\$180	\$18	\$2,628	\$2,628	\$4,212	\$162	\$162	\$180	\$18	\$4,734	\$4,734		
19	\$2,223	\$171	\$171	\$190	\$19	\$2,774	\$2,774	\$4,446	\$171	\$171	\$190	\$19	\$4,997	\$4,997		
20	\$2,340	\$180	\$180	\$200	\$20	\$2,920	\$2,920	\$4,680	\$180	\$180	\$200	\$20	\$5,260	\$5,260		
21	\$2,457	\$189	\$189	\$210	\$21	\$3,066	\$3,066	\$4,914	\$189	\$189	\$210	\$21	\$5,523	\$5,523		
22	\$2,574	\$198	\$198	\$220	\$22	\$3,212	\$3,212	\$5,148	\$198	\$198	\$220	\$22	\$5,786	\$5,786		
23	\$2,691	\$207	\$207	\$230	\$23	\$3,358	\$3,358	\$5,382	\$207	\$207	\$230	\$23	\$6,049	\$6,049		
24	\$2,808	\$216	\$216	\$240	\$24	\$3,504	\$3,504	\$5,616	\$216	\$216	\$240	\$24	\$6,312	\$6,312		

*Out-of-state tuition costs are waived for those students who are residents of Georgia counties Bartow, Catoosa, Chattooga, Dade, Floyd, Gordon, Hardison, Polk, Walker, and Whitfield, and Tennessee counties of Franklin, Hamilton, Lincoln and Marion served by Northeast.

OTHER COSTS

Late Registration Fee (incurred if registration is not completed on designated date without special provision being made)25.00
 Returned Check Fee.....25.00
 Graduation Expense: A fee of the actual cost of graduation is charged.

Fees for drops/adds, parking decals, transcripts, and applications have been eliminated.
 Students may pay tuition and fees by check, cash, money order, MasterCard, Visa, or Discover Card.

FEES AND TUITION ARE SUBJECT TO CHANGE
 WITHOUT NOTICE UPON ACTION BY THE
 COLLEGE'S GOVERNING BODY.

GUIDELINES FOR DETERMINING STUDENT ELIGIBILITY FOR "IN-STATE" OR "OUT-OF-STATE" TUITION RATES

For purposes of assessing tuition, applicants for admission shall be classified in one of three categories as outlined below:

1.1 Resident Student

A Resident Student shall be charged the in-state tuition rate established by the State Board of Education.

1.11 A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at

least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission.

Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

1.12 In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

MINOR: An individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of nonage have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

SUPPORTING PERSON: Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living

separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

1.13 In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. Students having graduated from an Alabama high school, or having obtained a GED in the state of Alabama, within two years of the date of application for admission shall be considered Residential students for tuition purposes.

B. An individual claiming to be a resident shall certify by a signed statement each of the following:

1. A specific address or location within the State of Alabama as his or her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

C. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all of the following connections

1. Consideration of the location of high school graduation.
2. Payment of Alabama state income taxes as a resident.
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
4. Full-time employment in the state.
5. Residence in the state of a spouse, parents, or children.
6. Previous periods of residency in the state continuing for one year or more.
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.

8. Possession of state or local licenses to do business or practice a profession in the state.

9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.

10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.

11. Membership in religious, professional, business, civic, or social organizations in the state.

12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.

13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

1.14 Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

2.1 Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

2.11 The dependent student

- a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
- b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
- c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or

- d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- 2.12 The student is not a dependent (as defined by Internal Revenue Codes) who
- a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
 - b. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
 - c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - d. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
- 2.13 In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

REFUND POLICY

1. Refund for Complete Withdrawal
 A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.
 A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows: Withdrawal during first week 75% of tuition and other institutional charges
 Withdrawal during second week 50% of tuition and other institutional charges
 Withdrawal during third week 25% of tuition and other institutional charges
 Withdrawal after end of third week No refund
2. Administrative Fee
 An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
3. Refund for Partial Withdrawal
 Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

4. Refund in Compliance with Federal Regulations
 All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for first time, first-term Title IV recipients.
5. Refund for Alabama National Guard and Reservists Called to Active Duty
 Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

REGISTRATION PROCESS FOR INSTITUTIONAL, PRIVATE, AND AGENCY SCHOLARSHIPS

First-time students or returning students who have missed more than one semester at Northeast must start the registration process at the Admissions Office in the Student Center. All other students will start the registration process by meeting with their academic advisors.

Each semester a student can pre-register for classes with the academic advisor or online through the NOAH account. A student may pre-register online only if authorized by the advisor. Recipients of private scholarships (civic clubs, churches, corporations and businesses, etc.) should take proof of scholarship to Sheila Hairston in the Financial Aid Office. Students whose tuition is being paid by an agency or governmental source (WIOA, TRA, GI Dependents, Voc Rehab, VA Rehab) should see Jennifer Brown in the Financial Aid Office.

SCHOLARSHIPS

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System, to high school seniors who will attend Northeast. Students must complete the “Scholarship Application” to qualify for institutional scholarships. These applications are provided to posted on the NACC website <http://www.nacc.edu/financial/scholarships.htm> in November of each year. The deadline to apply is late January. Institutional scholarships are categorized below.

ACADEMIC SCHOLARSHIPS: Recipients of these scholarships receive tuition covering 1 1/2 times the length of the program in which they are enrolled, with the total not to exceed 82 semester hours. Scholarships are renewed each fall semester. The selection is based on outstanding academic records (class standing, grade point average, ACT composite score, etc.).

Upon receipt of the above scholarships, students are required to:

- (1) register and complete 12 or more hours each semester (fall and spring — summer attendance is optional);
- (2) maintain a 3.0 grade point average or above each semester.

PRESIDENTIAL HOST SCHOLARSHIPS: Recipients of these scholarships receive tuition covering 1 1/2 times the length of the program in which they are enrolled, with the total

not to exceed 82 semester hours. Scholarships are renewed each fall semester. The selection is based on outstanding academic records (class standing, grade point average, ACT composite score, and an interview).

PERFORMING ARTS SCHOLARSHIPS: These scholarships are available in voice (chorus and ENCORE!), piano, instruments (stage band, jazz band, and concert band), drama, visual arts, and yearbook. These scholarships provide full tuition for 1 1/2 times the length of the program in which they are enrolled, with the total not to exceed 82 semester hours. Scholarships are renewed each fall semester.

Requirements are:

- (1) register and complete 12 or more hours each semester.
- (2) maintain a 2.5 overall grade point average or above each semester.
- (3) participate in activity in area awarding scholarship.
- (4) art, music and theatre scholarship recipients must enroll in the courses required for that particular scholarship discipline each semester.

TECHNICAL SCHOLARSHIPS: These scholarships are designed to enhance enrollment in the vocational/technical (AAS) programs and will be awarded based on the enrollment needs of each program. Recipients may receive full tuition covering 1 1/2 times the length of the program in which they are enrolled, with the total not to exceed 82 semester hours. Scholarships are renewed each fall semester.

Students are required to:

- (1) register for and complete at least 12 hours or more each semester;
- (2) maintain a 2.5 grade point average or above each semester; and
- (3) be enrolled in a technical program.

AGENCY SPONSORSHIP PROGRAMS

Northeast participates in the following agency programs which assist qualified students with funding and/or services:

WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)
 TRADE READJUSTMENT ACT (TRA)
 VETERANS ADMINISTRATION REHABILITATION
 VOCATIONAL REHABILITATION
 ALABAMA COMMISSION ON INDIAN AFFAIRS

Northeast will assist students interested in these programs by referring them to the proper sponsorship agency and by coordinating funding and services provided by an agency.

EMPLOYER SPONSORED PROGRAMS

Northeast also coordinates employer sponsorship programs through the Financial Aid Office. Contact Jennifer Brown.

COMMUNITY BASED SCHOLARSHIPS

The students of the Northeast service area receive wide scholarship support by community citizens, organizations, and businesses. Listed below are scholarships that are annually awarded:

- Alabama Grocers
- Alpha Delta Kappa
- American Legion
- American Legion Auxiliary
- Bryant-Jordan Scholar Athlete Scholarship Program
- DAR (Kate Duncan Smith School Clubs/Organizations)
- DeKalb Ambulance Scholarship
- DeKalb County Democrat Club
- Delta Kappa Gamma Society-Alpha Theta Chapter
- Farmers Telecommunications Cooperative
- First Baptist Church of Fort Payne
- FNB of Scottsboro
- Fort Payne High School (Clubs/Organizations)
- Jackson County Education Association
- Keller Logging
- Ladies Auxiliary VFW6073
- Liberty Steel
- Mary Ledford Memorial
- McDonald's
- North Jackson High School (Clubs/Organizations)
- North Sand Mountain High School (Clubs/Organizations)
- Nucor and Vulcraft Corporations
- Pisgah Civitans
- Pisgah Family Pharmacy
- Pisgah High School (Clubs/Organizations)
- Plainview High School (Clubs/Organizations)
- Randall's Chapel United Methodist Women
- Ruritan Clubs
- Scottsboro High School (Clubs/Organizations)
- Scottsboro Kiwanis Club
- Scottsboro VFW 6073
- Section Pharmacy
- Skyline High School (Clubs/Organizations)
- Sola Electric
- Thomas Memorial
- Three Arts Club of Fort Payne
- Valley Head Womans Club
- Walmart Scholarship

These scholarships represent awards for which Northeast does not participate in the selection of recipients. The above listed scholarships represent sponsors who regularly award scholarships. There are numerous other scholarships awarded each year that may or may not be awarded the following year. Also, the list above may or may not include scholarship sponsors who work directly with high school counselors or representatives.

GED SCHOLARSHIP

GED recipients are eligible to apply for the Northeast Alabama Community College GED scholarship. Full tuition two-year scholarships and summer scholarships are available. Applications are due by the end of April, and scholarship recipients are announced at the annual GED graduation ceremony. Additionally, any person who passes the GED can receive one free class to any community college in the state of Alabama. For more information about these scholarship opportunities, please contact Julia Sanford.

SENIOR ADULT SCHOLARSHIP PROGRAM

The Alabama Community College System has authorized a Senior Adult Scholarship Program at Northeast. The scholarship automatically waives tuition for college-credit courses for any student who is 60 years of age or older and who meets the admissions standards of the College and program. The scholarships apply only to credit courses in which space is available and only to tuition. Currently, participants must pay \$9 per credit hour for facility renewal fee, \$9 per credit hour for technology fee, \$1 per credit hour for Bond Surety fee, and \$10 per credit hour for Special Building fee.

ALABAMA G.I. DEPENDENT SCHOLARSHIP PROGRAM

Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse or unremarried widow(er)) of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other qualifying veterans' categories are former prisoners of war (POW), declared missing in action (MIA) and those who died in service.

Maximum educational benefits include free tuition, required textbooks and laboratory fees for four standard academic years or a prescribed technical course at any state supported junior or community college, university or technical school. Currently, participants must pay \$9 per credit hour for facility renewal fee, and \$10 per credit hour for Special Building fee. This program will not pay for tuition or books for developmental courses.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation.

For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse or you may write to the Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 361021509.

Students who qualify for Alabama benefits (books and tuition) should contact the Financial Aid Office.

VA EDUCATIONAL BENEFITS (MONTHLY CHECK PROGRAMS)

The college is approved for veterans' training. Students who are eligible for monthly VA educational assistance checks should contact the Financial Aid Office in the Wallace Building for additional information. This office will submit the proper paperwork to the Veterans' Administration on behalf of veterans, GI Dependents who are eligible for Chapter 35 (federal) benefits, National Guardsmen/Reservists, and VA Rehabilitation students.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.



SUSPENSION FROM VA BENEFITS

It is the policy for VA educational benefits recipients at Northeast to achieve certain academic standards of progress satisfactory to the Veterans Administration's rules and regulations. Therefore, in order to comply with the Veterans Administration G.I. Bill of Rights, the following minimal cumulative grade point averages must be achieved:

1-24 semester hours	1.5
25-48 semester hours	1.75
49 or more semester hours	2.0

It is not intended for this policy to be in conflict with approved institutional policies relative to probation and suspension. There may be cases in which a VA educational benefits recipient could remain enrolled at Northeast as a regular student who could not make these minimal cumulative grade point averages; however, he or she would be suspended from VA educational assistance payments.

FINANCIAL AID PROGRAM

- **A FAFSA (Free Application for Federal Student Aid) must be submitted to determine eligibility for financial assistance including: Pell, student loans, Alabama Student Assistance Program Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and certain scholarships.** www.fafsa.gov
- **Students will also need to obtain a PIN/FSA ID number at www.pin.ed.gov to e-sign the FAFSA. Parents of dependent students must obtain a PIN/FSA ID, also.**

To have funds available by the first day of class, students should complete the FAFSA 3 to 4 weeks in advance. FAFSA worksheets for web applications are available from high school guidance counselors or from the Financial Aid Office.

SPECIAL CIRCUMSTANCES

Eligibility is normally based upon the prior year's income. Under certain circumstances, however, eligibility may be based on current income. Death of a parent or a spouse, loss of income due to natural disaster, unemployment or displaced worker status may allow one to file for special conditions and base eligibility on current income. A student with one of these conditions should contact the Financial Aid Office.

GENERAL INFORMATION

The objective of the Financial Aid Program is to assist students who have a financial need by providing an aid package that may include scholarships, grants, loans and work on campus.

The primary responsibility for meeting college costs lies with the student's family and with the student. A financial need is established when it is determined that the resources of the family (expected family contribution) do not meet the cost of attending a particular college. Costs include items such as board, books and supplies, personal expenses and allowable transportation costs. For financial aid purposes, the cost of attendance budget

for dependent and independent students is \$12,880. A student's computed financial need is the total cost of attending a particular college minus the expected family contribution.

Any student enrolled or any prospective student may apply for financial aid. However, no offer of financial assistance will be made until the student has been accepted for admission.

VERIFICATION OF STUDENT AID INFORMATION

Verification is a process used to make sure that the information applicants report is accurate. This prevents ineligible students from receiving aid by reporting false information, and it ensures that eligible students receive all of the aid for which they are qualified.

Each year the Department of Education selects a group of applications for verification. Some of these applicants are selected because of FAFSA information that is inconsistent with information elsewhere on the application; others are chosen at random.

In any case, a student whose application is selected must give the financial aid office certain documentation to show that the application information is correct. The sooner the student verifies this information, the sooner he/she will be able to receive financial aid, if eligible.

The Student Must Apply for Aid Each School Year. At Northeast, Fall always begins the new year and Summer is always the last semester.

The priority deadline to apply for financial aid is July 15th. FSEOG funds and ASAP funds are awarded to those students with the greatest need. Students who apply after the priority deadline are given consideration only if funds are available.

FEDERAL TITLE IV AID AND PROGRAMS AVAILABLE (NEED BASED)

FEDERAL PELL GRANT – The Pell Grant is an entitlement program which does not have to be repaid. The award will range from \$598 - \$5,815 per academic year. Pell Grant payments will be paid to eligible students who have a completed Financial Aid File. Pell Grant money will be available for book purchases at Textbooks, Etc. one week prior to first day of class. Any funds remaining will be paid directly to the student by check. The Business Office will issue and mail checks within 14 calendar days after the first day of class.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) – The Federal Supplemental Educational Opportunity Grant may range from \$700 to \$1,200 per academic year and does not have to be repaid. It is based on the lowest expected family contribution (EFC). The Business Office will issue and mail checks in a timely manner.

ALABAMA STUDENT ASSISTANCE PROGRAM GRANT (ASAP) – The Alabama Student Assistance Program Grant may range from \$300 to \$1,200 per academic year and is determined by the lowest Expected Family Contribution (EFC) number and need based. The Business Office will issue and mail checks in a timely manner.

FEDERAL COLLEGE WORK-STUDY – Federal College Work-Study provides jobs on campus for students who need financial aid and who must earn a part of their educational expenses. Students work an average of 15 hours per week at the minimum wage rate and are paid at the end of each month. Limited positions are available each year. The Business Office will issue checks on the last day of each month.

DIRECT LOANS

To receive a Direct Loan, students

- **Must have submitted a FAFSA.**
- **MUST complete required loan counseling in the Financial Aid Office.**

Federal Family Education Loans are either subsidized or unsubsidized. Repayment of these loans will begin six months after the student's enrollment level drops below half-time. With a subsidized loan you will not be charged any interest while enrolled. With an unsubsidized loan you will be charged interest from the time the loan is disbursed until it is paid in full.

The Federal Family Education Loans are need-based loans. Annual loan limits will be determined using information received from the Free Application for Federal Student Aid (FAFSA).

ENROLLMENT POLICY

Students must be enrolled or accepted for enrollment in a program leading to a degree or certificate from Northeast. Students admitted as special, dual enrolled temporary, transient, post-baccalaureate, and non-degree graduate do not meet this requirement. Students will not be paid retroactively for terms for which they were classified as ineligible.

The list below can be used to determine your status.

- Full time: 12-24 plus semester hours
- 3/4 time: 9-11 semester hours
- 1/2 time: 6-8 semester hours
- 1/4 time: 1-5 semester hours

DEPENDENT/INDEPENDENT POLICY

The Federal Government has identified, for student financial assistance programs, certain categories of students who must be considered independent financial aid applicants. For 2016-2017, a student is considered an independent financial aid applicant if he or she meets one of the following criteria:

- was born before January 1, 1993
- is a veteran of the U.S. Armed Forces
- is an orphan or ward of the court
- has a legal dependent other than a spouse
- is a married student
- is a graduate or professional student
- see FAFSA Application

An independent financial aid applicant is not required to submit parental information in the application process.

However, if the independent applicant is married, spousal information must be reported. A student who cannot meet at

least one of the criteria is considered a dependent applicant and must provide parental information in the application process.

NORTHEAST ALABAMA COMMUNITY COLLEGE RETURN OF TITLE IV STUDENT FINANCIAL AID FUNDS FOR WITHDRAWALS

Sec. 484B, 485(a)(1)(F), 34 CFR 668.22
The Higher Education Amendments of 1998,
Public Law 105-244

The Higher Education Amendments of 1998, Public Law 105-244 changed substantially the way funds paid toward a student's education are to be handled when a recipient of Student Financial Aid Program funds withdraws from school.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much Student Financial Aid (SFA) Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

Calculation of Amount of SFA Program Assistance Earned

The amount of SFA Program assistance earned by the student is determined by multiplying the percentage of the payment period completed by the total amount of SFA Program assistance that was disbursed or that could have been disbursed for the payment period or period of enrollment as of the day the student withdrew.

Percentage of the Payment Period or Period of Enrollment Completed

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

Disposition of Differences between Amount Earned and Amount Received

If the student receives less SFA Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the Department in regulations. If the student receives more SFA Program assistance than the amount earned, the school, or the student, or both, must return the unearned funds as required, and in the order specified, below.

Return of Unearned SFA Program Funds

Northeast Alabama Community College must return the lesser of-

- The amount of SFA Program funds that the student does not earn; or

- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.
- The student must return or repay, as appropriate, the remaining unearned SFA Program grant funds.

Method of Return of Funds by the Student

Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of Education. In the event of overpayment, students will be notified of terms of repayment.

Order of Return of SFA Program Funds

- Federal Student Loan
- Federal Pell Grants for the payment period for which a return of funds is required.
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required.
- Other assistance under this Title for which a return of funds is required.

Typical cost of education for students attending Northeast Alabama Community College during the academic year 2016-2017 is:

Tuition/fees (in-state)	\$4,380
Books/Supplies	2,000
Room/Board	3,500
Transportation	2,000
Personal/Miscellaneous	1,000
Total	\$12,880

Northeast Alabama Community College students who register for classes, benefit from Title IV student financial aid and then withdraw are subject to the withdrawal policy as stated in the Higher Education Amendments of 1998.

Students who do not repay will be reported to the Federal government for collection.

Procedures for Students in Default of Loans

Students who owe a repayment on Title IV funds or who are in default on a federal loan are not eligible to receive Title IV funds and will have a hold placed on their file for registration and for requesting an official transcript.

Students in default of a federal loan must see the Student Financial Aid Director who will counsel the student concerning his/her financial obligations and assist the student in contacting the lender. The Student Financial Aid Director will determine whether the student can enroll or receive an official transcript once satisfactory repayment arrangements have begun.

Follow-up counseling sessions will be scheduled each semester until the student is taken out of default status. Students who refuse to adhere to the counseling schedule will not be permitted to enroll in subsequent semesters or receive an academic transcript.

When reimbursement of Title IV funds has been made or a loan has been taken out of default, the student can be reinstated for financial aid, register for classes and become eligible to receive official transcripts without review by the Student Financial Aid Director.

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

Satisfactory Academic Progress Requirements

The Higher Education Act of 1965, as amended, mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive financial aid. This standard will apply to the student's entire college academic history at NACC and/or other colleges, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Northeast Alabama Community College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward completion of their program of study.

Incremental Progress. To receive financial aid at Northeast Alabama Community College, a student must complete 67% of all attempted coursework at all colleges.

Academic Progress. To receive financial aid at Northeast Alabama Community College, a student must maintain a minimum Grade Point Average (GPA) of 2.0.

Maximum Time Frame. Students may receive consideration for financial aid during the first 96 hours of coursework attempted at Northeast Alabama Community College for a two-year program; eligibility is limited to 45 hours of attempted coursework for a one-year certificate program. This applies regardless of whether or not the student received financial aid for coursework. Students may receive funding for up to 30 hours of required remedial coursework.

Review Procedures

Satisfactory progress is measured at the end of each semester. The Student Financial Aid Office will determine each semester whether the student has successfully completed the minimum expected number of hours with the required grade point average and shows progress toward the educational objectives for all completed semesters.

A grade of "W" will be treated as attempted coursework and will be computed in the quantitative measure of satisfactory academic progress.

Grades of "A," "B," "C," "D," "F," and "I" will be treated as completed grades and will be taken into consideration when calculating the number of hours completed and the GPA.

Course Repeats

Courses for which a "A," "B," "C," or "D" was received may be repeated a maximum of one time. Such courses are counted as enrollments toward the hours attempted for calculation of required grade point average and the maximum time the student is eligible to receive aid.

Financial Aid will not be provided for courses taken by audit, nor for any non-credit coursework not leading to a certificate or degree.

Financial Aid

Warning/Probation/Suspension/Termination

Following the first semester in which the standards of academic progress are not met, the student will be placed on warning or probation with academic plan for the next semester. The student who fails to meet the standards of academic progress during the semester of attendance while on probation with academic plan will be placed on suspension for financial aid purposes and denied further funding. Students who are suspended from aid may become eligible again, by bringing themselves into compliance with the requirements at their own expense. Students who have attempted 96/45 hours (see maximum time frame) are automatically ineligible for financial aid and are placed on financial aid termination.

Appeal

A student whose financial aid has been suspended or terminated may submit an appeal to the Director of Financial Aid for consideration of mitigating circumstances. Appeal forms are available in the Student Financial Aid Office. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as serious personal injury, illness, death in the immediate family or undue hardship. Students who have their appeals approved will continue on financial aid probation with academic plan provided the student meets the terms and conditions set forth in the appeal approval letter.

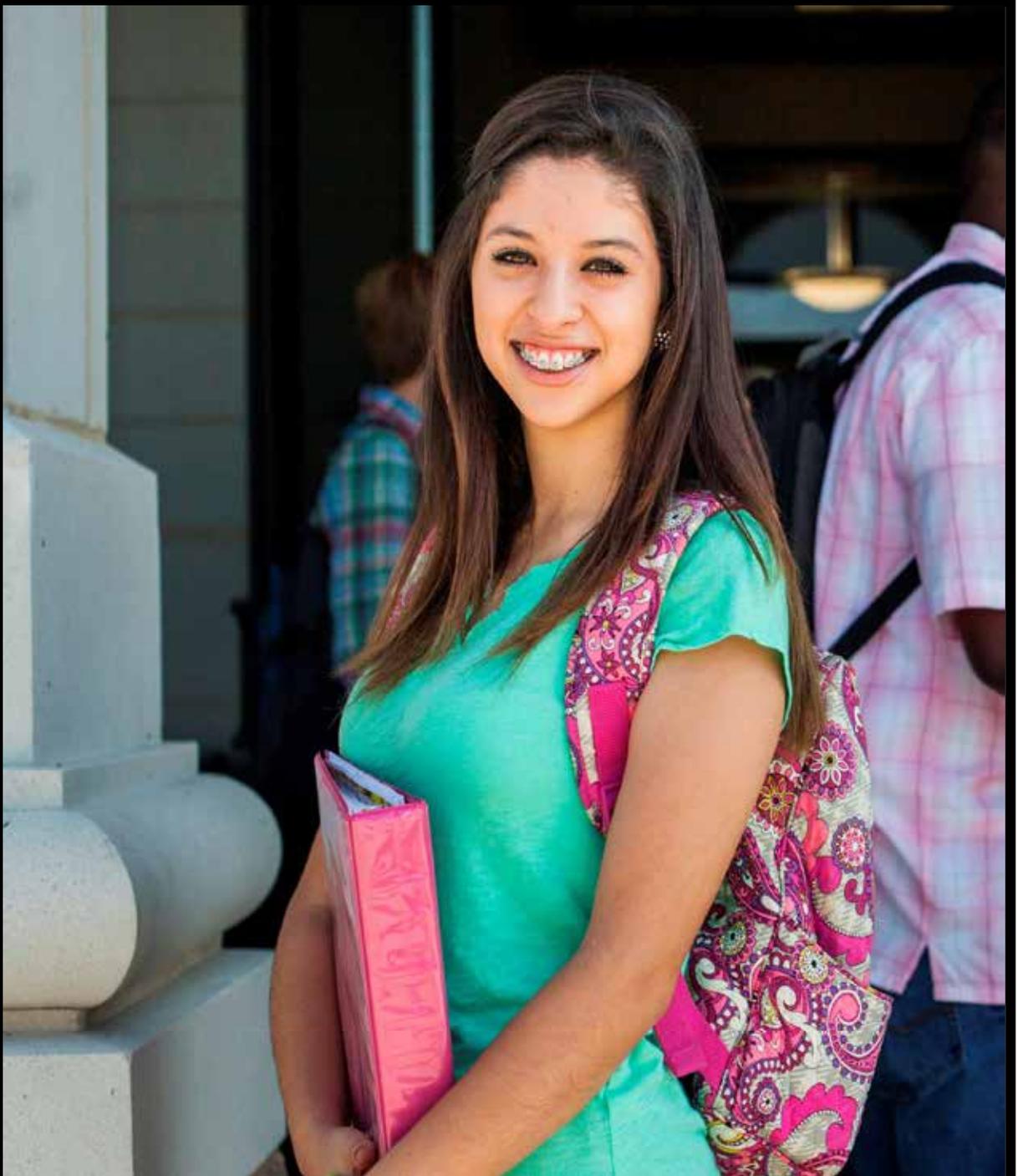


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“I chose Northeast because I knew they would prepare me for that next big step. Why not start out my college career at NACC where it’s more affordable and close to home? I love Northeast Alabama Community College!”

—Leslie Guerra, Physical Therapy major

ACADEMIC REQUIREMENTS AND REGULATIONS

GRADING SYSTEM

Letter grades will be assigned for all courses for which students have registered as follows:

A — Excellent	W — Withdrawal
B — Good	I — Incomplete
C — Average	AU — Audit
D — Poor	
F — Failure	

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. Students must hold a C average to graduate. The Associate Degree Nursing, Practical Nursing, and Emergency Medical Services Programs are governed by separate grading policies.

A grade of W is assigned to all students who officially withdraw. A grade of W will not be used in computing the student's semester grade point average.

Failure to officially withdraw results in a grade of F.

A grade of F will be assigned to a student who fails to meet the requirements of a course.

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during that semester, the Incomplete automatically becomes an F.

A student who wishes to audit a course must have the permission of the instructor concerned. Students enrolling as auditors follow the regular admission and registration procedures and are governed by the regulations applied to regular students. An auditor pays the regular course fees, but is not required to participate in class discussions, take tests, make reports, and take the final examination and does not receive credit. The auditor is listed on the class roll and receives Audit on the final grade report. Students may change from Credit to Audit or from Audit to Credit only during the "Drop-Add" period at the beginning of the semester but may not change thereafter.

COURSE CANCELLATION

The College reserves the right to cancel courses when courses do not meet minimum enrollment requirements. College staff will notify students that the class has been cancelled and that the student will need to revise his/her schedule. If the student does not change his/her schedule, College staff will drop the student from the cancelled course.

COURSE FORGIVENESS

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. Students admitted to Teacher Education programs will have all grades for the

course repeated calculated in the cumulative GPA. The official transcript will list the course and grade each time it is attempted.

2. 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.
3. It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

ACADEMIC BANKRUPTCY

A student may request in writing to the registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded. These courses will not be counted in the cumulative grade point average.
2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy, on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded. These courses will not be counted in the cumulative grade point average.
3. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected.
4. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
5. A student may declare academic bankruptcy only once.
6. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

QUALITY POINTS

To evaluate the academic standing of students, the following quality points are assigned to grades:

- A— 4 quality points per hour
- B— 3 quality points per hour
- C— 2 quality points per hour
- D— 1 quality point per hour
- F— 0 quality points per hour

The student's academic standing or quality point average is obtained by dividing the total number of quality points by the total number of attempted semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as many times as such grades are recorded.

DEGREES AND AWARDS

1. Community colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree, the associate in applied technology, the associate in occupational technologies; certificate programs; and short term certificate programs.
2. Junior colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree; certificate programs; and short term certificate programs.
3. Technical colleges are authorized to offer programs of study leading to the associate in applied Science degree, the associate in applied technology degree, the associate in occupational technologies; certificate programs; diploma programs; and short term certificate programs.
4. Institutions are authorized to employ all pedagogically sound instructional delivery options, to include various distance learning formats, in offering these degree, certificate, and diploma programs. The institution offering distance learning courses and/or programs of instruction is responsible for ensuring that such courses and/or programs are of the same academic quality as all other instruction offered by the college. Additionally, the institution is responsible for ensuring that its distance learning offerings are in accordance with the requirements of the various regional and national accrediting agencies.
5. The associate in arts and associate in science degree programs are designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field.
6. The associate in arts and associate in science degree programs shall be comprised of at least 60 semester credit hours but no more than 64 semester credit hours.
7. Guidelines for distribution of courses and areas of study within the associate in arts and associate in science degree programs, including general education components, will be established by the Chancellor.
8. The associate in applied science degree program is designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may do so.
9. The associate in applied science degree shall be comprised of at least 60 semester credit hours, but no more than 76 semester credit hours.
10. Guidelines for distribution requirements for courses and areas of study within the associate in applied science and associate in applied technology degree programs, including general education components and exceptions to maximum credit hour requirements, will be established by the chancellor.
11. Guidelines for distribution requirements for courses and majors of study within the associate in occupational technologies degree clusters, including general education components, exceptions to maximum credit hour requirements, and exceptions for formal award programs in non-degree clusters, will be established by the chancellor.
12. Diploma programs shall be comprised of at least 30 semester credit hours but not more than 60 semester credit hours.
13. Certificate programs below the degree level are designed for students who plan to seek employment based upon the competencies and skills attained through these programs of study.
14. Certificate programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours.
15. Certificate programs equal to or less than 29 semester hours shall be comprised of at least 9 semester credit hours, but no more than 29 semester credit hours.
16. Guidelines for distribution requirements for courses and areas of study within certificate programs, including general education components, will be established by the chancellor.
17. Institutions may be authorized to create and offer local informal awards according to guidelines established by the chancellor.

GRADUATION REQUIREMENTS DEGREES

A student will be considered a graduate and awarded the Associate in Arts, Associate in Science, Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the Board of Trustees:

A student must:

1. Complete a minimum of 60 semester hours 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 institution. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of semester credit hours at the institution granting the degree.
4. Provide official transcripts from all colleges previously attended. Note: Transferred coursework accepted for credit toward an undergraduate degree must represent equivalent collegiate coursework relevant to the degree.
5. A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
6. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.
7. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the institution.

ACADEMIC HONORS: UPON GRADUATION

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

Graduation with Honors (or <i>Cum Laude</i>).....	3.50 to 3.69 GPA
Graduation with High Honors (or <i>Magna Cum Laude</i>).....	3.70 to 3.89 GPA
Graduation with Highest Honors (or <i>Summa Cum Laude</i>).....	3.90 to 4.00 GPA
Graduation Honors for Other Formal Awards (Diploma or Certificate)	
Graduation with Distinction	3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the college conferring the degree or other formal award.



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Choosing what to study is an important decision! At Northeast you have options. Choose from a large selection of programs that form the foundation of a four-year degree, or certificates or two-year programs leading to a job opportunity.

DEGREE REQUIREMENTS

Northeast Alabama Community College is authorized to award the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree. The Associate in Arts degree and the Associate in Science degree are two-year transfer degree programs; that is, a student in one of these degree programs intends to transfer to a four-year college or university and obtain a baccalaureate degree. The Associate in Applied Science degree is a two-year terminal degree program; however, some colleges and universities will transfer a number of credits from the A.A.S. degree program to apply to baccalaureate degrees at their institutions.

Thanks to the work of the Articulation and General Studies Committee (AGSC), a statewide general studies curriculum has been developed, and strategies for articulation of transfer credit among public two-year and four-year institutions of higher education in Alabama have been implemented. Coursework in Areas I through IV, regardless of the student's major, transfers to all public four-year colleges and universities in Alabama. Coursework in Area V for students in the Associate in Arts and the Associate in Science degree programs also transfers; Area V coursework for students in the Associate in Applied Science degree program may transfer to some institutions, depending on the student's major and four-year institution. Regardless of which degree a student is seeking, the student should be mindful of the requirements at the four-year institution to which he/she plans to transfer. For additional information, the student should consult this catalog and the following website address.

<http://stars.troy.edu>

It is the student's responsibility to stay informed about STARS and the senior institution's requirements regarding individual programs of study.

CORE COURSES

Based on Alabama's articulation system, the following "core courses" are guaranteed to transfer to any public college in Alabama to satisfy degree requirements in Areas I-IV. Courses not listed in the core may satisfy graduation requirements at Northeast and also may be accepted for transfer to other colleges. Please consult your advisor for additional information.

Area I — Written Composition

ENG 101 English Composition I
ENG 102 English Composition II

Area II — Humanities and Fine Arts

ART 100 Art Appreciation
ART 203 Art History I
ART 204 Art History II
ENG 251 American Literature I
ENG 252 American Literature II
ENG 261 English Literature I

ENG 262 English Literature II
ENG 271 World Literature I
ENG 272 World Literature II
MUS 101 Music Appreciation
PHL 206 Ethics and Society
REL 100 History of World Religions
REL 151 Survey of Old Testament
REL 152 Survey of New Testament
SPA 101 Introductory Spanish I
SPA 102 Introductory Spanish II
SPA 201 Intermediate Spanish I
SPA 202 Intermediate Spanish II
SPH 107 Fundamentals of Public Speaking
THR 120 Theatre Appreciation
THR 126 Introduction to Theatre

Area III — Natural Sciences and Mathematics

BIO 103 Principles of Biology I
BIO 104 Principles of Biology II
CHM 104 Introduction to Inorganic Chemistry
CHM 105 Introduction to Organic Chemistry
CHM 111 College Chemistry I
CHM 112 College Chemistry II
MTH 110 Finite Mathematics
MTH 112 Precalculus Algebra
MTH 113 Precalculus Trigonometry
MTH 120 Calculus and Its Applications
MTH 125 Calculus I
MTH 126 Calculus II
MTH 227 Calculus III

www.gettheguide.net
or stars.troy.edu

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MTH 237	Linear Algebra
MTH 238	Applied Differential Equations I
PHS 111	Physical Science I
PHS 112	Physical Science II
PHY 201	General Physics I
PHY 202	General Physics II
PHY 213	General Physics with Calculus I
PHY 214	General Physics with Calculus II

Area IV— History, Social, and Behavioral Sciences

ECO 231	Principles of Macroeconomics
ECO 232	Principles of Microeconomics
GEO 100	World Regional Geography
HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 201	United States History I
HIS 202	United States History II
POL 211	American National Government
PSY 200	General Psychology
PSY 210	Human Growth & Development
SOC 200	Introduction to Sociology
SOC 210	Social Problems

The General Education Program for the A.A., A.S., and A.A.S. Degrees is comprised of a minimum of 15 semester hours of course work with at least one course from each of the following: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. These courses comprise a substantial component of the A.A., A.S., and A.A.S. Degrees and include a breadth of knowledge appropriate for the collegiate-level student, not narrowly focusing on skills, techniques, and procedures specific to a particular occupation or profession.

The following table designates the General Education Component which applies to all students — on-campus, off-site, and distance education students. By following the appropriate transfer guide the student will be required to complete a minimum of one course in each of the following three areas:

General Education Component

Humanities/Fine Arts

The following are considered pure humanities/arts courses:

ART100	ENG262	REL151
ART203	ENG271	REL152
ART204	ENG272	SPA201
ENG251	MUS101	SPA202
ENG252	PHL206	THR120
ENG261	REL100	THR126

Social/Behavioral Sciences

ECO231	HIS102	PSY200
ECO232	HIS201	PSY210
GEO100	HIS202	SOC200
HIS101	POL211	SOC210

Natural Science/Mathematics

BIO103	MTH103*	MTH238
BIO104	MTH116*	PHS111
BIO201*	MTH110	PHS112
BIO202*	MTH112	PHS121*
BIO220*	MTH113	PHY115*
CHM104	MTH120	PHY 120
CHM105	MTH125	PHY201
CHM111	MTH126	PHY202
CHM112	MTH227	PHY213
MTH100*	MTH237	PHY214

* Designates A.A.S. Degree Program only.

Other courses which comprise the general education program at Northeast include ENG101 English Composition I and SPH107 Fundamentals of Public Speaking. Note that neither of these courses are considered the one pure humanities course required of all students in all degree programs.

STUDENT LEARNING OUTCOMES

General Education Outcomes

General Education Outcomes are concerned with the global abilities of students once they have earned a two-year college degree. To determine if students have these abilities it is necessary to ask the following questions: What abilities, talents, skills, and attitudes are expected of students when they complete a general education program and how do we know they have those traits? When students complete a major, have they learned what is needed to succeed in that field? When students complete a course, do they have the skills and abilities expected of them? What do students learn? How do we know they have learned it? The College has identified five competencies that students should attain as a result of completing the general education core courses:

Written Communication—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)

Oral Communication—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)

Mathematical Computation—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)

Computer Literacy—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)

Information Literacy—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)

A.A. and A.S. Degree Programs

The A.A. and A.S. degree programs are designed for transfer and, as such, constitute a general/pre-liberal arts curriculum. The General Education Outcomes serve as the five competencies identified by the College that students should attain as a result of completing the A.A. or A.S. Degree Programs:

Written Communication—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)

Oral Communication—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)

Mathematical Computation—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)

Computer Literacy—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)

Information Literacy—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)

A.A.S. Degree Programs

In addition to the General Education Outcomes, for each career and technical program the College has identified Program Learning Outcomes based on the principle that each graduate should exhibit, in a professional manner, the knowledge and skills of a qualified practitioner in the field. The Program Learning Outcomes for each career/technical program are listed following:

A.A.S.—Business

Graduates of the Business Program will be able to:

- Demonstrate competence in financial accounting process and systems. (BUS 241)
- Demonstrate an understanding of macroeconomic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system and the Federal Reserve. (ECO 231)

A.A.S.—Child Development

Graduates of the Child Development Program will be able to:

- Function as a competent entry-level child care worker by performing necessary skills for working in a child care facility. (CHD 215)
- Plan programs that promote and maintain safe and healthy learning environments. (CHD 206)

- Apply foundational knowledge of methods and materials for teaching young children from birth to age 8. (CHD 204)
- Exhibit a positive work ethic. (CHD 215)

A.A.S.—Computer Information Systems

Graduates of the Computer Information Systems Program will be able to:

- The student will demonstrate knowledge of computer terminology and components. (CIS 199)
- The student will install, configure, and upgrade a computer operating system. (CIS 268)
- The student will install and troubleshoot computer hardware. (CIS 269)

A.A.S.—Criminal Justice

Graduates of the Criminal Justice Program will be able to:

- The student will function as a competent entry-level worker in a law enforcement agency demonstrating knowledge and skills retained from course work. (CRJ 280)
- The student will exhibit a thorough knowledge of the law enforcement agency. (CRJ 280)

A.A.S.—Drafting and Design Technology

Graduates of the Drafting and Design Technology will be able to:

- Perform tasks in a safe manner. (DDT 233)
- Exhibit a positive work ethic and good employability skills. (DDT 193)
- Sketch orthographic views of objects. (DDT 127)
- Read and interpret technical drawings. (DDT 113)
- Employ basic operating system functions in order to use CADD software to produce and plot pictorial and multi-view working drawings. (DDT 127)
- Function as a competent entry-level draftsman. (DDT 193)

A.A.S.—Emergency Medical Services (Paramedic)

Graduates of the Emergency Medical Services (Paramedic) Program will be able to:

- Perform tasks in a safe manner. (EMS 255)
- Display a positive work ethic. (EMS 256)
- Function as a competent, entry-level paramedic. (EMS 254)
- Use current technology and develop computer skills for informational, academic, personal and professional needs. (EMS 255)

A.A.S.—Engineering Technician

Graduates of the Engineering Technician Program will be able to:

- Function as a competent entry-level engineering technician by demonstrating knowledge and skills retained from coursework. (ENT 242)
- Perform tasks in a safe manner. (ENT 242)
- Exhibit a positive work ethic. (ENT 242)

A.A.S.—Industrial Electronics Technology

Graduates of the Industrial Electronics Technology Program will be able to:

- Perform all task in a safe manner. (ILT 192)
- Exhibit a positive work ethic. (ILT 192)
- Function as a competent entry-level industrial electrician. (ILT 192)

**A.A.S.—Industrial Systems Technology—
Electrical and Instrumentation Option**

Graduates of the Industrial Electronics Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level Industrial Maintenance Technician by demonstrating knowledge and skills retained from course work. (INT 192)
- Perform tasks in a safe manner. (INT 192)
- Exhibit a positive work ethic. (INT 192)

**A.A.S.—Industrial Systems Technology—
Multi-Skilled Option**

Graduates of the Industrial Electronics Technology Program (Multi-Skilled Option) will be able to:

- Function as a competent entry-level Industrial Maintenance Technician by demonstrating knowledge and skills retained from course work. (INT 192)
- Perform tasks in a safe manner. (INT 192)
- Exhibit a positive work ethic. (INT 192)

**A.A.S.—Industrial Systems Technology—
Machine Tool Technology Option**

Graduates of the Industrial Systems Technology Program (Machine Tool Technology Option) will be able to:

- Function as a competent entry-level machinist by demonstrating knowledge and skills retained from course work. (INT 192)
- Perform tasks in a safe manner. (INT 192)
- Exhibit a positive work ethic. (INT 192)

**A.A.S.—Industrial Systems Technology—
Welding Technology Option**

Graduates of the Industrial Systems Technology Program (Welding Technology Option) will be able to:

- Function as a competent entry-level welder by demonstrating knowledge and skills retained from course work. (INT 192)
- Perform tasks in a safe manner. (INT 192)
- Exhibit a positive work ethic. (INT 192)

A.A.S.—Medical Assistant

Graduates of the Medical Assistant Program will be able to:

- Function as a competent entry-level medical assistant by performing clinical and administrative duties. (MAT 229)
- Perform tasks in a safe manner. (MAT 229)
- Exhibit a positive work ethic. (MAT 229)

A.A.S.—Nursing

Graduates of the Nursing Program will be able to:

- Demonstrate proficiency in performing advanced nursing skills for clients with health alterations in a variety of settings. (NUR 203)
- Demonstrate professional behaviors and roles of a registered nurse upon entry into practice. (NUR 204)
- Utilize relevant technology and develop computer skills by successfully completing appropriate documentation of client care. (NUR 203)
- Apply the nursing process in providing advanced nursing care for clients throughout the lifespan. (NUR 203)
- Perform within the legal/ethical framework and standards of care for nursing. (NUR 204)

Certificate—Practical Nursing

Graduates of the Practical Nursing Program will be able to:

- Demonstrate competency in performing nursing skills following a prescribed plan of care for clients with common health alterations. (NUR 107)
- Demonstrate and accept responsibility for professional behaviors associated with entry level practice. (NUR 107)
- Utilize relevant technology and develop computer skills by successfully completing appropriate documentation of client care. (NUR 107)
- Apply knowledge of the nursing process to assist in providing nursing care for clients across the lifespan. (NUR 107)

A.A.S.—Office Administration—General Option

Graduates of the Office Administration Program (General Option) will be able to:

- Use the ten-key numeric touch method to solve mathematical business problems with speed and accuracy. (OAD 130)
- Transcribe documents from dictated recordings. (OAD 200)

A.A.S.—Office Administration—Medical Office Option

Graduates of the Office Administration Program (Medical Office Option) will be able to:

- Interpret medical terms used in medical records. (OAD 211)
- Use the ten-key numeric touch method to solve mathematical business problems with speed and accuracy. (OAD 130)
- Transcribe a dictated letter or report without errors in mail-ready document using a computer. (OAD 212)

A.A.S.—Office Administration—Paralegal Option

Graduates of the Office Administration Program (Paralegal Option) will be able to:

- Explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants. (PRL 101)
- Demonstrate the ability to prepare a trial notebook for litigation purposes. (PRL 262)

A.A.S.—Salon and Spa Management—Cosmetology Option

Graduates of the Salon and Spa Management Program (Cosmetology Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

A.A.S.—Salon and Spa Management—Esthetics Option

Graduates of the Salon and Spa Management Program (Esthetics Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

**A.A.S.—Salon and Spa Management—
Therapeutic Massage Option**

Graduates of the Salon and Spa Management Program (Therapeutic Massage Option) will be able to:

- Function as a competent entry-level massage therapist. (MSG 206)
- Perform tasks in a safe manner. (MSG 206)
- Exhibit a positive work ethic. (MSG 206)



HIGH-DEMAND/CRITICAL OCCUPATIONS

Aerospace Engineering ∞ Budget Analyst ∞ Computer Engineering ∞ Computer Systems Analyst ∞ Financial Management ∞ Industrial Engineering ∞ Information Technology ∞ Logistics ∞ Network/Computer Systems ∞ Nuclear Engineering ∞ Occupational Therapy ∞ Personnel Management ∞ Physical Therapy ∞ Software Engineering ∞ Technical Writing

Many workers are going to be needed in these occupations over the next few years. It is not too late to begin preparing now for one of these exciting careers. Most of these careers require a 4-year college degree. NACC offers courses to fulfill the requirements of the first two years, and then students transfer to a 4-year college to obtain a bachelor's degree or higher degree that will qualify them for one of these occupations. Please consult the Transfer Guide section in the NACC Catalog for more details.

You may prepare for a high demand/critical occupation by pursuing a particular Transfer Guide at NACC. These are in the Mathematics Division. Contact Greg Millican (millicang@nacc.edu) for more information. Office: MT225, phone extension 2263.

Aerospace Engineering Degree Requirement: B.S.

Aerospace engineers design, develop, and test aircraft, spacecraft, and missiles and supervise the manufacture of these products. Those who work with aircraft are called aeronautical engineers, and those working specifically with spacecraft are astronautical engineers. Aerospace engineers develop new technologies for use in aviation, defense systems, and space exploration, often specializing in areas such as structural design, guidance, navigation and control, instrumentation and communication, or production methods. They also may specialize in a particular type of aerospace product, such as commercial aircraft, military fighter jets, helicopters, spacecraft, or missiles and rockets, and may become experts in aerodynamics, thermodynamics, celestial mechanics, propulsion, acoustics, or guidance and control systems. **NACC Transfer Guide: Engineering—Aerospace**

Computer Engineering Degree Requirement: B.S.

Computer hardware engineers research, design, develop, test, and oversee the manufacture and installation of computer hardware. Hardware includes computer chips, circuit boards, computer systems, and related equipment such as keyboards, modems, and printers. The work of computer hardware engineers is very similar to that of electronics engineers in that they may design and test circuits and other electronic components, but computer hardware engineers do that work only as it relates to computers and computer-related equipment. The rapid advances in computer technology are largely a result of the research, development, and design efforts of these engineers. **NACC Transfer Guide: Engineering—Computer**

Electrical Engineering Degree Requirement: B.S.

Electrical engineers design, develop, test, and supervise the manufacture of electrical equipment. Some of this equipment includes electric motors; machinery controls, lighting, and wiring in buildings; automobiles; aircraft; radar and navigation systems; and power generation, control, and transmission devices used by electric utilities. Although the terms electrical and electronics engineering often are used interchangeably in academia and industry, electrical engineers have traditionally focused on the generation and supply of power, whereas electronics engineers have worked on applications of electricity to control systems or signal processing. Electrical engineers specialize in areas such as power systems engineering or electrical equipment manufacturing. **NACC Transfer Guide: Engineering—Electronics**

Electronics Engineering Degree Requirement: B.S.

Electronics engineers, except computer are responsible for a wide range of technologies, from portable music players to the global positioning system (GPS), which can continuously provide the location, for example, of a vehicle. Electronics engineers design, develop, test, and supervise the manufacture of electronic equipment such as broadcast and communications systems. Many electronics engineers also work in areas closely related to computers. However, engineers whose work is related exclusively to computer hardware are considered computer hardware engineers. Electronics engineers specialize in areas such as communications, signal processing, and control systems or have a specialty within one of these areas—control systems or aviation electronics, for example. **NACC Transfer Guide: Engineering—Electrical**

Industrial Engineering Degree Requirement: B.S.

Industrial engineers determine the most effective ways to use the basic factors of production—people, machines, materials, information, and energy—to make a product or provide a service. They are primarily concerned with increasing productivity through the management of people, methods of business organization, and technology. To maximize efficiency, industrial engineers carefully study the product requirements and design manufacturing and information systems to meet those requirements with the help of mathematical methods and models. They develop management control systems to aid in financial planning and cost analysis, and design production planning and control systems to coordinate activities and ensure product quality. They also design or improve systems for the physical distribution of goods and services and determine the most efficient plant locations. Industrial engineers develop wage and salary administration systems and job evaluation programs. Many industrial engineers move into management positions because the work is closely related to the work of managers. **NACC Transfer Guide: Engineering—Industrial**

Veterinary Medicine Degree Requirement: D.V.M.

Doctors of Veterinary medicine (DVM's) are dedicated to animal welfare. Veterinary doctors diagnose and treat diseases

and injuries in animals. They also prevent the spread of disease from and animals to humans. Veterinarians treat animals such as cats, dogs, and birds; domestic animals such as horses, cattle, and sheep; wild animals; or marine life. Veterinarians sometimes work in public health to supervise the care of laboratory animals. **NACC Transfer Guide: Any program to obtain an adequate science and math background. See the Advisor.**

***Note: General Engineering is designated as a high demand job. A student interested in engineering may choose from a Transfer Guide listed above or from: Chemical Engineering, Civil Engineering, Computer Engineering, Computer Engineering with a Computer Science Option, Materials Engineering, Mechanical Engineering, or Textile Chemistry.**

The following Transfer Guides at NACC lead to college majors that prepare the student for other high demand/critical occupations. These transfer programs are available in the Division of Natural Sciences. Contact Rodney Land (landr@nacc.edu) for more information. Office: MT223, phone extension 2270.

Majors Requiring a Bachelors, Masters or Doctoral Degree

Chemical Engineering

Chemical engineers apply the principles of chemistry to solve problems involving the production or use of chemicals and biochemicals. They design equipment and processes for large scale chemical manufacturing, plan and test methods of manufacturing products and treating by products, and supervise production. Chemical engineers also work in a variety of manufacturing industries other than chemical manufacturing, such as those producing energy, electronics, food, clothing, and paper. They also work in health care, biotechnology and business services. They must be aware of all aspects of chemicals manufacturing and how the manufacturing process affects the environment and the safety of workers and consumers. NACC offers a two year program to prepare students to transfer to a four year school in chemical engineering. A B.S. degree is required for entry level chemical engineering jobs. **NACC Transfer Guide: Engineering—Chemical**

Environmental Science

Environmental science and protection technicians perform laboratory and field tests to monitor environmental resources and determine the contaminants and sources of pollution in the environment. They may collect samples for testing or be involved in abating and controlling sources of environmental pollution. Some are responsible for waste management operations to control and manage hazardous materials. To prepare for a four year curriculum in environmental science a two year program in biology or chemistry would be appropriate. **NACC Transfer Guide: Biology, Chemistry or Environmental Science**

Occupational Therapy

Occupational therapists help patients improve their ability to perform tasks in living and working environments. They work with individuals who suffer from a mentally, physically, developmentally, or emotionally disabling condition. Occupational therapists use treatments to develop, recover, or maintain the daily living and work skills of their patients. The therapist helps clients not only to improve their basic motor functions and reasoning abilities, but also to compensate for permanent loss of function. The goal is to help clients have independent, productive, and satisfying lives. Occupational therapists help clients to perform all types of activities, from using a computer to caring for daily needs such as dressing, cooking, and eating. Physical exercises may be used to increase strength and dexterity, while other activities may be chosen to improve visual acuity or the ability to discern patterns. For example, a client with short-term memory loss might be encouraged to make lists to aid recall, and a person with coordination problems might be assigned exercises to improve hand-eye coordination. Occupational therapists also use computer programs to help clients improve decision-making, abstract-reasoning, problem-solving, and perceptual skills, as well as memory, sequencing, and coordination—all of which are important for independent living. **NACC Transfer Guide: Pre-Occupational Therapy**

Physical Therapy

Physical therapists provide services that help restore function, improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. They restore, maintain, and promote overall fitness and health. Their patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy. Therapists examine patients' medical histories and then test and measure the patients' strength, range of motion, balance and coordination, posture, muscle performance, respiration, and motor function. Physical therapists develop plans describing a treatment strategy and its anticipated outcome. Most Physical Therapy programs now require three years of professional school after completing a BS degree in an area that includes the following courses: English Composition - ENG 101, 102 (6 hrs), Psychology, PSY 200, 210 (6 hrs) Pre-calculus with Trigonometry, MTH 113 (3 hrs), Statistics, MTH 265 (3 hrs) Physics, PHY 201 & 202 (8 hrs), General Chemistry for science majors with labs, CHM 111 & 112 (8 hrs) Biology including Human or Mammalian Physiology* - BIO 103, 104, 201, 202 (16 hrs). The BS degree could be in a number of areas but the above courses must be included in order to apply to PT school. **NACC Transfer Guide: Any of the Sciences or Pre-Physical Therapy**

Radiological Science Protection

The Radiation Protection program is in compliance with federal, state, and company regulations in the areas of monitoring personal internal and external radiation exposure, radioactive waste packaging and shipment, radioactive source control, and

instrumentation. The primary duties in Radiological Protection are to be responsible for the maintenance and coordination of the Radiation Protection programs including: Unconditional Release, Radioactive Source Control, RP Instrumentation, and Radioactive Material Controls; to participate in Business Planning, Budget, and Business Performance review regarding site and Fleet; ensure consistent and effective work force practices through assigned supervisors/functions; maintain the internal and external dosimetry program and records; be responsible for the management of the Radioactive Waste Shipping Program. To apply for a position in Radiological Science one should have Bachelor's degree in Health Physics or equivalent B.S. Degree. NACC offers a two year program in Radiological Science that would prepare for transfer to a 4 year program. **NACC Transfer Guide: Radiologic Sciences**

The following Transfer Guides at NACC lead to college majors that prepare the student for other high demand/critical occupations. These Transfer Guides are available in the Division of Business and Computer Science. Contact Hayley Johnson (johnsonh@nacc.edu) for more information. Office: 109-C Business Education Building, phone extension 2247.

Budget Analyst Degree Requirement: B.S.

Efficiently distributing limited financial resources is an important challenge in all organizations. In most large and complex organizations, this task would be nearly impossible without budget analysts. These workers develop, analyze, and execute budgets, which are used to allocate current resources and estimate future financial needs. Budget analysts work in private industry, nonprofit organizations, and the public sector. In private sector firms, a budget analyst's main responsibility is to examine the budget and seek new ways to improve efficiency and increase profits. In nonprofit and governmental organizations, which usually are not concerned with profits, analysts try to find the most efficient way to distribute funds and other resources among various departments and programs. **NACC Transfer Guide: Business**

Financial Management Degree Requirement: B.S.

Almost every firm, government agency, and other types of organizations have one or more financial managers. Financial managers oversee the preparation of financial reports, direct investment activities, and implement cash management strategies. Managers also develop strategies and implement the long-term goals of their organization. The duties of financial managers vary with their specific titles, which include controller, treasurer or finance officer, credit manager, cash manager, risk and insurance manager, and manager of international banking. *Controllers* direct the preparation of financial reports, such as income statements, balance sheets, and analyses of future earnings or expenses, that summarize and forecast the organization's financial position. Controllers also are in charge of preparing special reports required by regulatory authorities. Often, controllers oversee the accounting, audit,

and budget departments. *Treasurers* and *finance officers* direct the organization's budgets to meet its financial goals. They oversee the investment of funds, manage associated risks, supervise cash management activities, execute capital-raising strategies to support a firm's expansion, and deal with mergers and acquisitions. *Credit* managers oversee the firm's issuance of credit, establishing credit-rating criteria, determining credit ceilings, and monitoring the collections of past-due accounts. **NACC Transfer Guide: Business**

Information Technology Degree Requirement: B.S.

Information systems managers plan, coordinate, and direct research and facilitate the computer-related activities of firms. They help determine both technical and business goals in consultation with top management and make detailed plans for the accomplishment of these goals. This requires a strong understanding of both technology and business practices. Computer and information systems managers direct the work of systems analysts, computer programmers, support specialists, and other computer-related workers. They plan and coordinate activities such as installation and upgrading of hardware and software, programming and systems design, development of computer networks, and implementation of Internet and intranet sites. They are increasingly involved with the upkeep, maintenance, and security of networks. They analyze the computer and information needs of their organizations from an operational and strategic perspective and determine immediate and long-range personnel and equipment requirements. They assign and review the work of their subordinates and stay abreast of the latest technology to ensure the organization does not lag behind competitors. **NACC Transfer Guide: Computer Science/Business**

Logistics Degree Requirement: B.S.

Trucking and warehousing firms provide logistical services encompassing the entire transportation process. Firms that offer these services are called third-party logistics providers. Logistical services manage all aspects of the movement of goods between producers and consumers. Among their value-added services are sorting bulk goods into customized lots, packaging and repackaging goods, controlling and managing inventory, order entering and fulfillment, labeling, performing light assembly, and marking prices. Some full-service companies even perform warranty repair work and serve as local parts distributors for manufacturers. Some of these services, such as maintaining and retrieving computerized inventory information on the location, age, and quantity of goods available, have helped to improve the efficiency of relationships between manufacturers and customers. **NACC Transfer Guide: Computer Science/Business**

Network/Computer Systems Degree Requirement: B.S.

