Dear Student:

The choices we make each day shape our future. Your choice for a successful future begins at Bessemer State Technical College. Choosing to become a BSTC student, will have a profound and positive impact on your future career and educational opportunities.

By enrolling in our college you have chosen to surround yourself with our dedicated faculty and staff, each of whom is ready to help you focus on meeting your personal and professional goals and objectives. Your choice has also allowed you to take advantage of the latest technology and a comprehensive curriculum designed to promote your maximum potential.

No matter what program you are enrolled in, or what degree you seek, the choice to attend Bessemer State Technical College will ultimately prove beneficial. By choosing our college, you have guaranteed yourself a solid base for your future. Thank you for choosing Bessemer State Technical College.

[Signature]

Governing Agency
Alabama State Board of Education

Accrediting Agency
Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
(800) 917-2081 (770) 396-3898

Certifying Agencies
Air Conditioning and Refrigeration Institute
American Dental Association
American Welding Society
Alabama Board of Nursing
National Automotive Technicians Education Foundation, Inc. (NATEF)
National League for Nursing Accrediting Commission (NLNAC)
61 Broadway
New York, NY 10060

Bessemer State Technical College is a Candidate for Accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees.
## Fall Semester 2004
- Local Professional Development: August 19
- Faculty Duty Day: August 20
- Faculty Duty Day (Registration): August 23
- Classes Meet: August 24-31
- Classes Meet: September 1-3
- Holiday, Labor Day: September 6
- Classes Meet: September 7-30
- October 1-29
- Holiday, Veterans Day: November 11
- Classes Meet: November 12-19
- Statewide Professional Development: November 22-24
- Holidays, Thanksgiving: November 25-26
- Classes Meet: November 29-30
- Classes Meet: December 1-13
- Final Exams: December 14-20
- Holidays, Christmas-New Year's: December 21-January 3, 2005

## Spring Semester 2005
- Local Professional Development: January 4
- Faculty Duty Day: January 5
- Faculty Duty Day (Registration): January 6
- Classes Meet: January 7-14
- Holiday, King/Lee: January 17
- Classes Meet: January 18-31
- Classes Meet: February 1-28
- Classes Meet: March 1-18
- Holidays, Spring: March 21-25
- Classes Meet: March 28-31
- Classes Meet: April 1-27
- Final Exams: April 28-May 4

## Summer Semester 2005
- Faculty Duty Day (Registration): May 5
- Classes Meet: May 6-27
- Memorial Day: May 30
- Classes Meet: May 31
- Classes Meet: June 1-17
- Independence Day: July 4
- Classes Meet: July 5-29
- Classes Meet: August 1-10
- Final Exams: August 11-15
- Faculty Duty Days: August 16-18

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Each student must assume complete responsibility for complying with the instructions and regulations set forth in the 2004-05 Student Handbook and General Catalog, for selecting the courses which will permit him/her to achieve his/her educational objectives, and for satisfying prerequisites for any course which he/she plans to take. Faculty advisors and counselors are available to assist a student in planning his/her program. Failure to read the catalog/student handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the catalog/student handbook are subject to change without prior notice.

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

History

During the 1963 session of the Alabama Legislature, a tax was approved that created a comprehensive system of technical colleges and institutes. Recognizing the urgent need to provide technical and skill training for persons in Jefferson County, Bessemer business and industrial leaders and city officials proposed a resolution to the State Department of Education requesting that Bessemer be selected as the site for one of the technical institutes. The resolution was approved in the fall of 1963.

After a 34-acre site on US Highway 11 South was selected, the city of Bessemer purchased the property and deeded the property to the Alabama Trade School and Junior College Authority.

On April 4, 1966, the college, known then as the State Vocational-Technical School, accepted its first 47 day and 30 night students, in six programs of study. Although its first official name was the John R. Pelham Technical-Trade School, on August 16, 1966, the name was changed by legislative action to Bessemer State Technical Institute. Bessemer Tech was accredited by the Commission on Occupational Education Institutions (COEI) of the Southern Association of Colleges and Schools in 1972 and in August, 1973, achieved college status. Accreditation enabled Bessemer State Technical College to award an Associate in Applied Technology degree. In 1995, COEI separated from the Southern Association of Colleges and Schools to form the Council on Occupational Education (COE). Today, Bessemer State Technical College (BSTC) is accredited by the Council on Occupational Education.

In order to meet the demands