All organizations today rely on computer and information technology to conduct business and operate more efficiently. Often, however, these institutions do not have the internal resources to effectively implement new technologies or satisfy

their changing needs. When faced with such limitations, organizations turn to the computer systems design and related services industry to meet their specialized needs. Services provided by this industry include custom computer programming services; computer systems design services; computer facilities management services, including computer systems or data processing facilities support services; and other computer-related services such as disaster recovery and software installation. **NACC Transfer Guide: Computer Science**

Personnel Management Degree Requirement: B.S.

Every organization wants to attract the most qualified employees and match them to jobs for which they are best suited. However, many enterprises are too large to permit close contact between top management and employees. Human resources, training, and labor relations managers and specialists provide this connection. In the past, these workers performed the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resources workers manage these tasks, but, increasingly, they also consult with top executives regarding strategic planning. They have moved from behind-the-scenes staff work to leading the company in suggesting and changing policies. In an effort to enhance morale and productivity, limit job turnover, and help organizations increase performance and improve business results, these workers also help their firms effectively use employee skills, provide training and development opportunities to improve those skills, and increase employees' satisfaction with their jobs and working conditions. Although some jobs in the human resources field require only limited contact with people outside the human resources office, dealing with people is an important part of the job. **NACC Transfer Guide: Business**

Majors Requiring an Associates Degree

- Diagnostic Imaging**
- Medical Sonography**
- Occupational Therapy Assistant**
- Physical Therapy Assistant**
- Radiologic Technologist**

Contact Dr. Sharon Totten (tottens@nacc.edu) for more information. Office: 100 Wallace Administration Building (WA), phone ext. 2245.

The sources for the identification of high demand-critical occupations are the following: Alabama Workforce Report III, Center for Business and Economic Research, Culverhouse College of Commerce, University of Alabama, August 2008. BRAC Workforce Analysis, Center for Management of Science and Technology, UA Huntsville, May 2008. Tennessee Valley Authority, www.tva.gov/Occupational Outlook Handbook, U. S. Bureau of Labor Statistics, 2008.

This list of high demand careers is not exhaustive. There are other occupational areas that are expected to grow faster than the average. Go to <http://www.bls.gov/search/oooh.htm> to research specific occupations and their job prospects or visit the College and Career Planning Center in the Wallace Administration Building.

Nursing is another high-demand/critical occupation. NACC offers programs leading to the LPN and RN. For more information contact Mrs. Jane Hopson, Director of Nursing (hopsonj@nacc.edu) Office: 221 Health Education Building, phone extension 2316.



TRANSFER GUIDES: ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE

Students should be reminded that most all required courses can be completed at Northeast for practically all programs of study listed on the STARS website. Our listing of programs of study is simply a compilation of some of the more popular options. Following is a comprehensive list of majors from the STARS program.

Advertising (UA only)	Family and Consumer Sciences (JSU only)	Music Education: Middle/High School
Agribusiness Economics (AA&MU only)	Family and Consumer Sciences (UM only)	Nuclear Medicine Technology (UAB only)
Agricultural Economics (AU only)	Fisheries Science (AU only)	Nursing
Agriscience Education (AU only)	Food and Nutrition (UA only)	Nutrition (AU only)
Agronomy and Soils (AU only)	Foreign Language	Philosophy
Animal/Dairy Science	Forest Management/Forest Science (AA&MU only)	Physical Education
Anthropology	Forestry (AU only)	Physics
Apparel and Textiles (UA only)	French Education: Middle/High School	Physics Education: Middle/High School
Apparel Merchandising, Design, & Production Management (AU only)	General Science Education: Middle/High School	Political Science
Applied Mathematics (AU only)	General Studies in Human Environmental Sciences (UA only)	Poultry Science (AU only)
Architecture (AU only)	Geography	Pre-Dentistry
Art Education	Geography Education: Middle/High School	Pre-Law
Art History, B.A.	Geology	Pre-Medicine
Art Studio, B.A.	German Education: Middle/High School	Pre-Occupational Therapy
Art Studio, B.F.A.	Graphic Design (AU only)	Pre-Optometry
Athletic Training	Health Education: Middle/High School	Pre-Pharmacy
Behavioral Science	Health Information Management (UAB only)	Pre-Physical Therapy
Biology	Health Science (Athens only)	Pre-Veterinary Medicine
Biology Education: Middle/High School	Health Sciences (UAB only)	Psychology
Biomedical Sciences (USA only)	Health Services Administration (AU only)	Public Administration (AU only)
Building Science (AU only)	Health, PE & Recreation (UNA only)	Public Relations
Business (All Business Majors)	History	Public Safety & Health Administration (Athens only)
Business Education: Middle/High School	History Education: Middle/High School	Radiologic Sciences (USA only)
Career Technical Education (Athens only)	Horticulture (AU only)	Recreation Leadership (JSU only)
Chemistry	Hotel & Restaurant Management (AU only)	Rehabilitation, non-certification (Troy only)
Chemistry Education: Middle/High School	Human Development and Family Studies (AU only)	Religious Studies
Clinical Lab Sciences/Medical Tech	Human Development and Family Studies (UA only)	Respiratory Therapy/Cardio Science
Communication Studies or Speech	Human Environmental Sciences (UNA only)	Restaurant and Hospitality Management (UA only)
Computer Science	Human Services (Troy only)	Social Science
Consumer Sciences (UA only)	Industrial Design (AU only)	Social Studies Education: Middle/High School
Criminal Justice	Industrial Hygiene (UNA only)	Social Work
Dance (UA only)	Information Systems (USA only)	Sociology
Economics, B.A.	Information Technology (USA only)	Spanish Education: Middle/High School
Elementary or Early Childhood Education	Interdisciplinary Arts (UWA only)	Special Education
Emergency Management (JSU only)	Interior Architecture (AU only)	Speech Pathology
Engineering—Aerospace	International Studies	Sport & Fitness Management (Troy only)
Engineering—Biomedical (UAB only)	Interpreter Training (Troy only)	Surveying and Geomatic Science (Troy only)
Engineering—Biosystems (AU only)	Journalism	Technology, Industrial Technology or Engineering Technology
Engineering—Chemical	Laboratory Technology (AU only)	Telecommunication and Film or Broadcasting
Engineering—Civil	Math Education: Middle/High School	Textile Management and Technology (AU only)
Engineering—Computer Engineering	Mathematics	Theatre
Engineering—Computer Science	Meteorology (USA only)	Wildlife Sciences (AU only)
Engineering—Electrical	Music	
Engineering—Industrial		
Engineering—Materials		
Engineering—Mechanical		
English		
English/Language Arts Education: Middle/High School		
Environmental Science		
Environmental Science (AU only)		
Exercise Science and Wellness (JSU only)		

THE GENERAL EDUCATION CORE FOR THE ASSOCIATE IN ARTS DEGREE

A student pursuing this degree program should be aware that certain variations may exist for Areas I, II, III, and IV, depending on the student's Area V concentration. Please see specific listings under the appropriate Transfer Guide in the following pages.

Area I: Written Composition I and II.....6 Credit Hours

Area II: Humanities and Fine Arts..... 12 Credit Hours

- Must complete 3 semester hours in Literature.*
- Must complete 3 semester hours in the Arts.

Remaining semester hours to be selected from Humanities and/or Fine Arts.

Humanities and Arts disciplines include but are not limited to: Area/ Ethnic Studies, Art and Art History, Foreign Languages, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Area III: Natural Science and Mathematics..... 11 Credit Hours

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level or higher.
- Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences.

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Area IV: History, Social, and Behavioral Sciences..... 12 Credit Hours

- Must complete 3 semester hours in History.*
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area I-IV: Minimum General Education Requirements.....41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Elective Courses.....19-23 Credit Hours**

- Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Area I-V: General Studies
Curricula.....60-64 Credit Hours**

Maximum Program Semester
Credit Hours.....64 Credit Hours

Semester Credit Hour
Range by Award60-64 Credit Hours**

* *Note: Must complete a 6-semester-hour sequence either in Literature or in History and 3 semester hours in speech. The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.*

** *Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor 's degrees, institutions in The Alabama Community College System will only be authorized to provide 50 percent of that total (60-64).*



TRANSFER GUIDES ASSOCIATE IN ARTS

The following transfer guides are for students who intend to major in the specific areas that are listed. The Alabama Articulation and General Studies Committee, which was created by the Alabama Legislature through ACT 94-202, devised these programs of study. This legislation requires that these programs and their courses be accepted for transfer at all public institutions of higher education in Alabama. Any student or faculty advisor who encounters a problem in getting these programs and courses transferred to a two or four-year college in Alabama should contact Dean Sherie Grace, who serves as the articulation contact person at Northeast. More detailed transfer guides and student transfer agreements to four-year colleges may be obtained from the Statewide Articulation Reporting System (STARS) on the Internet at <http://stars.troy.edu>. Students who complete the courses listed on the following Transfer Guides can receive the Associate in Arts Degree.

Transfer Guide Art History

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
ART 100	3 hours
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126; ART 203, 204	
Total	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHY 201, 202; PHY 213, 214; PHS 111, 112	
MTH 110 or higher** 112, 113, 115, 125	3 hours
Total	11 hours

Area IV – History, Social, and Behavioral Science

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
ART 113 Drawing I	3 hours
ART 114 Drawing II	3 hours
ART 121 Two-Dimensional Comp I	3 hours

ART 127 Three-Dimensional Comp II	3 hours
ART 203 Art History I	3 hours
ART 204 Art History II	3 hours
Total	21 hours
Total Hours Required for Degree	62 hours

* Must take a 6 semester-hour sequence either in literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Art Studio

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
ART 100	3 hours
Choose from: ART 100; MUS 101; THR 120, 126	
Humanities and Fine Arts	0-3 hours
ART 100; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126; ART 203, 204	
Total	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher** 112, 113, 115, 125	3 hours
Total	11 hours

Area IV – History, Social, and Behavioral Science

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210; HIS 101, 102, 201, 202	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
ART 113 Drawing I	3 hours
ART 114 Drawing II	3 hours
ART 121 Two-Dimensional Comp I	3 hours
ART 127 Three-Dimensional Comp II	3 hours
ART 203 Art History I	3 hours
ART 204 Art History II	3 hours
Total	21 hours
Total Hours Required for Degree	62 hours

* Must take a 6 semester-hour sequence either in literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Art Studio (B.F.A.)

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
ART 100	3 hours
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126; ART 203, 204	
Total	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**	8 hours
Choose from: BIO 103, 104; CHM 104, 105, CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher** 112, 113, 115, 125	3 hours
Total	11 hours

Area IV – History, Social, and Behavioral Science

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
ART 113 Drawing I	3 hours
ART 114 Drawing II	3 hours
ART 121 Two-Dimensional Comp I	3 hours
ART 127 Three-Dimensional Comp II	3 hours
ART 203 Art History I	3 hours
ART 204 Art History II	3 hours
Total	21 hours
Total Hours Required for Degree	62 hours

* Must take a 6 semester-hour sequence either in literature or history.
 ** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide English (B.A.)

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

ENG 261	3 hours
ENG 262	3 hours
SPH 107	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120 or 126	
Total	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**	8 hours
Choose from: BIO 103, 104; CHM 104, 105, CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher** 112, 113, 115, 125	3 hours
Total	11 hours

Area IV – History, Social, and Behavioral Science

History	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
ENG 251	3 hours
ENG 252	3 hours
ENG 271	3 hours
ENG 272	3 hours
Area V Electives**	4-8 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* 9 semester-hour courses chosen for a 120 semester-hour degree.
 12 semester-hour courses chosen for a 128 semester-hour degree.
 ** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>



Author Daniel Wallace, Guest Lecturer
during theatre production of “Big Fish.”

Transfer Guide General or Pre-Liberal Arts

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Humanities and Fine Arts Elective**.....	0-3 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

Natural Sciences**.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105, CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher**.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Science

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
Area V Electives**.....	16-20 hours
Total.....	19-23 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence either in literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Music

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
MUS 101.....	3 hours
Humanities and Fine Arts Elective#.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120 or 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence#.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105, CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher#.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Science

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
Music Theory.....	8 hours
Choose from: MUS 111, 112 or MUS 211	
Studio Courses**.....	5 hours
Music Ensembles***.....	4 hours
Area V Electives#.....	0-4 hours
Total.....	20 hours
Total Hours Required for Degree.....	61-65 hours

* Must take a 6 semester-hour sequence either in literature or history.

** Individual performance instruction taken from MUP courses – must include a complete sequence in a single instrument.

*** Taken from MUL 180 or above.

Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>



**Transfer Guide
Theatre**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105, CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher**.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Science

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
THR 131 Acting Techniques I.....	3 hours
THR 113 Theatre Workshop I.....	2 hours
Area II Electives**.....	14 hours
Total.....	22 hours
Total Hours Required for Degree.....	63 hours

* Must take a 6 semester-hour sequence either in literature or history.
** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

Students should be reminded that most all required courses can be completed at Northeast for practically all programs of study listed on the STARS website. Our listing of majors/programs of study is simply a compilation of some of the more popular options. On the next page is a comprehensive list of majors/programs of study from the STARS program.



THE GENERAL EDUCATION CORE FOR THE ASSOCIATE IN SCIENCE DEGREE

A student pursuing this degree program should be aware that certain variations may exist for Areas I, II, III, and IV, depending on the student's Area V concentration. Please see specific listings under the appropriate Transfer Guide in the following pages.

Area I: Written Composition I and II.....6 Credit Hours

Area II: Humanities and Fine Arts..... 12 Credit Hours

- Must complete 3 semester hours in Literature.*
- Must complete 3 semester hours in the Arts.

Remaining semester hours to be selected from Humanities and or Fine Arts.

Humanities and Arts disciplines include but are not limited to: Area II Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Area III: Natural Science and Mathematics..... 11 Credit Hours

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level or higher.
- Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences.

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Area IV: History, Social, and Behavioral Sciences..... 12 Credit Hours

- Must complete 3 semester hours in History.*
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area I-IV: Minimum General Education Requirements.....41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Elective Courses19-23 Credit Hours**

- Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Area I-V: General Studies Curricula.....60-64 Credit Hours**

Maximum Program Semester Credit Hours64 Credit Hours

Semester Credit Hour Range by Award60-64 Credit Hours**

* *Note: Must complete a 6-semester-hour sequence either in Literature or in History and 3 semester hours in Speech. The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.*

** *Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor 's degrees, institutions in The Alabama Community College System will only be authorized to provide 50 percent of that total (60-64).*

TRANSFER GUIDES ASSOCIATE IN SCIENCE

The following transfer guides are for students who intend to major in the specific areas that are listed. The Alabama Articulation and General Studies Committee, which was created by the Alabama Legislature through ACT 94-202, devised these programs of study. This legislation requires that these programs and their courses be accepted for transfer at all public institutions of higher education in Alabama. Any student or faculty advisor who encounters a problem in getting these programs and courses transferred to a two or four-year college in Alabama should contact Dean Sherie Grace, who serves as the articulation contact person at Northeast. More detailed transfer guides and student transfer agreements to four-year colleges may be obtained from the Statewide Articulation Reporting System (STARS) on the Internet at <http://stars.troy.edu>. Students who complete the courses listed on the following transfer guides can receive the Associate in Science Degree.

Transfer Guide Accounting See Business.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide Agribusiness Economics See Business.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide Agricultural Business and Economics

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
PHL 206 Ethics and Society	3 hours
Total	12 hours

Area III – Natural Sciences and Mathematics

MTH 120 or higher	3 hours
BIO 103-104 Principles of Biology I-II	8 hours
Total	11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102, or HIS 201, 202	
ECO 231 Principles of Macroeconomics	3 hours
SOC 200 Introduction to Sociology	3 hours
Social and Behavioral Sciences**	3 hours
Choose from: ECO 231; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
BUS 271-272 Business Statistics I and II	6 hours
BUS 241-242 Principles of Accounting I-II	6 hours
ECO 232 Principles of Microeconomics	3 hours
Area V Elective**	1 hour
Total	19 hours
Total Hours Required for Degree	60 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Agronomy and Soils**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature	3 hours
Choose from: ENG 251 and 252; ENG 261 and 262; or ENG 271 and 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Humanities and Fine Arts Elective***	3 hours
PHL 206	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 113 Precalculus Trigonometry*	3 hours
CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
Total	11 hours

Area IV – History, Social, and Behavioral Sciences

HIS 101 Western Civilization I	3 hours
HIS 102 Western Civilization II	3 hours
ECO 232 Principles of Microeconomics	3 hours
Social and Behavioral Sciences***	3 hours
Choose from: GEO 100; POL 211; PSY 200; SOC 200	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
MTH 125 Calculus I**	4 hours
BIO 103 Principles of Biology I	4 hours
BIO 104 Principles of Biology II	4 hours
CHM 221 Organic Chemistry I	4 hours
Total	19 hours
Total Hours Required for Degree	60 hours

* MTH 112 or appropriate placement scores are prerequisites for MTH 113.

** MTH 112, 113, or appropriate placement scores are prerequisites for MTH 125.

*** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Animal Science**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature	3-6 hours
Choose from: ENG 251 and 252; ENG 261 and 262; or ENG 271 and 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 113 Precalculus Trigonometry	3 hours
BIO 103 Principles of Biology I	4 hours
BIO 104 Principles of Biology II	4 hours
Total	11 hours

Area IV – History, Social, and Behavioral Sciences

History	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
ECO 232 Principles of Microeconomics	3 hours
Social and Behavioral Sciences*	3 hours
Choose from: GEO 100; PSY 200; SOC 200; POL 211	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
CIS 146 Microcomputer Applications	3 hours
CHM 221 Organic Chemistry I.....	4 hours
PHY 201 General Physics I - Trig Based*	4 hours
Area V Electives**	0-4 hours

Total.....19-23 hours

Total Hours Required for Degree60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

**Apparel Merchandising, Design & Productivity
See Business.**

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

**Applied Mathematics (AU only)
See Mathematics.**

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

Architecture (AU only)

Area I – Written Composition

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

Total.....6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	

SPH 107 Fundamentals of Public Speaking	3 hours
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Fine Arts Elective**	3 hours
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 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126

Humanities and Fine Arts Elective**	0-4 hours
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 Choose from: ART 100, 203, 204; MUS 101;
 REL 100, 151, 152; SPA 101, 102, 201, 202;
 THR 120, 126

Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I	4 hours
PHY 201 General Physics I – Trig Based.....	4 hours
Natural Sciences**	4 hours

 Choose from: AST 220; BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 202; PHY 213, 214

Total.....12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	

Social and Behavioral Sciences**	6-9 hours
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 Choose from: ECO 231; GEO 100;
 POL 211; PSY 200; SOC 200, 210

Total.....12 hours

Area V – Pre-Professional, Major, and Elective Courses

ART 113, 121, or 127.....	6 hours
ECO 232.....	3 hours

PHL 206 Ethics & Society	3 hours
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CIS 207 and 208.....	6 hours
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Area V Electives**	0-3 hours
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Total.....18-21 hours

Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Athletic Training**

Area I – Written Composition

ENG 101 English Composition I	3 hours
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ENG 102 English Composition II.....	3 hours
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Total.....6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
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 Choose from: ENG 251, 252; ENG 261, 262 or
 ENG 271, 272

SPH 107 Fundamentals of Public Speaking	3 hours
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Fine Arts Elective**	3 hours
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 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126

Humanities and Fine Arts Elective**	0-4 hours
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 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126; ENG 251, 252; ENG 261, 262 or
 ENG 271, 272; MUS 101; PHL 206;

 REL 100, 151, 152; SPA 101, 102, 201, 202

Total.....12-13 hours

Area III – Natural Science and Mathematics

BIO 103 Principles of Biology	4 hours
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Physics with Lab	4 hours
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 Choose from: PHY 201, 202, 213, 214

Mathematics	3 hours
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 Choose from: MTH 112, 113, 115, 120, 125, 126, 227, 237, 238

 The University of Alabama requires MTH 112 or higher.

 The University of West Alabama requires MTH 113 or higher.

Total.....11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
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 Choose from: HIS 101, 102 or HIS 201, 202

PSY 200	3 hours
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Social and Behavioral Science Elective.....3-6 hours
 Choose from: ECO 231, 232; GEO 100; POL 211;
 PSY 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 201.....4 hours
 BIO 202.....4 hours
 CIS Elective**3 hours
 Area V Electives**8-12 hours
Total.....19-23 hours
Total hours required for degree.....60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide

<http://stars.troy.edu>

**Transfer Guide
 Behavioral Science
 See Psychology.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
 Biochemistry
 See Chemistry.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
 Biology**

Area I – Written Composition

ENG 101 English Composition I.....3 hours
 ENG 102 English Composition II.....3 hours
Total.....6 hours

Area II – Humanities and Fine Arts

Literature*.....3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking3 hours
 Fine Arts Elective**.....3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective**0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126
Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Precalculus Algebra or higher3 hours
 BIO 103 Principles of Biology I.....4 hours
 BIO 104 Principles of Biology I.....4 hours
Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....3-6 hours
 Choose from: HIS 101, 102 or HIS 201, 202
 Social and Behavioral Sciences**6-9 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective**3 hours
 CHM 1114 hours
 CHM 112.....4 hours
 CHM 2214 hours
 CHM 2224 hours
 **MTH 1254 hours
Total..... 23 hours
Total Hours Required for Degree60-64 hours

NOTE: Statistics or a sequence in physics is required for some four year schools. Consult the four-year catalog.

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
 Biomedical Sciences**

Area I –Written Composition

ENG 101 English Composition I.....3 hours
 ENG 102 English Composition II.....3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*.....3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking3 hours
 Fine Arts Elective*.....3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective *0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252,
 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151,
 152; SPA 101, 102, 201, 202; THR 120, 126
Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher*4 hours
 CHM 1114 hours
 CHM 112.....4 hours
Total..... 12 hours

Area IV – History, Social and Behavioral Sciences

History*.....3-6 hours
 Choose from: HIS 101, HIS 102, or HIS 201, HIS 202
 PSY 2003 hours
 Social and Behavioral Sciences*3-6 hours
 Choose from: ECO 231; ECO 232; GEO 100; POL 211;
 PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 3 hours

Select 16-20 semester hours from the following:

BIO 103 4 hours

BIO 104 4 hours

CHM 221 4 hours

CHM 222 4 hours

MTH 265 3 hours

PHY 201 or 213 4 hours

PHY 202 or 214 4 hours

Total..... 19-23 hours

Total Hours Required for Degree 60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Building Science (AU only)**

Area I – Written Composition

ENG 101 English Composition I 3 hours

ENG 102 English Composition II 3 hours

Total..... 6 hours

Area II – Humanities and Fine Arts

Literature* 3-6 hours

Choose from: ENG 251, 252; ENG 261, 262; or
ENG 271, 272

SPH 107 Fundamentals of Public Speaking 3 hours

Fine Arts Elective** 3 hours

Choose from: ART 100, 203, 204; MUS 101;
THR 120, 126

Humanities and Fine Arts Elective** 0-4 hours

Choose from: ART 100, 203, 204; ENG 251, 252, 261,
262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
SPA 101, 102, 201, 202; THR 120, 126

Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

MTH 113 or MTH 125 3-4 hours

PHY 201 General Physics I – Trig Based 4 hours

PHY 202 General Physics II – Trig Based 4 hours

Total..... 11-12 hours

Area IV – History, Social, and Behavioral Sciences

History* 3-6 hours

Choose from: HIS 101, 102 or HIS 201, 202

ECO 231 3 hours

ECO 232 3 hours

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

BUS 241 Principles of Accounting I 3 hours

CHM 111 or MTH 126 4 hours

CIS 146 3 hours

Area V Electives** 9-12 hours

Total..... 19-22 hours

Total Hours Required for Degree 60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Business**

Area I – Written Composition

ENG 101 English Composition I 3 hours

ENG 102 English Composition II 3 hours

Total..... 6 hours

Area II – Humanities and Fine Arts

Literature** 3-6 hours

Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272

Fine Arts Electives** 3 hours

Choose from: ART 100, 203, 204; MUS 101; THR 120, 126

SPH 107 Fundamentals of Public Speaking 3 hours

Total..... 12 hours

Area III – Natural Sciences and Mathematics

MTH 112 Precalculus Algebra 3 hours

Natural Science with Lab** 8 hours

Choose from: AST 220, BIO 103, 104; CHM 104, 105;
CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214

Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

History** 3-6 hours

Choose from: HIS 101, 102, 201, or 202

ECO 231, 232** 3 hours

PSY 200 General Psychology or

SOC 200 Introduction to Sociology** 3-6 hours

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications 3 hours

BUS 271 Business Statistics I 3 hours

BUS 272 Business Statistics II* 3 hours

BUS 241 Principles of Accounting I 3 hours

BUS 242 Principles of Accounting II 3 hours

MTH 120 Calculus and Its Applications* 3 hours

BUS 263 Legal and Social Environment of Business 3 hours

Total..... 21 hours

Total Hours Required for Degree 62 hours

* Elective hours if these courses are not required by your senior college.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Business Education
See Business.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Chemistry**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
MTH 125 Calculus I	4 hours
Total	12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

PHY 213 General Physics with Calculus I**	4 hours
PHY 214 General Physics with Calculus II**	4 hours
CIS Elective**	3 hours
MTH 126 Calculus II	4 hours
Area V Electives**	3-7 hours
Total	18-22 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.
** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

Transfer Guide

Clinical Laboratory Sciences/Medical Technology

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Electives**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Electives**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
MTH 112 Precalculus Algebra	3 hours
Total	11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 103 Principles of Biology I	4 hours
CIS 146 Microcomputer Applications	3 hours
CHM 221 Organic Chemistry I	4 hours
Area V Electives**	8-12 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.
** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

Note: Microbiology (BIO 220), Statistics (MTH 265), A&P I & II (BIO 201 & 202) are required for some institutions. Consult the Catalog of your four-year institution.

**Transfer Guide
Communication Studies or Speech**

Area I –Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective *	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences*.....	8 hours
Choose from: AST 220, BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 112 Pre-calculus Algebra or higher.....	3 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
Electives: AGSC approved courses not previously taken in Areas I-IV*.....	9-12 hours
Other Electives: Refer to the transfer institution’s catalog or home page for requirements*.....	6-9 hours
Total.....	21 hours
Total Hours Required for Degree	62-63 hours

* Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

**Transfer Guide
Computer Information Systems
See Computer Science**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Computer Science**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 or higher	3 hours
Natural Sciences**.....	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 125 Calculus I***	4 hours
MTH 126 Calculus II.....	4 hours
CIS 251 C++ Programming	3 hours
Area V Electives**	8-12 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

*** MTH 113 is a prerequisite course for MTH 125.

**Transfer Guide
Criminal Justice**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences**.....	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 110 (Finite Math) or MTH 112 (Precalculus Algebra).....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102; HIS 201, 202	
Social and Behavioral Sciences	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210, SOC, 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CRJ 100 Introduction to Criminal Justice.....	3 hours
CRJ 110 Introduction to Law Enforcement, or CRJ 150 Introduction to Corrections, or CRJ 160 Introduction to Security	3 hours
CIS 146 Microcomputer Applications	3 hours
**Area V Electives	12 hours
Total.....	21 hours
Total Hours Required for Degree	62-63 hours

* Students must take a sequence in either literature or history.
** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

**Transfer Guide
Economics
See Business.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Art Education**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective** ART 100	3 hours
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence**.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher** 112, 113, 115, 125.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Science

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
ART 113 Drawing I.....	3 hours
ART 121 Two-Dimensional Comp I.....	3 hours
ART 127 Three-Dimensional Comp II	3 hours
ART 204 Art History II.....	3 hours
Area V Electives**	7 hours
Total.....	22 hours
Total Hours Required for Degree	63 hours

* Must take a 6 semester-hour sequence either in literature or history.
** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Biology Education: Middle/High School

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Precalculus Algebra or higher.....	3 hours
BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146.....	3 hours
CHM 111, 112.....	8 hours
Area V Electives**.....	8-12 hours
Total.....	19-23 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide

<http://stars.troy.edu>

Transfer Guide Chemistry Education: Middle/High School

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours

Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	

Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I.....	4 hours
CHM 112 College Chemistry II.....	4 hours
MTH 125 Calculus I.....	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CHM 221 Organic Chemistry I.....	4 hours
CHM 222 Organic Chemistry II.....	4 hours
CIS 146.....	3 hours
Area V Electives**.....	8-11 hours
PHY 201 or 213; PHY 202 or 214; MTH 126	

Total..... 19-23 hours

Total Hours Required for Degree..... 61-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide

<http://stars.troy.edu>

Transfer Guide Elementary/Early Childhood Education

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
MTH 110 Finite Math** or MTH 112 Pre-Calculus Algebra.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
Area III Electives representing two disciplines other than Biology such as CHM 104, 105; CHM 111, 112;PHS 111, 112; PHY 201, 202, 213, 214; or GLY 101**.....	8 hours
Mathematics Electives**.....	9 hours
Area V Electives**.....	2 hours
Total.....	22 hours
Total Hours Required for Degree.....	63 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide

<http://stars.troy.edu>

**Transfer Guide
English/Language Arts Education:
Middle/High School**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

ENG 261 English Literature I.....	3 hours
ENG 262 English Literature II.....	3 hours
SPH 107 Fundamentals of Public Speaking.....	3 hours
THR 120 Theater Appreciation or THR 126 Introduction to Theater.....	3 hours
Total.....	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence*.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
MTH 110 or higher*.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History.....	3-6 hours
Choose from: HIS 101, 102, 201, or 202	
Social and Behavioral Sciences*.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
ENG 251 American Literature I.....	3 hours
ENG 252 American Literature II.....	3 hours
ENG 271, 272.....	6 hours
Electives.....	4 hours
Total.....	19 hours
Total Hours Required for Degree.....	60 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

General Science Education: Middle/High School

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
MTH 113 or 125** #.....	3-4 hours
Total.....	11-12 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses#

CHM 111 College Chemistry I.....	4 hours
CHM 112 College Chemistry II.....	4 hours
CIS Elective**.....	3 hours
PHY 201 General Physics I - Trig Based or PHY 213 General Physics with Calculus I**.....	4 hours

Area V Electives**4-8 hours
Total.....19-23 hours
Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

The General Science Education Program is quite different at several four-year institutions. Closely consult the four-year catalog and your advisor in addition to the STARS Transfer Guide.

Transfer Guide

Health Education: Middle/High School See Physical Education.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

History Education: Middle/High School

Area I – Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II..... 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*.....3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective*..... 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126
Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences..... 8 hours
 Choose from: AST 220; BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202;
 PHY 213, 214
 MTH 110 Finite Math or
 MTH 112 Precalculus Algebra or higher..... 3 hours
Total..... 11 hours

Area IV – History, Social and Behavioral Sciences

HIS 101 History of Western Civilization I..... 3 hours
 HIS 102 History of Western Civilization II 3 hours
 Social and Behavioral Sciences* 6 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

HIS 201 U.S. History I..... 3 hours
 HIS 202 U.S. History II 3 hours
 CIS 146 3 hours

Area V Electives*9-13 hours
Total.....18-22 hours
Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide

Mathematics Education: Middle/High School

Area I – Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II..... 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*.....3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective*..... 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective**0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126
Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

**Natural Sciences..... 8 hours
 Choose from: AST 220; BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214
 Mathematics.....3-4 hours
 Choose from: MTH 112 or higher
Total..... 11-12 hours

Area IV – History, Social and Behavioral Sciences

History*.....3-6 hours
 Choose from: HIS 101, 102 or HIS 201, 202
 Social and Behavioral Sciences**6-9 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 125 Calculus I 4 hours
 MTH 126 Calculus II..... 4 hours
 MTH 227 Calculus III..... 4 hours
 CIS Elective** 3 hours
 Area V Electives**4-8 hours
Total..... 19-23 hours
Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

**Transfer Guide
Music Education: Middle/High School**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
MUS 101 Music Appreciation	3 hours
Humanities and Fine Arts Elective#	0-3 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

Natural Science Sequence#	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHY 201, 202; PHY 213, 214; PHS 111, 112	
MTH 110 or higher#	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	6-9 hours
Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
Music Theory	8 hours
Choose from: MUS 111, 112 or MUS 211, 212	
Studio Courses**	5 hours
Music Ensembles***	4 hours
Area V Electives#	0-4 hours
Total.....	20 hours
Total Hours Required for Degree	61-65 hours

* Must take a 6 semester-hour sequence either in literature or history.

** Individual performance instruction taken from MUP courses–must include a complete sequence in a single instrument.

*** Taken from MUL 180 or above.

Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Physical Education: (K-12)**

Area I –Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective *	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences*	8 hours
Choose from: AST 220, BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 112 Pre-calculus Algebra or higher	3 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
BIO 201	4 hours
HED 230	3 hours
PED 200**	3 hours
Area V Electives*	6-10 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

** Health Education requires HEC-140 in place of PED 200

**Transfer Guide
Physics Education: Middle/High School**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective***	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; THR 120, 126	

Humanities and Fine Arts Elective***0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126

Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 4 hours
 PHY 213 and PHY 214 or
 PHY 201 and PHY 202 8 hours

Total..... 12 hours

Area IV – History, Social, and Behavioral Sciences

History*3-6 hours
 Choose from: HIS 101, 102 or HIS 201, 202

Social and Behavioral Sciences***6-9 hours
 Choose from: ECO 231, 232; GEO 100; POL 211;
 PSY 200, 210; SOC 200, 210

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126 Calculus II 4 hours
 MTH 227 Calculus III..... 4 hours
 MTH 237 Linear Algebra or
 MTH 238 Applied Differential Equations 3 hours
 CHM 111 College Chemistry I 4 hours
 CHM 112 College Chemistry II***0-4 hours
 CIS 146 or 251*** 3 hours

Total.....18-22 hours

Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

*** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

Social Studies Education: Middle/High School

Area I – Written Composition

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

Total.....6 hours

Area II – Humanities and Fine Arts

Literature 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272

SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective* 3 hours

Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126

Humanities and Fine Arts Elective*3-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126

Total.....12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences* 8 hours
 Choose from: AST 220; BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202;
 PHY 213, 214

MTH 110 Finite Math or
 MTH 112 Precalculus Algebra or higher 3 hours

Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

GEO 100 World Regional Geography 3 hours
 HIS 101 History of Western Civilization I 3 hours
 HIS 102 History of Western Civilization II 3 hours
 PSY 200 General Psychology 3 hours

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

SOC 200 Introduction to Sociology 3 hours
 HIS 201 U.S. History I 3 hours
 HIS 202 U.S. History II 3 hours
 POL 211 American National Government 3 hours
 CIS 146 3 hours
 Area V Electives*3-7 hours

Total.....18-22 hours

Total Hours Required for Degree.60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

Spanish Education: Middle/High School

Area I – Written Composition

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

Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272

SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective** 3 hours

Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126

Humanities and Fine Arts Elective**0-3 hours
 Choose from: ART 100, 203, 204; ENG 251, 252,
 261, 262, 271, 272; MUS 101; PHL 206; REL 100,
 151, 152; THR 120, 126

Total..... 12 hours

Area III – Natural Sciences and Mathematics

Natural Sciences** 8 hours
 Choose from: AST 220; BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202;
 PHY 213, 214

MTH 110 Finite Math or
 MTH 112 Precalculus Algebra or higher 3 hours

Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....3-6 hours
 Choose from: HIS 101, 102; HIS 201, 202
 Social and Behavioral Sciences**6-9 hours
 Choose from: ECO 231, 232; GEO 100; HIS 101, 102, 201, 202;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

SPA 101 Introductory Spanish I..... 4 hours
 SPA 102 Introductory Spanish II 4 hours
 SPA 201 Intermediate Spanish I..... 3 hours
 SPA 202 Intermediate Spanish II 3 hours
 CIS 146 3 hours
 Area V Electives**2-6 hours
Total..... 19-23 hours
Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.
 ** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
 Special Education**

Area I – Written Composition

ENG 101 English Composition I..... 3 hours
 ENG 102 English Composition II..... 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*.....3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective** 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective**0-3 hours
 Choose from: ART 100, 203, 204; ENG 251, 252, 261,
 262, 271, 272; MUS 101; PHL 206; REL 151, 152;
 SPA 101, 102, 201, 202; THR 120, 126
Total..... 12 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I..... 4 hours
 BIO 104 Principles of Biology II..... 4 hours
 MTH 110 or higher 3 hours
Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....3-6 hours
 Choose from: HIS 101, 102, or HIS 201, 202
 Social and Behavioral Sciences6-9 hours
 Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210;
 SOC 200, 210; HIS 101, 102, 201, 202
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications 3 hours
 Area III Electives representing disciplines other than
 Biology such as Chemistry, Physics, Astronomy
 or Geology. May include PHS 111 or PHS 112**4-8 hours
 Mathematics Electives** 9 hours
 Area V Electives**3-6 hours
Total..... 19-23 hours
Total Hours Required for Degree60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.
 ** Consult four-year catalog and/or STARS Transfer Guide
<http://stars.troy.edu>

**Transfer Guide
 Engineering—Aerospace**

Area I – Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II..... 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*#..... 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective..... 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
Total..... 9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I** 4 hours
 PHY 213 General Physics with Calculus I *** 4 hours
 PHY 214 General Physics with Calculus II *** 4 hours
Total..... 12 hours

Area IV – History, Social, and Behavioral Sciences

History*#..... 6 hours
 Choose from: HIS 101, 102 or HIS 201, 202
 Social and Behavioral Sciences# 3 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126..... 4 hours
 MTH 227..... 4 hours
 MTH 237..... 3 hours
 MTH 238..... 3 hours
 CHM 111 4 hours
 BIO 103 or CHM 112#0-4 hours
 CIS Elective# 3 hours

PHL 206#0-3 hours
Total.....24-28 hours
Total Hours Required for Degree60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Engineering-Biomedical (UAB Only)

Area I –Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective* 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
Total..... 9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher* 4 hours
 PHY 213 4 hours
 PHY 214 4 hours
Total..... 12 hours

Area IV – History, Social and Behavioral Sciences

History*# 3-6 hours
 Choose from: HIS 101, HIS 102, or HIS 201, HIS 202
 Social and Behavioral Sciences* 3-6 hours
 Choose from: ECO 231; ECO 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 9 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective* 3 hours
 BIO 103 4 hours
 CHM 111 4 hours
 CHM 112 4 hours
 MTH 126 4 hours
 MTH 227 4 hours
 Choose from:
 MTH 237 or MTH 238 3 hours
Total.....26-28 hours
Total Hours Required for Degree62-63 hours

- * Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Engineering-Biosystems (AU Only)

Area I –Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective* 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
Total..... 9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher* 4 hours
 CHM 111 4 hours
 CHM 112 4 hours
Total..... 12 hours

Area IV – History, Social and Behavioral Sciences

History Sequence# 6 hours
 Choose from: HIS 101, HIS 102, or HIS 201, HIS 202
 Social and Behavioral Sciences* 3 hours
 Choose from: ECO 231; ECO 232; GEO 100; POL 211;
 PSY 200; SOC 200
Total..... 9 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective* 3 hours
 Choose 21-25 hours from the following:
 BIO 103 4 hours
 BIO 104 4 hours
 PHY 213 4 hours
 MTH 126 4 hours
 MTH 227 4 hours
 MTH 238 3 hours
 PHL 206 3 hours
Total.....24-28 hours
Total Hours Required for Degree60-64 hours

- * Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

- # HIS 101 ro 102 preferred.

Transfer Guide Engineering—Chemical

Area I – Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272

SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	9 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective#	3 hours
MTH 126	4 hours
MTH 227	4 hours
MTH 237#	0-3 hours
MTH 238#	0-3 hours
CHM 111	4 hours
CHM 112	4 hours
CHM 221	4 hours
CHM 222	4 hours
PHL 206#	0-3 hours
Total.....	24-28 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide: <http://stars.troy.edu>

**Transfer Guide
Engineering—Civil**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*#.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I ***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126	4 hours
MTH 227	4 hours
MTH 237#	0-3 hours
MTH 238	3 hours
CHM 111	4 hours
CHM 112#	0-4 hours
CIS Elective#	3 hours
BIO 103	0-4 hours
Area V Electives#	0-3 hours
Total.....	24-28 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide: <http://stars.troy.edu>

**Transfer Guide
Engineering—Computer**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*#.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272; SPH 107	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	

Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126	4 hours
MTH 227	4 hours
MTH 237#	3 hours
MTH 238	3 hours
CHM 111	4 hours
CIS Elective#	3 hours
PHL 206#	0-3 hours
Area V Electives#	0-3 hours

Total.....24-27 hours
Total Hours Required for Degree60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Engineering—Computer Science Option**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition I	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*#	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126	4 hours
MTH 227	4 hours
MTH 237	3 hours
Science Elective	4 hours

Choose from: BIO 103, 104; CHM 104, 105, 111, 112;
PHS 111, 112; or PHY 201, 202

CIS Elective#	3 hours
PHL 206#	0-3 hours
Area V Electives#	0-6 hours

Total.....24-27 hours
Total Hours Required for Degree60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Engineering—Electrical**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*#	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126	4 hours
MTH 227	4 hours
MTH 237#	3 hours
MTH 238	3 hours
CHM 111	4 hours
CIS Elective#	3 hours
PHL 206#	0-3 hours

Area V Electives#	0-3 hours
Total.....	24-27 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Engineering—Industrial

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*#.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

*History#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126.....	4 hours
MTH 227.....	4 hours
MTH 237.....	3 hours
MTH 238.....	3 hours
CHM 111.....	4 hours
BIO 103 or CHM 112#	0-4 hours
CIS Elective#.....	3 hours
PHL 206#	0-3 hours
Area V Electives#	0-3 hours
Total.....	25-28 hours
Total Hours Required for Degree	61-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Engineering—Materials

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*#.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I ***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126.....	4 hours
MTH 227.....	4 hours
MTH 237.....	3 hours
MTH 238.....	3 hours
CHM 111.....	4 hours
CHM 112.....	4 hours
CIS Elective#	3 hours
PHL 206#	0-3 hours
Area V Electives#	0-3 hours
Total.....	24-28 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide Engineering—Mechanical

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*#.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective#.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	9 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213 General Physics with Calculus I***	4 hours
PHY 214 General Physics with Calculus II***	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*#.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	9 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126.....	4 hours
MTH 227.....	4 hours
MTH 237#.....	0-3 hours
MTH 238.....	3 hours
CHM 111.....	4 hours
BIO 103 or CHM 112#	0-4 hours
CIS Elective#.....	3 hours
PHL 206#.....	0-3 hours
Area V Electives#	0-7 hours
Total.....	24-28 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** MTH 125 is a prerequisite for PHY 213.
- # Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Environmental Science**

Area I –Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	

Humanities and Fine Arts Elective *	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Pre-calculus Algebra or higher*.....	3 hours
CHM 111.....	4 hours
CHM 112.....	4 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences

History*.....	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146.....	3 hours
BIO 103.....	4 hours
BIO 104.....	4 hours
Area V Electives*	8-11 hours
Total.....	19-22 hours
Total Hours Required for Degree	60-64 hours

- * Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Exercise Science & Wellness**

Area I –Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206#; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112# Pre-calculus Algebra or higher* 3 hours
 Natural Sciences* 8 hours
 Choose from: AST 220, BIO 103, 104;
 CHM 104, 105; CHM 111, 112; PHS 111, 112;
 PHY 120; PHY 201, 202; PHY 213, 214
Total..... 11 hours

Area IV – History, Social and Behavioral Sciences

History* 3-6 hours
 Choose from HIS 101, HIS 102, or HIS 201, HIS 202
 Social and Behavioral Sciences*6-9 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 3 hours
 BIO 201 4 hours
 HED-PED Electives*6-9 hours
 Choose from: PED 200, HED 224, HED 226, HED 230
 Area V Electives*3-6 hours
Total.....19-23 hours
Total Hours Required for Degree60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Auburn University & UAB requires MTH 113 in Area III

**Transfer Guide
 Family & Consumer Sciences**

Area I –Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*3-6 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective* 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities and Fine Arts Elective *0-4 hours
 Choose from: ART 100, 203, 204; ENG 251, 252,
 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151,
 152; SPA 101, 102, 201, 202; THR 120, 126
Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Pre-calculus Algebra or higher 3 hours
 Natural Science * 8 hours
 Choose from: AST 220, BIO 103, 104; CHM 104, 105;
 CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202;
 PHY 213, 214
Total..... 11 hours

Area IV – History, Social and Behavioral Sciences

History*3-6 hours
 Choose from HIS 101, HIS 102, or HIS 201, HIS 202
 Social and Behavioral Sciences*6-9 hours
 Choose from: ECO 231, 232; GEO 100;
 POL 211; PSY 200, 210; SOC 200, 210
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 3 hours
 HEC 140 3 hours
 Area V Electives*13-17 hours
Total.....19-23 hours
Total Hours Required for Degree60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
 Fisheries Science (AU Only)**

Area I –Written Composition

ENG 101 English Composition I 3 hours
 ENG 102 English Composition II 3 hours
Total..... 6 hours

Area II – Humanities and Fine Arts

Literature* 3 hours
 Choose from: ENG 251, 252; ENG 261, 262; or
 ENG 271, 272
 SPH 107 Fundamentals of Public Speaking 3 hours
 Fine Arts Elective* 3 hours
 Choose from: ART 100, 203, 204; MUS 101;
 THR 120, 126
 Humanities0-4 hours
 PHL 206
Total.....12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher* 4 hours
 BIO 103 4 hours
 BIO 104 4 hours
Total..... 12 hours

Area IV – History, Social and Behavioral Sciences

History Sequence 6 hours
 Choose from HIS 101, HIS 102, or HIS 201, HIS 202
 ECO 232 3 hours
 Social and Behavioral Sciences* 3 hours
 Choose from: ECO 231; GEO 100; POL 211; PSY 200;
 SOC 200
Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
CHM 111	4 hours
CHM 112	4 hours
CHM 221	4 hours
Area V Electives*	3-7 hours
Total.....	18-22 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Food and Nutrition
See Nutrition.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Foreign Language**

See Spanish Education (Middle/School).

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Forest Management-Forest Science**

Area I –Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective *	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Pre-calculus Algebra or higher*	3 hours
CHM 111	4 hours
BIO 103	4 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences

History*	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
ECO 232	3 hours
Social and Behavioral Sciences*	3-6hours
Choose from: ECO 231; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
CHM 112.....	4 hours
BIO 104.....	4 hours
MTH 113.....	3 hours
Area V Electives*	5-9 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Forestry (AU only)**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Literature.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
Fine Arts Electives*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
PHL 206 Ethics and Society	3 hours
Total.....	12 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
MTH 113 or higher	3-4 hours
Total.....	11-12 hours

Area IV – History, Social, and Behavioral Sciences

History.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
ECO 232 Principles of Microeconomics	3 hours
Social and Behavioral Sciences*	3 hours
Choose from: ECO 231; GEO 100; POL 211; PSY 200; SOC 200	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
BUS 271 Business Statistics I or	
MTH 265 Elementary Statistics	3 hours
CIS 146	3 hours
Area V Electives*	5-9 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Transfer Guide

**General Studies in Human Environmental Sciences
 See Family and Consumer Sciences.**

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

Geology

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

**Health and Wellness Management
 See Exercise Science and Wellness.**

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

**Health, Physical Education, and Recreation
 See Physical Education.**

Transfer Guide

History

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or	
ENG 271, 272	
SPH 107 Fundamental of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101;	
THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261,	
262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152;	
SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences*	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105;	
CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202;	
PHY 213, 214	
MTH 110 Finite Math or	
MTH 112 Precalculus Algebra or higher	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History Sequence	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences*	6 hours
Choose from: ECO 231, 232; GEO 100;	
POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

History Sequence	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
CIS 146	3 hours
Area II-IV Electives	3 hours
Area V Electives*	6-10 hours
Total.....	18-22 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
 Horticulture (AU only)**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or	
ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101;	
THR 120, 126	
PHL 206	3 hours
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I	4 hours
BIO 104 Principles of Biology II	4 hours
MTH 113 Precalculus Trigonometry	3 hours
Total.....	11-12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231; ECO 232; GEO 100; POL 211; PSY 200; SOC 200	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications	3 hours
CHM 111 College Chemistry I	4 hours
Area V Electives**	12-16 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

Human Environmental Science

See Family and Consumer Services.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide
Industrial Hygiene

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher*	4 hours
CHM 111	4 hours
CHM 112	4 hours
Total	12 hours

Area IV – History, Social and Behavioral Sciences

History*	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*	6-9 hours
Choose from: ECO 231; ECO 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
Choose 16-20 Hours from:	
BIO 103	4 hours
BIO 104	4 hours
BIO 201	4 hours
BIO 202	4 hours
PHY 213	4 hours
PHY 214	4 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide
Information Systems
See Business.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide
Lab Technology
See Clinical Laboratory Sciences/
Medical Technology.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide
Mathematics

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective***	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective***	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences***	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; PHY 213, 214	
Mathematics**	3-4 hours
Choose from: MTH 112 or higher	
Total	11-12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences***	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective***	3 hours
MTH 125 Calculus I	4 hours
MTH 126 Calculus II	4 hours
MTH 227 Calculus III	4 hours
Area V Electives***	4-8 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Because of prerequisite requirements in Area V, students are encouraged to take MTH 113 in Area III.

*** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Meteorology
See Physics.**

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Nutrition**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Pre-calculus Algebra or higher* #	3 hours
CHM 104* or CHM 111#	
CHM 105* or CHM 112#	
Total	11 hours

Area IV – History, Social and Behavioral Sciences

History*	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*	6-9 hours
Choose from: ECO 231; ECO 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
HEC 140	3 hours
Area V Electives*	13-17 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

Auburn University requires CHM 111, CHM 112 & MTH 113 in Area III

**Transfer Guide
Physics**

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective***	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective***	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
PHY 213	4 hours
PHY 214	4 hours
Total	12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences***	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 126 Calculus II.....	4 hours
MTH 227 Calculus III.....	4 hours
MTH 237 or MTH 238***	3 hours
CHM 111.....	4 hours
CHM 112***	0-4 hours
CIS 146 or 251***	3 hours
Total.....	18-22 hours

Total Hours Required for Degree60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.
- *** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Political Science**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamental of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences**.....	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 110 Finite Math or MTH 112 Precalculus Algebra or higher.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102; HIS 201, 202***	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

POL 211 American National Government.....	3 hours
POL 220 State and Local Government	3 hours
HIS 102 Western Civilization II or HIS 202 United States History II.....	3 hours
CIS 146	3 hours

Area V Electives*	6-10 hours
Total.....	18-22 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>
- *** History course(s) chosen in Area IV will NOT fulfill the history requirement for Area V.

**Transfer Guide
Poultry Science (AU only)**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective***.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120	
PHL 206	3 hours
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I.....	4 hours
CHM 112 College Chemistry II.....	4 hours
MTH 113 Precalculus Trigonometry	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences***	6-9 hours
Choose from: GEO 100; ECO 232; PSY 200; SOC 200	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
CHM 221 Organic Chemistry I**	4 hours
PHY 201 General Physics I**	4 hours
CIS 146 Microcomputer Applications	3 hours
Area V Electives	1-4 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

- * Must take a 6 semester-hour sequence in either literature or history.
- ** Students in the Pre-Vet option should also take CHM 222 Organic Chemistry II and PHY 202 General Physics II.
- *** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Pre-Dentistry
See Pre-Medicine**

**Associate in Science Degree
Pre-Medicine & Pre-Dentistry**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Electives**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206**; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126 ** <i>PHL 206 preferred</i>	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher*.....	4 hours
CHM 111.....	4 hours
CHM 112.....	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences*.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective*.....	3 hours
Select 16-20 semester hours from the following:*	
BIO 103.....	4 hours
BIO 104.....	4 hours
CHM 221.....	4 hours
CHM 222.....	4 hours
PHY 201 or 213.....	4 hours
PHY 202 or 214.....	4 hours
Total.....	19-23 hours
Total Hours Required for Degree.....	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Pre-Nursing**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature* 3-6 hours	
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101, THR 120, 126	
PHL 206 Ethics and Society.....	3 hours
Total.....	12 hours

Area III – Natural Sciences and Mathematics

BIO 103** Principles of Biology.....	4 hours
CHM 104 Introduction to Inorganic Chemistry.....	4 hours
MTH 112** Precalculus Algebra.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102; 201, 202	
PSY 200 General Psychology.....	3 hours
PSY 210 Human Growth and Development.....	3 hours
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 201 Anatomy and Physiology I.....	4 hours
BIO 202 Anatomy and Physiology II.....	4 hours
BIO 220 Microbiology.....	4 hours
MTH 265** Elementary Statistics.....	3 hours
HEC 140 Principles of Nutrition.....	3 hours
Elective**.....	3 hours
Total.....	21 hours
Total Hours Required for Degree.....	62 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Pre-Occupational Therapy**

The Occupational Therapy Programs at Alabama State, the University of South Alabama and the University of Alabama at Birmingham are now offered only at the Master's level. Please check the home pages of these institutions for more information regarding these programs.

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature.....	6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
PHY 201 or 213 General Physics I – Trig Based.....	4 hours
MTH 112 Precalculus Algebra.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History.....	3 hours
Choose from: HIS 101, 102, 201, or 202	
PSY 200 General Psychology.....	3 hours
PSY 210 Human Growth and Development.....	3 hours
SOC 200 Introduction to Sociology.....	3 hours
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
MTH 265 Elementary Statistics.....	3 hours
CIS 146 Microcomputer Applications.....	3 hours
Area V Electives*.....	5-9 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

**Transfer Guide
Pre-Optometry**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 101, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 201, 212; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I or higher*.....	4 hours
CHM 111.....	4 hours
CHM 112.....	4 hours
Total.....	12 hours

Area IV – History, Social and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, HIS 102, or HIS 201, HIS 202	
PSY 200	3 hours
Social and Behavioral Sciences*	3-6 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
Choose 16-20 semester hours from the following:**	
BIO 103.....	4 hours
BIO 104.....	4 hours
BIO 220.....	4 hours
CHM 221	4 hours
MTH 265.....	3 hours
PHY 201 or 213	4 hours
PHY 202 or 214	4 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

** All of these courses along with a Bachelor’s Degree are required to Apply to UAB School of Optometry.

**Transfer Guide
Pre-Pharmacy**

Auburn University Pre-Pharmacy

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Electives*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
PHL 206	3 hours
Total.....	12 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I.....	4 hours
CHM 112 College Chemistry II.....	4 hours
MTH 125 Calculus I	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History.....	6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
Social and Behavioral Sciences.....	6 hours
Choose from: GEO 100, SOC 200, PSY 200; ECO 232, POL 211	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CHM 221 Organic Chemistry I.....	4 hours
CHM 222 Organic Chemistry II.....	4 hours
PHY 201 General Physics I.....	4 hours
MTH 265 Elementary Statistics.....	3 hours
BIO 103 Principles of Biology I.....	4 hours
BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
CIS Elective*.....	3 hours
Total.....	30 hours
Total Hours Required for Degree.....	60-64 hours

- * Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>
- # Any combination of 22 hours from Area V will meet requirement of AS Degree

In addition to the courses above, Genomic Biology BIO 3020, Microbiology BIO 3200, Biochemistry CHM 3200, Immunology BIO 3500, and Mammalian Physiology BIO 5600 are upper level courses that must be completed at a 4 year school before entering Auburn University School of Pharmacy.

Samford University Pre-Pharmacy

Area I – Written Composition

ENG 101.....	3 hours
ENG 102.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature.....	3 hours
Choose from: ENG 251, 252; ENG 261, 262, 271, 272	
SPH 107.....	3 hours
Humanities and Fine Arts Electives *.....	0-9 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	6-15 hours

Area III – Natural Sciences and Mathematics

CHM 111.....	4 hours
CHM 112.....	4 hours
MTH 125.....	4 hours
Total.....	12 hours

Area IV – History, Social, and Behavioral Sciences

History.....	3-6 hours
Choose from: 3 hours in Western Civilization (HIS 101 or HIS 102) or 6 hours in U.S. History (HIS 201 and HIS 202)	
Psychology or Sociology.....	3 hours
PSY 200 or SOC 200	

Social and Behavioral Sciences *.....	0-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	6-18 hours

Area V – Pre-Professional, Major, and Elective Courses

BIO 201.....	4 hours
BIO 202.....	4 hours
BIO 220.....	4 hours
CHM 221.....	4 hours
CHM 222.....	4 hours
MTH 265.....	3 hours
CIS Elective*.....	3 hours
PED Elective*.....	2 hours
Total.....	22-28 hours
Total Hours Required for Degree.....	60-64 hours

- * Area II and Area IV electives should total nine hours. Consult four-year catalog.
- # Any combination of 22 hours from Area V will meet requirement of AS Degree

**Transfer Guide
Pre-Physical Therapy**

Area I –Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective*.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective *.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

MTH 113 Precalculus Trigonometry or higher*.....	3 hours
CHM 111.....	4 hours
CHM 112.....	4 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences

History*.....	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
PSY 200.....	3 hours
PSY 210.....	3 hours
Social and Behavioral Sciences*.....	0-3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
BIO 103	4 hours
BIO 201	4 hours
BIO 202	4 hours

Choose 4-8 hours from:

BIO 104	4 hours
MTH 265	3 hours
PHY 201 or 213	4 hours
PHY 202 or 214	4 hours

Total.....19-23 hours

Total Hours Required for Degree60-64 hours

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

** All of these hours are needed to apply for PT school after completion of a Bachelor's Degree. You may wish to take the additional hours in Area V while at NACC. Consult with your advisor.

**Transfer Guide
Pre-Physician Assistant**

Area I –Written Composition

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

Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective*	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective*	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	

Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

MTH 112 Precalculus Algebra or higher*	3 hours
CHM 111	4 hours
CHM 112	4 hours

Total..... 11 hours

Area IV – History, Social and Behavioral Sciences

History*	3-6 hours
Choose from HIS 101, HIS 102, or HIS 201, HIS 202	
Social and Behavioral Sciences*	6-9 hours
Choose from: ECO 231; ECO 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses***

CIS 146	3 hours
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Choose 16-20 hours from the following:

BIO 103	4 hours
BIO 104	4 hours
BIO 201	4 hours

BIO 202	4 hours
BIO 220	4 hours
MTH 265	3 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours#

* Consult four-year catalog and/or STARS Transfer Guide:
<http://stars.troy.edu>

*** Other Pre-requisites in addition to a Bachelor's Degree to be eligible for this program are:
OAD 211 Medical Terminology
CHM 221 Organic Chemistry I

Any combination of 18-22 hours from Area V will meet requirement of AS Degree

Bonus points are given for: Physics (PHY 201), Pathophysiology (BIO 230), Immunology, Genetics, Biochemistry & Pharmacology

**Transfer Guide
Pre-Respiratory Therapy/
Cardiopulmonary Sciences**

Area I – Written Composition

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

Total..... 6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	

Total..... 12-13 hours

Area III – Natural Sciences and Mathematics

CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
MTH 112 Precalculus Algebra	3 hours

Total..... 11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
PSY 200 General Psychology	3 hours
SOC 200 Introduction to Sociology	3 hours
Social and Behavioral Sciences**	0-3 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210	

Total..... 12 hours

Area V – Pre-Professional, Major, and Elective Courses

Students should select 19-23 hours from the courses listed below:

CIS 146 Microcomputer Applications	3 hours
BIO 103 Principles of Biology I	4 hours
BIO 201 Human Anatomy and Physiology	4 hours

BIO 202 Human Anatomy and Physiology	4 hours
BIO 220 General Microbiology	4 hours
MTH 265 Elementary Statistics	3 hours
PHY 201 General Physics I	4 hours
Total.....	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Pre-Veterinary Medicine

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature.....	6 hours
Choose from: ENG 251 and 252; ENG 261 and 262; or ENG 271 and 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total.....	12 hours

Area III – Natural Sciences and Mathematics

MTH 113 Pre-Calculus Trigonometry	3 hours
CHM 111 College Chemistry I	4 hours
CHM 112 College Chemistry II	4 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

HIS 101 Western Civilization I	3 hours
HIS 102 Western Civilization II	3 hours
ECO 232 Principles of Microeconomics	3 hours
Social and Behavioral Sciences**	3 hours
Choose from: GEO 100; PSY 200; SOC 200, POL 211	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146	3 hours
Choose 16-20 hours from the following:	
BIO 103 Principles of Biology I	4 hours
BIO 104 Principles of Biology II	4 hours
CHM 221 Organic Chemistry I	4 hours
CHM 222 Organic Chemistry II	4 hours
PHY 201	4 hours
Total.....	19-23 hours
Total Hours Required for Degree	64 hours

* MTH 113 or appropriate placement scores are prerequisites for MTH 125.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Psychology

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Elective**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

Natural Sciences**	8 hours
Choose from: AST 220; BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120, PHY 201, 202; PHY 213, 214	
MTH 110 Finite Math or MTH 112 Precalculus Algebra or higher	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102; HIS 201, 202	
Social and Behavioral Sciences**	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

PSY 200 General Psychology	3 hours
Areas II-IV Electives**	6 hours
CIS 146	3 hours
Area V Electives**	6-10 hours
Total.....	18-22 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Radiologic Sciences

The only 4-year (Bachelors Program) in Radiologic Sciences in Alabama is at the University of South Alabama. UAB no longer offers this program. Students should consult the STARS transfer guide and University of South Alabama Catalog.

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
BIO 104 Principles of Biology II.....	4 hours
MTH 113 Precalculus Trigonometry.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
PSY 200 General Psychology.....	3 hours
Social and Behavioral Sciences**.....	3-6 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 146 Microcomputer Applications.....	3 hours
Choose 16-20 hours from the following:	
BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
MTH 265 Elementary Statistics.....	3 hours
PHY 201 General Physics I.....	4 hours
PHY 202 General Physics II.....	4 hours
Area V Electives**.....	0-3 hours
Total.....	19-23 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide Religious Studies

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II: Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from ENG 251, 252; 261, 262; or 271, 272	
SPH 107.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III: Natural Sciences and Mathematics

Natural Science.....	8 hours
Choose from: BIO 103, 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 201, 202; or PHY 213, 214	
MTH 110 or higher.....	3 hours
Total.....	11 hours

Area IV: History, Social and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101 and 102 or HIS 201 and 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; or SOC 200, 210	
Total.....	12 hours

Area V: Pre-Professional, Major, and Elective Course

CIS 146.....	3 hours
Area V Electives**.....	9-13 hours
REL 100, REL 151, or REL 152.....	3 hours
Total.....	18-22 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Student is responsible for consulting and following STARS transfer guide: <http://stars.troy.edu>

**Transfer Guide
Social Work**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
Natural Sciences**.....	4 hours
Choose from: AST 220; BIO 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 110 Finite Math or MTH 112 Precalculus Algebra or higher.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102; HIS 201, 202	
SOC 200 Introduction to Sociology.....	3 hours
PSY 200 General Psychology.....	3 hours
Social and Behavioral Sciences**.....	0-3 hours
Choose from: ECO 232; GEO 100; POL 211; PSY 210; SOC 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

MTH 265 Elementary Statistics.....	3 hours
ECO 231 Macroeconomics.....	3 hours
CIS 146.....	3 hours
Areas II-IV Electives**.....	3-6 hours
Area V Electives**.....	6-10 hours
Total.....	18-22 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

**Transfer Guide
Speech**

See Communication Studies.

Consult four-year catalog and/or STARS Transfer Guide.

**Transfer Guide
Speech Pathology**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
ENG 102 English Composition II.....	3 hours
Total.....	6 hours

Area II – Humanities and Fine Arts

Literature*.....	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking.....	3 hours
Fine Arts Elective**.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Humanities and Fine Arts Elective**.....	0-4 hours
Choose from: ART 100, 203, 204; ENG 251, 252, 261, 262, 271, 272; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102, 201, 202; THR 120, 126	
Total.....	12-13 hours

Area III – Natural Sciences and Mathematics

BIO 103 Principles of Biology I.....	4 hours
Natural Sciences**.....	4 hours
Choose from: AST 220; BIO 104; CHM 104, 105; CHM 111, 112; PHS 111, 112; PHY 120; PHY 201, 202; PHY 213, 214	
MTH 110 Finite Math or MTH 112 Precalculus Algebra or higher.....	3 hours
Total.....	11 hours

Area IV – History, Social, and Behavioral Sciences

History*.....	3-6 hours
Choose from: HIS 101, 102; HIS 201, 202	
Social and Behavioral Sciences**.....	6-9 hours
Choose from: ECO 231, 232; GEO 100; POL 211; SOC 200, 210	
Total.....	12 hours

Area V – Pre-Professional, Major, and Elective Courses

PSY 200 General Psychology.....	3 hours
PSY 210 Human Growth and Development.....	3 hours
CIS 146 Microcomputer Applications.....	3 hours
Area V Electives**.....	9-13 hours
Total.....	18-22 hours
Total Hours Required for Degree.....	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

Sports and Fitness Management

See Exercise Science and Wellness.

Consult four-year catalog and/or STARS Transfer Guide.

Transfer Guide

Textile Management and Technology (AU only)

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Electives**	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total	12 hours

Area III – Natural Sciences and Mathematics

Math Course	3-4 hours
Choose from: MTH 113, 120, 126, 227, 237, or 238	
CHM 111	4 hours
CHM 112	4 hours
Total	11-12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102; or HIS 201, 202	
ECO 231	3 hours
Social and Behavioral Sciences**	3-6 hours
Choose from: ECO 232; GEO 100; POL 211; PSY 200; SOC 200, 210	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS Elective**	3 hours
BUS 241	3 hours
BUS 242	3 hours
BUS 271	3 hours
BUS 285	3 hours
MTH 125	4 hours
PHL 206**	3 hours
Area V Electives**	0-3 hours
Total	19-23 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

Transfer Guide

Wildlife Ecology (AU only)

Area I – Written Composition

ENG 101 English Composition I	3 hours
ENG 102 English Composition II	3 hours
Total	6 hours

Area II – Humanities and Fine Arts

Literature*	3-6 hours
Choose from: ENG 251, 252; ENG 261, 262; or ENG 271, 272	
SPH 107 Fundamentals of Public Speaking	3 hours
Fine Arts Electives#	3 hours
Choose from: ART 100, 203, 204; MUS 101; THR 120, 126	
Total	12 hours

Area III – Natural Sciences and Mathematics

MTH 125 Calculus I**	4 hours
BIO 103 Principles of Biology I	4 hours
BIO 104 Principles of Biology II	4 hours
Total	12 hours

Area IV – History, Social, and Behavioral Sciences

History*	3-6 hours
Choose from: HIS 101, 102 or HIS 201, 202	
ECO 232 Principles of Microeconomics	3 hours
Social and Behavioral Sciences#	3 hours
Choose from: ECO 231; GEO 100; POL 211; PSY 200; SOC 200	
Total	12 hours

Area V – Pre-Professional, Major, and Elective Courses

CHM 111 College Chemistry I or CHM 104	4 hours
CHM 112 College Chemistry II or CHM 105	4 hours
CIS 146 Microcomputer Applications	3 hours
BUS 271 Business Statistics I or MTH 265 Elementary Statistics	3 hours
PHY 201 General Physics I – Trig Based*** or PHY 213 General Physics with Calculus I	4 hours
Area V Electives	4 hours
Total	18-22 hours
Total Hours Required for Degree	60-64 hours

* Must take a 6 semester-hour sequence in either literature or history.

** MTH 112, 113 or appropriate placement scores are prerequisites for MTH 125.

*** MTH 113 or appropriate placement score is a prerequisite for PHY 201.

Consult four-year catalog and/or STARS Transfer Guide:

<http://stars.troy.edu>

THE GENERAL EDUCATION CORE FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is an undergraduate award designed for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career oriented. The outline provided here reveals the general guidelines for State Board Policy 712.01, and is used by the college to design specific degree programs. A student pursuing any of the AAS degrees must follow the specific requirements for his/her program, found in this section of the catalog.

Area I: Written Composition I and II.....3-6 Credit Hours

- Must complete ENG 101.
Remaining semester hours may be selected from either ENG 102 or Technical Writing.

Area II: Humanities, Fine Arts, and Speech.....3-6 Credit Hours

- Areas I and II must include a minimum of 9 hours.
- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- Must complete one course in humanities and fine arts.

Humanities and Fine Arts disciplines include: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Note: Individual colleges may establish specific course requirements within program of study parameters set forth in the general education core for the Associate in Applied Science Degree.

Area III: Natural Science, Mathematics, and Computer Science9-11 Credit Hours

- Must complete a minimum of 3 semester hours in mathematics.
- Must complete one course in Computer Science (2 preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Appropriate 100 level (or higher) mathematics, natural science, and/or computer science courses as denoted in The Alabama Community College System Course Directory may be selected.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Health-related Disciplines

- Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 or pass the validated system wide biology placement examination.

Area IV: History, Social, and Behavioral Sciences.....3-6 Credit Hours

In addition to History, the Social and Behavioral Sciences include: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Programs in which the AAS represents the Terminal Award are not required to complete the 6 semester hour sequence in Area IV.

Minimum General Education Requirements.....18-29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives47-58 Credit Hours

- *Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives. Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the General Studies transfer courses whenever possible.*

Maximum Program Semester Credit Hours76 Credit Hours

Semester Credit Hour Range by Award60-76 Credit Hours

Associate in Applied Science Degree Business Management and Supervision

Area I – Written Composition

ENG 101 English Composition I	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities and Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher	3 hours
CIS 146 Microcomputer Applications	3 hours
Math, Science, or CIS Elective	3-4 hours
Total.....	9-10 hours

Area IV – History, Social, and Behavioral Sciences

Area IV Elective.....	3 hours
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

BUS 241 Principles of Accounting I.....	3 hours
BUS 242 Principles of Accounting II.....	3 hours
BUS 263 Legal and Social Environment of Business.....	3 hours
BUS 275 Principles of Management.....	3 hours
ECO 231 Macroeconomics.....	3 hours
ECO 232 Microeconomics.....	3 hours
WKO 106 Workplace Skills.....	3 hours
Technical Core.....	21 hours

Electives (by advisement - a total of 8 courses)

BUS Electives (Select 6-7 BUS courses).....	18-21 hours
MTH or CIS Electives (Select 1-2 MTH or CIS courses).....	3-6 hours
Total Electives.....	24 hours
Total Area V.....	45 hours
Total Hours Required for Degree.....	66-68 hours

**Associate in Applied Science Degree
Computer Information Systems**

Area I –Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking.....	3 hours
Humanities and Fine Arts Elective.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher (no MTH 110 or 116).....	3 hours
CIS 146 Microcomputer Applications.....	3 hours
Math, Science or CIS Elective.....	3-4 hours
Total.....	9-10 hours

Area IV – History, Social, and Behavioral Sciences

Area IV Elective.....	3 hours
Choose from: ECO 231, 232; GEO 100, 101; HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

CIS 150 Introduction to Computer Programming and Logic.....	3 hours
CIS 268 Software Support.....	3 hours
CIS 269 Hardware Support.....	3 hours
CIS 199 Network Communications.....	3 hours
CIS 149 Introduction to Computers.....	3 hours
WKO 106 Workplace Skills.....	3 hours
Technical Core.....	18 hours
CIS Electives (Choose 5-6 CIS courses including at least 1 programming class).....	15-18 hours
MTH 112 or higher (no MTH 110 or 116).....	3 hours
Business Electives (Choose 1-2 BUS courses).....	3-6 hours
Total Area V Electives (Total 8 courses).....	24 hours
Total.....	42 hours
Total Hours for Degree.....	63-64 hours

**Associate in Applied Science Degree
Child Development**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking.....	3 hours
Humanities and Fine Arts Elective.....	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 or numerically higher.....	3 hours
CIS 146 Microcomputer Applications.....	3 hours
Math, Science or CIS Elective.....	3-4 hours
Total.....	9-10 hours

Area IV – History, Social, and Behavioral Sciences

PSY 200 or SOC 200 General Psychology or Introduction to Sociology.....	3 hours
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

CHD 100 Introduction to Early Care & Education of Children.....	3 hours
CHD 201 Child Growth & Development Principles.....	3 hours
CHD 202 Children’s Creative Experiences.....	3 hours
CHD 203 Children’s Literature & Language Development.....	3 hours
CHD 204 Methods & Materials for Teaching Children.....	3 hours
CHD 205 Program Planning for Education.....	3 hours
CHD 206 Children’s Health & Safety.....	3 hours
CHD 209 Infant and Toddler Education Programs.....	2 hours
CHD 210 Educating Exceptional Children.....	3 hours
CHD 215 Supervised Practical Experience in Child Development.....	3 hours
CHD 217 Math and Science for Young Children.....	3 hours
Program Electives.....	8-9 hours
Choose from: CHD 208, 211, 212, 214, 220, 221, 224; SPA 101, 102, 201, 202; PHL 206; PSY 200, 210; SOC 200, 210	
EMS 100 Cardiopulmonary Resuscitation I.....	1 hour
WKO 106 Workplace Skills.....	3 hours
Total.....	44-45 hours
Total Hours for Degree.....	65-67 hours

**Associate in Applied Science Degree
Criminal Justice**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking.....	3 hours
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Humanities and Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher	3 hours
CIS 146 Microcomputer Applications	3 hours
Math, Science, or CIS Elective	3 hours
Total.....	9 hours

Area IV – History, Social, and Behavioral Sciences

Area IV Elective.....	3 hours
Total.....	3 hours
Total Areas I-IV.....	21 hours

Area V – Technical Requirements

CRJ 100 Introduction to Criminal Justice.....	3 hours
CRJ 110 Introduction to Law Enforcement.....	3 hours
WKO 106 Workplace Skills.....	3 hours
CRJ 280 Internship in Criminal Justice	3 hours
CRJ Electives (by advisement).....	24-30 hours
Other Electives.....	0-6 hours
Choose from: POL 211, 220; SOC 200, 210; PSY 200, 210	
Total Technical Requirements.....	42 hours
Total Hours Required for Degree	63 hours

**Associate in Applied Science Degree
Drafting and Design Technology**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities and Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

CIS 146	3 hours
MTH 116 Mathematical Applications.....	3 hours
or other 100 level Math	
Math, Science, or Computer Science.....	3 hours
Total.....	9 hours

Area IV – History, Social, and Behavioral Sciences

Elective	3 hours
Total.....	3 hours
Total Areas I-IV.....	21 hours

Area V

DDT 104 Basic Computer Aided Drafting & Design.....	3 hours
DDT 111 Fundamentals of DDT.....	3 hours

DDT 113 Blueprint Reading	3 hours
DDT 117 Manufacturing Processes	3 hours
DDT 124 Intro to Technical Drawing.....	3 hours
DDT 127 Intermediate Computer Aided Drafting & Design.....	3 hours
DDT 128 Intermediate Technical Drawing.....	3 hours
DDT 144 Basic 3D Modeling.....	3 hours
DDT 193 Drafting Internship.....	3 hours
DDT 220 or DDT 225.....	3 hours
DDT 231 Advanced CAD.....	3 hours
DDT 233 Intermediate 3D Solid Modeling	3 hours
DDT 236 Design Project.....	3 hours
WKO 106 Workplace Skills.....	3 hours
WKO 110 NCCER Core.....	3 hours
Total Area V.....	48 hours
Total Hours Required for the Degree.....	66 hours

**Associate in Applied Science Degree
Emergency Medical Services**

The Emergency Medical Services Program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities and Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
MTH 100 Level course or higher.....	3 hours
Total.....	11 hours

Area IV – History, Social and Behavioral Sciences Elective

Choose from: ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200, 210; HIS.....	3 hours
Total.....	3 hours
Total Areas I-IV.....	23 hours

Area V – Pre-Professional, Major, and Elective Courses

Paramedic Concentration

EMS 106 Medical Terminology for Health Professionals.....	2 hours
EMS 118 Emergency Medical Technician.....	9 hours
EMS 119 Emergency Medical Technician Clinical	1 hour
EMS 240 Paramedic Operations.....	2 hours
EMS 241 Paramedic Cardiology	3 hours
EMS 242 Paramedic Patient Assessment.....	2 hours
EMS 244 Paramedic Clinical I	1 hour
EMS 245 Paramedic Medical Emergencies.....	3 hours
EMS 246 Paramedic Trauma Management	3 hours
EMS 247 Paramedic Special Populations.....	2 hours

EMS 248 Paramedic Clinical II	3 hours
EMS 253 Paramedic Transition to the Workforce	2 hours
EMS 254 Advanced Competencies for Paramedic	2 hours
EMS 255 Paramedic Field Preceptorship	5 hours
EMS 256 Paramedic Team Preceptorship.....	1 hour
EMS 257 Paramedic Applied Pharmacology.....	2 hours
Total Area V.....	43 hours
Total Hours Required for Degree	66 hours

Associate in Applied Science Degree Engineering Technology

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities/Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 112 PreCalculus Algebra.....	3 hours
CIS 146 Microcomputer Applications	3 hours
PHS 121 Applied Physical Science.....	4 hours
Total.....	10 hours

Area IV – History, Social, and Behavioral Sciences

History, Social and Behavioral Science elective.....	3 hours
Total.....	3 hours

Area V

Technical Core (all courses required)

EGR 101 Engineering Foundations	3 hours
ENT 106 Principles of Engineering Tech	3 hours
INT 119 Principles of Mechanical Measurement and Technical Drawing	3 hours
MTH 113 PreCalculus Trigonometry	3 hours
ILT 160 DC Fundamentals.....	3 hours
ILT 161 AC Fundamentals.....	3 hours
WKO 110 NCCER Core.....	3 hours
WKO 106 Workplace Skills.....	3 hours
ENT 140 Applied Statics.....	3 hours
ENT 242 Advanced Studies in Engineering Tech.....	3 hours
ENT 108 Technical Writing	1 hour
ENT 221 Quality and Productivity	3 hours
ENT 243 ENT Co-op.....	3 hours
DDT Sequence (select general drafting or 3D)	
DDT 104 and 111 or DDT 144 and 233.....	6 hours
Total.....	42 hours

Options – Choose 1:

Electrical/Mechanical Option Electives.....	12 hours
Industrial Option Electives	12 hours

Total Area V.....	54 hours
Total Hours Required for the AAS Degree	76 hours

Associate in Applied Science Degree Industrial Electronics Technology

The Industrial Electronics Program is approved by the Electronics Technicians Association — International (ETA-I).

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Arts and Humanities Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher	3 hours
CIS 146	3 hours
Math, Science, or Computer Science Elective.....	3 hours
Total.....	9 hours

Area IV – History, Social, and Behavioral Sciences

Elective in the following disciplines:.....	3 hours
History, Social Science , Behavioral Science Elective	
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

ILT 108 Intro to Instrumentation and Process Control	3 hours
ILT 109 Electrical Blueprint Reading.....	3 hours
ILT 160 DC Fundamentals.....	3 hours
ILT 161 AC Fundamentals.....	3 hours
ILT 162 Solid State Fundamentals.....	3 hours
ILT 163 Digital Fundamentals	3 hours
ILT 166 Motors and Transformers	3 hours
ILT 192 Co-op in ILT	3 hours
ILT 194 Programmable Logic Controls	3 hours
ILT 195 Troubleshooting Techniques	3 hours
ILT 197 Motor Controls I.....	3 hours
ILT 276 Elements of Industrial Control II	3 hours
ILT 277 Elements of Industrial Control II Lab	2 hours
WKO 106 Workplace Skills.....	3 hours
WKO 110 NCCER Core	3 hours
ILT Electives (by advisement)	5 hours
Total Area V.....	49 hours
Total Hours Required for Degree	70 hours

**Associate in Applied Science Degree
Industrial Systems Technology –
Electrical & Instrumentation**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
Humanities/Fine Arts Elective 3 hours
Choose from: ART 100, 203, 204, MUS 101, PHL 206,
REL 100, 151, 152, SPA 201, 202, THR 120, 126
Total..... 6 hours

Area III – Natural Science and Mathematics

MTH 116 Mathematical Applications or any 100-level..... 3 hours
BIO 103 Principles of Biology 4 hours
CIS 146 Microcomputer Applications 3 hours
Total..... 10 hours

Area IV – History, Social, and Behavioral Sciences

History, Social and Behavioral Science elective..... 3 hours
Total..... 3 hours

Area V

Technical Core – Required of all options

INT 117 Principles of Industrial Mechanics 3 hours
INT 192 Co-Op 3 hours
WKO 106 Workplace Skills..... 3 hours
WKO 110 NCCER Core 3 hours
Total..... 12 hours

ILT 108 Intro to Instruments & Process Control 3 hours
ILT 109 Electrical Blueprint Reading I..... 3 hours
ILT 118 Construction Wiring NEC 3 hours
ILT 160 DC Fundamentals..... 3 hours
ILT 161 AC Fundamentals..... 3 hours
ILT 162 Solid State Fundamentals..... 3 hours
ILT 163 Digital Fundamentals 3 hours
ILT 166 Motors & Transformers I 3 hours
ILT 194 Programmable Logic Controls 3 hours
ILT 197 Motor Controls I..... 3 hours
ILT 231 National Electric Code 3 hours
INT 118 Fundamentals of Industrial
Hydraulics and Pneumatics 3 hours
Total Area V..... 48 hours
Total Hours Required for the AAS Degree 69 hours

**Associate in Applied Science Degree
Industrial Systems Technology –
Multi-Skilled Maintenance Technician**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
Humanities/Fine Arts Elective 3 hours
Choose from: ART 100, 203, 204, MUS 101, PHL 206,
REL 100, 151, 152, SPA 201, 202, THR 120, 126
Total..... 6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher 3 hours
Math, Science or CIS elective..... 3 hours
CIS 146 3 hours
Total..... 9 hours

Area IV – History, Social, and Behavioral Sciences

History, Social and Behavioral Science elective..... 3 hours
Total..... 3 hours

Area V

Technical Core – Required of all options

INT 117 Principles of Industrial Mechanics 3 hours
INT 192 Co-Op 3 hours
WKO 106 Workplace Skills..... 3 hours
WKO 110 NCCER Core 3 hours
Total..... 12 hours

INT 118 Fundamentals of Industrial
Hydraulics and Pneumatics 3 hours
INT 119 Principles of Mechanical Measurement and
Technical Drawing..... 3 hours
INT 126 Preventative Maintenance 3 hours
INT 127 Principles of Industrial Pumps and Piping 3 hours
INT 134 Principles of Industrial Maintenance
Welding & Cutting Techniques..... 3 hours
ILT 231 NEC..... 3 hours
ILT 109 Electrical Blueprint Reading I..... 3 hours
ILT 118 Construction Wiring NEC 3 hours
ILT 160 DC Fundamentals..... 3 hours
ILT 161 AC Fundamentals..... 3 hours
ILT 195 Troubleshooting Techniques 3 hours
ILT 197 Motor Controls I..... 3 hours
Total Area V..... 48 hours
Total Hours Required for the AAS Degree 69 hours

**Associate in Applied Science Degree
in Industrial Systems Technology –
Welding Option**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
Humanities/Fine Arts Elective 3 hours
Choose from: ART 100, 203, 204, MUS 101, PHL 206,
REL 100, 151, 152, SPA 201, 202, THR 120, 126
Total..... 6 hours

Area III – Natural Science and Mathematics

MTH 100 or higher	3 hours
Math, Science or CIS elective	3 hours
CIS elective	3 hours
Total	9 hours

Area IV – History, Social, and Behavioral Sciences

History, Social and Behavioral Science elective	3 hours
Total	3 hours

Area V

Technical Core – Required of all options

INT 117 Principles of Industrial Mechanics	3 hours
INT 192 Industrial Maintenance Technology Co-op	3 hours
WKO 106 Workplace Skills	3 hours
WKO 110 NCCER Core	3 hours
Total	12 hours

INT 119 Principles of Mechanical Measurement and Technical Drawing	3 hours
WDT Electives (Any WDT courses)	30 hours
Total Area V	48 hours
Total Hours Required for the AAS Degree	69 hours

**Associate in Applied Science Degree
in Industrial Systems Technology –
Machining Option**

Area I – Written Composition

ENG 101 English Composition I	3 hours
Total	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities/Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204, MUS 101, PHL 206, REL 100, 151, 152, SPA 201, 202, THR 120, 126	
Total	6 hours

Area III – Natural Science and Mathematics

MTH 100 or numerically higher	3 hours
Math, Science or CIS elective	3 hours
CIS elective	3 hours
Total	9 hours

Area IV – History, Social, and Behavioral Sciences

History, Social and Behavioral Science elective	3 hours
Total	3 hours

Area V

Technical Core – Required of all options

INT 117 Principles of Industrial Mechanics	3 hours
INT 192 Industrial Maintenance Technology Co-op	3 hours
WKO 106 Workplace Skills	3 hours
WKO 110 NCCER Core	3 hours
Total	12 hours

INT 119 Principles of Mechanical Measurement and Technical Drawing	3 hours
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MTT Electives (Any MTT courses)	30 hours
Total Area V	48 hours
Total Hours Required for the AAS Degree	69 hours

**Associate in Applied Science Degree
LPN Role Transition to
Associate Degree Nurse (RN)
Track I**

Area I – Written Composition

ENG 101 English Composition I	3 hours
Total	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities/Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total	6 hours

Area III – Natural Science and Mathematics

MTH 100 Intermediate College Algebra	3 hours
BIO 201 Human Anatomy and Physiology I	4 hours
BIO 202 Human Anatomy and Physiology II	4 hours
BIO 220 General Microbiology	4 hours
Total	15 hours

Area IV – History, Social, and Behavioral Sciences

PSY 200 General Psychology	3 hours
PSY 210 Growth and Development	3 hours
Total	6 hours

Area V – Pre-Professional, Major, and Elective Courses

NUR 102, 103, 104, 105, 106 LPN Advanced Placement Credit	16 hours
NUR 200 LPN Role Transition to ADN (RN)	5 hours
NUR 201 Nursing Throughout the Lifespan I	5 hours
NUR 202 Nursing Throughout the Lifespan II	6 hours
NUR 203 Nursing Throughout the Lifespan III	6 hours
NUR 204 Role Transition for the Registered Nurse	4 hours
Total	42 hours
Total Hours Required for Degree	72 hours

**Associate in Applied Science Degree
LPN Role Transition to
Associate Degree Nurse (RN)
Track II**

Area I – Written Composition

ENG 101 English Composition I	3 hours
Total	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities/Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total	6 hours

Area III – Natural Science and Mathematics

MTH 100 Intermediate College Algebra	3 hours
BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
BIO 220 General Microbiology.....	4 hours
Total.....	15 hours

Area IV – History, Social, and Behavioral Sciences

PSY 200 General Psychology.....	3 hours
PSY 210 Growth and Development.....	3 hours
Total.....	6 hours

Area V – Pre-Professional, Major, and Elective Courses

NUR 102, 103, 104, 105, 106 LPN Advanced Placement Credit.....	21 hours
NUR 201 Nursing Throughout the Lifespan I.....	5 hours
NUR 202 Nursing Throughout the Lifespan II.....	6 hours
NUR 203 Nursing Throughout the Lifespan III.....	6 hours
NUR 204 Role Transition for the Registered Nurse.....	4 hours
Total.....	42 hours
Total Hours Required for Degree	72 hours

**Associate in Applied Science Degree
Medical Assistant**

The Medical Assistant Program is approved by the American Medical Technologists Association.

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities and Fine Arts Elective	3-4 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6-7 hours

Area III – Natural Science and Mathematics

MTH 116 Mathematical Applications or any 100-level	3 hours
BIO 103 Principles of Biology	4 hours
CIS 146 Microcomputer Applications	3 hours
Total.....	10 hours

Area IV – History, Social, and Behavioral Sciences

PSY Psychology Elective.....	3 hours
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

MMAT 101 Medical Terminology or OAD 211 Medical Terminology.....	3 hours
MAT 102 Medical Assisting Theory I (Approved Substitute: BIO 201).....	3 hours
MAT 103 Medical Assisting Theory II (Approved Substitute: BIO 202).....	3 hours
MAT 111 Clinical Procedures I for the Medical Patient.....	3 hours
MAT 120 Medical Administrative Procedures I.....	3 hours
MAT 125 Laboratory Procedures I for the Medical Patient.....	3 hours

MAT 211 Clinical Procedures II for the Medical Assistant	3 hours
MAT 215 Laboratory Procedures II for the Medical Assistant... ..	3 hours
MAT 216 Medical Pharmacology for the Medical Office	4 hours
MAT Electives.....	13 hours
Choose from: MAT 121 (3 hours); MAT 128 (3 hours); MAT 200 (2 hours); MAT 218 (3 hours); MAT 220 (3 hours); MAT 222 (2 hours) or OAD 212 (3 hours); MAT 228 (1 hour); MAT 239 (3 hours); HIT 230 (3 hours); HIT 232 (3 hours); HIT 116 (2 hours); HIT 283 (2 hours)	

EMS 100	1 hour
WKO 106.....	3 hours
MAT 229	3 hours
Total Area V.....	48 hours
Total Hours Required for Degree	70-71 hours

* OAD 212 may be substituted for MAT 222.

**Associate in Applied Science Degree
Associate Degree Nurse**

Area I – Written Composition

ENG 101 English Composition I.....	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities/Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 100 Intermediate College Algebra	3 hours
BIO 201 Human Anatomy and Physiology I.....	4 hours
BIO 202 Human Anatomy and Physiology II.....	4 hours
BIO 220 General Microbiology	4 hours
Total.....	15 hours

Area IV – History, Social, and Behavioral Sciences

PSY 200 General Psychology.....	3 hours
PSY 210 Growth and Development.....	3 hours
Total.....	6 hours

Area V – Pre-Professional, Major, and Elective Courses

NUR 102 Fundamentals of Nursing	6 hours
NUR 103 Health Assessment.....	1 hour
NUR 104 Introduction to Pharmacology	1 hour
NUR 105 Adult Nursing	8 hours
NUR 106 Maternal and Child Nursing.....	5 hours
NUR 201 Nursing Throughout the Lifespan I.....	5 hours
NUR 202 Nursing Throughout the Lifespan II.....	6 hours
NUR 203 Nursing Throughout the Lifespan III.....	6 hours
NUR 204 Role Transition for the Registered Nurse.....	4 hours
Total.....	42 hours
Total Hours Required for Degree	72 hours

**Associate in Applied Science Degree
Office Administration**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
 Humanities and Fine Arts Elective 3 hours
 Choose from: ART 100, 203, 204; MUS 101, PHL 206;
 REL 100, 151, 152; SPA 201, 202; THR 120, 126
Total..... 6 hours

Area III: Natural Sciences and Mathematics

CIS 146 3 hours
 MTH 100 or higher 3 hours
 Math, Science, or CIS Elective 3-4 hours
Total..... 9-10 hours

Area IV: History, Social and Behavioral Sciences

History, Social and Behavioral Sciences Elective 3 hours
 Choose from: GEO 100, HIS 101, 102, 201, 202; POL 211;
 PSY 200, 210; SOC 200, 210
Total..... 3 hours

Area V: Pre-Professional, Major, and Elective Course

Core Courses: 21 hours
 OAD 103 3 hours
 OAD 125 3 hours
 OAD 131 3 hours
 OAD 138 3 hours
 BUS 215 3 hours
 BUS 241 3 hours
 WKO 106 3 hours
 Transcription Elective 3-4 hours
 Choose from: OAD 200, 202, or 212;
 MAT 222 & MAT 223; MAT 224
 OAD/MAT Electives 9-12 hours
 Choose three or four classes that were not taken
 as Core Courses or as a Transcription Elective:
 OAD 101, 126, 200, 202, 218, 241;
 MAT 101; MAT 120; MAT 220; OAD 212
 CIS/BUS Elective 3-6 hours
 ECO 231 or 232 3 hours
Total..... 42 hours
Total Hours Required for Degree 63-64

**Associate in Applied Science Degree
Office Administration
Medical Office Option**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
 Humanities and Fine Arts Elective 3 hours
 Choose from: ART 100, 203, 204; MUS 101, PHL 206;
 REL 100, 151, 152; SPA 201, 202; THR 120, 126
Total..... 6 hours

Area III: Natural Sciences and Mathematics

CIS 146 Microcomputer Applications 3 hours
 MTH 100 or higher 3 hours
 Math, Science, or CIS elective 3-4 hours
Total..... 9-10 hours

Area IV: History, Social and Behavioral Sciences

History, Social and Behavioral Sciences Elective 3 hours
 Choose from: GEO 100, HIS 101, 102, 201, 202; POL 211;
 PSY 200, 210; SOC 200, 210
Total..... 3 hours

Area V: Pre-Professional, Major, and Elective Course

Core Courses: 18 hours
 OAD 103 3 hours
 OAD 125 3 hours
 OAD 138 3 hours
 BUS 215 3 hours
 BUS 241 3 hours
 WKO 106 3 hours
 MAT 101* 3 hours
 OAD 212 3 hours
 OAD/MAT Electives 12-15 hours
 Choose from: MAT 120; MAT 220; MAT 121;
 MAT 128; OAD 241
 OAD Electives 0-3 hours
 Choose from: OAD 101, 126, 131, 200, 202, 218, 231, 241
 ECO 231 or 232 3 hours
Total..... 42 hours
Total Hours Required for Degree 63-64

* EMS 106 Medical Terminology for the Health Professions (2 hours) with an additional hour(s) in an OAD or CIS elective or BIO 201 Human Anatomy and Physiology (4 hours) may be substituted for OAD 211.

**Associate in Applied Science Degree
Office Administration
Paralegal Option**

Area I – Written Composition

ENG 101 English Composition I 3 hours
Total..... 3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking 3 hours
 Humanities and Fine Arts Elective 3 hours
 Choose from: ART 100, 203, 204; MUS 101, PHL 206;
 REL 100, 151, 152; SPA 201, 202; THR 120, 126
Total..... 6 hours

Area III: Natural Sciences and Mathematics

CIS 146	3 hours
MTH 100 or numerically higher	3 hours
Math, Science, or CIS Elective	3-4 hours
Total.....	9-10 hours

Area IV: History, Social and Behavioral Sciences

History, Social and Behavioral Sciences Elective	3 hours
Choose from: GEO 100, HIS 101, 102, 201, 202; POL 211; PSY 200, 210; SOC 200, 210	
Total.....	3 hours

Area V: Pre-Professional, Major, and Elective Course

Core Courses:	18 hours
OAD 103	3 hours
OAD 125	3 hours
OAD 138	3 hours
BUS 215	3 hours
BUS 241	3 hours
WKO 106	3 hours
PRL Electives.....	24 hours
Choose eight courses from the following options: PRL 101, 102, 103, 150, 160, 192, 210, 220, 230, 240, 262, 282, 291	
BUS 263	3 hours
OAD 202	3 hours
Total.....	48 hours
Total Hours Required for Degree	69-70.

**Associate in Applied Science Degree
Salon and Spa Management**

Area I – Written Composition

ENG 101 English Composition I	3 hours
Total.....	3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3 hours
Humanities & Fine Arts Elective	3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126	
Total.....	6 hours

Area III – Natural Science and Mathematics

MTH 116 Mathematical Applications.....	3 hours
CIS 146 Microcomputer Applications	3 hours
Math, Science or CIS Elective	3 hours
Total.....	9 hours

Area IV - History, Social, and Behavioral Sciences

Area IV Elective.....	3 hours
Total.....	3 hours

Area V – Pre-Professional, Major, and Elective Courses

Technical Core

WKO 106 Workplace Skills.....	3 hours
SAL 201 Entrepreneurship for the Salon/Spa.....	3 hours

SAL 133 Salon/Spa Management.....	3 hours
Technical Core Requirements.....	9 hours

Program Options (Select One)

Cosmetology

COS 111 Introduction to Cosmetology.....	3 hours
COS 112 Introduction to Cosmetology Lab	3 hours
COS 113 Theory of Chemical Services	3 hours
COS 114 Chemical Services Lab	3 hours
COS 115 Hair Coloring Theory	3 hours
COS 116 Hair Coloring Lab	3 hours
COS 117 Basic Spa Techniques.....	3 hours
COS 118 Basic Spa Techniques Lab.....	3 hours
COS 123 Cosmetology Salon Practices.....	3 hours
COS 143 Specialty Hair Preparation Techniques	3 hours
COS 144 Hair Shaping and Design	3 hours
COS 190 Internship in Cosmetology	3 hours
Total.....	36 hours

Therapeutic Massage

MSG 101 Introduction to Therapeutic Massage.....	2 hours
MSG 102 Therapeutic Massage Lab.....	3 hours
MSG 103 Anatomy & Physiology.....	3 hours
MSG 104 Musculoskeletal & Kinesiology.....	3 hours
MSG 105 Therapeutic Massage Supervised Clinical I.....	2 hours
MSG 200 Business & Marketing Plans	1 hours
MSG 201 Therapeutic Massage for Special Populations.....	2 hours
MSG 202 Therapeutic Massage Lab II.....	3 hours
MSG 203 Pathology.....	3 hours
MSG 204 Musculoskeletal & Kinesiology II	3 hours
MSG 205 Therapeutic Massage Supervised Clinical II.....	2 hours
MSG 206 National Certification Exam Review.....	1 hours
EMS 103 First Aid/CPR.....	1 hours
Elective	7 hours
Choose from: BUS, COS, HED, SAL, or CIS	
Total.....	36 hours

Esthetics

COS 117 Basic Spa Techniques.....	3 hours
COS 118 Basic Spa Techniques Lab.....	3 hours
COS 127 Esthetics Theory.....	3 hours
COS 134 Advanced Esthetics	3 hours
COS 135 Advanced Esthetics Applications	3 hours
COS 163 Facial Treatments	3 hours
COS 164 Facial Machines	3 hours
COS 165 Related Subjects Estheticians.....	3 hours
COS 168 Bacteriology & Sanitation.....	3 hours
COS 169 Skin Functions.....	3 hours
COS 190 Internship in Cosmetology	3 hours
COS 191 Co-Op in Cosmetology	3 hours
Total.....	36 hours
Total Hours Required for Degree	66 hours

**THE GENERAL EDUCATION CORE
FOR THE CERTIFICATE**

Area I: Written Composition I and II.....3-6 Credit Hours

- COM 100 and COM 103 may be substituted only in non-degree eligible programs.

**Area II: Humanities, Fine Arts,
and Speech3-6 Credit Hours**

- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.

**Area III: Natural Science, Mathematics,
and Computer Science6 Credit Hours**

- Must complete one course in Computer Science (2 preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Remaining semester hours to be selected from Natural Science, Mathematics, or Computer Science.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

MAH 100, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs.

DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

**Area IV: History, Social, and
Behavioral Sciences0 Credit Hours**

**Minimum General Education
Requirements10-18 Credit Hours**

General Studies Curricula60 Credit Hours

**Area V: Maximum General Education
Core, Technical Concentration,
and Electives50-42 Credit Hours**

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

**Maximum Program Semester
Credit Hours60 Credit Hours**
**Semester Credit Hour Range
by Award30**

**THE GENERAL EDUCATION CORE
FOR THE SHORT-TERM CERTIFICATE
<=29 SEMESTER HOURS**

Area I: Written Composition I and II.....0-3 Credit Hours

One technical writing course is recommended in the Short-Term Certificate.

**Area II: Humanities, Fine Arts,
and Speech0 Credit Hours**

**Area III: Natural Science, Mathematics,
and Computer Science0-3 Credit Hours**

**Area IV: History, Social, and
Behavioral Sciences0 Credit Hours**

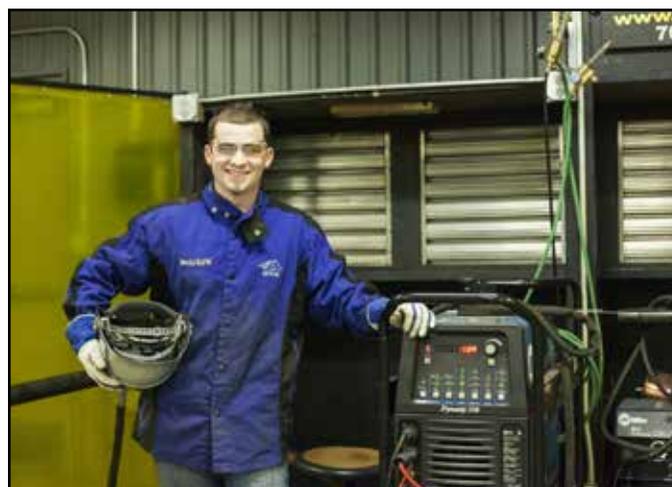
**Minimum General Education
Requirements0-6 Credit Hours**

**Area V: Maximum General Education
Core, Technical Concentration,
and Electives29-23 Credit Hours**

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

**Maximum Program Semester
Credit Hours29 Credit Hours**

**Semester Credit Hour Range
by Award9- 29 Credit Hours**



CERTIFICATE CURRICULA

CHILD DEVELOPMENT

Also available: AAS in Child Development

Short-Term Certificate in Child Development

CHD courses (by advisement)	15
<i>Total Hours Required for Short-Term Certificate</i>	<i>15 hours</i>

COMPUTER INFORMATION SYSTEMS

*Also available: AAS in Computer Information Systems,
AS in Computer Science*

Short-Term Certificate in Computer Information Systems – Computer Graphics and Web Design

CIS 151 Graphics for the World Wide Web	3
CIS 160 Multimedia for the World Wide Web	3
CIS 207 Introduction to Web Development	3
CIS 208 Intermediate Web Development	3
CIS 209 Advanced Web Development	3
CIS 199 Introduction to Networking Communication	3
CIS CIS Elective	3
<i>Total Hours Required for Short-Term Certificate</i>	<i>21 hours</i>

Short-Term Certificate in Computer Information Systems – Office Technology Support

CIS 149 Introduction to Computers	3
CIS 146 Microcomputer Applications	3
CIS 199 Introduction to Networking Communication	3
CIS 207 Introduction to Web Development	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
<i>Total Hours Required for Short-Term Certificate</i>	<i>18 hours</i>

COSMETOLOGY

Short Term Certificate in Cosmetology – Esthetics

SAL 133 Salon/Spa Management	3
SAL 201 Entrepreneurship for the Salon/Spa	3
COS 117 Basic Spa Techniques	3
COS 118 Basic Spa Techniques Lab	3
COS 163 Facial Treatments	3
COS 164 Facial Machine	3
COS 168 Bacteriology and Sanitation	3
COS 190 Internship in Cosmetology	3
COS 191 Co-op in Cosmetology	3
<i>Total Hours Required for Certificate</i>	<i>27 hours</i>

CRIMINAL JUSTICE

Also available: AAS and AS in Criminal Justice

Short-Term Certificate in Criminal Justice

CRJ 100	3
CRJ Electives by advisement	12
<i>Total Hours Required for Short-Term Certificate</i>	<i>15 hours</i>

Certificate in Law Enforcement

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 or higher	3
CIS 146 Microcomputer Applications	3
CRJ 100	3
CRJ 110	3
CRJ Electives by advisement	21
WKO 106 Workplace Skills	3
<i>Total Hours Required for Certificate</i>	<i>42 hours</i>

CULINARY ARTS

Short Term Certificate in Culinary Arts

CUA 110 Basic Food Preparation	3
CUA 111 Foundations in Nutrition	3
CUA 112 Sanitation, Safety & Service	2
CUA 120 Basic Food Preparation Lab	2
CUA 204 Foundations of Baking	3
CUA CUA Electives	9
Select from:	
CUA 114 Meal Management	3
CUA 115 Advanced Food Prep	3
CUA 130 Chocolate & Truffles	3
CUA 203 Stocks & Sauces	3
CUA 217 Introduction to Pastries	2
<i>Total Hours Required for Short-Term Certificate</i>	<i>22 hours</i>

CYBERSECURITY

Short Term Certificate in Computer Information Systems – Cybersecurity

Two options are offered

Option 1 is for those who have expertise, experience, and certification as a network administrator, but need additional education for cybersecurity. Option 2 assumes no experience as a network administrator.

OPTION 1

Short-Term Certificate in Computer Information Systems – Security + Add-on

To be eligible, students must show proof of having passed IC³, A+ and Network+ certifications.

CIS 246 Ethical Hacking	3
CIS 280 Network Security	3
CIS 282 Computer Forensics	3
CIS 288 Networking Applications	1
<i>TOTAL</i>	<i>10 hours</i>

OPTION 2

Short-Term Certificate in Computer Information Systems – Cybersecurity Technician

CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
CIS 199 Network Communications	3
CIS 246 Ethical Hacking	3

CIS 268 Software Support	3
CIS 269 Hardware Support	3
CIS 280 Network Security	3
CIS 282 Computer Forensics	3
CIS 288 Networking Applications	1
<i>TOTAL</i>	<i>25 hours</i>

**DRAFTING AND DESIGN
TECHNOLOGY PROGRAM**

Certificate in Drafting and Design Technology – General

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 116 or higher	3
CIS 146 Microcomputer Applications	3
DDT 104 Basic Computer Aided Drafting & Design	3
DDT 111 Fundamentals of DDT	3
DDT 113 Blueprint Reading	3
DDT 117 Manufacturing Processes	3
DDT 124 Intro to Technical Drawing	3
DDT 127 Intermediate Computer Aided Drafting	3
DDT 128 Intermediate Technical Drawing	3
DDT 144 Basic 3D Modeling	3
DDT 231 Advanced CAD	3
WKO 110 NCCER Core	3
<i>Total Hours Required for the Certificate</i>	<i>42 hours</i>

Short-Term Certificate in Drafting and Design Technology – General

DDT 104 Basic Computer Aided Drafting & Design	3
DDT 111 Fundamentals of DDT	3
DDT 113 Blueprint Reading	3
DDT 117 Manufacturing Processes	3
DDT 124 Intro to Technical Drawing	3
DDT 127 Intermediate Computer Aided Drafting & Design	3
<i>Total Hours Required for the Short-Term Certificate</i>	<i>18 hours</i>

Short-Term Certificate in Drafting and Design Technology – Three Dimensional (3D) Solid Modeling

DDT 104 Basic Computer Aided Drafting & Design	3
DDT 111 Fundamentals of DDT	3
DDT 113 Blueprint Reading	3
DDT 117 Manufacturing Processes	3
DDT 124 Intro to Technical Drawing	3
DDT 127 Intermediate Computer Aided Drafting & Design	3
DDT 144 Basic 3D Modeling	3
<i>Total Hours Required for the Short-Term Certificate</i>	<i>21 hours</i>

Certificate in Drafting and Design Technology – Three Dimensional (3D) Solid Modeling

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3

MTH 116 or higher	3
CIS 146 Microcomputer Applications	3
DDT 104 Basic Computer Aided Drafting & Design	3
DDT 111 Fundamentals of DDT	3
DDT 113 Blueprint Reading	3
DDT 117 Manufacturing Processes	3
DDT 124 Intro to Technical Drawing	3
DDT 127 Intermediate Computer Aided Drafting & Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 144 Basic 3D Modeling	3
DDT 231 Advanced CAD	3
DDT 233 Intermediate 3D Solid Modeling	3
WKO 110 NCCER Core	3
<i>Total Hours Required for the Certificate</i>	<i>45 hours</i>

EMERGENCY MEDICAL SERVICES

Also available: AAS in Emergency Medical Services

Emergency Medical Technician (EMT) (Short-Term Certificate)

EMS 106 Medical Terminology for Health Professionals	2
EMS 118 Emergency Medical Technician (EMT)	9
EMS 119 EMT Clinical	1
<i>Total Hours Required for Short Term Certificate</i>	<i>12 hours</i>

Advanced EMT (AEMT) (Short-Term Certificate)

Current Alabama EMT license is required for registration.

EMS 106 Medical Terminology for Health Professionals	2
EMS 155 Advanced Emergency Medical Technician (AEMT)	6
EMS 156 AEMT Clinical	2
<i>Total Hours Required for Short Term Certificate</i>	<i>10 hours</i>

Paramedic (Certificate)

Current AL EMT license is required for registration.

EMS 106 Medical Terminology for Health Professionals	2
EMS 240 Paramedic Operations	2
EMS 241 Paramedic Cardiology	3
EMS 242 Paramedic Patient Assessment	2
EMS 244 Paramedic Clinical I	1
EMS 245 Paramedic Medical Emergencies	3
EMS 246 Paramedic Trauma Management	3
EMS 247 Paramedic Special Populations	2
EMS 248 Paramedic Clinical II	3
EMS 253 Paramedic Transition to the Workforce	2
EMS 254 Advanced Competencies for Paramedic	2
EMS 255 Paramedic Field Preceptorship	5
EMS 256 Paramedic Team Preceptorship	1
EMS 257 Paramedic Applied Pharmacology	2
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
SPH 107 or Humanities & Fine Arts Elective	3
<i>Total Hours Required for Certificate</i>	<i>50 hours</i>

ENGINEERING TECHNICIAN

Also available: AAS in Engineering Technician

Short Term Certificate in Engineering Technician

EGR 101 Engineering Foundations	3
ENT 106 Principles of Engineering Technology	3
INT 119 Principles of Mech. Measurement & Technical Drawing	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
Elective ENT, INT, ILT, DDT, MTH, or PHS.....	12
<i>Total Hours Required for Short Term Certificate</i>	<i>27 hours</i>

Certificate in Engineering Technician

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
WKO 106 Workplace Skills.....	3
PHS 121 Applied Physical Science.....	4
EGR 101 Engineering Foundations	3
ENT 106 Principles of Engineering Technology	3
ENT 140 Applied Statics.....	3
INT 119 Principles of Mech. Measurement & Technical Drawing	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
MTH 112 PreCalculus Algebra.....	3
MTH 113 PreCalculus Trigonometry	3
DDT DDT Sequence.....	6
<i>Total Hours Required for Certificate</i>	<i>46 hours</i>

INDUSTRIAL ELECTRONICS TECHNOLOGY

Also available: AAS in Industrial Electronics Technology

Short-Term Certificate in Industrial Electronics Technology – General

ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
ILT Electives (any ILT courses).....	9
<i>Total Hours Required for Short-Term Certificate</i>	<i>15 hours</i>

Short-Term Certificate in Industrial Electronics Technology – Basic Electrical

ILT 100 Applied Electronics Computation (or any 100-level MTH).....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
ILT 109 Electrical Blueprint Reading.....	3
ILT 118 Construction Wiring NEC.....	3
ILT 231 National Electric Code.....	3
<i>Total Hours Required for Short-Term Certificate</i>	<i>18 hours</i>

Short-Term Certificate in Industrial Electronics Technology – Industrial Electrical Technician

ILT 109 Electrical Blueprint Reading.....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3

ILT 162 Solid State Fundamentals.....	3
ILT 163 Digital Fundamentals	3
ILT 166 Motors and Transformers	3
ILT 194 Programmable Controls I.....	3
ILT 197 Motor Controls I.....	3
<i>Total Hours Required for Short-Term Certificate</i>	<i>24 hours</i>

Certificate in Industrial Electronics Technology – Industrial Control Technician

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 or Higher	3
CIS 146 Microcomputer Applications	3
ILT 109 Electrical Blueprint Reading.....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
ILT 162 Solid State Fundamentals.....	3
ILT 163 Digital Fundamentals	3
ILT 166 Motors and Transformers	3
ILT 194 Programmable Controls I.....	3
ILT 197 Motor Controls I.....	3
WKO 106 Workplace Skills.....	3
<i>Total Hours Required for Certificate</i>	<i>39 hours</i>

INDUSTRIAL SYSTEMS TECHNOLOGY

Also available: AAS in Industrial Systems Technology

Short-Term Certificate in Industrial Systems Technology – Electrical & Instrumentation

ILT 109 Electrical Blueprint Reading I.....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
ILT 162 Solid State	3
ILT 197 Motor Controls I.....	3
<i>Total Hours Required for the Short-Term Certificate</i>	<i>15 hours</i>

Short-Term Certificate in Industrial Systems Technology – Mechanical Maintenance

INT 117 Principles of Industrial Mechanics	3
INT 118 Hydraulics and Pneumatics	3
INT 126 Preventative Maintenance	3
INT 127 Principles of Industrial Pumps and Piping Systems.....	3
<i>Total Hours required for Short-Term Certificate</i>	<i>12 hours</i>

Certificate in Industrial Systems Technology – Electrical & Instrumentation

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
WKO 106 Workplace Skills.....	3
INT 117 Principles of Industrial Mechanics	3
INT 118 Fundamentals of Industrial Hydraulics and Pneumatics.....	3

ILT 162 Solid State	3
ILT 231 NEC	3
ILT 109 Electrical Blueprint Reading I	3
ILT 118 Construction Wiring NEC	3
ILT 160 DC Fundamentals	3
ILT 161 AC Fundamentals	3
ILT 163 Digital Fundamentals	3
ILT 166 Motors & Transformers I	3
ILT 194 Programmable Logic Controls	3
<i>Total Hours Required for the Certificate</i>	<i>48 hours</i>

Certificate in Industrial Systems Technology – Multi-Skilled Maintenance

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
WKO 106 Workplace Skills	3
INT 117 Principles of Industrial Mechanics	3
INT 118 Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 119 Principles of Mechanical Measurement and Technical Drawing	3
INT 126 Preventative Maintenance	3
ILT 231 NEC	3
ILT 109 Electrical Blueprint Reading I	3
ILT 118 Construction Wiring NEC	3
ILT 160 DC Fundamentals	3
ILT 161 AC Fundamentals	3
ILT 195 Troubleshooting Techniques	3
ILT 197 Motor Controls I	3
<i>Total Hours Required for the Certificate</i>	<i>48 hours</i>

Certificate in Industrial Systems Technology – Welding Option

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra	3
CIS 146	3
WKO 106 Workplace Skills	3
WKO 110	3
INT 117 Principles of Industrial Mechanics	3
INT 119 Principles of Mechanical Measurement and Technical Drawing	3
WDT Electives	24
<i>Total Hours Required for the Certificate</i>	<i>48 hours</i>

Certificate in Industrial Systems Technology – Machining Option

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra	3
CIS 146	3
WKO 106 Workplace Skills	3
WKO 110	3
INT 117 Principles of Industrial Mechanics	3

INT 119 Principles of Mechanical Measurement and Technical Drawing	3
MTT Electives	24
<i>Total Hours Required for the Certificate</i>	<i>48 hours</i>

MACHINE TOOL TECHNOLOGY

Also available: AAS in Industrial Systems Technology

Short-Term Certificate in Machine Tool Technology

MTT Courses (by advisement)	12
<i>Total Hours Required for Short-Term Certificate</i>	<i>12 hours</i>

Certificate in Industrial Systems Technology – Machine Tool Technology

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 or higher	3
CIS 146	3
INT 117 Principles of Industrial Maintenance	3
INT 119 Principles of Mechanical Measurements & Technical Drawing	3
WKO 106 Workplace Skills	3
WKO 110	3
Machine Tool Technology Electives (by advisement)	24
<i>Total Hours Required for Certificate</i>	<i>48 hours</i>

MEDICAL ASSISTANT

Also available: AAS in Medical Assistant

Short-Term Certificate in Medical Assistant – General

MAT 101 Medical Terminology	3
Substitutes accepted: HPS 105 (3) or OAD 211 (3)	
MAT 102 Medical Assisting Theory I	3
Substitute accepted: BIO 201 Anatomy & Physiology (4)	
MAT 103 Medical Assisting Theory II	3
Substitute accepted: BIO 202 Anatomy & Physiology (4)	
CIS 146 Microcomputer Applications	3
Substitute accepted: OAD 125 Word Processing (3)	
ENG 101 English Composition I	3
Substitute accepted: OAD 131 Business English (3)	
(NOTE: All above are prerequisites for the courses below)	
HIT 116 Pharmacology for Health Information Technology (HIT)	2
Substitute accepted: MAT 216 Pharmacology for the Medical Office (4)	
HIT 230 Medical Coding Systems I	3
HIT 232 Medical Coding Systems II	3
MAT 220 Medical Office Insurance	3
HIT 283 Medical Coding Professional Practice	2
<i>Total Hours Required for Certificate</i>	<i>28 hours</i>

Short-Term Certificate in Medical Assistant – Phlebotomist

MAT 125 Laboratory Procedures I for the Medical Assistant	3
MAT 215 Laboratory Procedures II for the Medical Assistant	3
MAT 239 Phlebotomy Preceptorship	3
EMS 100 Cardiovascular Resuscitation	1
<i>Total Hours Required for Short-Term Certificate</i>	<i>10 hours</i>

Short-Term Certificate – EKG Technician

MAT 101 Medical Terminology3
 Substitutes accepted: HPS 105 (3) or OAD 211 (3)
 MAT 102 Medical Assisting Theory I.....3
 MAT 111 Clinical Procedures I for the Medical Patient3
 MAT 218 EKG Technician.....3
 EMS 100 CPR I1
Total Hours Required for Certificate 13 hours

Short-Term Certificate in Medical Assistant – Medical Coding

MAT 101 Medical Terminology.....3
 Substitutes accepted: HPS 105 (3) or OAD 211 (3)
 MAT 102 Medical Assisting Theory I.....3
 Substitutes accepted: BIO 201 Anatomy & Physiology (4)
 MAT 103 Medical Assisting Theory II3
 Substitutes accepted: BIO 202 Anatomy & Physiology (4)
 CIS 146 Microcomputer Applications3
 Substitutes accepted: OAD 125 Word Processing (3)
 ENG 101 English Composition I.....3
 Substitutes accepted: OAD 131 Business English (3)
 (Note: All above are prerequisites for the courses below)
 HIT 116 Pharmacology for Health Information Technology (HIT)2
 Substitutes accepted: MAT 216 Pharmacology for the Medical Office (4)
 HIT 230 Medical Coding Systems I3
 HIT 232 Medical Coding Systems II3
 MAT 220 Medical Office Insurance3
 HIT 283 Medical Coding Professional Practice2
Total Hours Required for Certificate 28 hours

NURSING

Also available: AAS in Nursing (RN)

Certificate in Nursing – Practical Nurse (LPN)

ENG 101 English Composition I3
 MTH 100 Intermediate College Algebra3
 BIO 201 Human Anatomy and Physiology I4
 BIO 202 Human Anatomy and Physiology II4
 NUR 102 Fundamentals Concepts of Nursing.....6
 NUR 113 Nursing Concepts8
 NUR 114 Nursing Concepts II.....8
 NUR 115 Evidence Based Clinical Reasoning2
Total Hours Required for Certificate 39 hours

SALON AND SPA MANAGEMENT

Also available: AAS in COS, EST, MSG

Certificate in Salon & Spa Management - Cosmetology

ENG 101 English Composition I3
 SPH 107 Fundamentals of Public Speaking3
 MTH 116 Mathematical Applications.....3
 CIS 146 Microcomputer Applications3
 WKO 106 Workplace Skills.....3
 SAL 133 Salon/Spa Management3
 COS 111 Introduction to Cosmetology.....3

COS 112 Introduction to Cosmetology Lab3
 COS 113 Theory of Chemical Services3
 COS 114 Chemical Services Lab3
 COS 115 Hair Coloring Theory3
 COS 116 Hair Coloring Lab3
 COS 117 Basic Spa Techniques3
 COS 118 Basic Spa Techniques Lab.....3
 COS 123 Cosmetology Salon Practices3
 COS 143 Specialty Hair Preparation Techniques3
 COS 144 Hair Shaping and Design3
 COS 190 Internship in Cosmetology3
Total Hours Required for Certificate 54 hours

Certificate in Salon & Spa Management – Therapeutic Massage

ENG 101 English Composition I3
 SPH 107 Fundamentals of Public Speaking3
 MTH 116 Mathematical Applications.....3
 CIS 146 Microcomputer Applications3
 WKO 106 Workplace Skills.....3
 SAL 133 Salon/Spa Management.....3
 MSG 101 Introduction to Therapeutic Massage2
 MSG 102 Therapeutic Massage Lab.....3
 MSG 103 Anatomy & Physiology3
 MSG 104 Musculoskeletal & Kinesiology3
 MSG 105 Therapeutic Massage Supervised Clinical I2
 MSG 200 Business & Marketing Plans1
 MSG 201 Therapeutic Massage for Special Popsulations2
 MSG 202 Therapeutic Massage Lab II3
 MSG 203 Pathology.....3
 MSG 204 Musculoskeletal & Kinesiology II3
 MSG 205 Therapeutic Massage Supervised Clinical II2
 MSG 206 National Certification Exam Review1
 EMS 103 First Aid/CPR.....1
 Elective (Choose from BUS, COS, EMS, HED, or CIS)7
Total Hours Required for Certificate 54 hours

Certificate in Salon & Spa Management - Esthetics

ENG 101 English Composition I3
 SPH 107 Fundamentals of Public Speaking3
 MTH 116 Mathematical Applications.....3
 CIS 146 Microcomputer Applications3
 WKO 106 Workplace Skills.....3
 SAL 133 Salon/Spa Management.....3
 SAL 201 Entrepreneurship.....3
 COS 117 Basic Spa Techniques3
 COS 118 Basic Spa Techniques Lab.....3
 COS 134 Advanced Esthetics3
 COS 135 Advanced Esthetics Applications3
 COS 163 Facial Treatments3
 COS 164 Facial Machines3
 COS 165 Related Subjects Estheticians.....3
 COS 168 Bacteriology & Sanitation.....3
 COS 169 Skin Functions.....3
 COS 190 Internship in Cosmetology3

COS 191 Co-Op in COS	3
<i>Total Hours Required for Certificate</i>	<i>54 hours</i>

Short-term Certificate in Therapeutic Massage

MSG 101 Introduction to Therapeutic Massage	2
MSG 102 Therapeutic Massage Lab I	3
MSG 103 Anatomy and Physiology*	3
MSG 104 Musculoskeletal and Kinesiology I	3
MSG 105 Therapeutic Massage Supervised Clinical I	2
MSG 200 Business and Marketing Plans.....	1
MSG 201 Therapeutic Massage for Special Populations.....	2
MSG 202 Therapeutic Massage Lab II	3
MSG 203 Pathology.....	3
MSG 204 Musculoskeletal and Kinesiology II.....	3
MSG 205 Therapeutic Massage Supervised Clinical II.....	2
MSG 206 National Certification Exam Review	1
EMS 103 First Aid/CPR.....	1
<i>Total Hours Required for Short-term Certificate.....</i>	<i>29 hours</i>

* BIO 201 is an approved substitute for MSG 103.

WELDING TECHNOLOGY

Also available: AAS in Industrial Systems Technology

Short-Term Certificate in Welding Technology

WDT Courses (by advisement).....	12
<i>Total Hours Required for Short-Term Certificate.....</i>	<i>12 hours</i>

Certificate in Industrial Systems Technology – Welding

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 or higher	3
CIS Elective	3
INT 117 Principles of Industrial Maintenance.....	3
INT 119 Principles of Mechanical Measurements & Technical Drawing	3
WKO 106 Workplace Skills.....	3
WKO 110	3
Welding Electives (by advisement).....	24
<i>Total Hours Required for Certificate</i>	<i>48 hours</i>



ALLIED HEALTH PROGRAMS

Northeast Alabama Community College is involved in a cooperative linkage program with other community colleges. The first year general education prerequisite courses are completed at Northeast. After acceptance to the health program, students may transfer to complete coursework in their chosen field of study. The following programs are offered through this arrangement:

- Dental Assisting
- Dental Hygiene
- Diagnostic Imaging
- Diagnostic Medical Sonography
- Health Information Technology
- Clinical Laboratory Technician
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Respiratory Therapy

For specific details regarding each program, students should contact Dr. Sharon Totten, Director of Advising, (tottens@nacc.edu) for more information. Office: 100 Wallace Administration Building (WA), phone ext. 2245.

Below are some examples of Allied Health Programs:

Associate in Applied Science Degree in Health Information Technology

The Health Information Technician (HIT) is a skilled professional who analyzes and evaluates highly sensitive data in health records. Skills of the Health Information Technician are varied but include the following: supervising the release of health information, maintaining and utilizing information storage and retrieval systems, compiling various health statistics, editing transcribed clinical information, and supervising electronic health information management systems.

Health information technicians may be employed by any facility that manages patient information, such as hospital, clinic, physician office, insurance company, or medical research center. Health Information Technicians are also trained to become medical coding specialists. Medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), and Current Procedural Training (CPT).

The Health Information Technician Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (<http://cahiim.org>). Because of this CAHIIM accreditation, each graduate of the HIT Program is eligible to take the national examination to become a Registered Health Information Technician (RHIT). Technicians trained in non-CAHIIM accredited programs or trained on the job are not eligible to take the examination.

Students have the opportunity to spend many hours in a clinical setting to practice skills obtained in the class room. Students enrolled in professional practice experience (clinical) courses will be assigned hours consistent with day shift. Assignment to the professional practice experience facilities will be at the discretion of program officials, and students are required to travel to different locations for this hands-on training.

The Health Information Technology Program allows students to take general education classes at NACC and HIT classes in an online format. The professional practice experience activities must be completed on dayshift at an approved health care facility, not online. HIT students who live within 50 miles of the Wallace State campus must attend a minimum number of on-campus class/lab meetings and may have to take some exams on the Wallace State campus. Part-time students are welcomed to apply but must complete the program within three years of acceptance into the program.

Associate in Applied Science in Diagnostic Imaging

This program is designed to provide technologists for Diagnostic Imaging Departments of hospitals and clinics. Students are taught the fundamental principles underlying all phases of Radiologic Technology. Upon graduation, the student is eligible to apply to take the registry examination of the American Registry of Radiologic Technologists (65 1-687-4448). According to the American Registry of Radiologic Technologists, application for certification to practice as an R.T. may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial by law.

Physical Therapist Assistant

The Physical Therapist Assistant (PTA) is a skilled technical health care worker who assists the physical therapist in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy. Duties of the physical therapist assistant are varied but include rehabilitation of orthopedic, neurological, pediatric, and sports related problems. Once a patient is evaluated and a treatment plan is designed by the physical therapist, the physical therapist assistant can provide many aspects of treatment, as prescribed by the therapist. Components of treatment procedures performed by these workers involve exercise, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. The physical therapist assistant is responsible for reporting patient responses and treatment outcomes to the physical therapist. Physical therapists assistants are employed by hospitals, rehabilitation centers, nursing homes, home health care agencies, private practices and other specialized health care settings.

Respiratory Therapy

A respiratory therapist is responsible for administering, under physician's prescription, many types of breathing therapeutics, and utilizing specialized breathing, aerosol and humidification equipment. These include the use of oxygen or oxygen mixtures, chest physiotherapy, mechanical ventilation, and aerosol medications. Respiratory therapists evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs may be diseased. Respiratory therapists provide temporary relief to patients with chronic asthma or emphysema, as well as emergency care to patients who are victims of a heart attack, stroke, trauma, drowning, or shock. They perform limited physical examinations, and conduct diagnostic tests that assess breathing capacities and determine the concentration of oxygen and other gases in patients. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation by performing regular assessments of patients and equipment.

SKILLS TRAINING DIVISION

The Skills Training Division provides educational opportunities for all adults, regardless of prior educational attainment. Most of these programs do not require a high school diploma or GED. Activities include:

- Non-credit training programs that lead to workforce credentials
- Non-credit workshops and seminars for professional or personal development
- Incumbent worker training programs
- Workforce assessments, including ACT WorkKeys®
- Certification and examination services, including Microsoft and Certipoint
- Non-credit online programs and courses that lead to workforce readiness

For information about any of the services provided by the Skills Training Division, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214.

Short-term Non-credit Training Programs

Training programs are offered to meet current workforce needs. Since programs are dependent upon current needs, the following list of programs and requirements are subject to change and reflect requirements at the time of printing.

Diversified Health Occupations

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for EKG technician, phlebotomy technician, and pharmacy technician. This program does not offer college credit and will not lead to a college degree.

Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDC 013	Pharmacy Technician	50
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

EKG/Cardiovascular Technician

This program is designed to give graduates opportunity for entry-level employment as an EKG technician. This program does not offer college credit and will not lead to a college degree. Certification as an EKG technician is available to those who qualify.

Courses Required:

Course Number	Course Title	Clock Hours
SCD 025	EKG Technician	50

Home Health/Hospice Aide

This program is designed to give graduates opportunity for entry-level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify. Additional training in home health care will be provided as part of this program.

Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	9
SDC 051	Nursing Assistant	90
SDC 065	Home Health Aide	50

Nursing Assistant

This program is designed to give graduates opportunity for entry-level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify.

Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDC 051	Nursing Assistant	90

Patient Care Technician

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for nursing assistant, EKG technician, and phlebotomy technician. This program does not offer college credit and will not lead to a college degree.

Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDC 051	Nursing Assistant	90
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

Pharmacy Technician

This program is designed to give graduates pathways to employment as a pharmacy technician. Successful completers of this program will be eligible to take the national certification exam for pharmacy technicians. This program does not offer college credit and will not lead to a college degree.

Courses Required:

Course Number	Course Title	Clock Hours
SDA 013	Pharmacy Technician	50

Phlebotomy Technician

This program is designed to give graduates pathways to employment as a phlebotomy technician. Successful completers of this program will be eligible to take the national certification exam for phlebotomy technicians. This program does not offer college credit and will not lead to a college degree.

Courses Required:

Course Number	Course Title	Clock Hours
SDA 036	Phlebotomy Technician	112

For more information about any non-credit short-term training programs, contacts Ms. Julie George at 256-228-6001, extension 2214 or 256-638-4418, extension 2214. Upcoming class schedules and cost estimates are available on the web at www.nacc.edu/workforce. Click on "Programs".

Workshops and Seminars

A variety of workshops and seminars for both personal and professional development are offered throughout the year. For a schedule of upcoming classes, visit www.nacc.edu/workforce. Click on "Workshops & Seminars".

Industry Training (Incumbent Worker Training)

Northeast Alabama Community College offers training services to area business and industry. Training can be offered on site or on campus in a variety of areas. Additionally, an Alabama Technology Network (ATN) Center is located on campus, providing a vast array of training and consulting services to business and industry. For more information about or the Alabama Technology Network, contact Mr. Ronny Kisor, ATN Director, at 256-228-6001 or 256-638-4418, extension 2265. For more information about training for business and industry, contact Julie George at 256-638-4418, ext. 2214.

ACT WorkKeys® Assessment Career Readiness Certificate

WorkKeys® assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessments information can help users make better career and educational decisions. For more information about the WorkKeys® Assessment and Development Center, contact Mrs. Nancy Griggs at 256-228-6001 or 256-638-4418, extension 2217.

Certification Services

Northeast Alabama Community College offers a certification center where interested persons may take certification examinations for a variety of areas, including Microsoft Office Specialist, Internet and Computing Core Certification (IC3), and Electronics Technicians Association, International (ETA-I). For more information or to schedule an exam, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214 or visit www.nacc.edu.

ALABAMA TECHNOLOGY NETWORK CENTER

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of manufacturing and service industries. The ATN center at NACC develops services to meet local and state needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on assistance and training to small to mid-size manufacturers.

Since 1996, the Alabama Technology Network has been providing hands-on assistance and training to help address challenges and improve profitability of organizations in Alabama. Our experienced staff members provide insight, expertise, and holistic solutions that will improve business today and for the future. ATN helps organizations streamline operations, improve team performance, implement quality systems based on the voice of customers, plan strategies for future growth, and implement the latest in environmental and information technology.

The ATN center at NACC was established in October, 2005. For more information on the Alabama Technology Network at NACC visit the ATN website at <http://www.atn.org> or call the ATN office at 256.638.8968.



NURSING PROGRAM

**Associate in Applied Science Degree –
5 Semesters/Two Academic Years**

**Practical Nursing Certificate –
3 Semesters/One Academic Year**

The nursing program is an integral part of Northeast Alabama Community College and accepts the mission statement and the goals of Northeast Alabama Community College. The nursing curriculum combines general education and nursing education courses. The Associate in Applied Science Degree is awarded by Northeast to the student who successfully completes all requirements of the nursing program. Students in the program are eligible after successful completion of the first three semesters for the Practical Nursing certificate.

Completers of the practical nursing program are awarded a certificate and are eligible to apply to the State Board of Nursing to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse. The review of the application by the State Board of Nursing determines eligibility of the applicant to take the licensure examination.

Legal requirements for licensure in the State of Alabama are listed in the [Alabama Board of Nursing Administrative Code](#). The applicant for licensure examination should be aware that eligibility for initial and continuing licensure in Alabama includes questions concerning such matters as convictions of criminal offenses, convictions for driving under the influence of drugs/alcohol, treatment for mental illness, treatment for chemical dependency, disciplinary action by a state board of nursing, placed on a state/federal abuse registry, or court martialled, disciplined, or administratively discharged by the military. The application to take the licensure examination may be denied by the State Board of Nursing if all the requirements as listed in the [Alabama Board of Nursing Administrative Code](#) are not met by the applicant. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Individuals must meet the following criteria for initial licensure as a registered nurse.

1. Complete all requirements for graduation from an approved nursing program.
2. Receive approval by the State Board of Nursing to take the National Council Licensure Examination (NCLEX).
3. Achieve a passing score on the National Council Licensure Examination (NCLEX).

ACCREDITATION STATUS:

Approved by Alabama Board of Education
Approved by Alabama Board of Nursing
Accredited by the Accreditation Commission for Education in Nursing (ACEN)

ADMISSION REQUIREMENTS:

1. Unconditional admission to the College. In order to be unconditionally admitted, the Admission Office must receive official transcripts of all attempted college work.

2. Complete application to the Nursing Program by FEBRUARY 1st.
3. A minimum of 2.5 grade point average (GPA) for nursing required core courses.
4. A minimum of 2.5 grade point average (GPA) cumulative high school for students without prior college courses (GED will be used if applicable).
5. A minimum of 18 ACT composite score National or Residual.
6. Eligibility for ENG 101, BIO 201, and MTH 100 as determined by college policy.
7. Good standing with the college.
8. Must meet ESSENTIAL FUNCTIONS required for nursing.

Admission to the Associate Degree Nursing Program is competitive and the number of students accepted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Should the student decline acceptance or be denied admission based on qualifications, he/she must resubmit an application by **FEBRUARY 1st** of the following academic year. It is the student's responsibility to adhere to the admission requirements described. **Students should contact a nursing advisor for clarification, if needed.**

IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE NURSING APPLICATION UPDATED. APPLICANTS ARE ENCOURAGED TO VERIFY COMPLETION OF PROFILE PRIOR TO THE FILING DEADLINE.

MOBILITY TO ADN ADMISSION

Students must meet each of the following criteria:

Admission Requirements for Mobility to ADN Program

1. Unconditional admission to the college.
2. Complete nursing application by OCTOBER 1st.
3. A minimum of 2.5 GPA for nursing required academic core courses.
4. A minimum of 18 ACT composite score National or Residual.
5. Student must possess an unencumbered Alabama LPN license.
6. Students must have completed the following courses with a minimum grade of "C"
 - BIO 201 Anatomy and Physiology I
 - BIO 202 Anatomy and Physiology II
 - ENG 101 English Composition I
 - MTH 100 Intermediate College Algebra or higher level
 - PSY 200 General Psychology
 - PSY 210 Human Growth and Development
 - SPH 107 Fundamentals of Speech
7. Good standing with the college.
8. Meet Essential Functions required for nursing.

**NORTHEAST ALABAMA COMMUNITY COLLEGE
EVALUATION OF NURSING APPLICANT - ADN PROGRAM**

SELECTION OF APPLICANTS:

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

1. ACT score of 18 or higher. Possible points awarded are 18 - 36 based on score, with no time limit on when the test was taken.
2. Points from nursing required college courses (ENG 101, MTH 100 or higher, BIO 201 and BIO 202)
Points will be awarded for grades as follows: A = 3 points, B = 2 points, C = 1 point; and CLEP Credit = 2 points
3. Additional points awarded as determined by Northeast Alabama Community College policy:
Pre-Nursing Seminar session (5 points)
Course work completed at Northeast Alabama Community College (5 points)

COURSE POINTS			
COURSES	GRADE	POINTS	Course Grade = Points A = 3 points B = 2 points C = 1 point
BIO 201			
BIO 202			
ENG 101			
MTH 100* ↑			
* MTH 110, 112, 113, 120, 125			
TOTAL COURSE POINTS			

_____ **Course Points** (12 Points Possible)

_____ **Pre-Nursing Seminar** (5 points)

_____ **Northeast Alabama Community College Loyalty Points** (5 points)

_____ **ACT Score** (18 to 36 Points Possible)
(Minimum score required 18 / No time limit on when ACT was taken)

TOTAL COURSE POINTS

Applicant must also meet the following admission criteria:

- Be unconditionally admitted to the college.
- Minimum of 18 ACT composite score National or Residual.
- Minimum 2.5 GPA for nursing required academic core courses. Previously completed nursing courses will be included in this calculation.
- Minimum 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meet the Essential Functions for nursing.
- If not already completed, student must be eligible to take ENG 101, BIO 201, and MTH 100 the first semester accepted into the nursing program.

PROGRAM REQUIREMENTS:

1. Student must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.
2. Student is required to follow Federal HIPPA regulations regarding client privacy. Student must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion (Alabama Board of Nursing Administrative Code). **Students will be expelled from the nursing program for failing to comply with this requirement.**
3. Student must take all tests according to the scheduled dates. If student misses a test, he/she must provide appropriate documentation in order to receive a make-up test. Make-up exams will be given prior to the final exam. If more than one exam is missed, all exams must be made up on the same day.
4. A student will be dismissed from the nursing program when not adhering to the policies and procedures of the facility to which they are assigned, Quality Safety Education Standards for nurses, or the program standards for client safety.
5. A rating of unsatisfactory in clinical performance will result in a grade of "F" for that course regardless of any other grading component in the course.

6. A student who has been UNSATISFACTORY in providing **safe effective client care** in the clinical area will not be allowed readmission into the nursing program.
7. Student is expected to be academically honest. Any student found guilty of cheating may be removed from the program with a grade of "F."
8. Student will have professional liability insurance throughout the nursing program. Fees are included in tuition.
9. Student must show documentation of current cardiopulmonary resuscitation (CPR) certification at the healthcare provider level prior to placement in a clinical agency.
10. Student is required to obtain a health evaluation by a qualified health practitioner on the form provided by the nursing department. **(MUST BE UPLOADED TO VERIFIED CREDENTIALS BY DEADLINE DATE.)**
11. Student is required to obtain an evaluation of the Essential Functions as determined by a qualified health practitioner on forms provided by the nursing program. The evaluation must be submitted to Verified Credentials by deadline date. Additional health examinations may be required depending on physical or psychological alterations which may occur during the program of study.
12. The student is required to receive a series of three Hepatitis B vaccines, obtain a Positive titer or sign a declination policy provided by the nursing department. Student is strongly encouraged to keep their flu vaccine up to date.
13. **The student is required to submit to a pre-clinical drug screen at a time designated by the nursing faculty.** Failure to comply with this may result in withdrawal from the program. Random drug screens may be required should the student exhibit behaviors indicative of substance abuse during a clinical experience or during on campus clinical lab. Admission drug screen and annual drug screen fees are included in tuition. Any additional drug screen is performed at the student's expense. A positive drug screen will prohibit the student from completing the clinical requirements of the nursing curriculum.
14. As required by the clinical agencies, the student is required to submit to a criminal background check prior to placement in a clinical facility. Students who have a positive background check will not be allowed to complete the clinical component of the nursing course and would be required to withdraw from the nursing course.
15. Student must be registered prior to attending class. Children are not allowed in the classroom, clinical lab or computer lab at any time.
16. Students are required to participate in testing programs and remediation included throughout the nursing curriculum.

COURSE GRADE:

A course grade will be determined based on theory and clinical performance. **Students must achieve a grade of "75%" or above in each required nursing course to continue in the nursing program. A grade below "75%" will result in a "D" or an "F" depending on the numerical score.**

GRADING SCALE:	90-100	= A
	80-89	= B
	75-79	= C

60-74 = D
59 and below = F

ATTENDANCE POLICY FOR NURSING STUDENTS:

Theory

The student must be present 80% of the scheduled class dates in order to demonstrate the expected course outcomes and successfully apply theoretical concepts to the clinical practicum.

Clinical Laboratory

Attendance in the clinical laboratory is required at 100% in order to accomplish the clinical laboratory objectives.

Clinical absences must be made up prior to beginning the next semester. Upon return to class, the student must make arrangements for making up the campus lab and clinical absence with the clinical instructor. Extenuating circumstances will be evaluated by the Nursing Faculty Committee.

Responsibility to Agencies

All students are assigned to various health care agencies for clinical experiences. Students scheduled in health care agencies for clinical experiences must be acceptable to those agencies. The student is responsible for complying with policies and procedures required by the agency. Failure to meet this requirement will mean that the student is excluded from a required clinical experience and will be unable to complete the nursing program.

STUDENT ORGANIZATIONS AND ACTIVITIES:

Students enrolled in the nursing program participate in campus organizations as well as social, cultural and college activities the same as other college students. In addition to the regular activities at the College, students in nursing may belong to the National Student Nurses' Association.

ADDITIONAL EXPENSES:

These expenses are approximate and in no way reflect expenses each individual may incur during the program. This list is not all inclusive.

- Uniforms, lab coat, stethoscope and blood pressure cuff, etc. (Approximately \$300)
- Professional liability insurance
- Textbooks and other resources (\$1,500 each fall semester)
- Miscellaneous books and other resources (approximately \$500)
- Laboratory packet (approximately \$65)
- Evaluation of Essential Functions by healthcare provider
- Hepatitis B vaccination series
- Verified Credentials (Includes Criminal Background Check)
- Required immunizations (Includes MMR and Tdap or titre)
- Drug Screening Tests (\$70)
- Testing and learning resource fees (Approximately \$200 per semester)
- Transportation to and from clinical agencies

Additional expenses anticipated during the final semester of the nursing program are approximate. They are as follows:

NCLEX Application and Licensure	\$285.00
Graduation Fee	56.00
Nursing Pin (Optional)	55.00

ACCREDITATION STATUS:

Approved by Alabama Board of Education
 Approved by Alabama Board of Nursing
 Accredited by the Accreditation Commission for
 Education in Nursing (ACEN)

TOTAL HOURS 49

14

**LPN ROLE TRANSITION TO ASSOCIATE
 DEGREE NURSE (RN) CURRICULUM
 Track I**

ASSOCIATE DEGREE NURSE CURRICULUM

Course Number	Course Title	Course Credits	
FALL SEMESTER			
NUR 102	Fundamentals of Nursing	(3-2-1)	6
NUR 103	Health Assessment	(0-1-0)	1
NUR 104	Introduction to Pharmacology	(0-1-0)	1
BIO 201	Anatomy and Physiology I	(3-1-0)	4
MTH 100	Intermediate College Algebra	(3-0-0)	<u>3</u>
			15
SPRING SEMESTER			
NUR 105	Adult Nursing	(5-1-2)	8
NUR 106	Maternal and Child Nursing	(4-0-1)	5
BIO 202	Anatomy and Physiology II	(3-1-0)	4
ENG 101	English Composition I	(3-0-0)	<u>3</u>
			20
SUMMER SEMESTER			
NUR 201	Nursing Through the Lifespan I	(3-0-2)	5
BIO 220	General Microbiology	(3-1-0)	4
PSY 200	General Psychology	(3-0-0)	<u>3</u>
			12
FALL SEMESTER			
NUR 202	Nursing Through the Lifespan II	(3-0-3)	6
PSY 210	Human Growth and Development	(3-0-0)	3
SPH 107	Fundamentals of Speech	(3-0-0)	<u>3</u>
			12
SPRING SEMESTER			
NUR 203	Nursing Through the Lifespan III	(4-0-2)	6
NUR 204	Role Transition for the Registered Nurse	(2-0-2)	4
	Humanities/Fine Arts Elective	(3-0-0)	<u>3</u>
			13
TOTAL HOURS			72

Course Number	Course Title		Clock Hours
PREREQUISITE COURSES			
BIO 201	Anatomy and Physiology I	(3-1-0)	4
BIO 202	Anatomy and Physiology II	(3-1-0)	4
ENG 101	English Composition I	(3-0-0)	3
MTH 100	Intermediate College Algebra	(3-0-0)	3
NUR 200	LPN Role Transition to ADN (RN)	(3-1-1)	5
NUR 102, 103, 104, 105, 106	LPN Advanced Placement Credit		16
			<u>35</u>
SUMMER SEMESTER			
NUR 201	Nursing Through the Lifespan I	(3-0-2)	5
BIO 220	General Microbiology	(3-1-0)	4
PSY 200	General Psychology	(3-0-0)	<u>3</u>
			12
FALL SEMESTER			
NUR 202	Nursing Through the Lifespan II	(3-0-3)	6
PSY 210	Human Growth and Development	(3-0-0)	3
SPH 107	Fundamentals of Speech	(3-0-0)	<u>3</u>
			12
SPRING SEMESTER			
NUR 203	Nursing Through the Lifespan III	(4-0-2)	6
NUR 204	Role Transition for the Registered Nurse	(2-0-2)	4
	Humanities/Fine Arts Elective	(3-0-0)	<u>3</u>
			13
TOTAL HOURS			72

**LPN ROLE TRANSITION TO ASSOCIATE
 DEGREE NURSE (RN) CURRICULUM
 Track II**

PRACTICAL NURSE CURRICULUM

Course Number	Course Title	Course Credits	
FALL SEMESTER			
NUR 102	Fundamentals of Nursing	(3-2-1)	6
NUR 103	Health Assessment	(0-1-0)	1
NUR 104	Introduction to Pharmacology	(0-1-0)	1
BIO 201	Anatomy and Physiology I	(3-1-0)	4
MTH 116	Mathematical Applications	(3-0-0)	<u>3</u>
			15
SPRING SEMESTER			
NUR 105	Adult Nursing	(5-1-2)	8
NUR 106	Maternal and Child Nursing	(4-0-1)	5
BIO 202	Anatomy and Physiology II	(3-1-0)	4
ENG 101	English Composition I	(3-0-0)	<u>3</u>
			20
SUMMER SEMESTER			
NUR 107	Adult/Child Nursing	(5-0-3)	8
NUR 108	Psychosocial Nursing	(2-0-1)	3
NUR 109	Role Transition for the Practical Nurse	(2-1-0)	<u>3</u>
			14

Course Number	Course Title		Clock Hours
PREREQUISITE COURSES			
BIO 201	Anatomy and Physiology I	(3-1-0)	4
BIO 202	Anatomy and Physiology II	(3-1-0)	4
ENG 101	English Composition I	(3-0-0)	3
MTH 100	Intermediate College Algebra	(3-0-0)	3
NUR 102, 103, 104, LPN Advanced Placement Credit			21
NUR 105, 106			<u>35</u>
SUMMER SEMESTER			
NUR 201	Nursing Through the Lifespan I	(3-0-2)	5
BIO 220	General Microbiology	(3-1-0)	4
PSY 200	General Psychology	(3-0-0)	<u>3</u>
			12
FALL SEMESTER			
NUR 202	Nursing Through the Lifespan II	(3-0-3)	6
PSY 210	Human Growth and Development	(3-0-0)	3
SPH 107	Fundamentals of Speech	(3-0-0)	<u>3</u>
			12
SPRING SEMESTER			
NUR 203	Nursing Through the Lifespan III	(4-0-2)	6
NUR 204	Role Transition for the Registered Nurse	(2-0-2)	4

Humanities/Fine Arts Elective	(3-0-0)	<u>3</u>	
		13	
TOTAL HOURS			72

5. Demonstrate competency in all previous nursing courses successfully completed with validation of clinical nursing skills and/or written/computerized exams.
6. Student must have a 2.0 cumulative GPA at the current institution for reinstatement.
7. Meet acceptable criteria for placement at all clinical agencies for clinical experiences.
8. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.
9. Update immunizations, demonstrate current, accepted CPR course completion at the Healthcare Provider Level, and background screening according to program policy.
10. Agree that reinstatement to the nursing program is not guaranteed. Reinstatement may be denied. Possible reasons for denial include, but are not limited to, the following:
 - a. Grade Point Average (GPA) is less than 2.0 from courses completed at current institution.
 - b. Refusal by clinical agencies to accept the student for clinical experiences.
 - c. Over twelve (12) months have elapsed since the student was enrolled in a nursing course.
 - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
 - e. Space unavailability in a course in which the student wishes to be reinstated.
 - f. Student has been dismissed from the program.
11. Agree that dismissal from the previous program for disciplinary reasons and/or unsafe and or unsatisfactory client care in the clinical area prohibits reinstatement or admission back into the nursing program.
12. Understand that additional requirements for remediation or satisfactory completion of a student success seminar may be required by the nursing program.

PROGRESSION POLICY FOR ALL NURSING PROGRAMS (ADN, PN, LPN MOBILITY TO ADN):

In order to continue in the nursing program, the student must meet the following criteria:

1. Maintain a grade of “C” or better in all required general education and nursing courses.
2. Unless completed previously, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum.
3. Be acceptable by clinical agencies for clinical experience.
4. Maintain ability to meet Essential Functions for nursing with or without reasonable accommodations.
5. Maintain current CPR course completion at the Healthcare Provider Level.
6. Students with an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

NON PROGRESSION:

1. 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.
2. 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.
3. A student may be reinstated to the nursing program only one time. Reinstatement must be within one year from the semester of non-progression. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
4. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
5. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, this student may request a hearing before the Admission Committee or other appropriate college committees for a decision on repeating a course (reinstatement) or readmission to the program.

REINSTATEMENT:

In order to be reinstated, a student must:

1. Schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.
3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Apply to the nursing program for reinstatement by the end of the semester following the term of withdrawal or failure in the nursing program.

READMISSION:

Students not eligible for program 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. Students who are not in good standing, such as those who have been dismissed for disciplinary reasons, and/or unsafe client care are not eligible for admission. Students must adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.

TRANSFER POLICY:

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of “C” or better in all required nursing program courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.

5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

LPN TO RN MOBILITY PROGRAM:

The RN mobility program is designed to accommodate the Licensed Practical Nurses seeking the Associate Degree and employment as a Registered Nurse. Courses are offered to allow the student to bridge into the Associate Degree Nursing Program.

The Associate Degree Nursing program is designed to prepare graduates to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and obtain employment as a Registered Nurse (RN). The program provides the student with knowledge and skills to function as an integral health care provider. Nursing is a dynamic career with multiple opportunities for employment and growth.

MINIMUM ADMISSION REQUIREMENTS

In addition to the general admission requirements for the College, admission to the LPN/RN Mobility Program requires:

1. Meets all nursing program general admission requirements.
2. An unencumbered or unrestricted licensure as a Practical Nurse in Alabama. Licensure must be in effect for the duration of the mobility nursing program.

LPN/MOBILITY CURRICULUM PLAN

FIRST SEMESTER	COURSE HOURS
NUR 209 Concepts for Healthcare Transition Students	10

After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit in addition to the 10 credit hours for the course for a total of 25 hours.

SECOND SEMESTER	COURSE HOURS
NUR 211 Advanced Nursing Concepts	7
BIO 220 Microbiology	4
PSY 210 Human Growth and Development	<u>3</u>
	14

THIRD SEMESTER	COURSE HOURS
NUR 221 Advanced Evidence Based Clinical Reasoning	7
Humanities Elective (Ethics Preferred)	<u>3</u>
	10

TOTAL CREDIT HOURS: 34



THE ALABAMA COMMUNITY COLLEGE SYSTEM 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.

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 the 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 clinical 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

STUDENT STATEMENT:

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and progression through the program. Describe any special accommodations requested.

Student Signature

Date

Printed Name

PHYSICIAN/CRNP STATEMENT:

Is this person's mental and physical health sufficient to perform the classroom and clinical duties of a nursing student?
YES___ NO___ If no, please explain (use additional sheet if needed)

Physician/CRNP Signature

Date

Printed Name

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 reasonable 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 the Admissions Office.

EMERGENCY MEDICAL SERVICES

The Emergency Medical Services (EMS) Program, in accordance with the goals and mission of Northeast Alabama Community College, is committed to providing quality education and preparation to those seeking education in Emergency Medical Services.

Emergency Medical Services (EMS) personnel treat nearly 20 million patients a year in the United States. Many of these patients have complicated medical or traumatic conditions that require considerable knowledge, skill, and judgment to be treated effectively in the out-of-hospital setting. High quality out-of-hospital emergency care is an important part of the United States health care system.

Based on the National EMS Scope of Practice model, the four levels of nationally recognized providers are Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic.

Emergency Medical Responder (EMR) renders on-scene emergency care while awaiting additional EMS response. In many communities, EMRs provide care as first responders in the workplace and industry, fire responders and rescue organizations. EMR courses are organized on request. Upon successful course completion and certification by examination through the National Registry of EMTs, candidates may apply for licensure with the Alabama Department of Public Health, Office of EMS. EMR certification and licensure is not required to enter the EMS Program.

Those seeking to enter the EMS program of study have options of earning short term certificates at the EMT and Advanced EMT level, and a certificate at the Paramedic level or an Associate in Applied Science Degree-Emergency Medical Services.

The Emergency Medical Technician's (EMT) scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The Emergency Medical Technician level is the minimum licensure level for personnel transporting patients in ambulances.

The Advanced EMT (AEMT) scope of practice includes basic, limited advanced and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. A current Alabama EMT license is required to enter the AEMT program.

Paramedics are the most advanced level of EMS care providers licensed by the state of Alabama. The Paramedic's scope of practice includes basic and advanced life support education and skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. A current EMT license is required for program admission along with specific academic prerequisite courses.

EMERGENCY MEDICAL SERVICES

Also available: AAS in Emergency Medical Services

Following is the course progression through the EMS Program:

Emergency Medical Technician (EMT) – 1 semester (Short Term Certificate)

EMS 106 Medical Terminology for Health Professionals	2
EMS 118 Emergency Medical Technician (EMT).....	9
EMS 119 EMT Clinical	1
<i>Total</i>	<i>12 hours</i>

EMT is typically offered each term: **fall, spring and summer.**

Note: Students must complete an AHA (American Heart Association) CPR course for **Healthcare Providers** prior to attending clinical sessions. Students must maintain currency in AHA Healthcare Provider CPR while enrolled in EMT, AEMT and Paramedic studies.

Optional Courses:

EMS 107 EVOC (Emergency Vehicle Operator's Course)	1
EMS 125 High Angle Rescue I.....	2
EMS 126 High Angle Rescue II.....	2

ADVANCED EMT (AEMT) – 1 semester (Short Term Certificate)

Current Alabama EMT license is required for registration.

EMS 106 Medical Terminology for Health Professionals	2
EMS 155 Advanced Emergency Medical Technician (AEMT).....	6
EMS 156 AEMT Clinical.....	2
<i>Total</i>	<i>10 hours</i>

AEMT is typically offered **fall and spring** terms

PARAMEDIC – 3 semesters (Long Certificate)

Prerequisites: BIO 201 (Anatomy and Physiology I) and current EMT license. Paramedic classes typically begin each **summer** term.

General education requirements must be met prior to entering the 3rd paramedic semester; however, it is recommended these be complete prior to beginning paramedic if possible. These are ENG 101- English Composition I, a Fine Arts and Humanities elective, MTH 100- Intermediate College Algebra, and BIO 202 (Anatomy and Physiology II).

Early EMS advisement is vital to ensure students are making adequate progress in general education studies to ensure timely admission into the paramedic program. Three additional classes will meet the AAS degree requirements. See an EMS advisor for details. Refer to page 83 regarding additional courses required for the AAS degree and consult with an EMS advisor.

Summer - 1st semester

EMS 106 Medical Terminology for Health Professionals2
 EMS 240 Paramedic Operations2
 EMS 241 Paramedic Cardiology3
 EMS 242 EMS Patient Assessment2
 EMS 243 Paramedic Pharmacology1
 EMS 244 Paramedic Clinical I1
 EMS 257 Paramedic Applied Pharmacology2

Fall – 2nd semester

EMS 245 Paramedic Medical Emergencies3
 EMS 246 Paramedic Trauma Management3
 EMS 247 Paramedic Special Populations2
 EMS 248 Paramedic Clinical II3

Spring - 3rd semester

EMS 253 Paramedic Transition to the Workforce2
 EMS 254 Advanced Competencies for Paramedic2
 EMS 255 Paramedic Field Preceptorship5
 EMS 256 Paramedic Team Preceptorship1

Total (including BIO 201, 202, ENG 101, MTH 100, Fine Arts and Humanities Electives) 50 hours

Certification by examination is gained through the National Registry of EMTs (www.nremt.org). Upon certification, application for licensure is made to the specific EMS agency in the state one desires to practice. The Alabama Department of Public Health, Office of EMS (ADPH OEMS) issues EMS licenses in Alabama (www.adph.org/ems). The NREMT and ADPH OEMS (or the specific state you plan to apply to practice) may have additional requirements related to age, qualifications, criminal background and history of substance abuse and addiction. For a comprehensive listing of state EMS agencies, please see http://www.nremt.org/nremt/about/emt_cand_state_offices.asp.

EMS Program Admission Requirements:

- Unconditional admission to the College.
- Complete appropriate placement examinations.
- Schedule an advising appointment with an EMS advisor.
- Complete the EMS Program application (obtained at advisor meeting).
- Meet essential functions required for EMS (page 108-109).
- Meet pre-clinical requirements for EMS.

In addition to classroom and lab sessions, EMS students are required to complete course appropriate clinical activities at various healthcare and EMS organizations. Prior to clinical participation, students must meet specific agency requirements. These include a physical examination, documentation of vaccinations, satisfactory criminal background check, drug screen, orientation to policy and procedures for each agency, including appropriate dress, hygiene, patient confidentiality, and expectation of professional behaviors.

Successful program completion is met in each EMS course with a minimum score of 750 of a possible 1000 points with a letter grade of “C” and satisfactory lab and clinical competencies. Scores of less than 750 in any EMS course are considered unsuccessful and will not result in certificate or AAS awards.

Anticipated Additional EMS Program Costs

- Textbooks and learning resources
- Exam and licensure fees
- Professional Liability Insurance
- Clinical uniforms and supplies
- Transportation to and from clinical sites
- Physical Examination, vaccinations
- Drug Screen and Criminal Background Check



The Emergency Medical Services (EMS) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendations of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

EMERGENCY MEDICAL SERVICES PROGRAM ESSENTIAL FUNCTIONS:

Students entering and participating in the EMS Program (primary training) must:

Physical Demands

1. have the physical ability necessary to walk, climb, crawl, bend, push, pull, and lift and balance over less than ideal terrain;
2. have good physical stamina and endurance which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
3. see different color spectrums;
4. have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications;

Problem Solving Abilities

5. be able to send and receive verbal messages as well as operate communication equipment appropriately;
6. be able to collect facts to organize data accurately and communicate clearly, both orally and in writing, in the English language at the ninth grade level or higher;
7. be able to differentiate between normal and abnormal findings in human physical conditions using visual, auditory, olfactory, and tactile observations;
8. be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
9. be attentive to detail and aware of standards and rules that govern practice;
10. implement therapies based on mathematical calculations;

Worker Characteristics

- 11. possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
 - 12. be able to handle stress and work well as part of a team;
 - 13. be oriented to reality and not be mentally impaired by mind altering substances;
 - 14. not be addicted to drugs or alcohol;
 - 15. be able to work shifts 24 hours in length, if necessary;
 - 16. be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise;
 - 17. possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license, and must be able to safely and competently operate a motor vehicle in accordance with state law; and
 - 18. have the ability to follow established criteria even in the absence of direct supervision.
-

STUDENT VERIFICATION

Directions: Read the declarations below and check and sign only one option.

OPTION A

I have read the Essential Functions above and to the best of my knowledge I currently have the ability to fully meet these standards and activities.

OPTION B

I have read the Essential Functions above and to the best of my knowledge I can meet these standards with the following accommodations.

OPTION C

I have read the Essential Functions above and I am requesting an appointment with the Disability Services Coordinator to discuss reasonable accommodations.

Student's Name (Print)	Student's Signature	Date
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FOR OFFICE USE ONLY

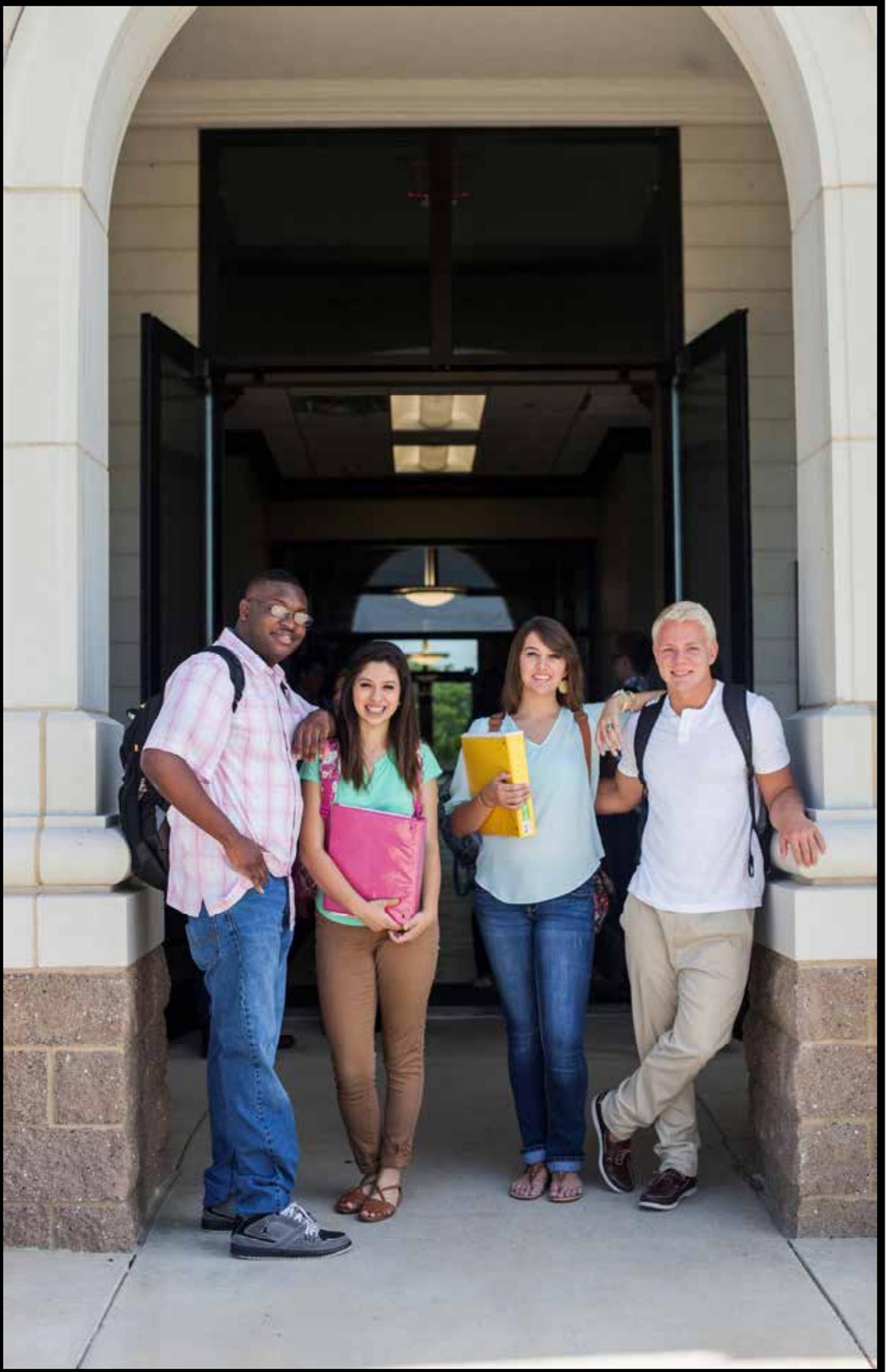
Accommodation provided (Explain) _____

Unable to provide accommodation (Explain) _____

Student's Name (Print)	Student's Signature	Date
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COURSE DESCRIPTIONS

This catalog reflects course descriptions detailed in THE ALABAMA COMMUNITY COLLEGE SYSTEM COURSE DIRECTORY.

Developmental courses (all courses numbered below 100) are most likely nontransferable. For institutional accounting and for certain types of financial aid these courses are counted toward a student's credit load. These courses are counted in semester grade point calculations, but these courses will not count toward graduation requirements at Northeast.

The following course descriptions have been coded in accordance with the AGSC Transfer Code Designations as explained below:

CODE A = AGSC approved transfer courses in Areas I - IV that are common to all institutions.

CODE B = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

CODE C = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Some courses may be offered through distance learning. Please check the schedule of courses each semester to identify these courses.

ACCOUNTING (ACC)

ACC 129. INDIVIDUAL INCOME TAXES.—3 hours.

PREREQUISITE: 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.

AIR CONDITIONING AND REFRIGERATION (ACR)

ACR 111. PRINCIPLES OF REFRIGERATION.—3 hours.

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. This is a **CORE** course.

ACR 121. PRINCIPLES OF ELECTRICITY FOR HVACR.—3 hours.

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. This is a **CORE** course.

ART (ART)

ART 100. ART APPRECIATION.—3 hours. A

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

ART 113. DRAWING I.—3 hours. B

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 hours. B

PREREQUISITE: Drawing I.

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 121. TWO-DIMENSIONAL COMPOSITION I.—3 hours. B

PREREQUISITE: Determined by instructor.

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 127. THREE-DIMENSIONAL COMPOSITION.—3 hours. B

PREREQUISITE: ART 113 OR ART 121, and permission of instructor.

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 133. CERAMICS I.—3 hours. C

PREREQUISITE: As required by college.

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

ART 134. CERAMICS II.—3 hours. C

PREREQUISITE: ART 133.

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

ART 203. ART HISTORY I.—3 hours. A

This course covers the chronological 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, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

ART 204. ART HISTORY II.—3 hours. A

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

ART 216. PRINTMAKING I.—3 hours. C

PREREQUISITE: ART 113, ART 121, and/or as required by program.

This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking.

ART 217. PRINTMAKING II.—3 hours. C

PREREQUISITE: ART 216 and/or as required by program.

This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.

ART 233. PAINTING I.—3 hours. B

PREREQUISITE: ART 113, ART 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 234. PAINTING II.—3 hours. C

PREREQUISITE: ART 233.

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

ART 243. SCULPTURE I.—3 hours. C

PREREQUISITE: ART 125, ART 127 and/or as required by program.

This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of art, sculpting media with emphasis on the creative process. Upon completion, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture.

ART 244. SCULPTURE II.—3 hours. C

PREREQUISITE: ART 243

This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas.

ASTRONOMY (AST)

AST 220. INTRODUCTION TO ASTRONOMY.

—4 hours. A

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

BASIC STUDY SKILLS (BSS)

BSS 115. SUCCESS AND STUDY SKILLS.—1 hour.

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal setting, and critical thinking. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

BIOLOGY (BIO)

BIO 103. PRINCIPLES OF BIOLOGY I.—4 hours. A

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.

BIO 104. PRINCIPLES OF BIOLOGY II.—4 hours. A

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I.

—4 hours. B

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 hours. B

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 220. GENERAL MICROBIOLOGY.—4 hours. B

(RECOMMENDED 4 SEMESTER HOURS OF CHEMISTRY).

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 microtechniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

BIO 230. HUMAN PATHOPHYSIOLOGY.—4 hours. C

PREREQUISITE: BIO 201, BIO 202, AND BIO 220.

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120 minute laboratory is required.

BUSINESS (BUS)

BUS 146. PERSONAL FINANCE.—3 hours. C

PREREQUISITE: As Required by program.

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

BUS 147. INTRO TO FINANCE.—3 hours. C

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

BUS 175. RETAILING.—3 hours. C

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.

BUS 176. PROMOTIONAL STRATEGIES.—3 hours. C

This course provides an overview of the tools and techniques used by businesses in their promotional strategies. Topics include variables affecting promotional decision, information needed to access these variables, the strengths and limitations of methods and strategies, and the fundamentals of managerial decision making.

BUS 177. SALESMANSHIP.—3 hours. C

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

BUS 178. PURCHASING.—3 hours. C

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing department, market information systems, and problems confronting retail and wholesale buyers.

BUS 186. ELEMENTS OF SUPERVISION.— 3 hours. C

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

BUS 215. BUSINESS COMMUNICATION.— 3 hours. C

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241. PRINCIPLES OF ACCOUNTING I.—3 hours. B

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242. PRINCIPLES OF ACCOUNTING II.

—3 hours. C

PREREQUISITE: BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managing accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, and decision making.

BUS 246. ACCOUNTING ON THE MICROCOMPUTER.

—3 hours. C.

PREREQUISITE: BUS 242. Principles of Accounting II.

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 activities, and making rational business decisions.

BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS.—3 hours. B

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administering agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 271. BUSINESS STATISTICS I.—3 hours. B

PREREQUISITE: Two years of high school Algebra, Intermediate Algebra (MTH 100), or appropriate score on Math Placement Test.

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection,

classification and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

BUS 272. BUSINESS STATISTICS II.—3 hours. B

PREREQUISITE: BUS 271.

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

BUS 275. PRINCIPLES OF MANAGEMENT.—3 hours. B

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

BUS 276. HUMAN RESOURCE MANAGEMENT.

—3 hours. C

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 279. SMALL BUSINESS MANAGEMENT.

—3 hours. C

PREREQUISITE: As required by program.

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

BUS 285. PRINCIPLES OF MARKETING.—3 hours. B

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 hours. C

PREREQUISITE: Minimum 6 semester hours completed. Minimum GPA 2.0

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.

CHEMISTRY (CHM)

CHM 104. INTRODUCTION TO INORGANIC

CHEMISTRY.—4 hours. A

PREREQUISITE: MTH 098 or equivalent mathematics placement score.

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic

table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY.—4 hours. A

PREREQUISITE: CHM 104 or CHM 111.

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

CHM 111. COLLEGE CHEMISTRY I. —4 hours. A

PREREQUISITE: MTH 112 or equivalent mathematics placement score.

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112. COLLEGE CHEMISTRY II.—4 hours. A

PREREQUISITE: CHM 111.

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 kinetic, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 221. ORGANIC CHEMISTRY I.—4 hours. B

PREREQUISITE: CHM 112.

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 reactions 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 hours. B

PREREQUISITE: CHM 221.

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 representative organic compounds with emphasis on basic techniques.

CHILD DEVELOPMENT (CHD)

CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN.—3 hours.

PREREQUISITE: As required by program.

This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control, and self-motivation.

CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES.—3 hours.

PREREQUISITE: As required by program.

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 202. CHILDREN'S CREATIVE EXPERIENCES.—3 hours.

PREREQUISITE: 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, 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.—3 hours.

PREREQUISITE: As required by program.

This course surveys appropriate literature and language arts 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 which support a language-rich environment for young children.

CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN.—3 hours.

PREREQUISITE: As required by program.

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN.—3 hours.

PREREQUISITE: As required by program.

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 206. CHILDREN'S HEALTH AND SAFETY.—3 hours.

PREREQUISITE: As required by program.

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS.—3 hours.

PREREQUISITE: 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. Course may include practice in record keeping.

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS.—3 hours.

PREREQUISITE: As required by program.

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

CHD 210. EDUCATING EXCEPTIONAL YOUNG CHILDREN.—3 hours.

PREREQUISITE: 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; emotion, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

CHD 211. CHILD DEVELOPMENT SEMINAR.—1 hour.

PREREQUISITE: As determined by college

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.

CHD 212. SPECIAL TOPICS IN CHILD DEVELOPMENT.—2 hours.

PREREQUISITE: As determined by college.

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.

CHD 214. FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS.—3 hours.

PREREQUISITE: As determined by college.

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT.—3 hours.

PREREQUISITE: As required by program.

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting.

CHD 217. MATH AND SCIENCE FOR YOUNG CHILDREN.—3 hours.

PREREQUISITE: As determined by college.

This course provides students with information on children's conceptual development and The fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

CHD 220. PARENTING SKILLS.—3 hours.

PREREQUISITE: As determined by college.

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.

CHD 221. FAMILY CHILD CARE.—3 hours.

PREREQUISITE: As required by program.

This course introduces methods for providing a developmentally appropriate child care program in a home setting to include organizing home environments, establishing a daily schedule with children of different ages, building partnerships with parents, and helping children learn through play, etc. A special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.

CHD 224. SCHOOL AGE CHILD CARE.—3 hours.

PREREQUISITE: As required by program.

The course designed for caregivers/teachers proving for children age 5 - 12 in their after school care needs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

COMPUTER SCIENCE (CIS) COMPUTER SCIENCE TECHNOLOGY CIS)

CIS 113. SPREADSHEET SOFTWARE APPLICATIONS.—3 hours. C

PREREQUISITE: As required by program.

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

CIS 146. MICROCOMPUTER APPLICATIONS.—3 hours. B

PREREQUISITE: As required by program.

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

CIS 147. ADVANCED MICRO APPLICATIONS.—3 hours. B

PREREQUISITE: 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 149. INTRODUCTION TO COMPUTERS.—3 hours. C

PREREQUISITE: As required by program.

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC 3 certification.

CIS 150. INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING.—3 hours. C

PREREQUISITE: 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 pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course.

CIS 151. GRAPHICS FOR THE WORLD WIDE WEB.—3 hours. C

PREREQUISITE: As required by college.

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools.

CIS 160. MULTIMEDIA FOR THE WORLD WIDE WEB.—3 hours. C

PREREQUISITE: As required by college.

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. 171. LINUX I.—3 hours. C

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

CIS 172. LINUX II.—3 hours. C

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.

CIS 199. INTRODUCTION TO NETWORKING COMMUNICATIONS.—3 hours. C

PREREQUISITE: As required by college.

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.

CIS 207. INTRODUCTION TO WEB DEVELOPMENT.—3 hours. C

PREREQUISITE: As required by program.

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

CIS 208. WEB AUTHORIZING SOFTWARE.—3 hours. C

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance Web sites.

CIS 209. ADVANCED WEB DEVELOPMENT.—3 hours. C

PREREQUISITE: As required by college.

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

CIS 212. VISUAL BASIC PROGRAMMING.—3 hours. B

PREREQUISITE: As required by program.

This course emphasizes 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 through the completion of programming projects and appropriate tests.

CIS 223. THREE DIMENSIONAL COMPUTER MODELING.—3 hours. C

PREREQUISITE: As required by college.

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.

CIS 224. THREE DIMENSIONAL COMPUTER ANIMATION.—3 hours. C

PREREQUISITE: CIS 223. Three Dimensional Computer Modeling.

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling.

CIS 246. ETHICAL HACKING.—3 hours. C

PREREQUISITE: As required by college.

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

CIS 251. C++ PROGRAMMING.—3 hours. B

PREREQUISITE: As required by program.

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem

solving and design; control structures; objects and events; user interface construction; and document and program testing.

CIS 268. SOFTWARE SUPPORT.—3 hours. C

PREREQUISITE: As required by college.

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

CIS 269. HARDWARE SUPPORT.—3 hours. C

PREREQUISITE: As required by college.

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.

CIS 270. CISCO CCNA I.—3 hours. C

PREREQUISITE: As required by college.

This course is the first part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

CIS 271. CISCO CCNA II.—3 hours. C

PREREQUISITE: As required by college.

This course is the second part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

CIS 272. CISCO CCNA III.—3 hours. C

PREREQUISITE: As required by college.

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

CIS 273. CISCO CCNA IV.—3 hours. C

PREREQUISITE: As required by program.

This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

CIS 276. SERVER ADMINISTRATION.—3 hours. C

PREREQUISITE: As required by college.

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 280. NETWORK SECURITY.—3 hours.C

PREREQUISITE: As required by college.

This course provides a study of threats to network security and methods of securing a computer network from such threats. 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 282. COMPUTER FORENSICS.—3 hours.

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 285. OBJECT ORIENTED PROGRAMMING.

—3 hours. B

PREREQUISITE: CIS 251

This course is a advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

CIS 288. NETWORKING APPLICATIONS.

—1 hour. C

PREREQUISITE: As required by college.

This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor.

CIS 299. DIRECTED STUDIES IN COMPUTER SCIENCE.—3 hours. C

PREREQUISITE: As required by college.

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.

COSMETOLOGY (COS)

COS 111. INTRODUCTION TO COSMETOLOGY.

— 3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 112 and/or as required by program.

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. NDC, CORE

COS 112. INTRODUCTION TO COSMETOLOGY LAB.

—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 111 and/or as required by program.

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student

should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures. NDC, CORE

COS 113. THEORY OF CHEMICAL SERVICES.

—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 114 and/or as required by program.

This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, the student should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as the disorders. NDC, CORE

COS 114. CHEMICAL SERVICES LAB.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 113 and/or as required by program.

In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions. NDC, CORE

COS 115. HAIR COLORING THEORY.—3 hours

PREREQUISITE: As required by program.

COREQUISITE: COS 116 and/or as required by program.

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects of the hair. NDC, CORE

COS 116. HAIR COLORING LAB.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 115 and/or as required by program.

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening. NDC, CORE

COS 117. BASIC SPA TECHNIQUES.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 118 and/or as required by program.

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin. NDC, CORE

COS 118. BASIC SPA TECHNIQUES LAB.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 117 and/or as required by program.

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments,

product application, skin analysis, massage techniques, facial make-up, and hair removal. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions. NDC, CORE

COS 123. COSMETOLOGY SALON PRACTICES.

—3 hours.

PREREQUISITE: As required by program.

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting. NDC

COS 143. SPECIALTY HAIR PREPARATION

TECHNIQUES.—3 hours.

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. NDC

COS 144. HAIR SHAPING AND DESIGN.—3 hours.

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. NDC

COS 151. NAIL CARE.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 152 and/or as required by program.

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services. NDC

COS 152. NAIL CARE APPLICATIONS.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 151 and/or as required by program.

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures. NDC

COS 153. NAIL ART.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 154 and/or as required by program.

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art. NDC

COS 154. NAIL ART APPLICATIONS.—3 hours.

PREREQUISITE: As required by program.

COREQUISITE: COS 153 and/or as required by program.

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art. NDC

COS 163. FACIAL TREATMENTS.—3 hours.

PREREQUISITE: As required by college.

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

COS 164. FACIAL MACHINE.—3 hours.

PREREQUISITE: As required by college.

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparants, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

COS 167. STATE BOARD REVIEW.—1-3 hours.

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 168. BACTERIOLOGY AND SANITATION.

—3 hours.

PREREQUISITE: As required by program.

In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items. NDC.

COS 181-182. SPECIAL TOPICS.—3 hours

PREREQUISITE: As required by program.

These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.

COS 190. INTERNSHIP IN COSMETOLOGY.

—1-3 hours.

PREREQUISITE: As required by program.

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment. NDC

COS 191. CO-OP.—3 hours

PREREQUISITE: As required by college.

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)

CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE.

—3 hours. B

PREREQUISITE: As required by program.

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110. INTRODUCTION TO LAW ENFORCEMENT.

—3 hours. B

PREREQUISITE: As required by program.

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 hours. C

PREREQUISITE: 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 117. COMMUNITY RELATIONS.—3 hours. C

PREREQUISITE: As required by program.

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

CRJ 140. CRIMINAL LAW AND PROCEDURE.

—3 hours. C

PREREQUISITE: As required by program.

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 146. CRIMINAL EVIDENCE.—3 hours. C

PREREQUISITE: As required by program.

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

CRJ 150. INTRODUCTION TO CORRECTIONS.

—3 hours. B

PREREQUISITE: 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 hours. B

PREREQUISITE: As required by program.

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

CRJ 208. INTRODUCTION TO CRIMINOLOGY.

—3 hours. B

PREREQUISITE: As required by program.

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

CRJ 209. JUVENILE DELINQUENCY.—3 hours. B

PREREQUISITE: 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 227. HOMICIDE INVESTIGATION.—3 hours. C

PREREQUISITE: As required by program.

This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

CRJ 230. CRIMINALISTICS.—3 hours. C

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

CRJ 238. CRIME SCENE INVESTIGATION.—3 hours.

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

CRJ 280. INTERNSHIP IN CRIMINAL JUSTICE.

—3 hours. C

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.

CRJ 290. SELECTED TOPICS—SEMINAR IN CRIMINAL JUSTICE.—1-3 hours. C

This course involves reading, research, writing, and discussion of selected subjects to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

CULINARY ARTS (CUA)

CUA 110. BASIC FOOD PREPARATION.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: CUA 120.

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics,

credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.

CUA 111. FOUNDATION IN NUTRITION.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles to meal planning.

CUA 112. SANITATION, SAFETY, AND FOOD SERVICE.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens, and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes.

CUA 114. MEAL MANAGEMENT.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CUA 115. ADVANCED FOOD PREPARATION.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

In this course students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.

CUA 120. BASIC FOOD PREPARATION LAB.—2 hours.

PREREQUISITE: As required by college.

COREQUISITE: CUA 110.

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

CUA 130. CHOCOLATE AND TRUFFLES.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course is a specialty hands-on course in chocolate, focusing on: tempering, chocolate candy making and the use of chocolate as a centerpiece medium. The student will have competency in chocolate to apply in the industry.

CUA 203. STOCKS AND SAUCES.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary good sauces demand the highest technical expertise. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommés, fumets and essences; glazes, and roux. The student will further develop mother sauces and compound sauces.

CUA 204. FOUNDATIONS OF BAKING.—3 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

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 217. INTRODUCTION TO PASTRIES.—2 hours.

PREREQUISITE: As required by college.

COREQUISITE: As required by college.

This course focuses on preparing cakes and tortes. Emphasis is on the techniques necessary for Bavarian creams, ganache, buttercream, whipped cream, marzipan, chocolate, and production of mignardises and petit fours. Upon completion, student should be able to plan, execute and evaluate dessert platters, individual plated desserts, and show pieces.

**DRAFTING DESIGN TECHNOLOGY/
COMPUTER AIDED DRAFTING PROGRAM
(DDT)**

DDT 104. BASIC COMPUTER AIDED DRAFTING AND DESIGN.—3 hours.

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using 'hands on' applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. This is a CORE course.

DDT 111. FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY.—3 hours.

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. This is a CORE course.

DDT 113. BLUEPRINT READING.—3 hours.

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 hours.

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. BASIC TECHNICAL DRAWING.—3 hours.

PREREQUISITES: DDT 104, DDT 111.

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. This is a CORE course.

DDT 127. INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN.—3 hours.

PREREQUISITES: DDT 104, DDT 111.

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. This is a CORE course.

DDT 128. INTERMEDIATE TECHNICAL DRAWING.—3 hours.

PREREQUISITES: DDT 124, DDT 127.

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view working drawings with advanced dimensioning, basic tolerancing and pictorial drawings. This is a CORE course.

DDT 144. BASIC 3D MODELING.—3 hours.

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a "design intent" plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

DDT 193. DRAFTING INTERNSHIP.—3 hours.

PREREQUISITE: Advisor approval.

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 220. ADVANCED TECHNICAL DRAWING.—3 hours.

PREREQUISITES: DDT 144, DDT 128.

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

DDT 225. STRUCTURAL STEEL DRAFTING.—3 hours.

PREREQUISITES: DDT 144, DDT 128.

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 techniques, bolted and welding 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 standards shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 231. ADVANCED CAD.—3 hours.

PREREQUISITES: DDT 144, DDT 128.

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

DDT 233. INTERMEDIATE 3D MODELING.—3 hours.

PREREQUISITES: DDT 144, DDT 128.

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.

DDT 236. DESIGN PROJECT.—3 hours.

PREREQUISITE: Advisor approval.

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

ECONOMICS (ECO)**ECO 231. PRINCIPLES OF MACROECONOMICS.**

—3 hours. A

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system and other economic issues or problems including international trade.

ECO 232. PRINCIPLES OF MICROECONOMICS.

—3 hours. A

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.

ELECTRICAL TECHNOLOGY (ELT)**ELT 114. RESIDENTIAL WIRING I.—3 hours.**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 114 and ELT 115 may be taken in the place of ELT 116.

ELT 115. RESIDENTIAL WIRING II.—3 hours.

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 114 and ELT 115 may be taken in the place of ELT 116.

ELT 116. RESIDENTIAL WIRING.—6 hours.

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 116 may be taken in the place of ELT 114 and ELT 115.

EMERGENCY MEDICAL SERVICES (EMS)**EMS 100. CARDIOPULMONARY RESUSCITATION I.**

—1 hour.

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 101. CARDIOPULMONARY RESUSCITATION II.

—1 hour.

PREREQUISITE: EMS 100 or program approval.

This course provides students with a review of concepts learned in EMS-100. In addition, the course provides the student with theory and application of airway adjuncts as utilized with airway obstruction and maintenance as well as respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 103. FIRST AID/CPR. - 1 HOUR.

This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing. *This course does not satisfy the requirements for Nursing, Emergency Medical Services, Medical Assistant, and Allied Health programs.*

EMS 105. EMERGENCY MEDICAL RESPONDER.

—3 hours.

This course provides theory in emergency procedures as contained in the current National Standards Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, is required for successful course completion.

EMS 106. MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS.—2 hours.

This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

EMS 107. EMERGENCY VEHICLE OPERATOR—AMBULANCE.—1 hour.

PREREQUISITE: Must present a valid driver's license, proof of current automobile liability insurance and program approval.

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 108. DIRECTED STUDIES IN EMS I.—1 hour.

This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 113. INFECTION CONTROL FOR HEALTH PROFESSIONS.—1 hour.

This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 118. EMERGENCY MEDICAL TECHNICIAN.—9 hours.

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 NHTS National Emergency Medical Services Education Standards.

EMS 119. EMERGENCY MEDICAL TECHNICIAN CLINICAL.—1 hour.

PREREQUISITE: EMS 106.

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. *For students who have not yet taken EMS 106, EMS 119 and EMS 106 can be taken during the same semester.

EMS 120. VEHICLE EXTRICATION.—2 hours.

PREREQUISITE: Program approval.

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon course completion, students should be able to effectively extricate a person from a wrecked vehicle.

EMS 125. HIGH ANGLE RESCUE I.—2 hours.

PREREQUISITE: Program approval.

This course provides students with theory in the introduction to high angle rescue techniques. Topics include the high angle environment; equipment and protection, care and use of rope and related equipment; knots, rappelling, and ascending techniques; and introduction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue.

EMS 126. HIGH ANGLE RESCUE II.—2 hours.

PREREQUISITE: EMS 125 or program approval.

This course is a continuation and review of EMS 125 and provides students with theory in rescue techniques utilized in rope rescue. Topics include one person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. Upon course completion, students should have an understanding of how to approach a high angle rescue, utilizing various rigging techniques.

EMS 155. EMS ADVANCED THEORY AND LAB.—6 hours.

PREREQUISITE: EMS 106 and AL EMT License.

COREQUISITES: EMS 156.

This course is required to apply for certification as an Advanced EMT. This course provides students with insights into the theory and application of concepts related to the Advanced EMT level of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, pharmacology, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the National Emergency Medical Services Education Standards for the Advanced Emergency Medical Technician. *Students that have not yet completed EMS 106, can taken this with EMS 155 and EMS 156 as a corequisite.

EMS 156. EMS ADVANCED CLINICAL.—2 hours.

PREREQUISITE: AL EMT License.

COREQUISITES: EMS 155.

This course is required to apply for certification as an Advanced EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155, Advanced EMS Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 240. PARAMEDIC OPERATIONS.—2 hours.

PREREQUISITE: BIO 201, EMS 106, and current AL EMT license.

COREQUISITES: EMS 241, 242, 244, and 257.

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. *If a student has not yet taken EMS 106, he or she may take it during the same semester as EMS 240.

EMS 241. PARAMEDIC CARDIOLOGY.—3 hours.

PREREQUISITE: BIO 201, EMS 106, and current AL EMT license.

COREQUISITES: EMS 240, 242, 244, and 257.

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242. PARAMEDIC PATIENT ASSESSMENT.

—2 hours.

PREREQUISITE: BIO 201, EMS 106, and current Alabama AEMT license.

COREQUISITES: EMS 240, 241, 244, and 257.

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

EMS 244. PARAMEDIC CLINICAL I.—1 hour.

PREREQUISITE: BIO 201, EMS 106, and current AL EMT license.

COREQUISITES: EMS 240, 241, 242, and 257.

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

EMS 245. PARAMEDIC MEDICAL EMERGENCIES.

—3 hours.

PREREQUISITE: EMS 240, 241, 242, 244, and 257. Current AL EMT license.

COREQUISITES: EMS 246, 247, and 248.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

EMS 246. PARAMEDIC TRAUMA MANAGEMENT.

—3 hours.

PREREQUISITE: EMS 240, 241, 242, 244, and 257. Current AL EMT license.

COREQUISITES: EMS 245, 247, and 248.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

EMS 247. PARAMEDIC SPECIAL POPULATIONS.

—2 hours.

PREREQUISITE: EMS 240, 241, 242, 244, and 257. Current AL EMT license.

COREQUISITES: EMS 245, 246, and 248.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 248. PARAMEDIC CLINICAL II.—3 hours.

PREREQUISITE: EMS 240, 241, 242, 244, and 257. Current AL EMT license.

COREREQUISITES: EMS 245, 246, and 247.

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

EMS 253. PARAMEDIC TRANSITION TO THE WORKFORCE.—2 hours.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

COREREQUISITES: EMS 254, 255, and 256

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

EMS 254. ADVANCED COMPETENCIES FOR PARAMEDIC.—2 hours.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

COREREQUISITES: EMS 253, 255, and 256.

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255. PARAMEDIC FIELD PRECEPTORSHIP.—5 hours.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

COREREQUISITES: EMS 253, 254, and 256.

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248.

EMS 256. PARAMEDIC TEAM LEADERSHIP.—1 hour.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

COREREQUISITES: EMS 253, 254, and 255.

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

EMS 257. PARAMEDIC APPLIED PHARMACOLOGY.—2 hour.

PREREQUISITE: BIO 201, EMS 106, and Current AL EMT license.

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital settings. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

EMS 260. SEMINAR IN EMS I.—2 hours.

This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies must be met by the student for successful course completion.

EMS 266. ADVANCED CV LIFE SUPPORT PROVIDER.—1 hour.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 269. PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER.—1 hour.

PREREQUISITE: EMS 245, 246, 247, and 248. Current AL EMT license.

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

ENGINEERING (EGR)

EGR 101. ENGINEERING FOUNDATIONS.—3 hours.

This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet). *Note: Students transferring to a four-year institution will need to take MTH 113.*

ENGINEERING TECHNOLOGY (ENT)

ENT 106. PRINCIPLES OF ENGINEERING TECHNOLOGY.—4 hours.

PREREQUISITE: EGR 101.

This course provides students with principles of Engineering Technology. Topics include fluid power, control systems, materials, manufacturing processes, statics, kinematics, and statistics. Upon completion of this course, the student will possess a clear understanding of basic engineering technology principles.

ENT 140. APPLIED STATICS.—3 hours.

This course is concerned with the analysis of loads (force and torque, or "moment") on physical systems in static equilibrium. Upon completion of this course, the student should be able to identify forces, make free body diagrams, and calculate moments of inertia as well as stress and strain in a static system.

ENT 220. PROCESS TECHNOLOGY SYSTEMS.**—3 hours.**

This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems; describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control manufacturing plant process economics.

ENT 221. INDUSTRIAL QUALITY AND PRODUCTIVITY.—3 hours.

This course provides an overview of various quality and productivity management methods and their application to the workplace. Included is a discussion of the history of TQM, problem solving tools, Lean Manufacturing, Six Sigma, and ISO 9000.

ENT 222. INTRODUCTION TO PROJECT MANAGEMENT.—3 hours.

This course is an introduction to project management tools and techniques used to schedule and track a major project. Critical Path Method of scheduling will be used in Gantt chart scheduling. Students will learn techniques of scheduling, communication, assigning resources, and tracking progress. The latest scheduling software will be used to enable them to implement successful project management.

ENT 223. MATERIALS SELECTION.—3 hours.

This course provides theory in the evaluation and selection of materials for the Engineering Technician. Topics include mechanical properties, strength properties, thermal properties, electrical properties, chemical compatibility, and criteria for selection and evaluation of various materials. Upon completion of this class the student will be able to select appropriate materials for various applications.

ENT 224. STRUCTURAL SYSTEMS.—3 hours.

This course is an overview of applied static and strength of materials, whereby the external and internal forces acting on a body or system may be analyzed and their effects ascertained. From that point, the course presents a look at the techniques used in the analysis and design of structural elements such as beams, columns, as well as connections in systems. Upon completion of this course students should be able to identify forces, make free-body diagrams, and calculate stresses in sample structural systems.

ENT 240. APPLIED STRENGTH OF MATERIALS.**—3 hours.**

This course teaches methods of calculating stresses in structural members, such as beams, columns and shafts. Upon completion of this course, the student should be able to design shafts, beams, and columns for simple force systems.

ENT 242. ADVANCED STUDIES IN ENGINEERING TECHNOLOGY.—3 hours.

This course allows students to study topics in depth and apply skills and knowledge to practical situations relevant to engineering technology.

ENT 243. ADVANCED STUDIES IN ENGINEERING TECHNOLOGY.—3 hours.**PREREQUISITE:** As required by program.

This course allows students to study topics in depth and apply skills and knowledge to practical situations relevant to engineering technology.

ENGLISH (ENG)**ENG 092. BASIC ENGLISH I.—3 hours.**

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs. To complete ENG 092 and be permitted to take ENG 093, students must finish the course with a minimum grade of “C,” or 70%, and retake the COMPASS exam and make a minimum score of 38.

ENG 093. BASIC ENGLISH II.—3 hours.

PREREQUISITE: For those taking English 092, a grade of “C” in ENG 092 and appropriate placement score is required. For those not required to take English 092, a minimum score of 38 on the COMPASS exam is required.

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. To complete English 093 and be permitted to take English 101, students must be able to write a satisfactory essay panel-graded by English faculty and must finish the course with a grade of “C,” or 70%.

ENG 101. ENGLISH COMPOSITION I.—3 hours. A

PREREQUISITE: Successful completion of ENG 093 or appropriate placement score.

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

ENG 102. ENGLISH COMPOSITION II.—3 hours. A

PREREQUISITE: A grade of “C” or better in ENG 101 or the equivalent.

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

ENG 246. CREATIVE WRITING I.—3 hours. C

PREREQUISITE: ENG 102 or permission of the instructor.

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

ENG 247. CREATIVE WRITING II.—3 hours. C

PREREQUISITE: ENG 246 or permission of the instructor.

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

ENG 251. AMERICAN LITERATURE I.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

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

ENG 252. AMERICAN LITERATURE II.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

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

ENG 261. ENGLISH LITERATURE I.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

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

ENG 262. ENGLISH LITERATURE II.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

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

ENG 271. WORLD LITERATURE I.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 272. WORLD LITERATURE II.—3 hours. A

PREREQUISITE: ENG 102 or equivalent.

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 298. SPECIAL TOPICS IN LANGUAGE AND LITERATURE.—1-2 hours. C

PREREQUISITE: Permission of the instructor.

This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or a literary critique an understanding of the topic.

ENG 299. DIRECTED STUDIES IN LANGUAGE AND LITERATURE.—1-3 hours. C

PREREQUISITE: Permission of the instructor.

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.

GEOGRAPHY (GEO)**GEO 100. WORLD REGIONAL GEOGRAPHY.****—3 hours. A**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I.**—3 hours. A**

PREREQUISITE: 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 relationship between the Earth and sun. Laboratory is required.

GEOLOGY (GLY)**GLY 101. INTRODUCTION TO GEOLOGY I.—4 hours. A**

PREREQUISITE: As required by program.

Introduction to Geology I is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.

HEALTH (HED)**HED 224. PERSONAL AND COMMUNITY HEALTH.—3 hours. B**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 226. WELLNESS.—1-3 hours. C

PREREQUISITE: As required by program.

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

HED 230. SAFETY AND FIRST AID.—3 hours. B

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.

**HEALTH INFORMATION TECHNOLOGY
(HIT)**

HIT 116. PHARMACOLOGY FOR HIT.—2 hours.

PREREQUISITE: As required by college.

This course is a study of drug classifications. The course focuses on generic and name brand drugs and their use. At the conclusion of the course, the student should be able to apply knowledge regarding certain drugs and their usage in treatment and prevention of disease.

HIT 230. MEDICAL CODING SYSTEMS I.—3 hours.

PREREQUISITE: As required by college.

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

HIT 232. MEDICAL CODING SYSTEMS II.—3 hours.

PREREQUISITE: As required by college.

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

**HIT 283. MEDICAL CODING PROFESSIONAL
PRACTICE.—2 hours.**

PREREQUISITE: As required by college.

This course provides experience in medical coding of actual charts. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site, online, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency.

HEALTH SCIENCES (HPS)

HPS 105. MEDICAL TERMINOLOGY.—3 hours.

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HISTORY (HIS)

HIS 101. WESTERN CIVILIZATION I.—3 hours. A

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 hours. A

This course is a continuation of HIS 101; it surveys development of the modern Western world from the era of Renaissance and Reformation to the present.

HIS 201. UNITED STATES HISTORY I.—3 hours. A

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 II.—3 hours. A

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HOME ECONOMICS (HEC)

HEC 140. PRINCIPLES OF NUTRITION.—3 hours. B

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.

HUMANITIES (HUM)

HUM 298. DIRECTED STUDIES IN HUMANITIES.

—1-3 hours. C

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

**INDUSTRIAL ELECTRONICS
TECHNOLOGY (ILT)**

ILT 100. APPLIED ELECTRONIC COMPUTATION.

—3 hours.

This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, the metric systems, logarithms, applied trigonometry and algebra. Upon completion of this course, a student will be able to perform applied mathematics calculations needed in electronics.

ILT 101. SURVEY OF ELECTRONICS.—3 hours.

This course in a non-technical way, describes the history and applications of electronics in the modern world. Topics include: fundamental concepts of electronics theory, devices, digital and analog circuits, microprocessors, and modern test equipment. Upon completion of this course, a student should be able to describe basic laws and circuit behavior for analog and digital circuits.

ILT 108. INTRODUCTION TO INSTRUMENTATION AND PROCESS CONTROL.—3 hours.

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, level, flow, temperature, and analyticals.

ILT 109. ELECTRICAL BLUEPRINT READING.—3+0=3 hours.

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

ILT 115. ADVANCED INDUSTRIAL CONTROLS.—3 hours.

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristors, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

ILT 116. ADVANCED INDUSTRIAL CONTROLS LAB.—2 hours.

COREQUISITE: ILT 115.

This lab emphasizes DC drives, AC variable frequency drives, thyristors, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

ILT 117. PRINCIPLES OF CONSTRUCTION WIRING.—1+2=3 hours.

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

ILT 118. CONSTRUCTION WIRING NEC.—1+2=3 hours.

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.

ILT 160. DC FUNDAMENTALS.—3 hours.

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables 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.

ILT 161. AC FUNDAMENTALS.—3 hours.

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 AC 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.

ILT 162. SOLID STATE FUNDAMENTALS.—3 hours.

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state.

ILT 163. DIGITAL FUNDAMENTALS.—3 hours.

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components, as well as demonstrate knowledge of microprocessor and computer circuits.

ILT 164. CIRCUIT FABRICATION I.—1 credit hour.

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

ILT 166. MOTORS AND TRANSFORMERS I.—3 hours.

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The laboratory enables students to test motors, transformer types, and testing of input and output voltage.

Upon completion, students should be able to test motors, transformer types, and testing for input and output voltage.

ILT 180. SPECIAL TOPICS.—3 hours.

This course is designed to allow students an opportunity to study topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

ILT 181. SPECIAL TOPICS IN ILT.—1+2=3 hours.

This course provides a guided independent study of special topics in ILT. The student and instructor designs the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.

ILT 192/193. CO-OP IN ILT.—1-3 hours.

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

ILT 194. PROGRAMMABLE LOGIC CONTROLLERS I.—3 hours.

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. The laboratory enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.

ILT 195. TROUBLESHOOTING TECHNIQUES I.—3 hours.

This course focuses on the systematic approach to solving problems. The laboratory portion emphasizes instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

ILT 197. MOTOR CONTROLS I.—3 hours.

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. This is a CORE course for ELT.

ILT 202. INDUSTRIAL ELECTRONICS LAB.—2 hours.
COREQUISITE: ILT 201.

This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion of this course, students should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

ILT 216. INDUSTRIAL ROBOTICS.—3+0=3 hours.

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.

ILT 217. INDUSTRIAL ROBOTICS LAB.—0+2=2 hours.
COREQUISITE: ILT 216.

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electromechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

ILT 222. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS.—3 hours.

This course focuses on advanced PLCs. Topics include 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 advanced PLCs.

ILT 223. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS LAB.—3 hours.

This lab emphasizes advanced PLCs. Topics include 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 advanced PLCs.

ILT 231. NATIONAL ELECTRIC CODE.—3 hours.

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

ILT 276. ELEMENTS OF INDUSTRIAL CONTROL II.—3 hours.

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

ILT 277. ELEMENTS OF INDUSTRIAL CONTROL II LAB.—2 hours.

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

ILT 280. SPECIAL TOPICS.—0+3=3 hours.

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

ILT 291. COOPERATIVE EDUCATION.—0+3=3 hours.

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ILT 292. COOPERATIVE EDUCATION.—0+3=3 hours.

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ILT 293. COOPERATIVE EDUCATION.—0+3=3 hours.

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**INDUSTRIAL MAINTENANCE
TECHNOLOGY (INT)**

**INT 105. INTRODUCTION TO PROCESS
TECHNOLOGY.—3 hours.**

This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the various instruments used to control processes in an industrial setting.

**INT 107. FUNDAMENTALS OF ELECTRICITY I.
—3 hours.**

This course provides students with knowledge of fundamentals of electricity commonly associated with an industrial setting. It is a foundational course to enable multicraft industrial maintenance personnel to apply knowledge and skill of electricity in a workplace.

**INT 108. FUNDAMENTALS OF ELECTRICITY II.
—3 hours.**

This course provides students with knowledge of fundamentals of electricity commonly associated with an industrial setting. It is a foundational course to enable multicraft industrial maintenance personnel to apply knowledge and skill of electricity in a workplace.

**INT 112. INDUSTRIAL MAINTENANCE SAFETY
PROCEDURES.—3 hours.**

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS.
—3 hours.**

PREREQUISITES: As required by college.

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. This is a CORE course.

**INT 118. FUNDAMENTALS OF INDUSTRIAL
HYDRAULICS AND PNEUMATICS.—3 hours**

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. This is a CORE course.

**INT 119. PRINCIPLES OF MECHANICAL
MEASUREMENT AND TECHNICAL
DRAWING.
—3 hours.**

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

INT 126. PREVENTATIVE MAINTENANCE.—3 hours.

PREREQUISITES: As required by college.

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. This is a CORE course.

**INT 127. PRINCIPLES OF INDUSTRIAL PUMPS AND
PIPING SYSTEMS.—3 hours.**

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT 129. INDUSTRIAL SAFETY AND MAINTENANCE
TECHNIQUES.—3 hours.**

PREREQUISITES: As required by college.

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

INT 134. PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES.—3 hours.

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.

INT 153. PRECISION MACHINING FUNDAMENTALS I. – 3 HOURS.

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

INT 158. INDUSTRIAL WIRING I.—3 hours.

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.

INT 192. INDUSTRIAL MAINTENANCE TECHNOLOGY CO-OP.—3 hours.

PREREQUISITE: Permission of instructor.

In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

INT 212. INDUSTRIAL MOTOR CONTROLS I. —3 hours.

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

INT 220. SPECIAL TOPICS.—3 hours.

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

INT 251. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROL.—3 hours.

This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering systems, relay/programming logic, and field wiring/installation and start-up. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems.

INTERDISCIPLINARY STUDIES (IDS)

IDS 115. FORUM.—1 hour. C

PREREQUISITE: Minimum 3.0 GPA.

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.

IDS 200. COLLEGE SCHOLARS BOWL WORKSHOP. —1 hour. C

PREREQUISITE: As required by program.

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

MACHINE TOOL TECHNOLOGY (MTT)

MTT 100. MACHINING TECHNOLOGY I.—6 hours.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 147/148 are suitable substitutes for this course.

MTT 103. MACHINING TECHNOLOGY II.—6 hours.

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. This is a CORE course and is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103.

MTT 107. MACHINING CALCULATIONS I.—3 hours.

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 108. MACHINE HANDBOOK FUNCTIONS I. —3 hours.

This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards.

MTT 121. BASIC PRINT READING FOR MACHINISTS.—3 hours.

PREREQUISITE: As determined by college.

NOTE: There is an approved standardized plan-of-instruction for this course.

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 129. LATHE OPERATIONS.—6 hours.

This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. This course is aligned with NIMS standards.

MTT 137. MILLING I.—3 hours.

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. This course is aligned with NIMS certification standards.

MTT 138. MILLING I LAB.—3 hours.

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria.

MTT 139. BASIC COMPUTER NUMERICAL CONTROL.—3 hours.

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards.

MTT 140. BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I.—3 hours.

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 COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I.—3 hours.

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 146. PRECISION GRINDING MACHINES I.—6 hours.

This course includes more advanced precision grinder practices such as set-up procedures; work planning; surface, cylindrical, and tool and cutter grinding operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 161/162 are suitable substitutes for this course.

MTT 212. ADVANCED COMPUTER NUMERICAL CONTROL TURNING.—3 hours.

This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

MTT 213. ADVANCED COMPUTER NUMERICAL CONTROL MILLING.—3 hours.

This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms.

MTT 241. CNC MILLING LAB I.—3 hours.

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

MTT 242. CNC MILLING LAB II.—3 hours.

This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

MTT 243. CNC TURNING LAB I.—3 hours.

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

MTT 244. CNC TURNING LAB II.—3 hours.

This course covers advanced computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.

MASS COMMUNICATIONS (MCM)

MCM 114-115 214-215. STUDENT PUBLICATIONS.—1-2 hours. C

These courses offer practical experience in journalism skills through working on the staff of student publications.

MESSAGE THERAPY (MSG)

MSG 101. INTRODUCTION TO THERAPEUTIC MASSAGE.—2 hours.

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.

MSG 102. THERAPEUTIC MASSAGE LAB I.—3 hours.

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapies. Specific topics include full body western (Swedish) massage, hot and cold therapies, stretching, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course students will be able to perform various

types of full body therapeutic massage techniques and document their activities.

MSG 103. ANATOMY AND PHYSIOLOGY.—3 hours.

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. At the conclusion of this course students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge through cognitive and performance based measurement.

MSG 104. MUSCULOSKELETAL AND KINESIOLOGY I.—3 hours.

This course introduces students to concepts related to the study of muscle movement. As part of this course students learn the interaction of muscles and various bony landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge through cognitive and performance based measurement.

MSG 105. THERAPEUTIC MASSAGE SUPERVISED CLINICAL I.—2 hours.

In this course, students are required to demonstrate competency in specific therapeutic massage techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

MSG 200. BUSINESS AND MARKETING PLANS.—1 hour.

During this course, students are also taught ethical business management and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

MSG 201. THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS.—2 hours.

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

MSG 202. THERAPEUTIC MASSAGE LAB II.—3 hours.
PREREQUISITE: MSG 102.

Students learn advanced massage therapy techniques building upon previously gained knowledge and skills. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

MSG 203. PATHOLOGY.—3 hours.

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

MSG 204. MUSCULOSKELETAL AND KINESIOLOGY II.—3 hours.

In this course, students learn advanced study of the interaction of the muscular-skeletal system to include palpation techniques of the appendicular regions of the body. Students will demonstrate this knowledge through cognitive and performance based measurement.

MSG 205. THERAPEUTIC MASSAGE SUPERVISED CLINICAL II.—2 hours.

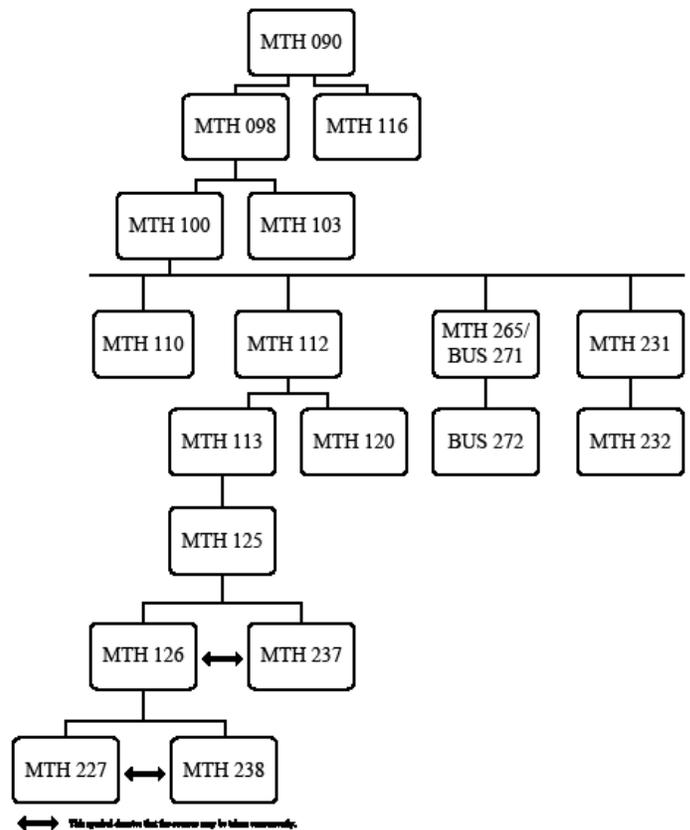
In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

MSG 206. NATIONAL CERTIFICATION EXAM REVIEW.—1 hour.

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

MATHEMATICS (MTH)

— This symbol denotes that the courses may be taken concurrently.



MTH 090. BASIC MATHEMATICS.—3 hours.

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. The student who places via the college placement test to take MTH 090 must finish the course with a minimum grade of 70% or a C before taking MTH 098 or MTH 116.

MTH 098. ELEMENTARY ALGEBRA.--3 hours.

PREREQUISITE: MTH 090 or MTH 091 or appropriate mathematics placement score.

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. The student who places via the college placement test to take MTH 098 must finish the course with a minimum grade of 70% or a C before taking MTH 100.

MTH 100. INTERMEDIATE COLLEGE ALGEBRA.--3 hours. B

PREREQUISITE: MTH 098 or appropriate mathematics placement score.

This course provides a study of algebraic concepts such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics in the AA or AS degree programs. MTH 100 may apply toward the general core requirement for AAS degree programs at Northeast. The student who places via the college placement test to take MTH 100 must finish the course with a minimum grade of 70% or a C before taking MTH 110 or MTH 112.

MTH 103. INTRODUCTION TO TECHNICAL MATHEMATICS. —3 hours. C

PREREQUISITE: MTH 098 or appropriate mathematics placement score.

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics.

MTH 110. FINITE MATHEMATICS.—3 hours. A

PREREQUISITE: 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 Intermediate College Algebra.

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions) matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112. PRECALCULUS ALGEBRA.—3 hours. A

PREREQUISITE: 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 Intermediate College Algebra (MTH 100).

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113. PRECALCULUS TRIGONOMETRY. —3 hours. A

PREREQUISITE: 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 MTH 112.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 116. MATHEMATICAL APPLICATIONS. —3 hours. C

PREREQUISITE: MTH 090 or MTH 091 or appropriate mathematics placement score.

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics in the AA or AS degree programs. MTH 116 may apply toward the general core requirement for AAS degree programs at Northeast.

MTH 120. CALCULUS AND ITS APPLICATIONS. —3 hours. A

PREREQUISITE: 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 MTH 112.

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

MTH 125. CALCULUS I.—4 hours. A

PREREQUISITE: 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 MTH 113 or MTH 115.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

MTH 126. CALCULUS II.—4 hours. A

PREREQUISITE: MTH 125.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 227. CALCULUS III.—4 hours. A

PREREQUISITE: MTH 126.

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 231. MATH FOR THE ELEMENTARY TEACHER I.—3 hours. B

PREREQUISITE: MTH 100.

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

MTH 232. MATH FOR THE ELEMENTARY TEACHER II.—3 hours. B

PREREQUISITE: MTH 231.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts.

Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

MTH 237. LINEAR ALGEBRA.—3 hours. A

PREREQUISITE: MTH 126.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

MTH 238. APPLIED DIFFERENTIAL EQUATIONS I.—3 hours. A

COREQUISITE: MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

MTH 265. ELEMENTARY STATISTICS.—3 hours. B

PREREQUISITE: MTH 100 or appropriate mathematics placement score.

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.

MEDICAL ASSISTANT (MAT)**MEDICAL ASSISTANT PROGRAM (MAT)****MAT 101. MEDICAL TERMINOLOGY.—3 hours.**

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct the language of medicine with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. CORE

MAT 102. MEDICAL ASSISTING THEORY I.—3 hours.

This course provides students with an overview of the structural organization of the human body. Specific topics include anatomical descriptors, body planes, directional terms, body cavities, specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course.

MAT 103. MEDICAL ASSISTING THEORY II.—3 hours.

This course provides students with information of select systems of the human body. Specific topics include specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course.

MAT 111. CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT.—3 hours.

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. CORE

MAT 120. MEDICAL ADMINISTRATIVE PROCEDURES I.—3 hours.

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills. This is a CORE course.

MAT 121. MEDICAL ADMINISTRATIVE PROCEDURES II.—3 hours.

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. CORE

MAT 125. LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT.—3 hours.

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. CORE

MAT 128. MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT.—3 hours.

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. CORE

MAT 200. MANAGEMENT OF OFFICE EMERGENCIES.—2 hours.

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. CORE

MAT 211. CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT.—3 hours.

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. CORE

MAT 215. LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT.—3 hours.

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. Instruction from this course is based on the Educational Competencies for the Medical Assistant, For CAAHEP Accredited Medical Assisting Educational Programs, 2008 standards. CORE

MAT 216. MEDICAL PHARMACOLOGY FOR THE MEDICAL OFFICE.—4 hours.

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. CORE

MAT 218. EKG TECHNICIAN. – 3 hours.

This course provides the student with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography. The student should be able to secure an EKG tracing, troubleshoot problems with acquisition of an EKG tracing, and interpret simple EKG rhythm strips.

MAT 220. MEDICAL OFFICE INSURANCE.—3 hours.

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. CORE

MAT 222. MEDICAL TRANSCRIPTION I. – 2 hours.

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation. PREREQUISITE: College level computer course, acceptable keyboarding speed, MAT 101, MAT 120, MAT 121 and/or as required by program.

MAT 228. MEDICAL ASSISTANT REVIEW COURSE.—1 hour.

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

MAT 229. MEDICAL ASSISTING PRECEPTORSHIP.

—3 hours.

PREREQUISITE: As required by program.

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting. CORE

MAT 239. PHLEBOTOMY PRECEPTORSHIP.—3 hours.

PREREQUISITE: As required by college.

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP).

MUSIC (MUL)

CLASS PERFORMANCE INSTRUCTION

Group instruction is available in voice, piano, 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.

MUL 101-102; 201-202. CLASS PIANO I, II, III, IV.

—1 hour. C

MUL 111-112; 211-212. CLASS VOICE I, II, III, IV.

—1 hour. C

MUL 161-162. CLASS FRETTED INSTRUMENTS I, II.

—1 hour. C

MUL 170-171; 270-271. MUSIC WORKSHOP I, II, III, IV.

—1-3 hours. C

These courses are seminar clinics in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

MUL 180-181; 280-281. CHORUS I, II, III, IV.—1-2 hours. C

MUL 182-183; 282-283. VOCAL ENSEMBLE I, II, III, IV.

—1 hour. C

MUL 184-185; 284-285. JAZZ/SHOW CHOIR (ENCORE) I-II; III-IV.—1-2 hours. C

PREREQUISITE: Permission of the instructor.

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. The course is open by audition only.

MUL 190-191; 290-291. CONCERT BAND I, II, III, IV.

—1-2 hours. B

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUL 192-193-292-293. JAZZ COMBO (MUSTANG STAGE BAND) I, II, III, IV.

—1-2 hours. C

MUL 196-197; 296-297. JAZZ BAND (NACC JAZZ ENSEMBLE) I, II, III, IV.

—1-2 hours. C

PREREQUISITE: Permission of the instructor.

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUSIC (MUS) CLASS INSTRUCTION

MUS 100. MUSIC CONVOCATION.--1 hour. C

This course (required for music majors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.

MUS 101. MUSIC APPRECIATION.—3 hours. A

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 110. BASIC MUSICIANSHIP.—3 hours. C

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.

MUS 111. MUSIC THEORY I.—4 hours. B

PREREQUISITE: MUS 110 or suitable placement score or permission of the instructor.

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.—4 hours. B

PREREQUISITE: MUS 111.

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 115. FUNDAMENTALS OF MUSIC.—3 hours. C

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. --4 hours. C

PREREQUISITE: MUS 112.

COREQUISITE: MUS 213, if ear training lab is a separate course.

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 217. JAZZ IMPROVISATION.—1-3 hours. C

PREREQUISITE: Permission of the instructor.

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble.

MUSIC (MUP)**INDIVIDUAL PERFORMANCE INSTRUCTION**

Individual performance instruction is available in keyboard instruments, voice, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

MUP 101-102; 201-202. PRIVATE PIANO I, II, III, IV.

—1-2 hours. C

MUP 111-112; 211-212. PRIVATE VOICE I, II, III, IV.

—1-2 hours. C

MUP 127-128; 227-228. PRIVATE DOUBLE BASS I, II, III, IV.—2 hours. C

Individual performance instruction on guitar with emphasis placed on developing technique, repertoire, and performance skills commensurate with student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in a performance evaluation setting.

MUP 133-134; 233-234. PRIVATE GUITAR.—1-2 hours. C**MUP 135-136; 235-236. PRIVATE FRETTED INSTRUMENTS (OTHER THAN GUITAR) I, II, III, IV.—1-2 hours. C****MUP 141-142; 241-242. PRIVATE FLUTE I, II, III, IV.—1-2 hours. C****MUP 143-144; 243-244. PRIVATE CLARINET I, II, III, IV.—1-2 hours. C****MUP 145-146; 245-246. PRIVATE SAXOPHONE I, II, III, IV.—1-2 hours. C****MUP 153-154; 253-254. PRIVATE BASSOON I, II, III, IV.—2 hours. C**

Individual performance instruction on Bassoon with emphasis placed on developing technique, repertoire, and performance skills commensurate with student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in a performance evaluation setting.

MUP 173-174; 273-274. PRIVATE EUPHONIUM/ BARITONE I, II, III, IV.—2 hours. C

Individual performance instruction on Euphonium/Baritone Horn with emphasis placed on developing technique, repertoire, and performance skills commensurate with student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in a performance evaluation setting.

MUP 175-176; 275-276. PRIVATE TUBA I, II, III, IV.—2 hours. C

Individual performance instruction on tuba with emphasis placed on developing technique, repertoire, and performance skills commensurate with student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in a performance evaluation setting.

MUP 161-162; 261-262. PRIVATE TRUMPET I, II, III, IV.—1-2 hours. C**MUP 163-164; 263. PRIVATE FRENCH HORN I, II, III.—1-2 hours. C****MUP 171-172; 271-272. PRIVATE TROMBONE I, II, III, IV.—1-2 hours. C****MUP 181-182; 281. PRIVATE PERCUSSION I, II, III.—1-2 hours. C****MUP 190-191; 290-291. MUSIC ENSEMBLES.—1-2 hours. B**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

NURSING ASSISTANT AND HOME HEALTH CARE**NAS 100. LONG-TERM CARE NURSING ASSISTANT.—4 hours.**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NURSING (NUR)

NUR 102. FUNDAMENTALS OF NURSING.

—6 hours. (3-2-1)

PREREQUISITE: Admission to Nursing 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 hour. (0-1-0)

PREREQUISITE: Admission to Nursing 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 hour. (0-1-0)

PREREQUISITE: Admission to Nursing 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 hours. (5-1-2)

PREREQUISITES: NUR 102, 103, 104, BIO 201, MTH 116/100.

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, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 106. MATERNAL AND CHILD NURSING.

—5 hours. (4-0-1)

PREREQUISITES: NUR 102, 103, 104, BIO 201, MTH 116/100.

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 hours. (5-0-3)

PREREQUISITES: NUR 105, 106, BIO 202, ENG 101.

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 hours. (2-0-1)

PREREQUISITES: NUR 105, 106, BIO 202, ENG 101.

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 hours. (2-1-0)

PREREQUISITES: NUR 105, 106, BIO 202, ENG 101.

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 112. FUNDAMENTAL CONCEPTS OF NURSING.—7 hours. (4-2-1)

PREREQUISITE: Admission to Nursing Program.

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care. PENDING ACEN APPROVAL.

NUR 113. NURSING CONCEPTS I.—8 hours. (4-1-3)

PREREQUISITES: NUR 112, BIO 201, MTH 100.

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance. PENDING ACEN APPROVAL.

NUR 114: NURSING CONCEPTS II.--8 hours. (5-0-3)

PREREQUISITES: NUR 113, BIO 202, ENG 101, PSY 210.

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to:

coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/ electrolyte balance, and medical emergencies. PENDING ACEN APPROVAL.

NUR 115: EVIDENCE BASED CLINICAL REASONING.--2 hours. (1-0-1)

PREREQUISITES: NUR 113, BIO 202, ENG 101, PSY 210.

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains. PENDING ACEN APPROVAL.

NUR 200. LPN ROLE TRANSITION TO ASSOCIATE DEGREE NURSE (RN)—5 hours. (3-1-1)

PREREQUISITES: MTH 100, BIO 201, BIO 202, ENG 101.

This course focuses on application of nursing science to assist the Licensed Practical Nurse (LPN) transitioning in to the role of the associate degree nurse (ADN). Emphasis in this course is placed on evidenced based clinical decision making and nursing care provided in a family and community context for a variety of health alterations across the lifespan. Upon successful completion of the course students will be able to articulate into the ADN program.

NUR 201. NURSING THROUGH THE LIFESPAN I. —5 hours. (3-0-2)

PREREQUISITES: NUR 105, 106, BIO 202, ENG 101.

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 THROUGH THE LIFESPAN II. —6 hours. (3-0-3)

PREREQUISITES: NUR 201, BIO 220, PSY 200.

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 THROUGH THE LIFESPAN III. —6 hours. (4-0-2)

PREREQUISITES: NUR 202, SPH 107, PSY 210.

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of

settings. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204. ROLE TRANSITION FOR THE REGISTERED NURSE.—4 hours. (2-0-2)

PREREQUISITES: NUR 202, SPH 107, PSY 210.

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.

NUR 209: CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS--10 hours. (6-1-3)

PREREQUISITES: BIO 201, BIO 202, ENG 101, MTH 100, PSY 210, SPH 107.

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. PENDING ACEN APPROVAL.

NUR 211: ADVANCED NURSING CONCEPTS.--7 hours. (4-0-3)

PREREQUISITES: NUR 114, NUR 115, SPH 107.

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies. PENDING ACEN APPROVAL.

NUR 221: ADVANCED EVIDENCE BASED CLINICAL REASONING.--7 hours. (3-0-4)

PREREQUISITES: NUR 211, BIO 220, Humanities Elective.

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems. PENDING ACEN APPROVAL.

OFFICE ADMINISTRATION (OAD)

OAD 101. BEGINNING KEYBOARDING.—3 hours. C

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis 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 memos, letters, reports, and tables.

OAD 103. INTERMEDIATE KEYBOARDING. —3 hours. C

PREREQUISITE: OAD 101 or permission of instructor.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and

outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD 125. WORD PROCESSING.—3 hours. C

PREREQUISITE: OAD 101 or permission of instructor.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

OAD 126. ADVANCED WORD PROCESSING.—3 hours. C

PREREQUISITE: OAD 125 or permission of instructor.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 130. ELECTRONIC CALCULATIONS.—3 hours. C

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 typing business applications.

OAD 131. BUSINESS ENGLISH.—3 hours. C

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively.

OAD 138. RECORDS/INFORMATION MANAGEMENT.—3 hours. C

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 200. MACHINE TRANSCRIPTION.—3 hours. C

PREREQUISITE: OAD 103.

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 202. LEGAL TRANSCRIPTION.—3 hours. C

PREREQUISITE: OAD 103 or permission of instructor.

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents.

OAD 211. MEDICAL TERMINOLOGY.—3 hours. C

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212. MEDICAL TRANSCRIPTION.—3 hours. C

PREREQUISITE: OAD 103.

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 218. OFFICE PROCEDURES.—3 hours. C

PREREQUISITE: OAD 101.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support relationship.

OAD 231. OFFICE APPLICATIONS.—1-3 hours. C

This course is designed to enable the student to develop skill in the use of integrated software through classroom and lab instruction. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

OAD 241. OFFICE CO-OP.—1-3 hours. C

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.

PARALEGAL/LEGAL ASSISTANT (PRL)

PRL 101. INTRODUCTION TO PARALEGAL STUDY.

—3 hours. C

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

PRL 102. BASIC LEGAL RESEARCH AND WRITING.

—3 hours. C

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

PRL 103. ADVANCED LEGAL RESEARCH AND WRITING.—3 hours. C

PREREQUISITE: PRL 102.

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

PRL 150. COMMERCIAL LAW.—3 hours. C

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

PRL 160. CRIMINAL LAW AND PROCEDURE.—3 hours. C

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/ federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

PRL 192. SELECTED TOPICS IN PARALEGAL I.—3 hours. C

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

PRL 210. INTRODUCTION TO REAL PROPERTY LAW.—3 hours. C

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

PRL 220. CORPORATE LAW.—3 hours. C

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business 126 corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

PRL 230. DOMESTIC LAW.—3 hours. C

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

PRL 240. WILLS, ESTATES AND TRUSTS.—3 hours. C

This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare

estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

PRL 262. CIVIL LAW AND PROCEDURES.—3 hours. C

PREREQUISITE: As required by program.

This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes.

PRL 282. LAW OFFICE MANAGEMENT AND PROCEDURES.—3 hours. C

This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs and other legal documents. Upon course completion, students will be able to demonstrate and apply appropriate law office management techniques and procedures.

PRL 291. INTERNSHIP IN PARALEGALISM.—3 hours. C

PREREQUISITE: Instructor permission, PRL 101, PRL 102.

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field, including work in law offices, municipal courts, banks, insurance companies, and governmental agencies, and with district and circuit court judges. Upon course completion, students will be able to apply in real-work settings competencies obtained in the PRL curriculum.

PHILOSOPHY (PHL)

PHL 206. ETHICS AND SOCIETY.—3 hours. A

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 EDUCATION (PED)

PED 103. WEIGHT TRAINING (BEGINNING).

—1 hour. C

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. WEIGHT TRAINING (INTERMEDIATE)

—1 hour. C

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 hour. C

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 hour. C

PREREQUISITE: 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 completions, students should be able to select and implement a rhythmic aerobic exercise program.

PED 109. JOGGING.—1 hour. C

PREREQUISITE: 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 118. GENERAL CONDITIONING.—1 hour. C

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 126. RECREATIONAL GAMES.—1 hour. C

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

PED 133. TENNIS (BEGINNING).—1 hour. C

PREREQUISITE: 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 134. TENNIS (INTERMEDIATE).—1 hour. C

PREREQUISITE: PED 133 and/or as required by program.

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes, and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 150. TAI CHI.—1 hour. C

Tai Chi is an ancient martial art form through which the student will improve flexibility, balance, strength, and mental discipline. By learning the slow and deliberate movements of Tai Chi, the student also will develop proper breathing and relaxation techniques and enhance joint flexibility. Tai Chi skills are a combination of stretching, isometrics, and isotonic movements in combination with diaphragmatic breathing and postural maintenance.

PED 176. VOLLEYBALL (BEGINNING).—1 hour. C

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 188. YOGA.—1 hour. C

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progress deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION.—3 hours. B

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.

PHYSICAL SCIENCE (PHS)**PHS 111. PHYSICAL SCIENCE I.—4 hours. A**

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

PHS 112. PHYSICAL SCIENCE II.—4 hours. A

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

PHS 121. APPLIED PHYSICAL SCIENCE I.—4 hours.

This course introduces the general principles of physics and chemistry. Topics included 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 and understanding of the physical environment and be able to apply the scientific principles to observations experienced.

PHS 230. INTRODUCTION TO METEOROLOGY.—4 hours. C

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)**PHY 115. TECHNICAL PHYSICS.—4 hours. C**

PREREQUISITE: MTH100

Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts.

PHY 120. INTRODUCTION TO PHYSICS.—4 hours. C

PREREQUISITE: MTH 098.

This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.

PHY 201. GENERAL PHYSICS I -TRIG BASED.—4 hours. A

PREREQUISITE: MTH 113 OR equivalent.

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 hours. A**

PREREQUISITE: PHY 201.

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electroplastics, circuits, magnetism, and modern physics. Laboratory is required.

PHY 213. GENERAL PHYSICS WITH CALCULUS I.**—4 hours. A**

PREREQUISITE: MTH 125.

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 hours. A**

PREREQUISITE: PHY 213.

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.

POLITICAL SCIENCE (POL)**POL 211. AMERICAN NATIONAL GOVERNMENT.****—3 hours. A**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and to function as more informed participants of the American political system.

POL 220. STATE AND LOCAL GOVERNMENT.**—3 hours. B**

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems.

PSYCHOLOGY (PSY)**PSY 200. GENERAL PSYCHOLOGY.—3 hours. A**

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210. HUMAN GROWTH AND DEVELOPMENT.**—3 hours. A**

PREREQUISITE: PSY 200.

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

READING (RDG)**RDG 083. DEVELOPMENTAL READING I.—3 hours.**

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

vocabulary, and study skills. Students scoring below 65 (COMPASS) on the reading subtest must complete this course within the first two semesters of enrollment as a co-requisite to college-level courses. To complete RDG 083, students must finish the course with a minimum grade of "C" or 70%.

RELIGION**REL 100. HISTORY OF WORLD RELIGIONS.****—3 hours. A**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

REL 151. SURVEY OF THE OLD TESTAMENT.**—3 hours. A**

PREREQUISITE: 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. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152. SURVEY OF THE NEW TESTAMENT.**—3 hours. A**

PREREQUISITE: As required by program.

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

SALON AND SPA MANAGEMENT (SAL)**SAL 133. SALON SPA MANAGEMENT.****—3 hours.**

PREREQUISITE: As required by program.

This course is designed to develop 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. NDC

SAL 201. ENTREPRENEURSHIP FOR SALON/SPA.**—3 hours.**

This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a customer base.

SOCIOLOGY (SOC)**SOC 200. INTRODUCTION TO SOCIOLOGY.****—3 hours. A**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 210. SOCIAL PROBLEMS.—3 hours. A

PREREQUISITE: SOC 200.

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

SPANISH (SPA)

SPA 101. INTRODUCTORY SPANISH I.—4 hours. A

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 102. INTRODUCTORY SPANISH II.—4 hours. A

PREREQUISITE: SPA 101 or equivalent.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 201. INTERMEDIATE SPANISH I.—3 hours. A

PREREQUISITE: SPA 102 or equivalent.

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPA 202. INTERMEDIATE SPANISH II.—3 hours. A

PREREQUISITE: 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)

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING.

—3 hours. A

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.

THEATRE ARTS (THR)

THR 113-114-115. THEATER WORKSHOP I-II-III.

—2 hours. B

These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.

THR 120. THEATER APPRECIATION.—3 hours. A

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required.

THR 124. THEATRE TECHNOLOGY SCENERY & LIGHTING.—3 hours. C

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis in tools, materials, and procedure.

THR 126. INTRODUCTION TO THEATER.—3 hours. A

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. CORE

THR 131. ACTING TECHNIQUES I.—3 hours. B

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

THR 132. ACTING TECHNIQUES II.—3 hours. C

PREREQUISITE: THR 131.

This course is a continuation of THR 131.

THR 216. THEATRICAL MAKE-UP.—2 hours. C

This course is a study of the materials and techniques of theatrical make-up.

THR 221. SCENOGRAPHIC TECHNIQUES.—3 hours. C

This course includes practical work developing proficiency in drafting technical drawings for the stage, including ground plans, elevations, and orthographic and isometric drawings. The course also includes the study and application of the elements of design as relevant tools to theatrical design, including the roles of scenic, lighting, and costume designer and their relationship with the director.

THR 224. SCENE PAINTING.—3 hours. C

Historic and contemporary methods of painting scenery for the stage. Includes practical application of techniques in the scenic studio.

THR 236. STAGECRAFT.—3 hours. C

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

THR 296. DIRECTED STUDIES IN THEATER.

—2 hours. C

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

WELDING (WDT)

WDT 108. SMAW FILLET/OFC.—3 hours.

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. This is a CORE course.

WDT 109. SMAW FILLET/PAC/CAC.—3 hours.

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. This is a CORE course.

WDT 110. INDUSTRIAL BLUEPRINT READING.

—3 hours.

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. This is a CORE course.

WDT 115. GTAW CARBON PIPE.—3 hours.

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld

(GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

WDT 116. GTAW STAINLESS PIPE.—3 hours.

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

WDT 119. GAS METAL ARC/FLUX CORED ARC WELDING.—3 hours.

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. This is a CORE course.

WDT 120. SHIELDED METAL ARC WELDING GROOVE.—3 hours.

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. This is a CORE course.

WDT 122. SMAW FILLET/OFC LAB.—3 hours.

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 123. SMAW FILLET/PAC/CAC LAB.—3 hours.

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 plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

WDT 124. GAS METAL ARC/FLUX CORED ARC WELDING LAB.—3 hours.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gasses.

WDT 125. SHIELDED METAL ARC WELDING GROOVE LAB.—3 hours.

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 155. GTAW CARBON PIPE LAB.—3 hours.

PREREQUISITE: WDT 115 and/or as required by college.

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

WDT 156. GTAW STAINLESS PIPE LAB.—3 hours.

PREREQUISITE: WDT 116 and/or as required by college.

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

WDT 157. CONSUMABLE WELDING PROCESSES. —3 hours.

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 LABS.—3 hours.

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 160. ROBOTICS LAB I.—3 hours.

This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start.

WDT 166. FLUX CORE ARC WELDING.—3 hours.

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. FLUX CORE ARC WELDING LAB.—3 hours.

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 hours.

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 181. SPECIAL TOPICS LAB.—3 hours.

THIS COURSE PROVIDES SPECIALIZED INSTRUCTION IN VARIOUS AREAS RELATED TO THE WELDING INDUSTRY. EMPHASIS IS PLACED ON MEETING STUDENTS NEEDS.

WDT 217. SMAW CARBON PIPE.—3 hours.

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.—3 hours.

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 an industry standard welding test in accordance with various applicable welding code requirements.

WDT 219. WELDING INSPECTION AND TESTING.—3 hours.

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. PIPE FITTING AND FABRICATION.—3 hours.

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 hours.

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. GAS TUNGSTEN ARC WELDING.—3 hours.

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 229. BOILER TUBE.—3 hours.

This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

WDT 257. SMAW CARBON PIPE LAB.—3 hours.

COREQUISITE: WDT 217 and/or 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 hours.

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 an industry standard welding test in accordance with various welding code requirements.

WDT 268. GAS TUNGSTEN ARC LAB.—3 hours.

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 269. BOILER TUBE LAB.—3 hours.

PREREQUISITE: WDT 229 and/or as required by college.

This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

WORK KEYS, INTEGRATED (WKO)

WKO 106. WORKPLACE SKILLS.—3 hours.

This course emphasizes the foundational information to develop knowledge and skills to prepare individuals for employment following completion of technical and academic programs. At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. Students will receive an National Career Readiness Certificate, an assessment-based credential, that gives students a measure of key workplace skills, as well as an OSHA 10-hour certification in General Industry Safety and Health.

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ADMINISTRATION AND CONTROL
ALABAMA COMMUNITY COLLEGE SYSTEM
BOARD OF TRUSTEES

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 Governor of Alabama..... President of the Board
 Al Thompson, III..... District 1
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 Mary Scott Hunter..... Ex Officio

ADMINISTRATION, FACULTY, AND STAFF
ADMINISTRATION

Campbell, J. David..... President
 B.A., Auburn University;
 M.A., Florida State University;
 Ph.D., University of Texas
 Burke, Joseph D. Vice President/Dean of Instruction
 B.S., University of Alabama;
 M.S., Jacksonville State University;
 Ph.D., University of Alabama
 Guffey, Larry D. Dean of Administrative Services
 B.S., Jacksonville State University;
 M.B.A., Jacksonville State University
 Grace, Sherie..... Dean of Student Services
 A.S., Bevill State Community College;
 B.S., M.B.A., University of Alabama at Birmingham
 Kennamer, Michael..... Director of Workforce Development
 & Skills Training
 A.S., Snead State Community College;
 B.S., Athens State University;
 M.P.A., Jacksonville State University;
 Ed.D., University of Alabama
 Gorham, Chad..... Director of Extended Day/
 Distance Education Programs
 B.S., Ed., Sp.Ed., M.S. Ed. Admin.;
 Ed.S. Ed. Administration; Jacksonville State

FACULTY FULL-TIME

Adkins, Deni Engineering Technology/Technician
 B.S.E., M.S.E. The University of Alabama in Huntsville
 Adkins, Kathy Music/Chorus and ENCORE Director
 B.M., Wesleyan College;
 M.M., Eastern Kentucky University;
 Ed.D., University of Tennessee
 Adkins, Melinda..... Psychology
 A.S., Northeast Alabama Community College;
 B.S., M.A., Ed.S., Ph.D., The University of Alabama
 Archer, W. Brad Theatre Technical Director/Instructor
 B.F.A., Arkansas State University;
 M.F.A., University of North Carolina-Greensboro

Barnes, Shelia Program Director/Emergency Medical Services
 A.A.S., Northeast Alabama Community College;
 A.A.S., Calhoun Community College;
 Paramedic Certificate, University of Alabama in Huntsville;
 B.S., Athens State University
 B.S.N., University of Alabama at Birmingham
 Bishop, Marty Welding Technology
 A.A.S., Northeast Alabama Community College
 Black, Kelly Drafting and Design Technology
 B.A., Auburn University
 Bloodworth, Rachel Nursing
 A.A.S., Gadsden State Community College;
 B.S.N., M.S.N., University of Alabama Birmingham
 Breland, Milah Mathematics
 B.S.Ed., University of North Alabama;
 M.A.Ed., The University of Alabama
 Brewer, Stephen Adult Education Instructor
 B.A., Youngstown State University
 Bruce, Donna Nursing
 B.S.N., Samford University;
 M.S.N., Troy State University
 Cain, Lauren..... Nursing
 A.A.S., Wallace State Community College;
 B.S.N., Jacksonville State University;
 M.S.N., Auburn University
 Camp, John Mathematics
 B.S., M.Ed., Auburn University;
 Ed.S., Lincoln Memorial University
 Chandler, Yolanda..... Nursing
 A.A.S., Northeast Alabama Community College;
 B.S.N., M.S.N., Jacksonville State University
 Chapman, Misty..... Biology
 B.S., M.S., Jacksonville State University
 Clement, Julise..... Cosmetology/Salon and
 Spa Management Program Director
 A.S., Northeast Alabama Community College;
 B.S., Alabama A & M University;
 Cosmetology Instructor; Alabama Board of Cosmetology
 Dalton, Marilyn..... Medical Assistant/Office Administration
 B.S., Independence University - California College for Health
 Science
 Day, Billy History
 A.S., Northeast Alabama Community College;
 B.S., M.A., The University of Alabama
 DeAngelis, Hugo Machine Tool Technology
 A.A.S., Northeast Alabama Community College
 Everett, Julia B. Head Librarian
 A.A., Northeast Alabama Community College;
 B.A., University of Montevallo;
 M.A., The University of Alabama in Huntsville;
 M.L.I.S., The University of Alabama;
 Ed.D., The University of Alabama
 Frasier, Doilene..... Nursing
 A.A.S., Calhoun Community College;
 B.S.N., M.S.N., University of Alabama in Huntsville
 Gambrell, Steven..... Speech
 A.A., Tallahassee Community College;
 B.S., Florida State University;
 M.S., University of Tennessee
 Gardner, Janet C. Nursing
 B.S.N., Auburn University;
 M.S.N., University of Alabama in Huntsville

Northeast

- Garner, Dana Child Development
 B.Ed., Athens State University;
 M.Ed., Alabama A&M University;
 Ed.S., University of West Alabama
- Gilliland, Regina Cosmetology
 A.S., Wallace State Community College;
 B.S., Athens State University;
 Cosmetology Instructor-Alabama Board of Cosmetology
- Hamrick, Keri History
 B.A., University of Alabama in Huntsville;
 M.A., Jacksonville State University
- Hart, Stacey Nursing
 A.A.S., Shelton State Community College;
 B.S.N., M.S.N., University of Alabama in Huntsville
- Hester, Julie K. Business/CIS
 B.S., University of Alabama in Huntsville;
 M.S., Florida Institute of Technology
- Holt, Kevin Biology
 A.S., Northeast Alabama Community College;
 B.A., University of Alabama;
 M.S., Jacksonville State University
- Hopson, Jane S. Director of Nursing Education and
 Division Director, Health Science
 B.S.N., Jacksonville State University;
 M.S.N., University of Alabama in Huntsville;
 Certificate, Family Nurse Practitioner, University of Alabama in
 Huntsville; Certified Nurse Educator
- Johnson, Haley Division Director/Business and
 Computer Science/Economics
 M.S., B.S., University of Alabama;
 M.S., Keller Graduate School
- Kilgore, Barbara A. Art
 A.S., Northeast Alabama Community College;
 B.F.A., Auburn University;
 M.F.A., University of Alabama
- LaCount, Amy Office Administration
 A.A.S., Gadsden State Community College;
 B.S., M.S., Faulkner University
- Land, Rodney Chemistry
 A.S., Northeast Alabama Community College;
 B.S., M.Ed., Auburn University;
 Ed.S., University of Alabama in Birmingham
- Lester, Dennis Industrial Electronics Technology
 and Industrial Systems Technology
 A.S., A.A.S., Northeast Alabama Community College
- Maddox, Pam Adult Education Teacher
 A.S., Northeast Alabama Community College;
 B.S., Jacksonville State University;
 M.A., The University of Alabama
- Massey, Jay Computer Science
 B.S., Cumberland University;
 M.S., Ball State University
- McBride, Keith Business
 B.S., The University of Alabama;
 M.B.A., The University of North Alabama
- McClain, Tresha L. Spanish
 B.A., Auburn University;
 M.A., University of Alabama;
 Ed.S., Lincoln Memorial University
- Millican, Gregory D. Mathematics/
 Division Director, Mathematics
 A.S., Northeast Alabama Community College;
 B.S., Athens State College;
 M.A., University of Alabama
- Morris, Jon Stacy Music/Director of Instrumental Ensembles
 B.M., M.M., The University of Alabama
- Niblett, Adam C. Mathematics
 B.A., Cumberland University;
 M.S., Middle Tennessee State University
- Patterson, Denise Biology
 B.S., The University of Alabama;
 M.S., University of Alabama in Huntsville
- Ragsdale, Jody English
 B.S., M.S., Jacksonville State University
- Rains, Christine Nursing
 A.A.S., Snead State Community College;
 B.S.N., Kaplan University;
 M.S.N., Kaplan University
- Reed, Everett English
 B.A., Harding University;
 M.A.L.A., St. John's College
- Reeves, Donald Religion/Philosophy
 B.A., Bethel College;
 B.D., M.Div. Vanderbilt University
- Reeves, Joan English/Division Director, English and Fine Arts/
 Director of Student Activities
 A.S., Northeast Alabama Community College;
 B.S., University of North Alabama;
 M.Ed., University of Tennessee at Chattanooga
- Roberts, Roberta ESL Resource Instructor
 B.S., Auburn University;
 M.A., University of Alabama in Birmingham
- Saint, Dawn Regional ESL/Bilingual Resource Instructor
 B.S., Baptist Bible College, Clarks Summit
- Satterfield, Brent Criminal Justice
 M.P.A., B.S., Jacksonville State University;
 A.S., Snead State Community College
- Tucker, Joan P English
 B.A., Jacksonville State University
 M.A., University of Alabama in Birmingham
- Walker, Rachel Program Director,
 Medical Assistant/Nursing Assistant
 A.S., B.S., The University of the State of New York
- Webb, Mark A. Theatre/Theatre Director
 A.A., Northeast Alabama Community College;
 B.S., University of North Alabama;
 M.A., University of Montevallo
- Wigley, Barry Industrial Electronics Tech.
 A.S., Northeast Alabama Community College
 B.S., Athens State University
- Wilkerson, Daphne English
 B.S., M.Ed., Auburn University;
 Juris Doctorate, The University of Akron
- Williams, Traci M. Speech
 B.A., Jacksonville State University;
 M.A., Indiana State University
- Woodall, Robert Psychology/ Division Director,
 Social Sciences, Speech, and Foreign Languages
 B.S., Berry College;
 M.S., Jacksonville State University

Wootten, Roger Emergency Medical Services
 A.A.S., Gadsden State Community College;
 EMS Instructor/Coordinator, University of Alabama at
 Birmingham;
 B.S., Athens State University

SPECIAL APPOINTMENT FACULTY*

Carroll, Barbara W. English
 A.S., Northeast Alabama Community College;
 B.S., University of Alabama in Birmingham;
 Ed.S., University of Montevallo

Griffith, Dwight Biology
 A.S., Northeast Alabama Community College;
 B.S., M.S., Jacksonville State University

Holland, Larry Mathematics
 B.S., Birmingham Southern;
 M.A.T., University of the South

Miller, Eugene Biology
 B.S., University of Alabama;
 M.A., University of Alabama in Birmingham;
 Ed.D., University of Alabama

Wear, Patrice B. Mathematics
 B.S., M.S. Ed, University of Alabama

Wright, Loretta History
 A.S., Northeast Alabama Community College;
 B.S., M.Ed., Auburn University

*Prorated full-time duties.

ADJUNCT FACULTY

Adams-Hughes, Deanna Political Science
 B.A., M.A., University of Alabama in Huntsville

Adkins, Jeff Mathematics
 AS., Northeast Alabama Community College;
 B.S., M.S., The University of Alabama

Bachelor, Bruce Industrial Systems Technology
 A.A., Northeast Alabama Community College;
 B.S., Covenant College

Barksdale, Tim Industrial Electronics Technology
 A.A.S., Northeast Alabama Community College;
 B.S., Athens State University;

Bell, Gerald Medical Assistant Technology
 A.S., Northeast Alabama Community College;
 B.S., Jacksonville State University

Berry, Bill Geography
 B.S.Ed., Samford University;
 M.A., The University of Alabama;
 Ed.S., Ph.D., University of Southern Mississippi

Blevins, Anita Mathematics
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 M.Ed., University of West Alabama

Boyd, Alicia Mathematics
 M.S.Ed., Auburn University at Montgomery;
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 Ed.S., University of Alabama;
 A.S., Northeast Alabama Community College

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 B.S., The University of Alabama;
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 M.S., Ph.D., University of North Carolina

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 A.A.S., Northeast Alabama Community College

Byrum, Darrell Scott Biology
 M.A., University of Alabama;
 B.S., Athens State University;
 A.S., Northeast Alabama Community College

Carter, Robert Medical Assisting
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 M.L.T., High Forest Medical Academy

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Craft, William M. Business
 B.B.A., M.B.A., American Intercontinental University

Davidson, Jim Religion
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 M.Div., New Orleans Baptist Theological Seminary

Davis, David Criminal Justice
 B.S., M.S., Jacksonville State University

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 M.A., The University of Alabama

Durham, James B. Business
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 M.A., The University of Alabama

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Evanko, Liberty Astronomy/Physical Science
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Johnson, Mark Wesley Welding Technology A.A.S., Northeast Alabama Community College	Ryan, Tracy Biology A.S., Snead State Community College; B.S., Jacksonville State University; M.A., University of Alabama
Johnson, Rhonda Biology B.S., Jacksonville State University M.Ed., The University of Alabama	Saint, Robert Biology B.S.Ed., The University of Alabama; M.S.Ed., Alabama A & M University
Kleve, Tim..... Math B.A. Ed., University of Akron; M.A., Cleveland State University	Shackleford, Austin..... WKO B.S., Southern Illinois University;
Koger, Bradley H. History A.A., Northeast Alabama Community College; B.A., Jacksonville State University; M.A., Jacksonville State University	Sharp, Richard..... B.B.A., Faulkner University; M.P.P.M., Birmingham Southern College
Lasser, Rhonda D.....English B.A., Judson College; M.S.Ed., Jacksonville State University	Shugart, Anna Stout English B.A., M.Ed., Auburn University
Martin, Patricia J.....Biology B.S., Auburn Alabama; M.S., Jacksonville State University	Simpson, Steve W. Math B.S., M.S., Jacksonville State University
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McFall, Scott..... Math B.S., M.S., JSU; AA Certificate Secondary Ed, UA	Smith, JenniferEnglish B.S., Athens State University; M.A., The University of Alabama
McKinnon, M. M. Psychology B.A., University of North Alabama; M.Ed., Alabama A&M University	Smith, Sue C. English B.S., M.Ed., University of Tennessee in Chattanooga; Ed.S., University of Alabama
Metz, Lashawna Math B.S., JSU; M.S., The University of West Alabama	Smith, Valerie C. English B.S., M.S., Jacksonville State University
Monroe, Jeffrey..... Mathematics M.A.Ed., University of Alabama; B.S.Ed., Auburn University;	Southead, Kenneth E. WKO B.A., University of Alabama; M.B.A., Alabama A& M University
Moore, DonnaCoordinator of American Heart Association Training Center and EMS Continuing Education R.N., A.D.N., Northeast Alabama Community College;	Suggs, Wade..... Biology B.S., M.Ed., Auburn University
Parham, Nathan D. Biology B.S., Jacksonville State University; M.S., University of Alabama	Swinford, Joseph N. Math A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., University of West Alabama
Parker, Shane Emergency Medical Services A.A.S., Northeast Alabama Community College; Paramedic Certificate, Gadsden State Community College	Turner, Tim..... Drafting and Design Technology A.A.S., Northeast Alabama Community College
Patterson, Dara Ann Paralegal B.A., Auburn University; Juris Doctor, Cumberland School of Law	Vann, Andrew..... EMS Medical Director B.S., University of Alabama; M.D., University of Alabama School of Medicine
	Wade, Cynthia..... Mathematics B.S., University of Tennessee; M.A., University of Alabama
	Walker, John..... Meteorology/Physical Science B.S., Mississippi State University; B.S., University of South Alabama; M.S., The University of Alabama in Huntsville

Northeast

Ware, Rhonda..... Psychology
A.S., Northeast Alabama Community College;
B.S., M.S., Alabama A & M University

Wells, Kathy..... Physical Education
B.S.Ed., Auburn University;
M.S.Ed., University of Alabama at Birmingham

Whitmire, Heather..... History
A.S., Snead State Community College;
B.S., Auburn University;
M.S.Ed., Jacksonville State University

Young, Christie L. Mathematics
A.S., Northeast Alabama Community College;
B.S., Jacksonville State University;
M.A., University of Alabama

Zanzig, Julie..... Chemistry
B.S., Jacksonville State University;
M.S., University of Alabama in Huntsville

PROFESSIONAL AND SUPPORT STAFF

Anderson, Chris ATN Project Engineer
B.S., Auburn University

*Barrentine, Debra A. Director of Promotions and Marketing
A.A.S., Northeast Alabama Community College;
B.S., The University of Alabama

Bellomy, Chasley Event Planning and Alumni Relations
B.S., Auburn University

Boydston, Ross Computer Technician
A.S., Northeast Alabama Community College

Bowman, Kyna D. MIS Coordinator and
Assistant to the Registrar
A.A.S., Northeast Alabama Community College

*Brookshire, Harold..... Bookstore Assistant
A.S., Northeast Alabama Community College;
B.S., Alabama A & M University;
M.S., A.A., University of Alabama in Birmingham

Brown, Jennifer..... Financial Aid Office Assistant
A.S., Northeast Alabama Community College;
B.S., Auburn University;
M.B.A., Jacksonville State University

Bunch, Leisa Adult Education Office Assistant
Northeast Alabama Community College

Buttram, Shirley..... Developmental Studies Coordinator
A.S., Northeast Alabama Community College;
B.S., Jacksonville State University;
M.A., Ed.Sp., The University of Alabama
Developmental Education Specialist,
Appalachian State University;
Post Masters Certificate in Developmental Education,
Grambling State University

Carroll, Nicole..... Administrative Assistant to Director of
Workforce Development and Skills Training
A.A.S., Northeast Alabama Community College;

Combs, Patricia Director of Educational Technology
A.A.S., Northeast Alabama Community College;
B.S., Athens State University;
M.Ed., Alabama A&M University

Cowart, Darlene MIS Office Manager
A.A.S., Northeast Alabama Community College

Day, Rebecca..... Admissions Office Assistant
A.S., Northeast Alabama Community College;
B.A., Athens State University

Dodd, Olivia..... Assistant to the Director of Institutional Planning
and Assessment and SACSCOC Accreditation Liaison
A.A., Northeast Alabama Community College;
B.A., Birmingham-Southern

Ealy, Kyle..... Computer Technician
A.A.S., Northeast Alabama Community College;

Edmondson, Tonia Adult Education Office Manager/MIS
A.S., A.A., Northeast Alabama Community College;
B.S., Jacksonville State University

Freeman, Jada ATN Office Manager
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McAlpin, Van..... Police Officer
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McClung, Regan Theatre Office Manager/
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Travis Farmer Maintenance Technician

Bonnie Lane Maintenance Employee

Bryan Roe Maintenance Technician

John Smith Maintenance Technician

Tim Coppock..... Maintenance Employee

Rhonda York Maintenance Employee

John Breccia Maintenance Technician

Scarlett Moore..... Maintenance Employee

Wanda Reece..... Maintenance Employee

AUXILIARY SERVICES

Carl Cranfield..... Manager, Cafeteria

NORTHEAST ADVISORY BOARD

Lowell Barron Fyffe

Abby Benson..... Scottsboro

Leah Boykin..... Scottsboro

Russell Greathouse..... Fort Payne

Roy Sanderson Rainsville

David Dodd Fort Payne Attorney-at-Law

RudderWilliams, Chair Scottsboro

Jenifer Holt..... Jackson County Circuit Court Judge

Mike O'Dell DeKalb County District Attorney

Randall Cole..... DeKalb County Circuit Court Judge

CharlesWillmon Section

Steve Livingston (Senator) Scottsboro

Donna Cmpbell Scottsboro

Brad Shurett Scottsboro

Fred Johnson Rainsville

Cassie Parker..... Mentone

NACC FOUNDATION MEMBERS

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Mr. Hoyt Harbin..... Scottsboro

Mr. Dennis Hicks Rainsville
 Mr. Reggy Jones, President..... Fyffe
 Mr. Tom Kilgore Ider
 Mr. Mike Kirkland, Chairman Huntsville
 Mr. John Lyda Flat Rock
 Ms. Felicia Mitchell Rainsville
 Ms. Glenda Moody, Vice President Scottsboro
 Ms. JoAnn Storey..... Henagar
 Mr. James Tidmore..... Section
 Mr. Pat Vezertzis, Sr. Fort Payne

**CHARLES M. PENDLEY FOUNDERS’
 CHAIR COMMITTEE**

Lora Mae Davis, Chair
 Joyce Kennamer
 Pat Freeman
 Kathy Cook

**NORTHEAST ADVISORY COMMITTEES
 STRATEGIC ANALYSIS TEAM FOR
 CAREER/TECHNICAL EDUCATION**

Dr. David Campbell President
 Dr. Mike Kennamer Director of Workforce Development
 Larry Guffey Dean of Administrative Services
 Hayley Johnson..... BUS, CIS, OAD Division Director
 Dr. Andy Vann..... NACC EMS Medical Director
 Marsha Amos Alabama Career Center System
 Linda McCain Alabama Employment Service
 Mrs. Jane Hopson..... NUR Division Director
 Russell Greathouse..... NACC Advisory Board
 Judy Davidson..... CHD Advisory Committee
 Randy McClung..... DDT Advisory Committee
 Rachel Walker MAT Program Director
 Jessie Gamez..... Fort Payne City Schools
 Julise Clement..... COS Program Director
 Gelane Nelson..... DeKalb County Schools
 Gail West..... Alabama Career Center System

PROGRAM ADVISORY COMMITTEES

BUSINESS

Dr. David Campbell (ex officio) President
 Dr. Joe Burke (ex officio) Vice President/Dean of Instruction
 Dr. Mike Kennamer (ex officio) ... Director of Workforce Development
 Hayley Johnson (convener)..... Division Director
 Randy Dunn Berry & Dunn Office Equipment
 Jimmy Durham..... DeKalb County Economic Development Authority

Sheila Shepard Jackson County Economic Development Authority
 Howard Moore Maples Industries
 Blake Wright Wright Insurance Agency
 Paul Higdon Farmers Telephone Cooperative

CHILD DEVELOPMENT

Dr. David Campbell, (ex-officio)..... President
 Dr. Joe Burke, (ex-officio) Vice-President, Dean of Instruction
 Dr. Mike Kennamer Director of Workforce Development
 Joan Reeves..... Director, Div. English and Fine Arts/
 Director of Student Activities
 Dana Garner Instructor/Advisor of Child Development
 Judy Davidson, (Committee Chair) DeKalb County Childcare
 Resource Network
 Erynn Lusk..... Childcare Resource Network Education Coordinator
 Jenny Copeland..... Education Administrator, State of Alabama
 Dept. of Early Childhood Ed.
 Cathy Mitchell Scottsboro Impact Learning Center
 Deborah Fanning..... Scottsboro High School FCS Instructor
 Jada Freeman Parent/ATN Office Manager
 Myra Holt..... Regional Manager for Office of School Readiness Pre-K
 Bob Johnston..... DeKalb County Chief Deputy District Attorney
 Lisa Frazier Jackson County Crisis Services
 Greta Mosley..... Fort Payne Head Start
 Theresa Dalton Area Team Leader, Head Start/
 Early Head Start/Pre-K
 Claudette Wygal..... Pediatric Nurse Practitioner
 Penny Roney Jackson County Health
 Jim Cunningham Superintendent Fort Payne City Schools
 Dr. Sandra Spivey Superintendent Scottsboro City Schools
 Hugh E. Taylor..... Superintendent of Education, DeKalb Co. Schools
 Dr. Bart Reeves..... Superintendent of Education, Jackson Co. Schools

COMPUTER INFORMATION SYSTEMS

Dr. David Campbell (ex officio) President
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 Hayley Johnson (convener)..... Division Director
 Joe Ford..... DeKalb Regional Medical Center
 Laura Hulgan First Bank of the South
 Julie Hester..... Mor-Gas, Inc.
 Patricia McCrary Scottsboro City Schools
 Phillip Shirey Farmers Telephone Cooperative
 Bradley Willmon Smurfit-Stone Container Corporation

CRIMINAL JUSTICE

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 Dr. Joe Burke (ex officio) Vice President/Dean of Instruction
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 Brent Satterfield (convener)..... Instructor of Criminal Justice
 Charles Centers Rainsville Police Department
 Ralph Dawe..... Scottsboro Police Department
 Michael O’Dell District Attorney, 9th Judicial Circuit

Michael EdmonsonDeKalb County Sheriff’s Office
 Hon. John H. Graham Jackson County Circuit Judge
 Rocky Harnen Jackson County Sheriff’s Office
 Jimmy Harris.....DeKalb County Sheriff’s Office
 Chuck Phillips..... Jackson County Sheriff’s Office
 Hon. Jeremy S. Taylor.....9th Judicial Circuit Judge
 Steven Whited.....Fort Payne Police Department

DRAFTING & DESIGN TECHNOLOGY

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 Dr. Mike Kenamer (ex officio) ...Director of Workforce Development
 Kelly Black (Convener)..... DDT Instructor
 Alex Flora Bailey Bridges
 Josh Caldwell..... Crown Machinery
 Beverly Cabaniss DC Equipment
 Riley Eubanks D & F Equipment
 Andy Gaskin EIS
 Jordon HilyerGH Metal Solutions
 Shane Peek..... Heil
 Randy McClung..... Joe Scott & Associates
 Elaine Guffey Playcore
 Janet McConnell Playcore
 Kevin Nixon..... Playcore
 Tina Temple T&T Drafting & Design
 Teresa Rowell..... Valley Joist
 Kelly Sanders..... Valley Joist

EMERGENCY MEDICAL SERVICES

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 Shelia Barnes (convener)EMS Program Director
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 Honorable Ronnie Osborn Probate Judge—DeKalb County
 Anthony CliftonDeKalb County EMA
 Gene Necklaus Scottsboro Fire and Rescue
 Deborah Jagggers..... Air Evac EMS
 Ruth Bischoff..... Marshall Medical Center-South
 Mark Ford DeKalb Ambulance Service
 Ron Bray Highlands EMS
 Mike Garmany Boaz Fire and Rescue
 Rita Blair..... Community Member at Large
 Marie Storey..... Recent Paramedic Graduate
 Greg Lockard Training Officer, Scottsboro Fire
 Jason Beam Captain/Training Officer, Albertville Fire
 John David Jordan..... Jackson County Coroner

ENGINEERING TECHNICIAN

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 Dr. Mike Kenamer (ex officio) ...Director of Workforce Development
 Deni Adkins Instructor
 Ronny Kisor..... Alabama Technology Network
 David Holder..... Sanoh-America
 Roger Dukes.....GH Metal Solutions
 Tim Gray Polyamide
 Mark Cather Lozier

Nancy Griggs NACC
 Shane Snyder Sanoh-America
 Edwin StanleyGH Metal Solutions
 Eric Chambers.....GH Metal Solutions
 Bruce Roberts..... Rock-Tenn
 Kyle Biles..... Plasman
 Carri Smith..... Valmont
 David Hulsey Siemens
 Paul InghamJohns Manville (Health & Safety)
 Charles Renegar Johns Manville (Engineer)

INDUSTRIAL ELECTRONICS TECHNOLOGY

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 Barry Wigley (convener)..... ILT Instructor
 David Garrett Farmers Telephone Cooperative
 Sammy Hicks PlayCore
 Jay Lindsey U.S. Army Research and Development
 Steve Howell..... Diolen

INDUSTRIAL SYSTEMS TECHNOLOGY

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 Dennis Lester (convener)..... IST Instructor
 Danny Johnston..... Lozier Corp.
 Howard Norton PlayCore
 Jake Biddle..... Wayne Farms
 Rick Morgan Shaw Industries Group Inc.
 Jerry Dunn..... ATI Firth Sterling
 John Anderson..... United States Gypsum
 Rocky Franklin..... Great Western, LLC
 Jeff Rogers Smurfit-Stone Corp.
 Randy Dorsett Alatrade Foods
 Brad Scott..... GH Metal Solutions
 Cecile Gray Varco Pruden Buildings, Inc.
 Gary Anderson Polyamide HP

MACHINE TOOL TECHNOLOGY

Dr. David Campbell (ex officio) President
 Dr. Mike Kenamer (ex officio) ...Director of Workforce Development
 Hugo DeAngelis (convener) MTT Instructor
 Steve Avans Avans Machine and Tool
 Derek Johnson..... GH Metal Solutions
 Charles Stephens..... Dixie Machine Shop
 Ron Kruckenberg GH Metal Solutions
 Teresa Wilson..... Lozier
 Jonathon Andrews..... R & M Machine Shop
 Robert Dean Retired Instructor

James Johnson..... Siemens
 Mike Murphy Lozier
 Ronny Kisor Alabama Technology Network
 Randy McClung..... JSA Machinery

MEDICAL ASSISTANT TECHNOLOGY

Dr. David Campbell (ex officio) President
 Dr. Mike Kennamer (ex officio) ...Director of Workforce Development
 Rachel Walker (convener)..... Medical Assistant Program Director
 Marilyn Dalton..... MAT Instructor/M&M Diagnostics, Bridgeport
 Geri Monroe..... Alabama Cancer Care, Fort Payne
 Christi Wade, CPT Dr. Ata, Scottsboro
 Cathy Guzzo-McGee OnSite DOT, Fort Payne
 Gerald (Buddy) Bell..... MAT Instructor
 Robert Carter..... MAT Instructor
 Stephanie Hill..... MAT Instructor
 Shelia Mattox, CCMA Dr. Ata, Disgah
 Veronica Wetzel Loving Arms Home Care Agency, Fort Payne

NURSING

Dr. David Campbell (ex officio)NACC President
 Sara Haynes, Administrator The ARC Achievement Center
 Corey Ewing, Administrator DeKalb Regional Medical Center
 Patsy Craig, RN Employee Health/Infection Control
 DeKalb Regional Medical Center
 Stormy Dismuke, CRNP, CNO..... Hospice of Marshall County
 Marquita Bailey, RN Vice President of Patient Care Services,
 DeKalb Regional Medical Center
 Ruth Bischoff, MSN,RN..... Nurse Executor,
 Marshall Medical Center South
 Lisa Bearden, RN..... Education Director,
 Marshall Medical Center North
 Myron Gargis, Executive Director..... Mountain Lakes
 Behavioral Health Care
 John Hawes, RN..... Nurse Executive, Highlands Medical Center
 David Dodd, AttorneyDeKalb County
 Sara Romano, RN Chief Nurse Executive,
 Mountain View Hospital
 Cheryl Hayes, RN Administrator, Marshall Medical Center North
 Kathy Woodruff, RN..... Chief Nursing Officer,
 Marshall Medical Center North
 Patty Whisenant, RN..... Nurse Manager,
 Highlands Medical Center

OFFICE ADMINISTRATION

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 Dr. Joe Burke (ex officio) Vice President/Dean of Instruction
 Dr. Mike Kennamer (ex officio) ...Director of Workforce Development
 Hayley Johnson (convener)..... Division Director
 Ena Martin Highlands Medical Center
 Crystal Williams..... First Bank of the South
 Laura Hulgán First Bank of the South
 Pam Simpson DeKalb County Circuit Clerk

SALON AND SPA MANAGEMENT

Dr. David Campbell (ex officio) President
 Dr. Mike Kennamer (ex officio) ...Director of Workforce Development
 Julise Clement (convener)..... Instructor of Salon
 & Spa Management/Program Director

Regina Gilliland..... Instructor of Salon & Spa Management
 Hannah Highfield..... Cosmetologist
 Melissa Stephens..... Owner, Cosmetique Style Salon
 Michelle Decker..... Owner, Gigi’s Hair & Nails Salon
 Gail Goolesby Cosmetologist, Gigi’s Hair & Nails Salon
 Linda Lybrand Cosmetologist, Gigi’s Hair & Nails Salon
 Michelle White..... Nails, Gigi’s Hair & Nails Salon
 Dana Thomas Owner, The Designers
 Babs Holcomb..... Nails, The Designers
 Maribel Bravo Scottsboro High School Aide, The Designers
 Keven Roney..... Owner, K Roney Hair Salon
 Lauren Keck..... Cosmetologist, Salon Allure
 Paula Lecher..... Owner, Salon Allure, Redken Artist
 Tracy Martin DeKalb Co Tech Center Cosmetology Instructor
 Teri Mathews Scottsboro High School Cosmetology Aide
 DesLyne Waits Merle Norman
 Heather Griggs Massage Therapy Instructor, Bigelows
 Cathy Stiefel..... Cathy’s 5th and Grand

WELDING

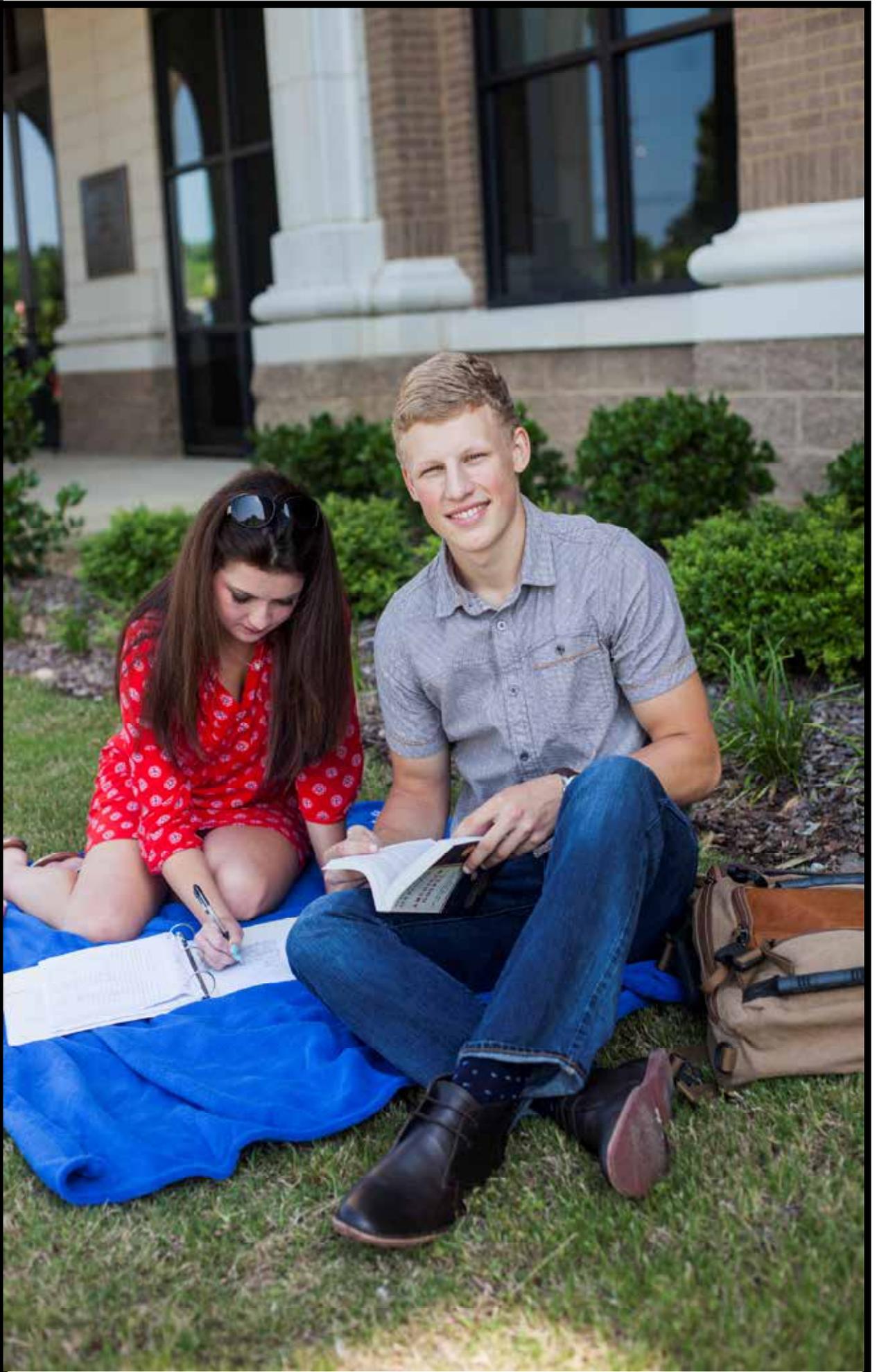
Dr. David Campbell (ex officio) President
 Dr. Mike Kennamer (ex officio) ...Director of Workforce Development
 Marty Bishop (convener) WDT Instructor
 Michael Love PlayCore
 McRae Benefield GSM Steel and Mechanical Contractors
 Kerry Lovvorn Telko Enterprises
 Teresa Wilson..... Lozier Corporation
 Karl Laws..... GH Metal Solutions
 Danny Murray Southern Metal Fabricators





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FACULTY & STAFF DIRECTORY

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Martin, Trish		martint@nacc.edu	MT 215	Adjunct Instructor of Biology
Massey, Jay	2310	masseyj@nacc.edu	PA 136	Computer Science Instructor
McBride, Keith	2319	mcbridek@nacc.edu	BE 109-B	Business Instructor
McClain, Tresha	2271	mcclaint@nacc.edu	LI 202	Spanish Instructor
McClung, Regan	2218	mcclungr@nacc.edu	LY 208	Theatre Office Manager/Theatre Outreach Coordinator
McFadden, Pat R.		mcfaddenp@nacc.edu		Adjunct Instructor of Religion
McFall, Scott		mcfalls@nacc.edu		Adjunct Instructor of Mathematics
McKinnon, M.M.		mckinnonm@nacc.edu	WD 246	Adjunct Instructor of Psychology/Retention Specialist
Metz, Lashawna		smalleyl@nacc.edu		Adjunct Instructor of Mathematics
Miller, Bryon	2360	millerb@nacc.edu	WA 112	Career and Transfer Advisor
Miller, Dr. Eugene	2368	millere@nacc.edu	MT 216	Instructor of Biology/Special Appointment Faculty
Miller, Katelin	2322	millerk@nacc.edu	SC 115	Student Services Assistant
Miller, Staci R.	2225	millers@nacc.edu	SC 115B	Administrative Assistant to the Dean of Student Services
Millican, Greg	2263	millicang@nacc.edu	MT 225	Instructor of Mathematics/Director, Division of Mathematics
Monroe, Jeff		monroej@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Moore, Donna	2335	moored@nacc.edu	HE 122	Adjunct American Heart Association and EMS Continuing Education Coordinator
Morris, Jon Stacy	2307	morriss@nacc.edu	GY 240	Music Instructor/Director of Instructional Ensembles
Nappier, Jonathon W.	2362	nappierj@nacc.edu	GY 227	GED Chief Examiner and College/Adult Education Liaison
Niblett, Adam C.	2389	nibletta@nacc.edu	MT 231	Instructor of Mathematics
Okwu, Andrea	2258	okwua@nacc.edu	PA 205	Coordinator of High School Relations/Recruiting
Overdear, Leisha		overdearl@nacc.edu		Adjunct Instructor of Child Development
Parham, Nathan		parhamn@nacc.edu	KX 107	Adjunct Instructor of Biology
Parker, Shane		parkers@nacc.edu	HE 122	Adjunct Instructor of EMS
Patterson, Dara L.	2360	pattersondara@nacc.edu	WA 112	Job Placement Specialist
Patterson, Denise	2233	pattersondara@nacc.edu	MT 217	Biology Instructor
Patterson, Reda	2328	pattersonr@nacc.edu	LI 104	Learning Resources Secretary

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Pendergrass, Gregg		pendergrassg@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Pope, Jon-Alan		popej@nacc.edu	MS 123	Adjunct Instructor of Mathematics
Prater, Debbie	2261	praterd@nacc.edu	WA 122	Payroll Clerk
Quizon, Sheena		quizons@nacc.edu	KX 205	Adjunct Instructor of Nutrition
Ragsdale, Jody	2280	ragsdalej@nacc.edu	EN 109	Instructor of English
Reece, Wanda				Maintenance Employee
Reed, Everett	2349	reede@nacc.edu	EN 121	English Instructor
Reeves, Donald	2259	reevesd@nacc.edu	SS 115	Instructor of Religion/Philosophy
Reeves, Joan	2231	reevesj@nacc.edu	EN 107	Instructor of English/Director, Division of English and Fine Arts/Director of Student Activities
Rice, Heather	2301	riceh@nacc.edu	PA 145	Development Director
Roberts, Roberta		robertsr@nacc.edu	GY 221	Adult Basic Education ESL Resource Instructor
Ryan, Tracy		ryant@nacc.edu	MT 216	Adjunct Instructor of Biology
Saint, Dawn	2297	saintd@nacc.edu	GY 223	Adult Basic Education Regional ESL/Bilingual Resource Instructor
Saint, Robert		saintr@nacc.edu	MT 215	Adjunct Instructor of Biology
Sanford, Julia	2279	sanfordj@nacc.edu	GY 225	Program Assistant Northeast Alabama Adult Education Program
Satterfield, Beth Baker	2242	bakerb@nacc.edu	PA 111	Confidential Assistant to the Director of Extended Day/Distance Education Programs
Satterfield, Brent	2304	satterfieldb@nacc.edu	SS 111	Criminal Justice Instructor
Shankles, Amy	2326	shanklesamy@nacc.edu	LI	Library Resources Cataloger
Shugart, Anna		shugarta@nacc.edu		Adjunct Instructor of English
Simpson, Steve		simpsons@nacc.edu	MS 123	Adjunct Instructor of Mathematics
Smith, Gary		smithg@nacc.edu		Adjunct Instructor of Mathematics
Smith, Jennifer		smithj@nacc.edu	EN 112	Adjunct Instructor of English
Smith, Norman	2249	smithn@nacc.edu	SC 101	Police Chief
Smith, Sue		smiths@nacc.edu	EN 112	Adjunct Instructor of English
Smith, Valorie		smithv@nacc.edu		Adjunct Instructor of English
Stewart, Angela	2240	stewart@nacc.edu	PA 121	Administrative Assistant to Vice President/Dean of Instruction
Stringer, Brenda	2243	stringerb@nacc.edu	PA 103	Executive Assistant to the President
Suggs, Wade		suggsw@nacc.edu	KX 107	Adjunct Instructor of Biology
Swinford, Joey		swinfordj@nacc.edu	MS 121	Adjunct Instructor of Mathematics
Totten, Dr. Sharon	2245	tottens@nacc.edu	WA 100	Director of Advising
Tucker, Joan	2252	tuckerj@nacc.edu	EN 112	English Instructor/Yearbook Advisor
Turner, Tim		turnert@nacc.edu		Adjunct Instructor of Drafting and Design Technology
Vann, Dr. Richard Andrew				EMS Medical Director
Wade, Cindy		wadec@nacc.edu		Adjunct Instructor of Mathematics
Walker, John		walkerj@nacc.edu	KX 202	Adjunct Instructor of Meteorology and Physical Science
Walker, Rachel	2323	walkerr@nacc.edu	WD 248	Medical Assistant/CNA Instructor/Program Director
Ware, Rhonda		warer@nacc.edu	HE 246	Adjunct Instructor of Psychology
Wear, Patsy	2375	wearp@nacc.edu	MT 226	Instructor of Mathematics/Special Appointment Faculty
Webb, Mark A.	2318	webbm@nacc.edu	LY 208	Director of Theatre/Theatre Instructor
Wells, Kathy		wellsk@nacc.edu	GY 103	Adjunct Instructor of Physical Education
White, Lori	2326	whitel@nacc.edu	LI 104	Adjunct Librarian
Whitmire, Heather		whitmire@nacc.edu		Adjunct Instructor of History
Whitmire, Kelsey	2234	whitmirek@nacc.edu	WA 122	Cashier/Business Office Assistant
Whitten, Sherry	2315	whittens@nacc.edu	WA 112	Director of College and Career Planning

FACULTY & STAFF DIRECTORY

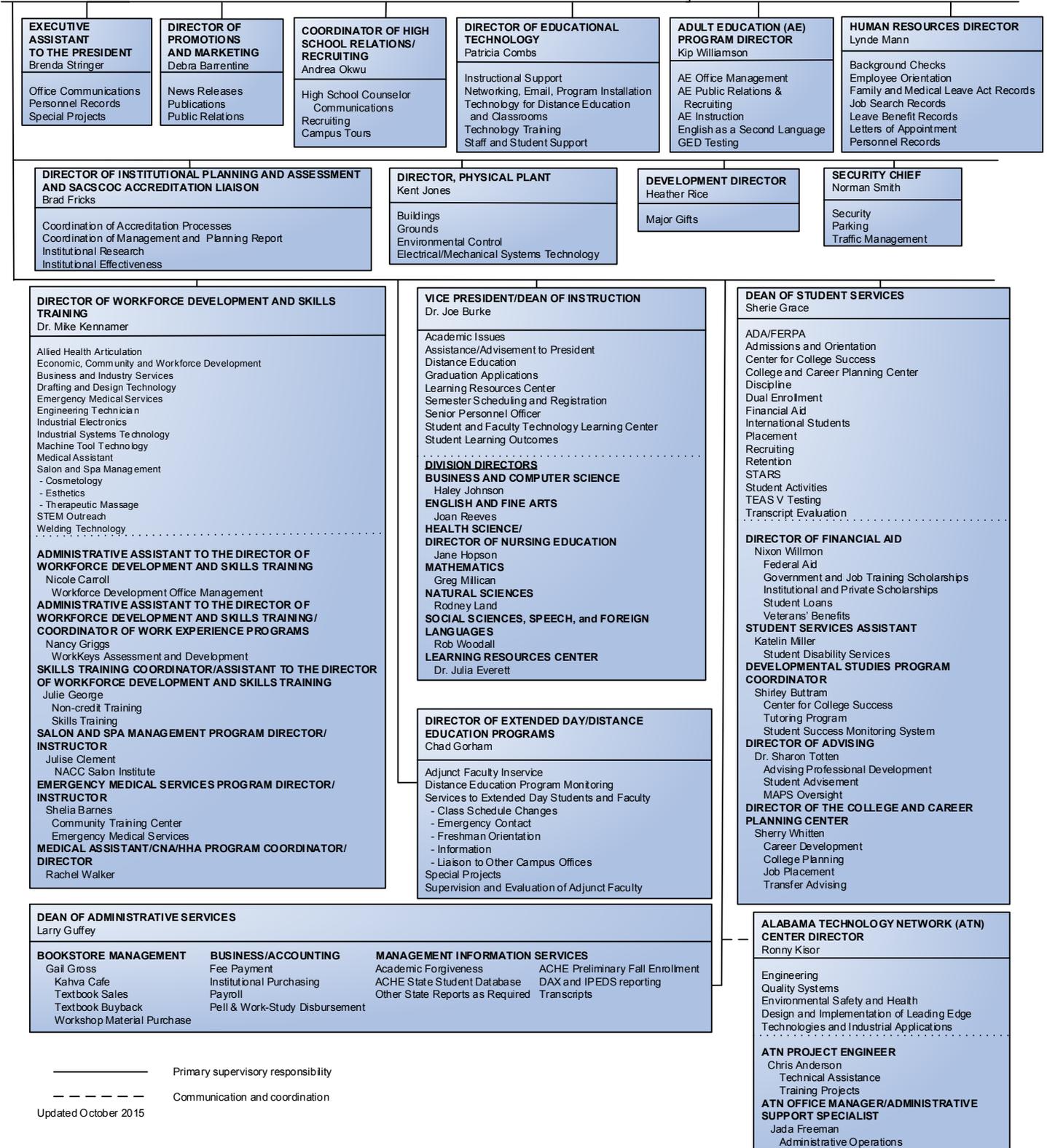
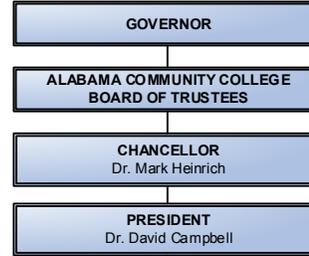
Instructor	Phone	E-mail	Office	Title
Wigley, Barry	2812	wigleyb@nacc.edu	IS 102	Industrial Electronics Instructor
Wilhelm, Blake	2288	wilhelmb@nacc.edu	LI 205	Adjunct Instructor of History and LRC Archivist/ Specialist
Wilkerson, Dr. Daphne W.	2333	huntleyd@nacc.edu	GY 215	English Instructor
Williams, Holly	2204	williamsh@nacc.edu	WA 101-C	Administrative Assistant, Financial Aid Office
Williams, Traci	2273	williamst@nacc.edu	SS 118	Speech Instructor
Williamson, Kip	2253	williamsonk@nacc.edu	GY 219	Adult Education Program Director
Willmon, Nicky	2203	willmonn@nacc.edu	WA 101-B	Director of Financial Aid
Woodall, Robert	2236	woodallr@nacc.edu	SS 123	Psychology Instructor/ Director, Division of Social Science, Speech, and Foreign Languages
Wootten, Roger	2311	woottenr@nacc.edu	WD 246	EMS Instructor
Wright, Loretta		wrightl@nacc.edu	SS 106	Instructor of History/Special Appointment Faculty
York, Rhonda				Maintenance Employee
Young, Christie		youngc@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Zanzig, Julie		zanzigj@nacc.edu	MT 216	Adjunct Instructor of Chemistry/Physical Science



WHERE TO GO FOR ASSISTANCE

CONCERNING	OFFICE	LOCATION
Absences - Instructor	Instructor	Instructor's Office
Academic Advisement	Advisor	Advisor's Office
Adding a Class	Advisor	Advisor's Office
Admissions/Readmissions	Admissions Office	Student Center
Alumni Services	Director of Alumni Service	HFA Building
Apply for a Certificate	Advisor	Advisor's Office
Auditing a Course	Advisor	Advisor's Office
Books and Supplies	Bookstore	Annex
Campus Tours	Andrea Okwu	Pendley Admin. Building
Career Advising	Sherry Whitten	Wallace Admin. Building
Change of Address	Admissions	Pendley Admin.
Change in Schedule	Advisor	Advisor's Office
Chorus/Voice Scholarships	Dr. Kathy Adkins	HFA 233
Club Meetings	Sponsor	Sponsor's Office
Distance Education	Technology Learning Center	BE 107
Drama Program	Mark Webb, Director	Bevill Lyceum/Theatre
Drama Scholarships	Mark Webb, Director	Bevill Lyceum/Theatre
Dropping a Class	Advisor	Advisor's Office
Email	Technology Support	Pendley Admin. Building
Fees	Business Office	Wallace Admin. Building
Final Examinations	Instructor	Instructor's Office
Financial Aid	Financial Aid Office	Wallace Admin. Building
Fines	Business Office	Wallace Admin. Building
Forming a Club	Dean of Student Services	Student Center
Grades	Registrar	Pendley Admin. Building
Graduation	Vice President/Dean of Instruction	Pendley Admin. Building
Grievance Procedure	Dean of Student Services	Student Center
ID Cards	Admissions Office	Student Center
Insurance Certifications (Student)	Registrar	Pendley Admin. Building
Job Placement	Dara Patterson	Wallace Admin. Building
Lost and Found	Security Office	Student Center
Non-Credit Training	Skills Training Office	PA 118
Online Classes	Technology Learning Center	BE 107
Orientation	Dean of Student Services	Student Center
Parking Permits	Admissions Office	Student Center
Probation (Academic)	Dean of Student Services	Student Center
Refunds	Business Office	Wallace Admin. Building
Registration	Advisor	Advisor's Office
Reserving School Facilities	Vice President/Dean of Instruction	Pendley Admin. Building
Safety or Security Concerns	Security Office	Student Center
Schedule of Classes	Vice President/Dean of Instruction	Pendley Admin. Building
Social Functions	Dean of Student Services	Student Center
Student Government	SGA Sponsor	English Building
Suspension	Dean of Student Services	Student Center
Technology Support	Technology Support	Pendley Admin. Building
Testing (CAAP)	Director of Institutional Planning and Assessment	Wallace Admin. Building
Testing (COMPASS)	Admissions Office	Student Center
Testing (GED)	Jonathon Nappler	HFA Building 227
Testing (WorkKeys)	Nancy Griggs	WO 259
Theatre Tickets	Theatre Office Manager	Bevill Lyceum/Theatre
Transcripts	Registrar (MIS) Window	Pendley Admin. Building
Transfer Credit Problems	Admissions Office	Student Center
Transferability of Courses	Advisor, Transfer Advisor	Advisor's Office & 112 Wallace Admin. Bldg.
Tutorial Services	Shirley Buttram	Student Center
Used Books	Bookstore	Annex
Veterans' Services	VA Office/Financial Aid Office	Wallace Admin. Building
Visitors to Campus	Security Office	Student Center
Visual Arts Scholarships	Paul Stevenson	HFA 229
Withdrawal from School	Advisor	Advisor's Office
Work Study	Financial Aid Office	Wallace Admin. Building

NORTHEAST ALABAMA COMMUNITY COLLEGE
Chart 1: Summary of Services
2016-2017



This handbook describes student rights and responsibilities. The following specific issues are addressed alphabetically.

CAMPUS REGULATIONS AND SERVICES

ABSENCE POLICY

Specific policies governing class attendance are established by individual faculty members. Instructors will discuss their attendance policy with each class at the beginning of the semester. It is the responsibility of students to know the attendance policy for each course in which they are enrolled.

ACADEMIC PROGRESS STANDARDS

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

1. 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.

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 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.

2. Required GPA Levels for Students According to Number of Hours Attempted at the Institution

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.

3. 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.

4. 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 the 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 (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term 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 simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee.

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

5. Initial Academic Status of Transfer Students

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.

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 only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

6. Definition of Terms

Grade Point Average (GPA) – The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.

Clear Academic Status – The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation

- (1) 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; or
- (2) 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 this 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 who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this 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 on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and 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.

ACCOMMODATIONS FOR DISABILITIES

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request accommodations to enable their participation. Requests may be directed to instructors, to any person in charge of an activity, or to any receptionist or other staff member who is in a position to assist. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel listed above should be directed to Katelin Miller, ADA Compliance Coordinator, Office 115 in the Student Center.

ADA GRIEVANCE PROCEDURE

Northeast has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual

in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to Katelin Miller, ADA Compliance Coordinator, 115 Student Center, telephone (256) 638-4418, ext. 2322. The Alabama Relay Center number for hearing-impaired persons using a TDD or text telephone is (800) 548-2546. The ADA Compliance Coordinator has been designated to coordinate accessibility of College programs and services, as well as other ADA compliance efforts.

1. As a first step, the individual who wishes to register a complaint (the “Complainant”) should contact the person most likely to be able to rectify the problem, i.e., the person (“Respondent”) who is responsible for the alleged violation, or the area of alleged violation. Every effort should be made on both sides to resolve the situation informally. Reasonable accommodation, if needed, must be provided to enable effective communication. The Respondent must document the complaint, the date, the resolution of the complaint, and the date the resolution was implemented. The documentation does not have to contain the name of the Complainant if Complainant wishes to remain anonymous. Documentation must be retained on file by the Respondent and should also be filed with the ADA Compliance Coordinator for verification in case of a later suit. If the matter cannot be resolved informally, the Complainant should proceed as follows.
2. A formal complaint is filed in writing, contains the name and address of the Complainant, and briefly describes the alleged violation of the regulations. If accommodation is needed to put the complaint in writing, the ADA Office should be contacted for assistance. A complaint should be filed within fifteen (15) days after the Complainant becomes aware of the alleged violation. A complaint which references ongoing discriminatory practices or procedures may be filed at any time.
3. An investigation shall follow a filing of the complaint. The investigation shall be conducted by the ADA Compliance Coordinator, with assistance from other College personnel as needed. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Reasonable accommodation shall be provided, if needed, to enable effective communication.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance Coordinator and a copy forwarded to the Complainant no later than ten (10) days after its filing. The report to the Complainant shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.
5. The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to the College President, David Campbell, Pendley Administration Building. The President will appoint a committee of at least three persons to review the complaint and its resolution; one of these persons shall be nominated by the Complainant; one shall be selected by the President; and the ADA Compliance Coordinator will be the third. Additional persons may be added to the committee if their assistance is considered by the President

to facilitate conscientious resolution of the problem. Reasonable accommodation shall be provided, if needed, to enable effective communication. The ADA Compliance Coordinator will serve as chair of the committee and will submit a committee recommendation to the President, within thirty (30) days of the filing of request for reconsideration.

The process of review is intended to determine compliance or noncompliance with the Act and with implementing regulations of the Department of Justice and the Equal Employment Opportunity Commission. The committee report and recommendation will note differing opinions or consensus within the committee on the validity of the complaint, the appropriateness of the resolution, and the degree of variance from the legislative regulations. Additional resolutions may be suggested.

6. The President will review the committee report and will file a written response to the Complainant. This response will be final so far as the institutional level is concerned. Alabama Community College System is the next level above Northeast, should the Complainant desire further review.
7. The ADA Compliance Coordinator shall maintain the files and records of Northeast relating to the complaints filed and their resolution.
8. Any time limit set herein may be extended upon the written mutual consent of both parties.
9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Northeast complies with the ADA and implementing regulations.

ADMISSIONS

Admissions information and pertinent forms may be obtained in the Admissions Office in the Student Center and on the college website at www.nacc.edu.

ACADEMIC ADVISING

NACC is committed to a multilevel advising system to develop self-regulated learners by which academic advisors build relationships of trust and guidance that empower students to achieve their personal, academic, and career goals. We believe that students who are actively engaged in their education will be more successful throughout their educational careers and beyond. The NACC advising process is called MAPS: Mentoring, Advising, and Preparing for Success.

Each student, upon enrollment, will attend a new student orientation and be assigned an academic advisor who is familiar with the college program specific to the area of interest of the student.

ADULT EDUCATION

Adult Education operates under the Alabama Community College System and through a consortium of public school systems and community colleges in DeKalb, Jackson, and Marshall Counties. It provides academic instruction from very basic skills up to the college level. Areas of instruction include reading, writing, and speaking English, math, social studies, science, and GED and college preparation. Instruction is grouped into two general areas: Basic Academic

Improvement (including GED, adult reading, and college prep), and English as a Second Language (ESL). Classes are usually scheduled separately and are free and open to anyone 17 years of age or older and not enrolled in a K-12 school. Instructional materials are provided to enrollees, and many classes are equipped with computers using the latest software. In some cases, the Program partners with area industries to provide classes for their employees. Whether held on-site or in public locations, participants have the opportunity to improve work-specific skills in addition to general academic improvement. Please contact us if you wish to enroll or perhaps volunteer your time to help others. For more specific information or class locations and times, please contact our office at 256-638-2957 or 256-228-0021, visit our website at www.nacc.edu/adulted or email us at edmondsont@nacc.edu.

Adult Education Learning Lab

The Adult Education Learning Lab, located in Room 227 of the Beck Health & Fine Arts Building, is a Pearson VUE Authorized Testing Center for Northeast Alabama Community College and the surrounding areas. The lab was developed to offer the new computer-based GED Exam, and has grown to include various certification and licensing testing for many other fields to meet the needs of local students and professionals, as well as businesses and industries. Certifications through CompTIA, C++, and Adobe, are among the items offered in the information Technology field. The National Registry of Emergency Medical Technicians (NREMT) exams are part of the growing healthcare fields represented. Business and education profession exams are also available. For more information, contact Jonathon Nappier at (256) 638-4418 *2362 or nappierj@nacc.edu. To register for exams, please visit www.pearsonvue.com.

ALCOHOLIC BEVERAGES

Northeast does not permit the consumption or possession of alcoholic beverages on the campus or at college-sponsored functions.

ARTICULATION

STARS:

The Alabama Articulation Program (also called STARS—Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another. For more information, go to <http://stars.troy.edu>.

2TO4 TRANSFER PROGRAM:

2to4 Program Transfer Guides tell how to complete majors in Alabama's independent (private) colleges after earning an associate's degree at Northeast (similar to the Transfer Guides that STARS provides for transferring to public colleges). Transfer Guides list the NACC courses to take for a chosen major at one of these colleges.

2to4 Transfer Program information and Transfer Guides are here: <https://www.accs.cc/index.cfm/academics/2-to-4-transfer>.

As of 2015, the following members of Alabama's Independent Colleges and Universities (AAICU) participate in the **2to4** Program:

Birmingham-Southern College	Spring Hill College
Concordia College	Stillman College
Faulkner University	Talladega College
Huntingdon College	Tuskegee University
Judson College	United States Sports Academy
Miles College	University of Mobile
Samford University	

More colleges are being added as Transfer Guides are completed.

ARTICULATION POLICY FOR TECHNICAL COURSES

NACC establishes articulation programs with area secondary technical schools. To ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs, Northeast faculty must be involved in the process to determine which secondary technical course may be accepted for articulation. Credit awarded in this manner will be held in an escrow account until all other degree requirements are met.

The college does not offer credit for experiential learning or professional certificates.

LEARNING MANAGEMENT SYSTEM AND DISTANCE EDUCATION

Although Blackboard is the current course management system, NACC will be transitioning to Canvas course management system on January 1, 2017. Some classes may use Canvas during the fall 2016 semester. This technology provides online access to instructional materials and every active student will have this available to them when her or his registration is complete.

Following are directions specific to Blackboard. Further information regarding Canvas will be available by the spring 2017 term.

To take a web-based (online) course:

- **Read the Technical Requirements** for using Blackboard, and make sure you have access to a computer meeting these specifications.
- **Register.**
- **Take Orientation for each class** as shown on Class Schedule:
 - Attend class Orientation if it meets on campus.
 - Complete class Orientation within Blackboard if it is online.
 - Class Orientation is not to be confused with orientation to using Blackboard in general, which is a hands-on training session offered at the first of each semester ([see](#) below). Class orientation is always required; orientation to using Blackboard is recommended the first time you take an online class.
- **If you have not settled all financial obligations to the college**, you will not be able to access your current semester Blackboard courses. Your registration is not considered complete until all financial aid and or payments have been applied to your current semester account. At Orientation or by email, TELL YOUR INSTRUCTOR that you intend to finish registering and take the course. Ask how to avoid getting behind in your early assignments, and follow instructions. Then access Blackboard as soon as you become eligible.

- **Financial Aid Students:** If your instructor does not hear from you by the end of Late Registration, your name will be turned in to Financial Aid as "not attending." If you are having computer problems, go to a different computer and email the instructor; also turn in any assignments due the first few days.
- **ALWAYS use your college email account to correspond with instructors and college offices, never a different account.** Mail from other accounts may not be accepted.
- **Have a back-up plan** for accessing Blackboard and college email when you have computer or Internet problems. NACC computers in the library or computer labs can be used. Never let computer problems make you miss an assignment or message.

HOW TO ACCESS:

CLICK Blackboard Log-in on the homepage (left menu).

Did you know? You can go directly to Blackboard without using the NACC website by going to <https://nacc.blackboard.com/>. Bookmark it!

USER NAME is your full Northeast email address including the word mail. Ex. jdoe0101@mail.nacc.edu.

PASSWORD is your NOAH password, which by default is your six-digit birthday (mmddyy) until you change it in NOAH.

Once you are logged into Blackboard you will see links to all your online courses.

IF YOU DO NOT SEE a course you intended to take:

- email the instructor immediately,
- check with the advisor who registered you, and
- ask Financial Aid or the Business Office why your registration is incomplete.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found online:

Computer Technology Acceptable Use Policy

Peer-to-Peer File Sharing Policy

Wireless Access Policy

For technical assistance, contact Judith Lea, Director of Technology Learning Center, ext. 2309 or by email leaj@nacc.edu.

BOOKSTORE (TEXTBOOKS, ETC.)

The college bookstore is Textbooks, Etc. and is located in the Annex. Textbooks, workbooks, lab books, supplies for art, nursing, and music, and general supplies such as paper, pens, pencils, index cards, headache/cold remedies, NACC t-shirts and caps, and other items are offered for sale. Students can pay by cash, check, credit card, or debit card.

The goal of Textbooks, Etc. is to have the textbooks and related materials in the store at the beginning of the semester and to keep the cost of all items as low as possible.

Buyback Policy: Hardcover and paperback books will be bought back at 50% of purchase price. The book must be in good condition for use by the owner, and it must be in use the upcoming semester.

Textbooks that will not be used on campus will have a buyback price established by the Market Buyer's Guide. These buybacks will be determined by the bookstore having an opportunity to market these books.

Refunds: With a receipt, textbooks may be returned/exchanged for full credit within the first 7 class days of each semester if a class has been changed or dropped. The books must not be marked, shrink-wrap must not be removed and disk or CD must be unopened in book. REFUNDS WILL NOT BE GIVEN UNTIL THE SECOND DAY OF CLASS OF THE SEMESTER.

Hours for Textbooks, Etc.:

Monday and Thursday – 8:00 AM - 5:00 PM

Tuesday and Wednesday – 8:00 AM - 2:00 PM

Friday – 8:00 AM - 12:00 Noon

Telephone:

256-638-4418, Ext. 2287

FAX: 256-638-9476

CAAP TESTING

The Collegiate Assessment of Academic Proficiency (CAAP) is a standardized testing program from ACT used to measure some of the outcomes of the NACC general education program. The purpose of CAAP testing is threefold: (1) to measure the strengths of the NACC general education program and identify areas in need of improvement, (2) to enable students to evaluate their individual knowledge levels and to compare their scores to those of other NACC students, and (3) to compare NACC results with those of other colleges throughout the nation. During the spring semester two exams are selected from among the following choices: reading, writing skills, mathematics, science, and critical thinking. The exams are administered to selected students who have completed course work in the disciplines to be tested. All results are confidential. CAAP testing is coordinated by the Office of Institutional Planning and Assessment.

CAFETERIA/FOOD SERVICES

A privately operated Cafeteria is located in the Student Center. Students should return trays and dishes to the designated window and help to keep the building clean. Glasses, dishes, utensils, etc., should not be removed from the Student Center. Students should conduct themselves with proper manners at all times. The Cafeteria is open for both day and evening students.

CAMPUS SAVE ACT AND THE CLERY ACT

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as a part of the Violence Against Women Reauthorization Act (VAWA).

The goals of the Campus SaVE Act are to:

- Prevent domestic violence, sexual assault, dating violence and stalking on campus.
- Educate the campus community that violence against women is unlawful.
- Coordinate services to recipients and survivors in response to incidents.
- Give students and staff information on campus security policies and statistics.

The Campus SaVE Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act), which requires higher education institutions to report crime statistics and disclose security-related information, in several important ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR)
- It expands the categories of reportable “hate crimes” to include those based on bias against gender identity or national origin
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution’s internal procedures in cases of domestic violence, dating violence or stalking, as well as descriptions of its education and prevention programs.

The Campus SaVE Act contact at NACC is Lynde Mann in office 116, Pendley Administration Building, extension 2230, email mannl@nacc.edu.

CENTER FOR COLLEGE SUCCESS

The Center for College Success (CCS) provides students with the utmost opportunity for college success. It is available to students the moment they enroll at Northeast Alabama Community College. This program will enable students to build the necessary foundations for academic as well as future success.

CCS provides the following services:

- (1) Tutoring in most disciplines
- (2) Advisement
- (3) Learning Style Inventories
- (4) Learning and Study Strategies Inventory
- (5) Exemplary student success programs

CLASS SCHEDULE CHANGES

Any change in class schedule after registration should be initiated with the student’s faculty advisor.

A course may be dropped officially, without academic penalty, during the registration period. No grade will be noted on the student’s transcript for the dropped course during this period. Courses may be dropped following the registration period until the official drop/withdrawal deadline. Courses dropped during this period will result in a grade of W recorded on the student’s transcript. Grades of W are not included in grade point average calculations. No drops or withdrawals are permitted after the official drop/withdrawal deadline unless circumstances are mitigating. Mitigating circumstances are determined by the Dean of Student Services, Dean of Instruction, Dean of Extended Day, or Director of Technology and Workforce Development. The official drop/withdrawal date will be officially published in the semester schedule of classes and in the College calendar.

COLLEGE AND CAREER PLANNING CENTER

The College and Career Planning Center provides students with career planning services. Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses as they may be related to college and career plans. The College and Career Planning Center is available to give each student the services needed or to make proper referrals for additional assistance. The services include individual career advising sessions, career assessments, coordinating job shadowing opportunities, résumé writing and job search assistance. Clients served are students currently enrolled including dual enrollment students. Adult Education students, displaced workers, former NACC students or graduates, and community residents are also provided career planning services. The goal of the program is to help individuals find the right career path, education, and training to be competitive and successful in today’s work force.

A career and transfer advisor is also available to assist students transferring to four-year institutions as well as other two-year colleges. The transfer advisor provides one-on-one college transfer advising regarding selection of an institution to attend, selection of a major for the students desired degree, and the articulation of courses taken at Northeast to universities and two-year colleges within the State of Alabama as well as out-of-state schools. The transfer advisor also assists with the admissions and scholarship process for four-year institutions. It is the

goal of the transfer advisor to help students successfully transfer and complete their bachelor's degree.

The College and Career Center also houses the Job Placement Office. This office can assist students and alumni with their job preparation and employment needs. Students can work with a Certified Professional Résumé Writer to craft a résumé and/or cover letter, work one-on-one to develop better interviewing skills, and get access to local job postings related to their field of study.

COLLEGE DRESS

Students are expected to dress in a socially acceptable manner. Conventional dress must be worn by students.

COMPASS

COMPASS is a test designed to determine student skill levels in writing, reading, and mathematics. The test results in no way affect admission to the college. The scores are used by students' advisors to assist in placing students in English, mathematics, and reading classes appropriate for each student's skills levels.

The completion of this test is required by all first-time college students and those who have not had previous college English or mathematics. *Exemptions: Any student scoring 480 or above on the SAT English and 480 or above on the SAT mathematics or 20 or above on the ACT English and 20 or above on the ACT mathematics who applies for admission to and enrolls in a system college within two years of high school graduation is exempt from the placement test requirement. Students who have an associate degree or higher or students who transfer required college-level English or mathematics courses with a grade of "C" or better are exempt from the placement test requirements.*

COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of college personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the college's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on

campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

Unacceptable Use

Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or data owned by or licensed to Northeast Alabama Community College.
- Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College.
- Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
- Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or misrepresenting one's identity, including but not limited to using another's password.
- Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information.
- Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms.
- Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations.
- Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way.
- Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work.
- Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes.

- Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located.
- Using or installing any software that has not been authorized by Northeast Alabama Community College.
- Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and email files.
- Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College.

Disciplinary Actions

Because access to information technology resources at Northeast Alabama Community College is a privilege, abuse of this privilege is subject to campus disciplinary procedures and possibly legal action.

If the initial violation is minor or accidental, the situation will be resolved informally with the purpose of educating the violator. If the violation is repeated or is more serious in nature, Northeast Alabama Community College may rescind or modify computer access privileges. Violations of local, state, or federal laws will result in the immediate loss of all Northeast Alabama Community College computing privileges and will be referred to appropriate Northeast Alabama Community College officials and/or law enforcement authorities.

Security

Northeast Alabama Community College has the responsibility of administering, protecting, and monitoring all computers, software, and networks owned or licensed by the college whether on or off campus, with the exception of privately owned computers in the possession of individuals for their personal use. Authorized personnel may monitor computer activity, including electronic mail, for the purpose of maintaining system performance and security. Users are expected to cooperate with investigations of violation of college policy.

Northeast Alabama Community College reserves the right to require users to refrain from using any program or property of the college.

Disclaimer

Northeast Alabama Community College accepts no responsibility for damage to personal property or data caused by any Northeast Alabama Community College computer system or connections including, but not limited to, malfunctions of hardware and software, computer viruses, Trojan Horses, and worms.

Northeast Alabama Community College will not be liable for the actions of anyone, including students and employees, connected to the Internet through the college Internet access.

User Agreement

Using or attempting to use any computer or information technology resource of Northeast Alabama Community College signifies the following:

The user agrees to comply with the provisions of this Acceptable Use Policy.

- The user accepts responsibility for knowing the contents of this policy statement. Failure to read or acknowledge this statement will not be an excuse for noncompliance.
- The user accepts that failure to comply with this policy may result in temporary or permanent denial of access to computer

or information technologies, or in some cases may result in college disciplinary action or legal action.

Copies of the Acceptable Use Policy are available in the College Catalog, on the College website, and in facilities where computer resources are used. A summary of this policy is posted on or near computer equipment.

CONDUCT

Students are expected to conduct themselves in a manner compatible with the educational objectives of the College.

The College does not permit in any way the consumption or possession of alcoholic beverages and/or narcotics and other hallucinogenic drugs on the campus or at college-sponsored functions. Possession of firearms is prohibited.

Littering is also prohibited. Students who are observed littering on the campus will be fined \$10.00 per incident.

Other specific forms of prohibited conduct are:

1. Dishonesty—students are expected to be academically honest. Any student found guilty of cheating may be dropped from the course with a grade of “F”.
2. Conduct in violation of federal, state or local law;
3. Destruction or theft of property;
4. Obstruction or disruption of the College’s academic program or operations;
5. Failure to comply with directions of College officials acting in the performance of their duties;
6. Violation of library or traffic regulations.

Students on probation may not represent the school in interscholastic contests.

CONTINUING EDUCATION AND PUBLIC SERVICES

The provision of continuing education and public services, as one of the basic missions of the College, provides a necessary link between the College and the communities of northeast Alabama. Programs of continuing education are developed in response to special educational demands and requests of citizens, professional and business groups, governmental agencies, civic groups, and religious organizations. The major role of continuing education operations is to develop and implement short courses, workshops, seminars, and institutes for (1) personal interest and enrichment and (2) career and professional development.

Personal enrichment programs are developed with special focus upon educational needs and desires and they may relate to arts and crafts, musical training, physical education, health concerns, and other areas of human interest. Individuals from the community, civic groups and other organizations are encouraged to make the Office of the Director of the Technology and Workforce Development aware of any special areas of interest for which personal enrichment programs might be developed.

Career and professional programs are developed to meet the continuing education needs of personnel in many occupational areas and are designed for career and professional improvement.

Continuing Education courses are offered primarily as evening classes. They are selected to serve people of all ages, with different interests from a wide region of northeast Alabama.

The public services offered by the College are designed to extend the use of College resources and facilities to the community. Special training programs, organizational meetings, recreational programs,

and other educationally related meetings may be permitted on a space available basis.

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program at Northeast Alabama Community College has been provided to meet the needs of incoming freshmen who lack the foundational skills to be successful at college-level coursework. These students need academic review as diagnosed by the COMPASS Placement Test. Therefore, developmental classes that will enable students to build the necessary skills are provided.

In addition, the Developmental Studies Program at NACC provides free tutorial services, academic advisement, career development as well as other support services. Through the Developmental Studies Program, NACC is dedicated to helping students build skills for their future.

DISCIPLINARY PROCEDURES

1. A complaint can be lodged against any student by any affected party or any party with information or knowledge concerning the subject of the complaint. The complaint must be made through the office of the Dean of Student Services. All records of the proceedings will be kept confidential.
2. The Dean of Student Services shall investigate the complaint and make a preliminary decision. If the Dean of Student Services finds that there is no probable cause for the complaint, the Dean of Student Services shall take no further action; if there is probable cause to believe that the complaint is well-founded, the Dean of Student Services shall reduce the complaint to writing and shall submit the matter to the Disciplinary Committee.
3. The Disciplinary Committee is composed of four faculty members and one staff member. Upon receipt of a written complaint from the Dean of Student Services, the Disciplinary Committee shall convene a hearing and shall give reasonable notice of the date, time and place of the hearing, together with a copy of the written complaint, to the affected student.
4. The hearing shall consist of informal fact finding by the Committee. The accused may present facts and may also present witnesses; the Dean of Student Services shall present facts and witnesses. Those present at the hearing may only consist of the accused, accuser, witnesses, Dean of Student Services, and Committee members. After the hearing, the Disciplinary Committee, by majority vote, shall make a written recommendation to the President if the Committee finds that the complaint is supported by the facts. The Disciplinary Committee shall fix an appropriate sanction in its written findings, if appropriate.
5. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.
6. The President shall, within five (5) days after receipt of the Disciplinary Committee's finding, notify the accused and accuser in writing of the sanction to be imposed.
7. The student has the right to appeal if, within five (5) days after receipt of the notice of sanction by the President, the student shall file a notice of appeal by delivering the same to the office of the President. The appellate process shall be a review by the Dean of Instruction, Dean of Student Services, Dean of Administrative Services, and Dean of Extended Day solely on the following grounds, and none other:
 - (a) to determine if there was substantial evidence to support the decision;

- (b) to determine if the student had a fair and impartial hearing; and
- (c) to determine if there is new evidence which would affect either the culpability of the student or the degree of sanctions.
- (d) The findings of the Deans are presented to the President for approval and notification of results to the accused and accuser.

8. If the charges against a student are sufficiently grave, the ranking administrator on duty has the authority and responsibility to suspend the student at any time pending further disciplinary proceedings.

Standard of Evidence: During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true.

Preservation of Evidence: Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order.

Notification of Proceedings: The complainant and accused will be simultaneously informed, in writing, of the following:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of harassment or physical assault;
- the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- any change to the results that occurs prior to the time that such results become final; and
- when such results become final.

Notification of Law Enforcement: Victims of sexual harassment and physical assault needing immediate assistance from law enforcement can notify the NACC campus police or local law enforcement offices. Additionally, the NACC campus police will assist victim with contacting local law enforcement, at the discretion of the victim.

Protection: In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining orders, or similar lawful order against another individual is encouraged to alert campus police.

Counseling: Those in need of counseling, health, mental health, victim advocacy, legal assistance, and other services should contact the Dean of Student Services for information on the local services available.

Harassment and Physical Assault Prevention Programs: The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention training program. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

DISTANCE EDUCATION

Northeast Alabama Community College (NACC) recognizes distance education as a delivery system for instruction. Distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. The goal of these courses is to help fulfill

the NACC mission of providing available, accessible, and affordable courses for transfer and career programs for students.

All of the present policies that apply to on-campus or “traditional classroom” education will apply to the area of distance education. This includes admission, prerequisites, grade requirements, etc.

1. Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:

- Application with the accompanying course syllabi provided to the division director for review and approval by the Curriculum Committee and Dean of Instruction prior to course implementation;
- Submission of scheduled student learning outcomes reports to supervisors for review;
- Review by the Curriculum Committee of annual institutional effectiveness reports, including reports relating to course evaluations and the comparability of distance education and traditional courses.

2. Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:

- Each instructor or an approved proctor will administer at least one on-campus examination accounting for 35% of the total course grade.
- Each instructor will require students to present a formal ID prior to the on-campus examination(s).
- Each student will be required to use a unique user name and password to access the course management system and other online instructional interfaces (Example: Course Compass).

The date(s) of required on-campus meetings must be announced to students at the beginning of the semester.

3. Distance education instructors must support continued communication with and amongst students by:

- incorporating into the course a discussion board or other shared communication tool whereby students and the instructor have the opportunity to regularly communicate;
- sending weekly emails to students in order to encourage course progress, make announcements regarding the coursework, etc.

4. Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Blackboard) and through the Library and Learning Resources Center web page.

5. Student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Distance Education and Student Services web pages.

6. Faculty approved to teach distance education must meet the following requirements:

- Completion of an orientation to distance education instruction session through the NACC Technology Learning Center prior to teaching a distance education course.
- Participation in at least two annual training sessions through the NACC Technology Learning Center or through Blackboard or other digital content training modules.

The Director of the Technology Learning Center is responsible for maintaining records of orientation sessions and of participation and assessment of training sessions.

7. The NACC Intellectual Property and Distance Education Course Ownership Policy govern issues pertaining to ownership of intellectual properties and is to be employed in conjunction with the Distance Education Policy.

8. Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others. (See the TEACH Act).

DISTANCE EDUCATION COURSES

In order to take online courses, a student must have access to active internet connection with an internet service provider and a functional browser. Broadband (high speed) connections are preferred but not required. Courses will work with dial-up connections but the student may experience a lower level of performance. Lab and library computers with high speed connections are available on campus for students who do not have an adequate internet connection at home or are experiencing problems with their home equipment.

An example of a minimum PC for online courses is one with Windows XP or later, Internet Explorer 8.0 or higher, Internet Service Provider (ISP) connection, Broadband access recommended, DVD drive, 60 GB hard drive or greater, Pentium IV processor or equivalent, and 512 MB RAM.

Technical staff at Northeast have tested online courses for satisfactory performance with a computer equipped as above. Students may use computers with other operating systems, internet browsers, or hardware with the understanding that the college does not provide technical support nor guarantee satisfactory performance of course software.

Northeast utilizes the Blackboard Course Management System and Course Compass System powered by Blackboard for online courses. Northeast does not control these servers and additional hardware or software requirements or limitations may apply. Individual courses may have specific hardware or software requirements in addition to basic connectivity. If you have questions about specific courses, consult your class syllabus, contact your instructor, or contact the Student and Faculty Technology Learning Center at extension 2309.

Distance education courses meet the same standards of quality of those offered in classroom instruction on campus. Each course provides opportunities for interaction with the instructor as well as classmates. Students will be given information on the logistics of accessing and participating in the online course at an initial orientation session conducted by the instructor. The instructor will also provide students with information on access to library resources. Students will be expected to complete internet courses within the semester time frame that they enrolled for the course. Students are advised that Internet courses demand good self-motivation habits and persistence in completing assignments.

Registration procedures and tuition for distance learning courses will be the same as for regular on campus courses.

For more information contact the Student and Faculty Technology Learning Center in room 107, Business Education Building, or call phone extension 2309.

DRUG FREE SCHOOLS COMPLIANCE

Northeast is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

All students are provided copies of the College policy for drug-free schools and communities, including a statement of the College standards of conduct and disciplinary sanctions; a summary of the

legal sanctions; a description of health risks; and a list of contacts for available treatments in the region. The Dean of Student Services can provide students with information on substance abuse as well as referral to counseling and other treatment.

EMERGENCY MEDICAL TREATMENT

Emergency medical treatments by a physician or hospitalization are at the expense of the student or student's parent(s) or guardian. Students are responsible for their own health services. For any minor injuries such as cuts or bruises, first-aid kits are kept in laboratories, the security office, and administrative offices.

EXAMINATIONS

Every student will be expected to take the final examination at the scheduled time. If a delayed examination becomes necessary, it must be taken during the following semester, or the grade of I (Incomplete) becomes an F. Such delay in taking the examination must be approved by the Dean of Instruction or Director of Workforce Development. The student must take the delayed examination at the time designated by the instructor.

FIREARMS

Possession of firearms around or in college buildings at any time or at any college sponsored function is strictly prohibited.

FOOD AND DRINKS IN CLASSROOMS

No food and drinks are permitted in the Northeast classrooms, laboratories, the Learning Resources Center, the Music Auditorium, or the auditorium of the Tom Beville Lyceum. In areas where these objects are permitted, to help keep our campus clean, please dispose of bottles, cans, wrappers, paper, food items, and discarded cigarettes in the appropriate trash/cigarette receptacles that are located throughout the campus.

FOUNDATION

The NACC Foundation assists the college with fundraising and fiscal issues to support the NACC mission. The board consists of community and business leaders from DeKalb and Jackson counties. The Foundation serves as a legal vehicle for donations to the College, whether it is a financial donation, property, or technology equipment. The focus of the Foundation, however, will be on fundraising activities through various events and activities selected by the College President, Director of Development, and the Foundation Board. The NACC Foundation has the 501(c)(3) status so that donations to the foundation are tax deductible. For more information about the Foundation and its activities and opportunities, contact Heather Rice, Director of Development, in the Pendley Administration Building, Room 145, by telephone at extension 2301, or by email at riceh@nacc.edu.

FUNDRAISING

All fundraising activities of Northeast are conducted to help fulfill the mission of the College. Fundraising includes:

1. All fundraising activities, whether on the Northeast campus or sponsored by an organization or persons affiliated with Northeast must be conducted in a manner designed to adhere to the college's mission, "to provide accessible quality

educational opportunities, promote economic growth and enhance the quality of life for the people of Alabama."

2. All fundraising activities which involve Northeast Alabama Community College students, faculty, staff, administrators or the college's name or insignia (hereinafter "College-related fundraising") must secure specific written approval of the College's president or his authorized designee.

A Request for Fundraising Activity form must be submitted and approved by the College's president or his authorized designee before the College-related fundraising activity can be advertised, publicized or commenced.

3. No agent, vendor or solicitor will be allowed on the Northeast Alabama Community College campus to sell merchandise or services to students unless sponsored by a Northeast student organization.

Student organization sponsorship includes the requirement of student participation in the actual selling. Student organization sponsorship also requires that the sponsoring organization receive a significant portion of the receipts from the sales.

Organizations and persons involved in College-related fundraising must make every effort to ensure that the funds are used for the purpose presented on the Fundraising Activities form or—at the least—for a purpose in keeping with the College's mission.

4. Sales or solicitations by charitable, tax-exempt organizations will be considered by the College's president or his authorized designee on an individual basis.
5. Any contributions of money or property to the College—both those solicited by persons affiliated with Northeast and those which are unsolicited—must be reported to and approved by the College's president.
6. All College-related fundraising activities are subject to campus and the state auditing processes. Appropriate records must be maintained by the organization or person(s) identified on the Fundraising Activity form.
7. All College-related fundraising activities should be included in the College planning process. All College-related fundraising activities will be regularly evaluated by the Dean of Administrative Services and the College's Fundraising Committee.
8. All College-related fundraising activities must abide by the College's Student Handbook provisions on Student Conduct.

GED TESTING

For those who do not have a high school diploma, GED® testing is available in our Adult Education Learning Lab. To schedule an appointment, please go to www.GED.com and create an account. If you need assistance, please contact Jonathon Nappier at extension 2362 or nappierj@nacc.edu. The Adult Education Learning Lab is located in Room 227 in the Beck Health & Fine Arts Building.

GRIEVANCE PROCEDURES AND DUE PROCESS FOR STUDENTS

A student who feels unjustly treated by the College, including its agents, may file a grievance. This grievance procedure does not apply to the contesting of disciplinary decisions, to ADA concerns, or to harassment complaints, since separate disciplinary appeal and ADA and harassment procedures exist. (For ADA or disability service concerns,

see “ADA Grievance Procedures.” For information about harassment, see “Harassment/Physical Assault Policy.” The procedure for a student wishing to have a grievance heard is as follows:

I. Purpose.

The purpose of this student grievance procedure is to provide fair and orderly processes to resolve student grievances at Northeast.

II. Definitions.

Student: A student is defined as one who is or who has been duly and legally registered as either a full-time or part-time enrollee at Northeast.

Grievance: A grievance is defined as a difference or dispute between a student and a college employee with respect to the application of the rules, policies, procedures, and regulations of the College as such affect the student.

III. Grievance Steps.

First Step: The student should contact the College employee who would be best able to handle the grievance, i.e., the person with whom the student has a difference or a dispute. This contact should be made within ten (10) calendar days following the event giving rise to the grievance. Every reasonable effort should be made by all parties to resolve the matter informally at this level.

Second Step: If the student is not satisfied with the disposition of the grievance at the first step, he/she may file a written appeal to the immediate supervisor of the employee involved within five (5) calendar days of receipt of the decision given in the first step. Within five (5) calendar days of the supervisor’s receipt of the written appeal from the student, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the student where and when the meeting shall take place. The meeting date shall not be later than ten (10) calendar days after the supervisor’s receipt of the written appeal. At this point the College employee involved may respond in writing to the grievance.

Third Step: If the student is not satisfied with the disposition of the grievance by the supervisor of the employee involved, he/she may request a meeting with the appropriate dean(s) within five (5) calendar days after the receipt of the disposition of his/her grievance at the second step. The dean will render a decision to redress the grievance if it is judged that one occurred. If in the dean’s judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the involved dean(s) shall notify the student, employee, and supervisor within five (5) calendar days after receipt of the appeal.

Fourth Step: If the student is not satisfied with the disposition of the grievance by the dean(s) involved, he/she may request a meeting with the president within five (5) calendar days after the receipt of the disposition of his/her grievance at the third step.

If in the president’s judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the president shall notify the student, employee, supervisor, and dean(s) within five (5) calendar days after receipt of the appeal.

If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the student, employee, supervisor and dean(s) of this decision within ten (10) calendar days after the conclusion of the meeting.

If the hearing committee is to hear the appeal, the chairman shall within five (5) calendar days after the appointment of the committee set a time and place for the hearing and notify the

student, the employee, and the employee’s supervisor. The hearing shall begin within reasonable time limits after the committee has been selected. The committee shall determine the facts and communicate its recommendation in writing to the president within five (5) calendar days after the hearing is completed.

Within ten (10) calendar days of the president’s receipt of the recommendation, the president shall make the decision and notify the student, the employee involved, and the employee’s supervisor. The decision of the president shall be final under the provision of this grievance procedure.

A copy of the appeal, the recommendation of the committee, and the decision of the president shall be placed in the student’s official file, unless the president directs otherwise.

IV. Time Limitations.

Extension of time: It is important that initiated grievances be processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement.

Failure to appeal within time: If there is no written mutual agreement to extend the time limit set herein, and if a decision at any step is not appealed by the student to the next step of the procedure within the stated time, the grievance shall be deemed settled on the basis of the last decision rendered provided the decision is within the authority of the parties.

Failure to respond within time limit: Failure at any level of the grievance procedure to notify the student of the reviewer’s decision within the specified time limit shall permit an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

V. General Provision.

Identification: All written grievances and appeals shall include the name and position of the aggrieved party, a brief statement of the nature of the grievance, and the redress sought by the aggrieved person.

Informal discussion: Nothing contained herein shall be construed as limiting the right of the student having a grievance to discuss the matter informally with any appropriate member of the College and having the grievance informally adjusted, nor of the right of the College to manage itself.

Employment of attorney: A student may employ an attorney at his/her own expense to provide counsel at any level if the student so desires.

Constitutional rights: The grievance procedure shall not be construed as to restrain students in their exercise of constitutional rights.

Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the Alabama Community College System (ACCS) Office.

The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. A student must exhaust his/her rights under the institution’s official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official Student Complaint Form, which is available online at the ACCS website (www.accs.cc). Students may submit

completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
 Attention: Division of Academic and Student Affairs
 P.O. Box 302130
 Montgomery, AL 36130-2130

- b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

HARASSMENT/PHYSICAL ASSAULT POLICY

As an institution under the Alabama Community College System Board of Trustees, Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment/physical assault or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or other protected class. Such harassment and physical assault is a violation of NACC and the Alabama Community College System policies. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on campus or at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution's property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected that harassment or physical assault of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

For these purposes, the term "harassment" includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal,

graphic, or physical conduct relating to an individual's race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran's status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to, the following:

- 1. Physical assault which may include domestic violence, dating violence, sexual assault, and stalking.
- 2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status
- 3. Direct propositions of a sexual nature
- 4. Subtle pressure for sexual activity
- 5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
 - (a) comments of a sexual nature; or
 - (b) sexually explicit statements, questions, jokes, or anecdotes
- 6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
 - a. Touching, patting, pinching, hugging, or brushing against another's body
 - b. Commentary of a sexual nature about an individual's body or clothing
 - c. Remarks about sexual activity or speculations about previous sexual experience(s)
- 7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not
- 8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed
- 9. Domestic violence
- 10. Dating violence
- 11. Sexual assault
- 12. Stalking
- 13. Gender stereotyping

Harassment of employees or students by non-employees on the institution's property and while engaged in any institutionally sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that any of the following situations exist:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities

2. «Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual

3. «Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Any complaint of harassment/physical assault shall be reported as promptly as possible after the incident occurs and within a reasonable time from the date of the alleged incident, typically defined as 10 calendar days (Policy 601.04).

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages students, faculty, and other employees who believe that they have been the victims of harassment to contact the appropriate official of the College as outlined in the procedures for reporting such complaints. Retaliation against a student or employee for bringing a harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action. Any reprisals shall be reported immediately to the Title IX Coordinator or other appropriate College official. (Source: State Board Policy 601.04, 4/13/2016)

RESOLUTION OF HARASSMENT/PHYSICAL ASSAULT COMPLAINTS

Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College. (See Disciplinary Procedures)

Complaints made by students against college employees will be handled according to the procedures as set forth in Alabama Community

College System Board of Trustees Policy 620.01 for employee-related grievances. Proceedings shall provide a prompt, fair, and impartial investigation and resolution. Those conducting proceedings have received annual training on issues including, but not limited to, domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether he or she chooses to report the crime to campus police or law enforcement.

I. REPORTING COMPLAINTS

Any member of the College community who believes that he or she has been the victim of harassment/physical assault as defined in the College Harassment/Physical Assault Policy, may bring the matter to the attention of the Title IX Coordinator, or, if the Coordinator is unavailable, to the attention of any division chair, dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title IX Coordinator. The Coordinator will promptly notify the President and the Vice Chancellor for Legal and Human Resources of the Alabama Community College System of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs and within 10 calendar days following the event giving rise to the complaint. The complainant should submit a written statement of the allegations.

It is the intention of this policy to resolve Title IX harassment complaints as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) calendar days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a “need to know” basis with a view toward protecting the interests of both parties.

II. INFORMAL RESOLUTION

Every reasonable effort shall be made to attain an informal resolution to the complaint. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the complainant, and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

III. FORMAL ACTION

If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

PROCEDURES FOR FILING A HARASSMENT/PHYSICAL ASSAULT-RELATED COMPLAINT

1. The complainant shall meet with the Title IX Coordinator to provide a written statement that clearly and specifically states the alleged violations, names the person whom the complaint is against, and provides the date(s) of the alleged violation. The Title IX Coordinator will immediately notify the President of receipt of the complaint. The

statement will be provided to the Vice President/Dean of Instruction or the Director of Workforce Development, as appropriate, within 10 calendar days following the date of alleged violation(s) of the Title IX regulation. The complainant is advised to keep a copy of all written statements.

2. The Vice President or the Director will have 45 calendar days following the date of receipt of the complaint to review the written statement, conduct an investigation of the claims, and make a written report of findings and/or decisions to the complainant. This written report must be provided to the Title IX Coordinator and the President. The complainant's copy must be mailed to his or her address by certified mail, return receipt requested. The results of the decision will be mailed to the accused.
3. The complainant must, within 10 calendar days following receipt of the Vice President or Director's report, file with the President a written notice of specific written objections, if any, in order to appeal the matter and receive a Title IX grievance committee panel. The complainant must state clearly and specifically his or her objections to the findings and/or decision of the Vice President or the Director. Copies of the complainant's written objections must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the Vice President or Director's report, he or she waives the right to appeal the findings and/or decisions.
4. If a notice of appeal is filed, the President or designee will have 30 calendar days following the date of receipt of the complainant's notice of written objections to convene a three person Title IX grievance committee to hear the appeal. The President or designee will appoint one person to sit on the committee, and the President will allow both the aggrieved and the accused to select an employee of the College to sit on the committee, excluding the President and designee. Should the aggrieved or accused fail to select a member of the committee in the time period required by the President or designee or if the selected employee does not agree to participate as a member of the committee in the time required by the President or designee, then the President or designee will select the committee member. The Title IX grievance committee will hold a hearing and allow the aggrieved student to present the grievance, and the accused will have an opportunity to respond within 45 days of the appeal. The committee will have access to the original complaint, report of the Vice President or Director, and appeal notice by the student. The committee will provide its findings and decision following the hearing in a timely manner.
5. The complainant or accused, within 10 calendar days following receipt of the Title IX grievance committee's findings and decision, can file a written appeal to the decision with the President. If timely appealed, the President will issue a final decision based on the original complaint, report of the Vice President or Director, appeal notice by the student, and Title IX grievance committee decision. The complainant or accused must state clearly and specifically any objections to the findings and/or decisions of the President. Copies of the written appeal must be maintained by the Title IX Coordinator and will be provided to the Chancellor. If the complainant or accused fail to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

7. The institution has 30 days to provide a written response to questions and/or concerns raised during the Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the aggrieved will have until 5:00 p.m. on the first working day following the 10th calendar day to file.

Sanctions: Possible sanctions may include but are not limited to restitution, suspension, or termination.

Protective measures: Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether the person chooses to report the event to campus police or law enforcement.

IV. GENERAL PROVISIONS

Witnesses: Both the complainant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the complaint. **Retention of an attorney:** Any party to a complaint shall have the right, at the respective party's own expense, to retain legal counsel at any level of the complaint procedure. Such counsel shall act in an advisory role only and shall not be allowed during a formal hearing to address the hearing body or to question the complainant, the respondent, or any witness.

Hearing body: In the event that a hearing is scheduled, the President will appoint a committee to consist of three members, including one member selected by the President, one member selected by the complainant, and one member selected by the accused.

Constitutional rights: The complaint procedure shall not be construed as to restrain employees and/or students in their exercise of constitutional rights.

Confidential complaint files: Records shall be kept of each complaint by the Title IX Coordinator. These shall include at minimum the following: the name of the complainant; the date of complaint filing; the specified allegation made in the complaint and any corrective action requested; the name(s) of the respondent(s); the levels of processing and resolution, date and hearing officer at each level; a summary of major points, facts, and evidence presented by each party to the complaint; a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the complainant and the respondent.

Public complaint file: For purposes of the dissemination of complaint precedents, separate file records shall be kept by the Title IX Coordinator which indicate only the subject matter of each complaint, the resolution of each complaint, and the date of the resolution. These records shall not refer to any specific individuals, and they shall not be considered confidential.

Standard of Evidence: During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed

to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true.

Preservation of Evidence: Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order.

Notification of Proceedings: The complainant and accused will be simultaneously informed, in writing, of the following:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of harassment or physical assault;
- the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- any change to the results that occurs prior to the time that such results become final; and
- when such results become final.

Notification of Law Enforcement: Victims of sexual harassment and physical assault needing immediate assistance from law enforcement can notify the NACC campus police or local law enforcement offices. Additionally, the NACC campus police can assist a victim with contacting local law enforcement, at the discretion of the victim.

Protection: In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining orders, or similar lawful order against another individual is encouraged to alert campus police.

Counseling: Those in need of counseling, health, mental health, victim advocacy, legal assistance, and other services should contact the Dean of Student Services for information on the local services available.

Harassment and Physical Assault Prevention Programs: The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention training program. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

TITLE IX COORDINATOR

The Title IX Coordinator is the first point of contact for harassment complaints. The current Title IX Coordinator is Lynde Mann, Human Resources Director, Office 116, Pendley Administration Building, ext 2230.

HOUSING

The College does not provide housing facilities for students, either on or off campus. Students are encouraged to live at home and commute.

ID CARDS

Student ID cards are required for all students of Northeast. Student IDs allow students to:

- check out library books
- have a picture in the yearbook
- get student discounts

ID cards are valid through August of each year. Returning students must obtain a new card.

ID cards and Parking Permits will be made for students, faculty, and staff in the Admissions Office in the Student Center in Room 115 on Mondays through Fridays during the first two weeks following late registration each term. Students with questions may contact the Admissions Office at Ext. 2222.

INCOMPLETE GRADES

A grade of I is calculated as an F until it is removed. It is the responsibility of the student to make arrangements with the instructor to remove the incomplete grade. The student must remove the I during the next semester or it becomes an F grade.

INSURANCE

Students are responsible for providing their own insurance. Students enrolling at Northeast have the responsibility of coordinating their status of enrollment with their health care and automobile insurance providers. Students should be aware that any change of enrollment status may affect their insurance coverage. International students are also responsible for their own insurance coverage.

INTELLECTUAL PROPERTY AND DISTANCE EDUCATION COURSE OWNERSHIP POLICY

Northeast Alabama Community College encourages its students, faculty, and staff to pursue initiatives that will create intellectual properties and distance education courses. Consequently, it becomes necessary to clearly establish the legal rights of ownership of intellectual properties. The NACC policy is as follows:

Any ownership or royalty issues not discussed herein shall be determined on a case-by-case basis prior to the development of the course.

If a student, faculty or staff member develops an original course offering, without any assistance or resources of the college and completely on his or her own time, then he or she shall retain one hundred percent (100%) ownership of the intellectual property rights to the course, including the right to all proceeds should the course become commercially marketable.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college but completely on his or her own time, then he or she shall be entitled to receive fifty percent (50%) of any royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college and on release time, then he or she shall be entitled to receive twenty-five percent (25%) of the royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course. To obtain release time to develop a course, a student, faculty or staff member must obtain prior permission from the President.

If a course is developed using either a combination of resources and/or release time, then the student, faculty or staff member understands and agrees that the college may offer the course to the Alabama Distance Learning Consortium for offering by member-colleges of the Consortium. In such circumstances, the respective property rights of the student, faculty or staff member and the college will be proportionally reduced according to any further development time invested by other member colleges of the Consortium.

Students, faculty or staff will formalize their agreement with the appropriate dean and president's approval.

JOB PLACEMENT PROGRAM

Students who would like more information about job opportunities, résumé writing, interview information, and job fairs; or, businesses

or industries interested in posting job opportunities on the Northeast website, should contact Dara L. Patterson.

Contact Information

Dara L. Patterson

Job Placement Specialist

Office: WA 112

Phone: 256.638.4418 or 256.228.6001, ext. 2360

Email: pattersondara@nacc.edu

LIBRARY

CECIL B. WORD LEARNING RESOURCES CENTER

Hours: Monday-Thursday: 7:30 a.m.-8:00 p.m.

Friday: 7:30 a.m.-3:00 p.m.*

*The library is closed between semesters.

Advance notice of changes in hours of operation will be posted on the LRC's doors whenever possible.

Phone: 256-228-6001 or 256-638-4418 ext. 2326

<http://www.nacc.edu/lrc/default.htm>

The Cecil B. Word Learning Resources Center houses the library, two multimedia rooms, faculty offices, and classrooms.

MISSION

The mission of the library of Northeast Alabama Community College is to provide for the students, faculty and staff of the College, the personnel, services, information resources and facilities to support, sustain, and enrich the educational purposes, programs and curriculum of Northeast Alabama Community College.

Embracing the College's "open door" policy, many of the Northeast Alabama Community College's resources and services are available to the community.

COLLECTION

Currently, the library's collection totals over 60,000 traditional/print books and bound periodicals, over 40,000 eBooks, and over 850 audiovisual items. In addition, the library subscribes to approximately 90 print magazines, journals, and newspapers. NACC students and personnel also have access to *EBSCO's Discovery Service*TM, as well as EBSCO's Associates Programs SourceTM Plus database. The Alabama Virtual Library, a collection of 49 multidisciplinary databases, is available to students, teachers, and citizens of Alabama.

The library also contains a designated collection of books donated to the college by Dr. Barbara Heath, a clinical psychologist who practiced psychology in the area. Taken as a whole, Dr. Heath's collection of books demonstrates the extent and type of knowledge necessary to work as a clinical psychologist and can be useful for someone interested in a career in the field. This collection is available to students and the public.

SPECIAL COLLECTIONS

An archives/special collections division is in Room 206 on the second floor of the library. This collection contains various books and other resources that focus on local history and culture. This collection is available to NACC students, personnel, and to the public.

TECHNOLOGY

Wireless access is available in the LRC, as well as throughout the NACC campus. On the first floor, twenty-three computers provide access to the library's online catalog, as well as access to the internet

for student research. In addition, one computer located on the second floor provides access to the library's online catalog. The two multimedia rooms contain SMARTpodiums, DVD players, computers, ELMOs, and LCD projectors. Eight laptops and six LCD projectors are also available for short-term circulation by NACC personnel.

ASSISTANCE

Librarians offer one-on-one assistance in conducting library research. Assistance may be requested in person, by telephone, chat, text, or email.

REQUEST FOR INSTRUCTION/ORIENTATION/RESEARCH

Information literacy is a general education outcome for students at NACC. Therefore, students in ENG 101 and SPH 107 have the opportunity to attend a library orientation and complete an assessment to demonstrate achievement of the program learning outcome of information literacy. Instructors of courses other than ENG 101 and SPH 107 schedule library orientation and/or research on an individual or as-needed basis.

DISTANCE EDUCATION AND DUAL ENROLLMENT STUDENTS

The library's resources and services are available to distance education and dual enrollment students, online, in person, or via BlackboardTM, depending on the resource/service being requested.

LIBRARY MANAGEMENT NETWORK, INC.

The library is a member of the Library Management Network, Inc. (LMN). Through this network, the NACC library shares a database with the following libraries: Gadsden State Community College, Northwest Shoals Community College, Scottsboro Public Library, and Snead State Community College.

NACC students may view and borrow the holdings of other LMN member libraries.

POLICIES

1. When checking out items for the first time, students will be asked to complete a registration form and present a student ID card. The card must be presented each time items are checked out.
2. Items may be checked out for two weeks and may be renewed for two additional two-week periods unless needed by another student. Students are limited to ten items overall and five items per subject.
3. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
4. With permission of a library staff member, students may use non-circulating materials for classroom presentations.
5. Students and/or library patrons who owe fines to the library or who have failed to return books they have checked out will forfeit their library privileges. Students who have delinquent library records will not receive copies of their transcripts.
6. By checking out items, students agree to comply with all policies, pay fines promptly, and pay for lost and damaged items.

POLICIES FOR COMMUNITY LIBRARY PATRONS

Many of the library's resources are available to members of the community.

1. Community members wishing to use the library should obtain a library card by completing an application at the circulation desk and showing an Alabama-issued ID card demonstrating residence in the community (as defined by NACC's service area).
2. Adult community members may check out up to five items at a time.
3. Juvenile community members may check out up to two items at a time.
4. Items are checked out for two weeks and may be renewed for two additional weeks unless needed by another patron.
5. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
6. Community members who have overdue items or fines will forfeit their library privileges.
7. Community members will be charged a \$2 fee for a lost library card.
8. Community users wishing to use the library's multimedia rooms should complete an activity request, which may be obtained from an NACC library faculty or staff member.

LIFE-THREATENING ILLNESSES POLICY

Northeast recognizes that students, faculty, and staff with life-threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs 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 Northeast to provide a safe environment for all students, faculty, and staff.

LTI POLICY GUIDELINES

1. Northeast 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 Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast 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. Northeast 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 the College's employment policies and federal guidelines.
5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.

7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to Katelin Miller, ADA Compliance Coordinator, in writing. Such reports should be made within seven (7) days of the incident.

LOST AND FOUND

Lost and found articles should be reported to the Security Office in the Student Center.

MAXIMUM AND MINIMUM COURSE LOADS

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. A student course overload must be approved by the Dean of Instruction/designee. No student will be approved for more than 24 credit hours in any one term for any reason.

NAME/ADDRESS CHANGES

Any student who has a name or address change while a student at Northeast should inform the Admissions Office of the change immediately. Students seeking to change their name must present a legal document that reflects the requested name change.

NOAH LOG-IN INFORMATION

NOAH support: leaj@nacc.edu
General technical support: etshelp@nacc.edu

NORTHEAST ONLINE ACCOUNT HOST (NOAH) is the secure Internet access to NACC grades, transcript, tuition account, financial aid status, and online registration.

To access NOAH, click any NOAH link on the NACC website.

User ID = social security number or student number
Default Password = birthdate (mmddyy)

Students should change their password the first time they access their NOAH account to another six-digit number. Students should use a password that they will remember. Changing the NOAH password will also change the email password.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found in this catalog and online:

- [Computer Technology Acceptable Use Policy](#)
- [Peer-to-Peer File Sharing Policy](#)
- [Wireless Access Policy](#)

Helpful links are found online by clicking:

- [Email Instructions](#)
- [Blackboard Instructions](#)
- [NACC Alert System/Schoolcast](#)

NONDISCRIMINATION

Northeast has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Northeast to be in accordance with Title IX of the Education Amendments of 1972, which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Any person who believes himself/herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder may, by himself/herself or a representative, file a written complaint. Northeast is an Equal Opportunity Employer.

It is the official policy of the Alabama Community College System, for institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran’s status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

ONLINE REGISTRATION GUIDELINES

Current and former Northeast students, transients, and transfer-in students who have completed admission files must see an advisor to be authorized to register online. Students will be able to print an invoice that they can mail or bring to the college with tuition payment or to verify and validate financial assistance (scholarship, Pell grant, etc.).

ORGANIZATIONS AND OFFICERS

Social fraternities and sororities or societies are prohibited on the campus of this college, since their establishment is in conflict with State Board policy.

Any student or group of students desiring to form new organizations on the campus must use the following procedure:

1. A statement of the purpose of the organization should be presented in writing to the Dean of Student Services. The statement must include the proposed name of the organization, the students expected to participate, and the desired meeting schedule. The Dean of Student Services refers this statement to the Student Services Committee to determine if the

proposed organization is in keeping with the philosophy of the College. If the Student Services Committee approves the proposed organization, the Dean of Student Services will issue a permit to hold an organizational meeting.

2. The permit will be forwarded to the Dean of Instruction for the appointment of a temporary sponsor and an assignment of a meeting place and time.
3. An organizational meeting of interested students and the sponsor may be held to draft a constitution and bylaws.
4. The constitution and bylaws as approved by the Student Services Committee should be presented to the Student Government Association.
5. The approved constitution and bylaws should be presented to the Dean of Student Services who will request the Dean of Instruction to appoint a permanent sponsor for the organization and to schedule meeting places and times.
6. The Dean of Student Services will present all of the above to the President for final approval.

Any student seeking nomination for any elected office must submit in writing his/her platform for office to the sponsors. After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student holding an office in any organization on the campus must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College.

PARKING/VEHICLE REGISTRATION/TRAFFIC REGULATIONS

1. All students will park in the areas designated for student parking.
PARKING CATEGORIES ARE:

STUDENT PARKING	UNPAINTED (OR WHITE)
HANDICAPPED PARKING	BLUE
FACULTY & STAFF PARKING	RED
NO PARKING	YELLOW

Students are not permitted to sit in parked cars or to play loud music between classes and during social events. Students are not permitted to park in red, blue, yellow or other restricted areas, or in the reserved parking spaces in front of the Pendley Administration Building. Only cars with an official decal are allowed in the parking spaces designated for the disabled. Individuals with temporary disabilities should check with the Security Office.
2. Any student who drives a car or motor-driven cycle on campus must register it and obtain a parking permit from the Admissions Office. These permits are issued to students free of charge. The permit should be placed on the student’s vehicle as directed.
3. Parking and traffic violations will be ticketed. Students receiving parking or traffic tickets will pay the Security Office within 72 hours. Fines will double after 72 hours.
4. Trucks larger than pickups are not allowed to park in front of the administration buildings or to use angle parking anywhere on campus. Tail gates must be up on all trucks parked on campus. It is illegal to back in and park on angle parking.
5. Students driving unregistered vehicles will park off campus. Visitors for the George Wallace Administration Building will park in the area designated for “Visitor Parking.” Visitors of students will park in any unrestricted area and come to the Security Office to get a visitor’s pass.

6. Each semester a student is given a fine of \$5.00 for the first violation on all nonmoving violations, \$10.00 for the second, and \$15.00 for the third.
7. The speed limit on all campus streets is 15 miles per hour. Speeding, reckless driving, running stop signs, and driving in the wrong direction are moving violations. The fine for this violation is \$10.00.
8. Students will clear the campus within a reasonable time after classes and all other activities are over. This does not include students using the library; however, these students must remain in the library.
9. Traffic and parking regulations for the campus are conspicuously posted and made available at least thirty (30) days prior to their enforcement.
10. Individuals assessed parking and traffic fees can appeal their fee assessments and have their appeals heard within thirty (30) days by a standing traffic and parking committee appointed by the president. This committee will consist of the Security Chief Officer, Business Manager and the Dean of Student Services.

PEER TO PEER FILE SHARING AND ILLEGAL DOWNLOADING

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is however, a violation of copyright law to use P2P technology for copying commercial music and/or video files without the copyright holder's permission.

NACC utilizes technology based deterrents to effectively combat unauthorized downloading/distribution. The college internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on "fair use" and copyright laws please go to:

<http://www.copyright.gov/title17/>

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading:

<http://www.educause.edu/legalcontent>

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to 150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

PLAGIARISM

Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one's own. Instructors may use anti-plagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged. Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

Northeast does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

Katelin Miller, Office 115 Student Center, has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Compliance Coordinator.

Persons who need accommodations or assistance in order to participate in college programs or services should contact the ADA Compliance Coordinator as identified above. The telephone numbers are (256) 638-4418 and (256) 228-6001, ext. 2322. The relay number for speech or hearing impaired persons using a text telephone or TDD is (800) 548-2546.

POSTER/INFORMATION DISPLAY

Posters, signs, announcements, and other information should be placed only on the bulletin board space provided in each building. Nonstudents and off-campus organizations must secure permission from the Dean of Student Services before displaying information on campus.

The placement of any posters or announcements on glass or walls, or defacing existing materials posted, is strictly prohibited.

PRIOR LEARNING ASSESSMENT POLICY

Northeast Alabama Community College recognizes that individuals can develop mastery of course competencies through employment, training, professional certifications, noncredit courses, and other experiences, which is termed “prior learning.” College credit can be awarded for prior learning from which the skills that comprise courses and learning outcomes are mastered to an acceptable degree of proficiency. The institutional policy is applicable to Policy 706.01. Neither the state board policy nor the institutional policy applies to secondary/post-secondary articulation agreements or dual enrollment.

POLICY FOR AWARDING CREDIT THROUGH PRIOR LEARNING ASSESSMENT:

1. The College awards credit by the following methods: College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), Defense Activity for Non- Traditional Support (DANTES), American Council on Education’s Program on Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advance Placement Program (AP), American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY). Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP,ACT/ PEP, DANTES, ACE PONSI/CREDIT, or ACE/MILITARY.)
2. Not more than 25% of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25% of semester credit hours that must be completed at Northeast Alabama Community College as referenced in the State Board of Education Policy 715.01.
3. Credit may not be received twice for the same learning.

PRIVACY ACT INFORMATION

A. Privacy of Student Records

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Northeast Alabama Community College will not release information concerning its students except for Directory Information, and as stipulated in paragraph 3 below. Directory Information is defined as follows:
 - Name
 - Address
 - Telephone listing
 - College email address
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level (e.g., freshman or sophomore)
 - Enrollment status (e.g., undergraduate, full-time or part-time)
 - Participation in officially recognized activities
 - Photograph
 - Degrees, honors, and awards received
 - Most recent educational institution attended

Directory Information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. In such cases no Directory Information will be released.

2. A student over the age of 18 is considered an “eligible student” within the definition of the law and controls who has access to his or her records. A parent of an eligible student does not automatically have access to the student’s records. In order for a parent to have access to a student’s records, beyond Directory Information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the International Revenue Code of 1954. If a parent can prove dependency by showing a copy of the parent’s current tax report form or another acceptable report of current dependency to the Dean of Student Services, then the parent may have total access to the student’s file.
3. Northeast Alabama Community College will release a student’s educational records without his or her approval only as follows:
 - To Northeast Alabama Community College officials who have legitimate educational interest in the records
 - To officials of another college or university in which a student seeks to enroll
 - To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
 - To persons involved in granting financial aid for which the student has applied
 - To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
 - To testing, research, and accrediting organizations
 - In compliance with a court order or lawfully issued subpoena
 - In a very narrowly defined emergencies affecting the health and safety of the student or other persons
 - To parents of eligible students under the provision of paragraph 2 above

For further information concerning the Federal Educational Rights and Privacy Act, a student may contact the Student Services Office.

B. Release of Transcripts

In compliance with the Family Educational Rights and Privacy Act, Northeast does not release transcripts of a student’s grades except upon the student’s written request. A student or former student who needs a transcript from Northeast should write to the registrar, giving the date of attendance and the name of the institution or person to whom the record should be sent. Students should be sure to state all names which may have been entered on their college records. A student may secure an unofficial transcript for personal use, but official transcripts are sent only to other colleges or organizations for reference purposes. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration or obligations to the College.

REGISTRATION

The Admissions Office assigns each student to a faculty advisor according to the student’s college major program. Each semester, the faculty advisor assists the student in preparing a class schedule that is appropriate to the student’s major, monitors academic progress and helps ensure that the advisee meets requirements for the associate’s degree. The advisor’s approval is required when the advisee adds or drops a course during the semester. Students should change advisors if they change their college major.

Students who intend to transfer to a public 4-year college in Alabama are responsible for obtaining a transfer guide from <http://stars.troy.edu>. All students must bear final responsibility for completing all requirements for a degree and selecting the correct courses for transfer.

RESTROOMS

Restrooms are designated separately for men and women unless otherwise posted.

SCHOLARSHIPS

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Sherie Grace, Dean of Student Services, disseminates scholarship information to area high schools.

Scholarships that are funded by private donations, civic clubs, churches, corporations and businesses are selected by those enterprises. A complete listing of those contributors is in the Financial Aid section of this catalog.

SEQUENCE COURSES

Sequence courses have been added to the summer semester class schedules. Sequence courses permit students to complete an academic year's worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Consult your summer semester class schedules for these courses found on the college's website or printed copies available on campus.

SMOKING

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

SOCIAL EVENT GUIDELINES

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only. When guests or hosts leave the building, they will be expected to leave the social and the campus for the evening.
5. All socials will be closed no later than 12:00 midnight.
6. Attendees must be at least sixteen years of age.
7. NO refreshments may be brought into a social event.
8. Each student will sign in for herself/himself and for any nonstudent guest(s).
9. Any attendee who goes outside during the social event will first be hand stamped if planning to return to event.

SOCIAL SECURITY NUMBER

Although the students' social security numbers are used for the keeping of permanent records, for reasons of confidentiality they are not used for identification purposes. Students are assigned a student number upon application to the college and they should remember this number to use in the various offices of the college. Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student's social security number is in Section 7(a) of the privacy Act of 1974 (5 U.S.C. 552a).

SOLICITATIONS AND SALES

Solicitation for any cause must have the President's approval. Northeast does not permit the sale of any product on campus without the knowledge and consent of the President.

SPEAKERS INVITED TO CAMPUS

Recognized student organizations desiring to sponsor a guest speaker to address a college audience should secure permission from the Dean of Student Services and the President before scheduling or publicizing the event.

STUDENT ACCESS TO TECHNOLOGY

NACC is connected to the Alabama Super Computer Authority. Internet is available campus wide through T-1 dedicated line access to the Alabama Super Computer ARE Network. The incoming line has a speed of 1.54 million bits per second capability.

Currently, the college has 10,000 feet of fiber optic backbone cable and 55,000 feet of Category 5 cable. Wireless access has been installed. All buildings have cable access.

Online class registration is available through the website, as well as many other services. It may be accessed at .

NACC has a contract with one of the largest computer suppliers (Howard Computers) so that the most up to date equipment is available.

Software available for use includes: Microsoft Office Suite, COBOL, Web Tools, Front Page, Flash, RPG, C, Visual Basic, and other various programs including tutorials.

Student accessible computer labs on campus include:

Mathematics Lab	Computer Science Labs
COMPASS Testing Lab	Yearbook Lab
Nursing Lab	Networking Lab
Work Keys Lab	Statistics Lab
Office Administration Lab	Computer Assisted Drafting Lab
English and Spanish Labs	Electronics Labs

STUDENT ASSESSMENT

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take the COMPASS placement test. Students who score below the standards set by the Alabama Community College System must enroll in appropriate English, reading, and/or mathematics developmental courses.

STUDENT COMPLAINTS ABOUT FEDERAL FINANCIAL AID

Any student who has a complaint concerning the college's management or conduct of Title IV, HEA programs or its advertising or promoting of its educational programs, may seek resolution of such

complaints by contacting the Dean of Student Services, Sherie Grace. The Dean of Student Services will receive the complaint and assist the student in resolving the complaint.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing to the United States Department of Education, Federal Student Aid Case Management and Oversight, Union Center Plaza III, 830 First Street NE, Washington, D.C. 20202. Alternately, the student may call (202) 377-4222. The contact person at this address and phone number is Thomas Payne.

STUDENT INPUT INTO INSTITUTIONAL DECISION MAKING

Northeast is a public college and welcomes input from the students regarding institutional decision making. Student surveys are conducted periodically that help determine needs, establish policies, and develop programs. There are student members on relevant committees that make recommendations regarding institutional policies and procedures. The Student Government Association (SGA) presents another way students are encouraged to participate in institutional decision making.

STUDENT PERMANENT INFORMATION

All permanent records include student application materials, grade reports, and transcripts.

STUDENT PUBLICATIONS

All student publications are coordinated with the assistance of a faculty sponsor or advisor. Freedom of expression is encouraged and protected in all student publications. However, all publications must regard community, state, and federal libel and obscenity law. Questions pertaining to these legal issues must be submitted to the Student Services Committee for a judgment. Final approval rests with the college president.

STUDENT RECORD POLICY

Northeast's original, paper copy student records are maintained by the functional areas responsible for the creation, collection, maintenance, and retention of those records. The College and Career Planning records are controlled by the Director of the College and Career Planning Center. Electronic versions of each record are maintained on the college's central computer system. Access to both record forms is controlled by the dean or director responsible for the area. Admission Office records access is controlled by the Dean of Student Services. Financial Aid record access is controlled by the Director of Financial Aid. Student transcripts access is controlled by the Dean of Administrative Services, responsible for Management of Informational Services and Registrar functions.

Confidentiality and access to student record information is administered in accordance with the Family Education Rights and Privacy Act of 1974. Northeast Alabama Community College will release a student's educational records without his or her approval only as follows:

- To Northeast Alabama Community College officials who have legitimate educational interest in the records
- To officials of another college or university in which a student seeks to enroll
- To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs

- To persons involved in granting financial aid for which the student has applied
- To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student or other persons

In addition, Directory Information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. Directory Information is defined as follows:

- name
- address
- telephone listing
- date and place of birth
- major field of study
- dates of attendance
- grade level (e.g., freshman or sophomore)
- photograph
- enrollment status (e.g., undergraduate, full-time, or part-time)
- participation in officially recognized activities
- degrees, honors, and awards received
- most recent educational institution attended

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Employees are given user identification and password access to each computer record with specific creation, update, or read only access to the record commensurate with the employee's job duties, and approved by the President of the institution. Control documents for all modifications to records are processed and maintained within the functional areas.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by written documentation signed by the instructor who originally assigned the grade and the Dean of Instruction. Transcript modifications can be performed only by specific personnel within the MIS office controlled by the Dean of Administrative Services.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities. Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

Safety and security of student records is provided commensurate with the record type and retention period. Non-permanent records, such as admission records and student financial aid records are maintained in storage filing cabinets and on computer. Permanent student records, such as faculty grade reports and student transcripts are maintained in a concrete, reinforced, fire-proof vault with access controlled by the Dean of Administrative Services. Nightly backup computer files of all records are maintained in the fire-proof vault within the MIS area. A weekly backup tape is stored in a fire-proof filing cabinet in the Business Office safe. An off-campus backup tape is kept in a safe at a local bank.

STUDENT RIGHT-TO-KNOW CAMPUS SECURITY REPORT

In compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 10 1-542) and The Higher Education Amendments of 1992 that expanded the security-related requirements of the Act, Northeast has established policies related to campus security and publishes reports regarding campus security.

All acts of crime, violence, vandalism, and burglary are to be reported immediately to security personnel in the Student Center, telephone extension 2249. If security is not immediately available, the situation is reported to the administrator on duty (Dean of Student Services, 2325; Dean of Instruction, 2320; Dean of Extended Day, 2253; or the Dean of Administrative Services, 2313). Powell is the local municipal police department and may be reached at 256-638-4283.

When such breaches of security occur, the appropriate security personnel will take reasonable action to minimize harm or threat of harm to college students, employees, and visitors. Acts of a criminal nature that may require investigation and prosecution will be reported to the appropriate law enforcement authority. College security personnel have the authority to arrest offenders. Communication equipment is available for contact with local municipal law enforcement.

Orientation sessions are conducted for new students prior to each fall, spring, and summer semesters. Each session addresses campus security procedures and encourages students to be responsible for their own and others' safety and security.

Each student is sent a copy electronically of the "Drug and Alcohol Abuse Prevention Program" published by the college. It includes information about the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking.

Crime statistics for 2015-2016 (March 1, 2015 through March 1, 2016): Murder - 0; Sex Offenses, Forcible and Nonforcible - 0; Robbery - 0; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Crime statistics for 2014-2015 (March 1, 2014 through March 1, 2015): Murder - 0; Sex Offenses - 0; Robbery - 1; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Crime statistics for 2013-2014 (March 1, 2013 through March 1, 2014): Murder - 0; Sex Offenses - 0; Robbery - 0; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Arrest statistics for 2015-2016 (March 1, 2015 through March 1, 2016): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Arrest statistics for 2014-2015 (March 1, 2014 through March 1, 2015): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Arrest statistics for 2013-2014 (March 1, 2013 through March 1, 2014): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Sex offenses, forcible and nonforcible, shall be reported in the same manner as all other acts of crime, violence, vandalism, and burglary.

In case of student or employee acts of crime, violence, vandalism, burglary, and sexual offenses, Northeast shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary actions as appropriate. For a student, the disciplinary action may include, but shall not be limited to, reprimand or suspension. For an employee, the disciplinary action may include, but will not be limited to, reprimand, suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program (i.e. drug

abuse violations). Any visitor engaging in any act prohibited by this policy shall be called upon to immediately halt such behavior.

If any employee, student or visitor engages in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS:

- A. **Legal Rights:** Northeast is a part of the Alabama Community College System and adheres to the standards of the System and the policies of the Alabama Community College System which outline the rights and privileges of its students. Northeast recognizes the Student Government Association as the approved agency to voice students' opinions on institutional policies and students' activities. Also, students have the right to know about:
1. The College's programs, instruction, laboratories, physical facilities, and faculty;
 2. The cost of attendance and refund policy;
 3. The types of financial assistance offered;
 4. Who the financial aid personnel are and the location of the Financial Aid Office;
 5. What the procedures and deadlines are for applying for financial aid;
 6. How the College selects its financial aid/scholarship recipients;
 7. How the College determines financial need;
 8. How much financial need has been met;
 9. How financial aid is received;
 10. The kind of Work-Study jobs offered, hours, duties, rate and frequency of pay;
 11. When and how financial aid awards are adjusted;
 12. The special facilities for the disabled;
 13. The College's Satisfactory Progress Policy.
- B. **Rights of the Learner:** The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. **Student Records:** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records.
1. Students may review their educational records by making a written request to the registrar.
 2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents. The Dean of Student Services will make the final decision concerning access to records.
 3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.
- D. **Freedom of Association:** Students are free to organize or join an existing organization to promote the student's curriculum or career interest. Student organizations must be approved as outlined in the section on "Organizations and Officers" before organization on

the campus in order to ensure adherence to Northeast's policies and procedures.

- E. **Due Process:** Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student.

STUDENT RESPONSIBILITIES:

Students have the responsibility to—

1. Review and consider all information about the College before enrolling;
2. If applicable, pay special attention to the application for financial aid, complete it accurately, submit it to the proper office in a timely manner;
3. Know all deadlines for applying for aid and meet them;
4. Provide all required documentation, corrections, and/or information requested by the Financial Aid Office;
5. Notify the College of any information that has changed since the financial aid application was submitted.
6. Read, understand, and keep copies of all forms;
7. Notify the Admissions Office of a change in name, address, or enrollment status;
8. Satisfactorily perform the work agreed upon in a College Work-Study job;
9. Understand the College's tuition refund policy should withdrawal become necessary.

STUDENT SERVICES PROGRAM

The Student Services Program at Northeast has the following goals:

1. To assist students in identifying their interests and abilities;
2. To assist students in achieving academic and vocational goals;
3. To provide for each student opportunities for personal advising;
4. To coordinate the student services rendered by the faculty, administration and Student Services Program;
5. To coordinate student financial aid in accordance with Federal and other established guidelines;
6. To function as a liaison between faculty and students;
7. To provide faculty and administration with statistical data on students as needed in evaluation and decision making;
8. To keep an accurate permanent record of each student's grades and other pertinent information needed in advising the student;
9. To provide cultural enrichment and diversity through student programs and activities;
10. To help students become aware of their rights and responsibilities as students;
11. To provide opportunities for appropriate physical activities;
12. To provide developmental education services, career information;
13. To provide services for students from diverse cultural and educational backgrounds;
14. To provide opportunities for students with disabilities to pursue their educational goals.
15. To help students prepare for and obtain gainful employment in their field.

TECHNOLOGY LEARNING CENTER

The Technology Learning Center is a multi-function resource and instructional support center for students and faculty. The primary mission of the Center is to provide instructional technology support to faculty and students. The Center focuses on the instructor as a lifelong learner by providing tools, resources, and facilities that enrich and support the integration of instructional technology into the curriculum. The Center hosts workshops and training designed to bring together faculty and other professionals to share expertise, explore innovations, and discuss the challenges of the integration of instructional technology. As a service to the community, the Center administers proctored exams and certifications for distance learning courses. All of the services and supports are free to students currently enrolled at Northeast. The Technology Learning Center reflects and supports goals four, five, nine, and ten of the College Mission.

THEATRE GALLERY COLLECTION

A gallery of photographs of theater productions is housed in the east hallway of the Tom Beville Lyceum. The photographs show images from various productions performed since the NACC Theatre was established in 1982. The Gallery is open whenever the Beville Lyceum is open. For more information about the Gallery, contact Mark Webb, Director of the NACC Theatre, at ext. 2318 or by email at webbm@nacc.edu.

TRANSFER PARTNERSHIPS

NACC has several university/college partnerships. See below for details on how each school might be a choice for you. NACC students have several great opportunities to complete their degree here at Northeast, stay here and finish a Bachelor's degree, or Transfer anywhere with the help of guaranteed scholarships to different colleges in and out of the state of Alabama. See Byron Miller in the Wallace Administration Building, Room 112. He is the Career and transfer Advisor at NACC.

ATHENS STATE

- Athens State University offers majors in business, arts and sciences, and education, allowing Northeast Alabama Community College students an easy way to apply their two years of college credit towards a four-year bachelor's degree.
- The 2+2 program means you can complete your first two years at NACC and transfer to Athens State to earn the last two years of your Bachelor's degree with a seamless transition.
- With close to 15 business degrees offered completely online, Athens State provides the flexibility and affordability to fit most any life schedule.
- Athens State University also offers education courses by Athens State instructors on the NACC campus.
- An Athens State Advisor is on campus Wednesday's and Thursday's from 9am-3:30pm to help you with your transfer questions in the Athens State University Center located in GYM 107. The Athens State University Advising Center at NACC can make transferring to Athens State an easy process.
- Scholarships are available with up to \$50,000 in new scholarships for NACC transfer students to celebrate Northeast's 50 years of service. The scholarships can be valued at up to \$2,000. Students only have to be accepted to Athens State (2.0 GPA) and be degree seeking at Athens State to be eligible to apply. They can apply online at www.athens.edu/celebrate-northeast-grant.

BRYAN COLLEGE

- Bryan College is a Christian, liberal arts school located in Dayton, Tennessee. The college offers courses completely online and onsite in Chattanooga, in a convenient 6 week format.
- Through a recently signed articulation agreement, NACC students graduating with an Associate of Science (AS) or an Associate of Art (AA) in any discipline can now transfer credit earned from Northeast to Bryan College. This agreement ensures students that all the courses they take here will transfer to this out of state school.
- An exciting benefit of this agreement is a \$1,000 scholarship will be awarded to all NACC graduates with an AA or AS who meet the entrance requirements at Bryan College. The scholarship award will be divided over the first three semesters of study.
- Another \$1,000 scholarship is specifically designated for NACC faculty and staff or their spouses. This scholarship may be used to help pay for bachelor's or masters programs.
- In addition, one full-tuition scholarship will be awarded each academic year to a NACC graduate completing an AA or AS degree with outstanding academic performance. This scholarship will include tuition for the core program courses and will not include fees, books, elective credits, or courses being repeated.

HUNTINGDON COLLEGE

- After students complete an associates degree at NACC, they can finish a four year bachelor's degree in business management or criminal justice with Huntingdon at NACC.
- Students who major in business management can also select healthcare management as a concentration for their degree.
- Classes meet one night a week for five weeks. Students can complete three to five classes per semester this way.
- After students take their first class through Huntingdon, they should be able to progress to degree completion on-time in two years or less.
- Students taking classes on NACC's campus receive a deeply discounted tuition rate of \$765 per three-hour course. The tuition rate on Huntingdon's main campus (Montgomery) is \$2925 per three-hour course.

JACKSONVILLE STATE UNIVERSITY

- FUSION! Is open to NACC students who plan to get an associates degree and pursue one of JSU's 62 bachelor's degrees.
- FUSION! gives students enhanced advising with JSU staff, application fee waiver, access to JSU athletic events and other campus activities, early registration, completing your degree "on-time", and most importantly a seamless transition to JSU.
- JSU also has a new scholarship for transfer students called the JSU Presidential Transfer Scholarship. After NACC students finish their associate's degree and have at least a 3.5 GPA they receive a guaranteed scholarship that pays for 12 semester hours for four semesters.

UA HUNTSVILLE

- The UAH Pathways Program enables a more seamless transition from NACC to UAH. Student's register for the program within their first year at NACC. This program allows students to take 64 hours of general education courses at NACC, including the Charger Foundations and a set of courses that are unique to their major, but taught by NACC.
- Students in the Pathways Program can enroll in up to 12 hours of UAH coursework to be delivered on-site at NACC or via online education.
- If they maintain good standing, students will also receive a UAH tuition scholarship while in the Pathways Program. This scholarship

will result in students paying tuition for UAH courses equivalent to the NACC tuition for each 3 credit hour course. This is a savings of approximately \$812 per 3 hour course!

- Lastly, the Pathways Program grants NACC students a UAH Charger ID card to allow them to attend UAH events, participate in UAH student organizations, and utilize UAH resources.
- UAHuntsville recognizes the academic success of new transfer students who are seeking their first bachelor's degree by offering special two-year merit scholarship awards. Students who have at least a 3.0 GPA are guaranteed the transfer merit scholarship which is valued at \$1,500 annually. Students who have a 3.5 or higher GPA will be awarded a super scholar transfer scholarship valued at \$3,000 annually.

VETERANS

Northeast is approved for veterans training. Students who are eligible should contact the Veterans Services Officer, located in the Financial Aid Office in the Wallace Administration Building. This office will complete enrollment certification forms for veterans when they enroll.

VISITORS TO CAMPUS

Upon arriving on campus, a visitor is required to go directly to the Security Office in the Student Center to get a visitor's pass. The security officer will ask the visitor to wait in the Security Office. Unless it is an emergency, the security officer will wait until the student's class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the security officer will take appropriate steps to ensure that the visitor leaves campus.

WEATHER POLICY AND ANNOUNCEMENTS

How Weather Announcements Will Be Made



(1) SchoolCast messages to students and staff by phone voicemail, cellphone text, and email.

- You will be emailed instructions for signing up for SchoolCast early in your first semester. Keep your contact information up to date! More information:

<http://www.nacc.edu/faculty-and-staff/nacc-alert-system>

(2) Radio and television

The following stations carry NACC announcements:

Radio	Television
WQSB/WAVU 105.1 FM Albertville	WHNT Ch 19 Huntsville
WTWX 95.9 Arab/Guntersville	WAAY Ch 31 Huntsville
WQEN 103.7 FM Gadsden/B'ham	WAFF Ch 48 Huntsville
WRSR 96.9 Huntsville	WZDX Ch 54 Huntsville
WKEA 98.3 FM Scottsboro	WRCB Ch 3 Chattanooga
WKEA 1480 AM Scottsboro	WTVC Ch 9 Chattanooga
WWIC 1050 AM Scottsboro	WDEF Ch 12 Chattanooga
WZCT 1330 AM Scottsboro	

(3) PA system on campus if classes are affected immediately.

If these do NOT make a weather announcement about Northeast, assume that classes WILL meet at the regular time. For current National Weather Service information and severe weather statements (not NACC announcements), go to: <http://www.srh.noaa.gov/hun/> **Safe Zones for Use During Storm Warnings.** Take cover in the nearest safe zone when a storm warning is announced via PA system or NACC Alert (SchoolCast). All one-story buildings and Knox will

evacuate to safe zones in two-story buildings. Those near the new Math Science Engineering Building (MT) will use its Storm Shelter. All two-story buildings except Knox have a safe zone inside them as listed below. If people prefer to leave these safe zones and go to the MT Storm Shelter they can do so, but it will be at their own risk.

AX	Annex	MT Storm Shelter
BE	Campbell Business Ed Bldg	Rooms 100 and 110 and east hallway
EN	English Bldg	MT Storm Shelter
GY	Beck Health and Fine Arts\Gym	Downstairs rear hallway
HE	Health Ed Bldg	Rooms 110 and 106 and downstairs east hallway
IC	Industry Training Ctr/Alabama Career Ctr	Room 101 or MT Storm Shelter
IS	Industrial Systems Technology Bldg	If time allows, MT Storm Shelter; if not, center hallway away from doors
KX	Knox Science Bldg	MT Storm Shelter
LI	Library/Word Learning Resources Ctr	Audio-Visual Room 101 and Distance Learning Room 102
LY	Tom Bevill Lyceum	Front vestibule between lobby and auditorium, closing all doors; green room, rehearsal room, dressing rooms at the back of the stage, restrooms in lobby, east corridor; or move to Pendley Bldg rear hallway
MT	Math Science Engineering Tech Bldg.	MT Storm Shelter
PA	Pendley Admin Bldg	Downstairs rear hallway and break room
SI	Salon Institute	Offices, break room, and hallway
SC	Student Center	MT Storm Shelter
SS	Social Science Bldg.	MT Storm Shelter
TC	Tech Bldg	Move to WD Bldg Room 132
WA	Wallace Admin Bldg	MT Storm Shelter
WD	Workforce Development Bldg	Room 132

See the campus map on page 204 of this catalog.

Restrooms without glass qualify as safe zones but should be the last choice for shelter because they should remain available for use as restrooms.

Message to NACC Students from
Dr. David Campbell, President:

Inclement weather may sometimes determine whether or not the college will be open. Northeast personnel have a number of sources of information available to decide if the college should be closed due to icy roads and snow and will be monitoring weather conditions very carefully.

CLOSINGS: If the college is to be closed for day classes, this information will be sent to student and staff email and phones by SCHOOLCAST. Information also will be provided to LOCAL TELEVISION AND RADIO STATIONS so that they might give notification by no later than 6:30 a.m. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. Decisions to close will be made and released at the earliest possible time.

DELAYS: Depending on highway conditions, on some occasions the college may have a LATE OPENING. It may, for example, be announced that the college will open at 10:00 a.m. Under these circumstances students would go directly to their normally scheduled 10:00 a.m. class and follow the rest of the day's schedule.

If there is NO SchoolCast or media announcement for a specific date, assume that classes WILL meet at the regular time.

EMERGENCIES: In the event of an announced weather warning during classes, the college will evacuate classrooms to safe areas.

Be mindful that weather conditions in Northeast Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in most locations of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, please use caution and your best judgment in deciding whether to drive to Northeast or not. Your safety and that of our staff is our number one concern.

WEBSITE POLICY

I. Policy guidelines for official College web publications

The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect upon the college. The following are the official guidelines for the Northeast Alabama Community College websites and Internet related material.

All web content published by Northeast Alabama Community College must:

- be approved by the Office of the president or designee;
- present content that describes the College accurately for the current semester;
- reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
- further the institutional mission and goals of the College;
- be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the *Catalog, Faculty and Staff Handbook*, and State Board Policy;
- obtain approval through the appropriate college channels for any news releases or public announcements;
- be consistent with local, state, and federal laws, including copyright law;
- be consistent with principles of professional, educational, and creative ethics;
- be generated by software supported by the College;
- be designed to load quickly on computers of varied ages, Internet connections, and browsers.

II. Web content outside official College web publications

The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

III. Enforcement

The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

WIRELESS INTERNET ACCESS POLICY

Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College's wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the college's Acceptable Use Policy found in the college catalog and posted on campus.
2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network are not permitted.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The college does not provide virus or spyware scanning software for this connection, and therefore the risk of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection.

It is the responsibility of students and other computer users to read and become familiar with the institution's Computer Technology Acceptable Use Policy.

ACCESS IS A PRIVILEGE, NOT A RIGHT.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies:

Computer Technology Acceptable Use Policy

Peer-to-Peer File Sharing Policy

Wireless Access Policy

WITHDRAWAL FROM A CLASS

Students who wish to withdraw from a class must initiate this with their academic advisor. Financial Aid recipients must have their withdrawal cleared by the Financial Aid Office. Dropping a course may affect a student's financial aid. A Change of Schedule Form must be completed and delivered to the appropriate administrative office. It is the student's responsibility to ensure that notification is received by the appropriate official. The student must obtain and hold written documentation of the withdrawal. Failure to complete course withdrawal will result in an F for the course.

Students who withdraw from a class after the registration period will have the course recorded as W. Ws are not used in grade point calculation. No withdrawals are permitted after the official withdrawal deadline.

Any veteran who withdraws from a class may be required to repay the Veterans Administration a part of the benefits derived up to the point of withdrawal from a class.

IMPORTANT NOTICE: Students should be aware that withdrawal from a course affects scholarship status and may affect personal/family health insurance.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from college must initiate this with their academic advisor and have an exit interview with the Dean of Student Services. Financial aid recipients must have their withdrawal cleared by the Financial Aid Office. It is the students' responsibility to ensure that notification of their withdrawal is received by an official in one of these offices: Dean of Instruction, Dean of Extended Day, or Director of Workforce Development. Failure to complete the withdrawal process will result in a grade of F for each course in which the student

is enrolled. The student must obtain and keep written documentation of the withdrawal.

Students who withdraw after the registration period will have each of their courses recorded as W. Ws are not used in grade point calculation. No withdrawals are permitted after the official withdrawal deadline.

Any veteran who withdraws from school may be required to repay in full to the Veterans Administration benefits received that semester up to the time of withdrawal.

IMPORTANT NOTICE: Students should be aware that withdrawal from college affects scholarship status and may affect personal/family health insurance.

ACTIVITIES, AWARDS AND ORGANIZATIONS

POLICY STATEMENT ON STUDENT ACTIVITIES—*The Division of Student Services is responsible for that part of the student's educational experience which takes place outside the formal classroom program. The Dean of Student Services approves all College-related activities, including: formation of new organizations and clubs, campus events, and participation of students in departmental activities. The Dean of Student Services judges each request based upon the social and educational benefits provided to the students by the activity. Any student group seeking a student activity must have a sponsor. Following approval, the Dean of Student Services works with each sponsor of student activity groups on developing specific supervisory guidelines for the activity. To assist the Dean of Student Services in supervising these activities is Mrs. Joan Reeves, the Coordinator of Student Activities. All formal student activities have a sponsor. The College deems this important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The College believes that it should fulfill academic, legal, ethical, and moral responsibilities, and uphold federal and state laws regarding student activities. Student activities personnel adhere to these principles as an integral part of their professional duties. In instances of travel if hotels/housing arrangements are made through the college, assignments will be made based on biological sex of individuals.*

ABLE STUDENT ALLIANCE

The Able Student Alliance brings together students who cope with a disability and nondisabled student volunteers for mutual assistance, comradeship, and community service projects. Open to all students, the Alliance is of special interest to students majoring in health, education, and human service areas. Sponsor: Katelin Miller, Student Center.

ACADEMIC HONORS

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester. Requirements for the President's List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

Requirements for the Dean's List are (1) a semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

The Part-Time Honor List is compiled at the end of each semester. Requirements for the Part-Time Honor List are (1) a semester grade point of 4.00 and (2) completion of a semester course load of 7 to

11 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course requirement.

ALL-ALABAMA/ALL-USA ACADEMIC TEAM

Each year two students are nominated by a panel of faculty judges to the All-Alabama/All-USA Academic Team. The purpose of this program is to recognize scholarly achievement, leadership, and service to the community. The nominees participate in a national and state competition coordinated by Phi Theta Kappa International, and the Alabama Community College System. Sponsor: Dean Sherie Grace, Student Services, Student Center.

ALUMNI ASSOCIATION FRIENDS AND ALUMNI OF NORTHEAST (FAN)

The NACC Alumni Association fosters a feeling of friendship and loyalty between alumni and the College whereby the two can continue to be of service to each other. The association works to promote education and to advance the interests of NACC. Membership is available to alumni and friends of Northeast. Sponsor: Jody Ragsdale, English Building.

AMERICAN CRIMINAL JUSTICE ASSOCIATION

The Nu Alpha Chi Chapter of the American Criminal Justice Association is an organization that strives to improve criminal justice through educational activities; to promote professional, academic, and public awareness of criminal justice issues; to foster professionalism in law enforcement personnel and agencies; to promote high standards of ethical conduct, professional training, and higher education within the criminal justice field. Sponsor: Brent Satterfied, Workforce Development Building.

ANIME APPRECIATION ASSOCIATION CLUB

The Anime Appreciation is a non-profit student organization with the purpose of promoting Japanese animation. The Anime Club facilitates students with a shared special interest in anime, manga, and the Japanese culture. Sponsor: Barbara Kilgore, Health and Fine Arts Building.

BAPTIST CAMPUS MINISTRIES (BCM)

This organization is open to students of all denominations who are interested in developing a deeper spiritual life while in college. Its focus is to prepare students for Christian leadership, and involve students in community service projects, mission service and education. Sponsor: Sherry Whitten, Wallace Building, Office 112.

CHORUS

The Chorus is open to all students with the consent of the instructor. The Chorus presents two major concerts annually, one at Christmas and another in the spring. The repertoire is a variety of choral literature from motets to “pop” songs. The Chorus is available for school, church and community activities. Sponsor: Dr. Kathy Adkins, Health and Fine Arts Building.

DRAMA/THEATRE

The Theatre Department (NACC Players) is open to all students and the community at large. The NACC Theatre presents three productions annually, one each semester. The theatre produces a variety of classic dramas, comedies, and Broadway scale musicals each year. Season auditions are typically the third week of July and are for the entire season of plays. Students or community members who are unable

to make the season auditions due to a schedule conflict may make arrangements for an audition by appointment throughout the year by contacting the Theatre Department. Students and community members who wish to participate behind the scenes in any technical or stage crew capacity are strongly encouraged to attend auditions and apply for such positions by filling out an application. No performance audition is necessary for those interested in assisting backstage. No experience is necessary to participate either onstage or backstage. Sponsor: Mark Webb, Tom Bevill Lyceum.

ENCORE!

ENCORE! is a four-part harmony singing group, performing a variety of popular songs and melodies. The group members are selected by audition. ENCORE! is available to perform at civic clubs, conventions, and other community functions. Sponsor: Dr. Kathy Adkins, Health and Fine Arts Building.

ENSEMBLE

The Ensemble is a mixed vocal group selected by audition. The Ensemble is available for performances for civic, club, church, and other community functions. Sponsor: Dr. Kathy Adkins, Health and Fine Arts Building.

INSTRUMENTAL MUSIC

JAZZ ENSEMBLE—The Jazz Ensemble was founded by Dr. Dan Knox in 1982. The Jazz Ensemble performs a variety of music within the genre of jazz. The ensemble is open to all students, music and non-music majors, as well as community musicians. The NACC Jazz Ensemble performs for civic groups, schools, church and other community functions. They perform on a regular basis in DeKalb, and Jackson counties. They have also performed throughout the state and have had numerous appearances at the Panoply Arts Festival in Huntsville. The Jazz Ensemble makes annual appearances at the Alabama Community College Music Showcase, where it has received consistent superior ratings when judged. It has also been rated superior at the annual Alabama Jazz Hall of Fame Festival.

CONCERT BAND—The NACC Concert Band makes its debut this fall (2015) and was founded by Mr. Stacy Morris. It is comprised of 25-40 NACC students from various majors as well as community musicians. The band performs a varied repertoire of literature ranging from the most cutting edge new literature to the cornerstone classics of the wind band repertoire. The band intends to perform for the community as well as participate regionally and nationally in wind band festivals. The ensemble rehearses two days each week.

MUSTANG STAGE BAND—Formerly the Jazz Combo, the Mustang Stage Band consists 1-2 singers, a full rhythm section and a 5-8 piece horn section. The band covers many genres of music including rock, r&b, soul, funk, jazz, and fusion. One of the main function of the band is to be the primary outreach performance group for NACC and the community. It is also a great training ground for musicians who want to pursue a career as a “working musician.”

CHAMBER ENSEMBLES—Through the Music Workshop class, students will have an opportunity to participate in a number of smaller chamber ensembles. These groups include the Chamber Winds Ensemble, the Chamber Jazz Combo, and the Brass Quintet. Students will perform in-house concerts as well as for the community. It is open to all majors as well as community musicians.

ALUMNI JAZZ BAND—For alumni and community musicians, the Alumni Jazz Band offers performance opportunities as well as a way to catch up with friends and former classmates. The band plays 2-3 times a year and performs throughout the community, as well as NACC

functions. The band recently debuted at NACC's 50th Anniversary Celebration.

SUMMER JAZZ JAMS—During the summer semester, there are 2-3 jazz jam sessions held on campus in the Beck Music Auditorium. It is open to the community as well as all NACC students. No prior experience is necessary and all you need is an instrument. This is a perfect opportunity to get to know some of the area musicians and it is a way to “get into the door” of the music department at NACC!

Sponsor: Stacy Morris, Health and Fine Arts Building.

INTRAMURALS

The Northeast intramural program is open to any Northeast student. Students are encouraged to participate each semester in the sports that are scheduled. Sports scheduled are basketball, tag football, volleyball, table tennis, tennis, and softball. Trophies are given in all sports.

JAMES B. ALLEN AWARD

The James B. Allen Award is presented each year to an outstanding student at Northeast. The recipient is chosen by faculty and administrative staff. Contact: Nicky Willmon, Wallace Administration Building.

MISS NORTHEAST PAGEANT

Each year the Student Government Association sponsors the Miss Northeast Pageant. The winner of this pageant represents the College at various school and community functions. Sponsors: Joan Reeves, English Building, Mark Webb, Tom Bevill Lyceum, and Andrea Okwu, Pendley Administration Building.

MU ALPHA THETA

Mu Alpha Theta is an honorary society for students who are mathematics majors or for students who are interested in mathematics.

Requirements for membership are:

- a. Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
- b. a 3.0 GPA overall in all two year college mathematics courses at or above the MTH 112 Precalculus Algebra level; and,
- c. pursuing a higher level mathematics course, that is one above the MTH 112 Precalculus Algebra level.

The purpose of the organization is to promote the study and enjoyment of mathematics. Sponsors: Milah Breland, John Camp and Adam Niblett, Mathematics, Science, and Engineering Technology Center.

NACC FISHING TEAM

The NACC fishing team is a club that competes in local, regional, and national bass fishing tournaments. The club's purpose is to allow NACC students to be a part of a competitive and fun sport. Members must be Full-time students. Monthly tournaments are decided by the club at required meetings. Sponsors: Ross Boydston, Pendley Administration Building and Bryan Roe, Student Center.

NBL

The Northeast Basketball League (NBL) is organized and managed by students. Six league teams conduct tryouts, play a season of weekly games, and hold a championship tournament.

PHI THETA KAPPA

Phi Theta Kappa (Psi Epsilon Chapter) recognizes intellectual achievement at Northeast. The purposes of Phi Theta Kappa are the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students. Eligibility: minimum of 12 semester hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsor: Brad Fricks, Wallace Administration Building, office 121.

PRESIDENT'S CUP

The President's Cup is presented each year to the most outstanding student at Northeast. Contact: Nicky Willmon, Wallace Administration Building.

PRESIDENTIAL HOSTS

Presidential Hosts are a group of men and women chosen each spring to serve Northeast Alabama Community College as student hosts throughout the year. Member selection is based upon the review of applications and an interview. Presidential Hosts are involved in a variety of duties both on and off campus including campus luncheons, dinners, receptions, campus tours, high school college programs, involvement with local charitable organizations, and support of other clubs and groups on campus during their various activities and functions. Sponsor: Andrea Okwu, Pendley Administration Building.

ROTARACT CLUB

NACC has joined with the Scottsboro Rotary Club to initiate the NACC Rotaract Club on campus. The Rotaract Club is a service organization that is open to NACC students from ages 18 to 30. The club's goals are to sponsor and partake in at least one community service project and one international service project per year. For more information about the club and its activities, contact Keith McBride, Sponsor, telephone extension 2319 or by email at mcbridek@nacc.edu.

SIGMA KAPPA DELTA

Sigma Kappa Delta, Epsilon Alpha Chapter, is an English honor society at Northeast. It is the first chapter in the state of Alabama to be chartered. The society is specifically designed for two-year community colleges. Membership requirements include: completion of at least 12 semester hours college credit, three semester hours of college English, and an overall 3.0 GPA. Sponsors: Joan Reeves, Joan Tucker, and Jody Ragsdale, English Building.

SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

Northeast Alabama Community College has an active SkillsUSA chapter and our members regularly participate in community service events, as well as state and national level leadership and skilled competitions that allow them to showcase their skills and talents.

Membership begins in the fall semester of each year and is open to all students in a career technical program. Sponsor: Kelly Black office TC101, telephone extension: 2286, email: blackk@nacc.edu.

SPECTRUM

Spectrum, an art club, is open to all students who have an interest in the visual arts. The purpose of the club is to raise student awareness and understanding of art to facilitate the improvement of student ability and skills in the production of art. The club provides opportunities for students to participate in cultural and visual activities within the community; it sponsors art shows and field trips to museums and art exhibits. Sponsor: Barbara Kilgore, Beck HFA Building.

SPIRE HONOR SOCIETY

Spire was founded for the purpose of recognizing the unique achievements of adult and other non-traditional students enrolled in Associate Degree programs. The founders of Spire noticed that nontraditional students, who are typically less involved in campus life, often married, and usually employed while attending college, were rarely selected for campus honoraries. It seems that the typical lifestyle and daily responsibilities of these students prevented them from being widely considered for membership in most campus academic, service, and leadership honoraries, thereby withholding from this entire category of students the career-enhancing advantages of such membership.

Spire was created to provide adult (defined as 25 years old or older) and other non-traditional students (such as young single parents, disabled students, students who earn degrees while working full-time, international students, and other similarly situated students) with the same level of recognition which outstanding traditional students have always received.

All students selected for induction must meet the following standards:

- Qualify as adult or non-traditional students (adult students must be at least 25 years of age); and
- Be within 12 months of graduation; and
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale; and
- Be involved in at least three campus and/or community activities; and
- Demonstrate leadership, persistence, and future promise; and
- Maintain the highest ethical standards.

Sponsor: Rachel Walker, Workforce Development Building.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the voice of students at Northeast. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. Through SGA participation and appropriate committee appointments, students participate in the college's decision-making process. All persons registered as students at Northeast are members of this organization and are encouraged to take an active part in its functions. Sponsor: Joan Reeves, English Building.

SGA CONSTITUTION ARTICLE I. DESIGNATION

Section 1. Name:

The organization representing the students at Northeast Alabama Community College shall be called the Student Government Association.

Section 2. Members:

All students attending Northeast Alabama Community College shall be members.

Section 3. Officers:

The officers and members representing the students shall be known as the Student Government Association. The officers shall be president, vice president, secretary, treasurer, and historian. There shall be three elected representatives from each class.

Section 4. Awards:

Student Government Association awards shall be made to each Student Government Association member. The type and kind of award shall be voted on by the Student Government Association.

ARTICLE II. THE STUDENT GOVERNMENT ASSOCIATION SECTION

Section 1. Qualifications:

To be eligible for officership in the Student Government Association, a student must carry a regular class load, must have a 3.0 grade point average, and must not be on probation. To be an officer in the Student Government Association, a student must have completed two semesters at Northeast Alabama Community College, and have attained at least 30 hours credit at the end of the spring semester.

Section 2. Selection:

A selection committee composed of the faculty advisors and two students will review records of students whose names are submitted by the students as candidates for membership in the Student Government Association. Three students for each officer and a maximum of ten students from each class for representatives will be chosen as candidates for election by secret ballot by the students. Officers will be elected during the latter part of the spring semester and installed at the beginning of the following term. Election of members shall be held no later than two weeks after the beginning of the fall semester.

Section 3. Suspension:

An officer or representative can be suspended from his/her office if he/she misses more than two meetings or SGA functions. Additionally, should an officer or representative receive more than two reprimands for failing to perform his/her duties, he/she can be suspended from office.

Section 4. Vacancies:

In the event the office of the president of the Student Government Association is vacated, the vice-president will become president, and a new member will be appointed by the remaining council members. In the event of a vacancy in the position of secretary, treasurer, or historian, a new member will be appointed to fill the vacancy. If more than one office is vacated at the same time, there will be an election to fill these vacancies.

If the presidency, secretaryship, and treasurership are vacated, the vice-president will become president, and there will be an election to fill the office of vice-president, secretary, and treasurer. If a representative vacates his position, the Student Government Association will appoint a new representative.

Section 5. Removal from Office:

Any officer of the Student Government Association whose g.p.a. drops below a 3.0 will be allowed one semester to raise his/ her grades to the required level. Failure to do so will automatically result in removal

from office. Any student who is placed on probation will be removed from office. A member of the Student Government Association who is found guilty of any activity which would bring discredit upon the college or the students will be subject to removal from office.

Section 6. Tenure of Office:

All officers and members of the Student Government Association shall serve for a period of twelve months or until their successors shall have been duly chosen and installed in the fall semester. This tenure is with the provision that all services conducted are satisfactory.

Section 7. Duties and Responsibilities:

The Student Government Association will assist in planning and executing a program of co-curricular activities for the students. Such activities will be planned in accordance with established school policies as outlined in the student handbook and catalog. The Student Government Association will conduct all student elections and perform such other duties as may be appropriate for the organization. All members are to attend all Student Government Association meetings. Absences from meetings may be excused by the presiding officer and sponsor.

Section 8. Meetings:

The Student Government Association may meet at least twice each month or as often as is deemed necessary. A quorum shall consist of a majority of the members including at least two officers and the sponsor.

ARTICLE III. AMENDMENTS

Section 1. Proposal:

Amendments may be proposed by any student. Proposed amendments must be submitted in writing to the Student Government Association.

Section 2. Ratification:

In not more than two weeks after the proposed amendment is submitted, the Student Government Association will review the suggestion to determine whether a vote is necessary. Any proposed amendment must be approved by the sponsor in order for an amendment to be ratified. A majority of the student body must vote in the election, and two-thirds of those voting must be in favor of the change.

POWERS AND DUTIES OF THE PRESIDENT

- a. Administer and enforce the constitution, its by-laws, and the Student Government Association statutes;
- b. Appoint committees with the concurrence of the Student Government Association;
- c. Remove, at his/her discretion, any person whom he/she has the power to appoint to fill vacancies in elective offices;
- d. Instruct and require reports from executive officers and committee members;
- e. Call and preside over meetings of the Student Government Association;
- f. Make recommendations for legislation to the Student Government Association;
- g. Have the power to sign or veto statutes passed by the Student Government Association, provided that he/she exercise such power within ten class days after receipt of said legislation. A presidential veto may be overridden by a two-thirds vote of the Student Government Association membership.
- h. Vote in case of a tie.

POWERS AND DUTIES OF THE VICE-PRESIDENT

- a. Assume the powers and duties of the president in his/her absence.
- b. Assume the office of president should the president resign, be removed, or surrender office.

POWERS AND DUTIES OF THE SECRETARY

- a. Take minutes and maintain records of meetings of the Student Government Association.
- b. Conduct Student Government Association correspondence.
- c. Complete all activity requests.

POWERS AND DUTIES OF THE TREASURER

- a. Maintain and complete financial records of all the Student Government Association funds.
- b. Complete all purchase order forms.

POWERS AND DUTIES OF THE HISTORIAN

- a. Coordinate with the college public relations director to advertise all Student Government Association activities.
- b. Attend all Student Government Association functions and make pictures.
- c. Maintain a Student Government Association scrapbook.

STUDENT NURSES ASSOCIATION

The Northeast Chapter of the Student Nurses Association is a constituent of the Alabama Association of Nursing Students and the National Student Nurses Association. The purposes of the club are:

- (a) to assume responsibility for contributing to the profession of nursing in order to provide for the highest quality health care;
- (b) to provide programs representative of current professional interests and concerns, and,
- (c) to aid in the physical, psychological, social, and moral developments of the person.

Membership is composed of nursing and pre-nursing students. Sponsor: Stacey Hart, Health Education Building.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Each year students are selected by the faculty and administration for Who's Who Among Students in American Junior Colleges based on academic achievement, service to the community, leadership in extracurricular activities, and potential for success. Selections for Who's Who are made during the fall semester from sophomores enrolled full-time who have a minimum 3.50 grade point average. Contact: Rob Woodall, Pendley Administration Building.

YEARBOOK

Backroads is the Northeast yearbook and is furnished free to all students who attend one or more semesters during the year. A student staff designs the yearbook with the assistance of a faculty sponsor. Monitoring the publication of the yearbook is the responsibility of the yearbook sponsor. Should questions or problems arise, these will be referred to the Student Affairs Committee for a decision. Sponsor: Joan Tucker.



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TOP 10 REASONS FOR COMPLETING COMMUNITY COLLEGE

1. You'll earn more! Students who complete their associate degree or certificate can expect to earn as much as \$8,000 more per year and about \$400,000 more in a lifetime than a high school graduate.¹
2. You'll be prepared! People change jobs up to 10 times in their working lives — and when you are job-hunting, a college credential will always give you an edge.²
3. Credential holders also are more likely to retain jobs. Unemployment for community college graduates is typically 30 percent lower than for high school grads.³
4. You'll encounter fewer barriers to transfer! Many state college systems have articulation agreements that guarantee transfer of community college credits when associate degree students enter state universities. You'll save time and money by not having to repeat courses or take courses you did not know you needed.⁴
5. You'll have the personal satisfaction of reaching your educational goal and having something tangible to show for it—something valued by employers, scholarship officials and transfer recruiters.
6. You'll help reverse a national trend in the declining number of college graduates, and you'll also open doors for your children. Children of college graduates are more likely to graduate themselves.⁵
7. You and your family's health will improve. Research links greater educational attainment to longer life, healthful eating, exercising and avoiding risk factors. Better-educated people are quicker to change behaviors in response to new evidence. Better-educated people have higher incomes, making them more likely to have health insurance and live in safer neighborhoods with better access to recreational facilities and grocery stores.⁶
8. You will be more likely to promote environmental sustainability.⁵
9. You'll be more likely to volunteer, vote, contribute to charity, serve on boards and run for office.⁵
10. You'll be an educated, prepared and higher-paid employee, providing support for federal, state and local governments and helping the national workforce be competitive and productive in the global economy.⁵

For more information about Community College Completion Corps (C4) contact:

Brad Fricks
Phi Theta Kappa Advisor
fricksb@nacc.edu

Fiction: You can get a good job without finishing college.

Fact: 60 percent of jobs by 2020 will require a college credential.

1 U.S. Census Bureau, 2005 data

2 Rosenberg McKay, D. "How Often Do People Change Careers?" Guide to Career Planning since 1997 (2006)

3 Internationally, College Graduates Fared Better During Recession, *Chronicle of Higher Education*, September 2010

4 The National Center for Public Policy and Higher Education, American Association of Community Colleges, The National Articulation and Transfer Network

5 With Their Whole Lives Ahead of Them, A Public Agenda Report for The Bill & Melinda Gates Foundation

6 Robert Wood Johnson Foundation's Commission to Build a Healthier America

Northeast Alabama Community College



CAMPUS MAP



GEND:

Annex	LY	Tom Bevell Lyceum	P = Parking
Harry Campbell Business Education	MT	Math, Science, Engineering Technology	
English	PA	Charles M. Pendley Administration	
William M. Beck Health & Fine Arts	SC	Student Center	
Health Education & Technology Center	SS	Social Science	
Industry Training Center	TC	Technology Center	
Industrial Systems Technology	WA	George C. Wallace Administration	
E. R. Knox Science	WD	Workforce Development	
Cecil B. Word Learning Resources Center			



**NORTHEAST ALABAMA
COMMUNITY COLLEGE**
Application for Admission
P.O. Box 159 Rainsville AL 35986
256-638-4418 or 256-228-6001 Extensions: 2222 or 2260

According to State Board Policy 801.01: Admission; All new/readmission students must provide one Primary Form of Documentation for Admission to Alabama Community Colleges. Documentation must be submitted in person to the admissions office -OR- a legible copy must be provided by mail or electronic submission. All International Students must provide an acceptable VISA. Registration for classes will not be allowed until the Admissions Office has received appropriate documentation.
DL # _____

PLEASE PRINT

Have you previously attended Northeast? Yes No When would you like to attend? Fall Spring Summer YEAR _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

LEGAL NAME: _____
First Name Middle Name Last Name

Former Names Used if Applicable (please include first, middle, last) _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
Month Day Year City State

EMAIL ADDRESS: _____

MAILING ADDRESS: _____
Street, RFD, or P.O. Box City State Zip Code

RESIDENCY: Instate Out-of-State HAVE YOU LIVED IN ALABAMA FOR AT LEAST A YEAR? Yes No County _____

PHONE NUMBERS: _____ Are you willing to receive text messages from the college? Yes No
Home Cell

EMERGENCY CONTACT: _____
Name Phone Number

HIGH SCHOOL: _____
Name of High School City State Year of Graduation

GED: Have you earned a GED? Yes No TRANSIENT STUDENT _____
Year State Name of college presently attending

COLLEGE: LIST ALL COLLEGES PREVIOUSLY ATTENDED (MOST RECENT FIRST)

Name of College	City, State

Are you on suspension from the last college you attended? Yes No
Do you have college credit you would like to have evaluated for transfer? Yes No

SEX: Male Female VETERAN: Yes No DID YOUR PARENTS ATTEND COLLEGE? Yes No

CITIZENSHIP: U.S. Citizen Resident Alien International Student Country _____ F1 VISA Yes No

ETHNICITY: Hispanic/Latino Not Hispanic/Latino RACE: White Black/African American Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander Other _____

PLEASE READ CAREFULLY and SIGN / DATE
This gives my permission to release my name and hometown to the media in the event I qualify for the President's or Dean's 'Student Honor List'. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to withhold credits and/or refuse admission. My signature gives permission for Northeast to obtain all pertinent high school records or academic records. I certify that I have complied with the provisions of the United States Military Selective Service Act (50 U.S.C.App 453) by having registered with the Selective Service Board or that I am not yet 18 years of age and I will register when required by law to register. (This certification is required by the State of Alabama Legislative Act 91-584.)
SIGNATURE _____ DATE _____

PLEASE NOTE: Students will be scheduled to complete the COMPASS Placement Test, if applicable. High school transcript or GED test scores, and all college transcripts must be submitted to complete admissions file. Qualified applicants will be considered without regard to race, color, sex, religion, creed, national origin, age, or disability. Anyone with a disability who needs assistance in completing this application should contact Admissions Office, Katelin Miller ext. 2322.

GOAL YOU WISH TO ACHIEVE:

Earn a degree (AA or AS) and transfer to another college/university

Earn an AAS degree for immediate entry into the workforce

Complete credits/courses for transfer to another college/university without earning a degree

Take courses as a transient student

Take courses for personal interest and self-enrichment

Update skills for a job I presently hold

Earn a certificate for immediate entry into the workforce

Other

Please check your program of study

Select one major

Academic Transfer - The General Education Core for the

Associate in Art Degree (AA)

- Art History (ARH)
- Art Studio (ARS)
- Art Studio – B.F.A. (ASB)
- English – B.A. (ENG)
- General or Pre-Liberal Arts (GPL)
- Music (MUS)
- Theatre (THR)

Academic Transfer - The General Education Core for the

Associate in Science Degree (AS)

- Accounting (BUS)
- Agribusiness Economics (BUS)
- Agricultural Business and Economics (AGB)
- Agronomy and Soils (ASO)
- Animal and Dairy Science (AND)
- Apparel Merchandising, Design & Productivity (BUS)
- Applied Mathematics (MTH)
- Architecture (ARB)
- Athletic Training (ATH)
- Behavioral Science (PSY)
- Biochemistry (CHM)
- Biology (BIO)
- Biomedical Sciences (BIS)
- Building Sciences (BLD)
- Business (BUS)
- Business Education (BUS)
- Chemistry (CHM)
- Clinical Laboratory Sciences/Medical Technology (CLS)
- Communication Studies or Speech (COM)
- Computer Information Systems (CST)
- Computer Science (CST)
- Criminal Justice (CRJ)
- Economics (BUS)

EDUCATION

- Art Education (EDA)
- Biology Education: Middle/High School (EDB)
- Chemistry Education: Middle/High School (EDC)
- Early Childhood Education (EED)
- Elementary (ELE)
- English/Language Arts Education: Middle/High School (EDE)
- General Science Education: Middle/High School (EDG)
- Health Education: Middle/High School (PED)
- History Education: Middle/High School (EDH)
- Mathematics Education: Middle/High School (EDM)
- Music Education: Middle/High School (EMU)
- Physical Education: K-12 (PED)
- Physics Education: Middle/High School (EDP)
- Social Studies Education: Middle/High School (ESS)
- Spanish Education: Middle/High School (EDS)
- Special Education (SPE)

ENGINEERING

- Engineering – Aerospace (ARO)
- Engineering – Biomedical –UAB Only (EBM)
- Engineering – Biosystems –AU Only (BYS)
- Engineering – Chemical (PCH)
- Engineering – Civil (CIV)
- Engineering – Computer (PEC)
- Engineering – Computer Science Option (PEG)
- Engineering – Electrical (EPE)
- Engineering – Industrial (TTE)
- Engineering – Materials (EMA)
- Engineering – Mechanical (MEC)
- Engineering – Polymer and Fiber (PFE)
- Environmental Science (EVS)

- Exercise Science & Wellness (EXW)
- Family & Consumer Sciences (FSU)
- Fisheries Science -AU Only (FIS)
- Food and Nutrition (N&F)
- Foreign Language (EDS)
- Forestry Management-Forest Science (FMF)
- Forestry (FST)
- General Studies in Human Environmental Sciences (FSU)
- Geology (CHM)
- Health and Wellness Management (EXW)
- Health, Physical Education, and Recreation (PED)
- History (HIS)
- Horticulture (HOR)
- Human Environmental Science (FSU)
- Industrial Hygiene (INH)
- Information Systems (BUS)
- Lab Technology (CLS)
- Mathematics (MTH)
- Meteorology (PHY)
- Nutrition (N&F)
- Physics (PHY)
- Political Science (POL)
- Poultry Science (POS)
- PRE-MEDICAL
 - Pre-Dentistry (PME)
 - Pre-Medicine & Pre-Dentistry (PME)
 - Pre-Nursing – RN/LPN (PNU)
 - Pre-Nursing – Transfer (TNU)
 - Pre-Occupational Therapy (OCT)
 - Pre-Optometry (POP)
 - Pre-Pharmacy (Auburn) (PPH)
 - Pre-Pharmacy (Samford) (PSU)
 - Pre-Physical Therapy (PHT)
 - Pre-Physician Assistant (PPA)
 - Pre-Respiratory Therapy/Cardiopulmonary Sciences (RTE)
 - Pre-Veterinary Medicine (PVE)
- Psychology (PSY)
- Radiologic Sciences (RAD)
- Religious Studies (REL)
- Social Work (SWK)
- Speech (COM)
- Speech Pathology (SPH)
- Sports and Fitness Management (EXW)
- Textile Management (TEX)
- Wildlife Science (WLD)

Associate in Applied Science Degree (AAS)

- Allied Health Programs - to complete at another institution (PAH)
(Physical/Occupational Therapy Assistant, Respiratory Therapy, Veterinary Technician, Radiologic Technician, Ultrasound Technician, Dental Hygiene, Health Information Technician, Funeral Science, Clinical Lab Technician, etc.)
- Business Management and Supervision (BMS)
- Computer Information Systems (CIS)
- Child Development (CHD)
- Criminal Justice (CJA)
- Drafting and Design Technology (DDT)
- Emergency Medical Services (EMP)
- Engineering Technician (ENT)
- Industrial Electronics Technology (ILT)
- INDUSTRIAL SYSTEMS TECHNOLOGY OPTIONS
 - Electrical and Instrumentation (ISI)
 - Multi-Skilled (ISS)
 - Welding (ISW)
 - Machining Option (ISO)
- Medical Assistant (MAT)
- Nursing (NUR)
- Office Administration (OAD)
- Office Administration Medical Office Option (OAM)
- Office Administration Paralegal Option (OAP)
- SALON & SPA MANAGEMENT OPTIONS
 - Cosmetology (SMC)
 - Massage Therapy (SMT)
 - Esthetics (SME)



NORTHEAST ALABAMA
COMMUNITY COLLEGE

Admissions Office
P.O. Box 159 Rainsville AL 35986
256-638-4418 or 256-228-6001 Extensions: 2222 or 2260

TRANSCRIPT REQUEST

Send this completed form to the high school from which you graduated, the agency where you took your GED exam, or any college(s) you have attended in order to request an official transcript of your academic record.

PLEASE PRINT

SS#	Date of Birth	Full Name under which enrolled
Check one (1) box. Please use a separate form for each request		
<input type="checkbox"/> High School	High School Name	Year of Graduation
<input type="checkbox"/> College	Previously attended College	Year(s) attended

Please send one (1) copy of the following to:
NORTHEAST ALABAMA COMMUNITY COLLEGE
OFFICE OF ADMISSIONS
PO BOX 159
RAINSVILLE AL 35986

- Official college transcript
- High School Transcript (ACT scores)
- GED
- COMPASS test scores
- Transient Letter/Letter of Good Standing
- IEP, ADA, or SOP information (for Disability Services office)

Student Signature _____ Date _____

All transcripts MUST be sent directly from the forwarding institution to the Office of Admissions.
Faxed documents may be sent to 256-638-6043.



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STUDENT DATA CHANGE

PLEASE PRINT

Student Number (or SS#)		Student Name	
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Provide current information below

<input type="checkbox"/> Name Change	New first, middle, and last name	
	Previous name used on our records	

<input type="checkbox"/> Mailing Address and Phone Number Change	New mailing address	
	Residency	<input type="checkbox"/> In-state County _____ <input type="checkbox"/> Out-of-State
	Phone number	
	Alternate phone number if applicable	

Student Signature _____ **Date** _____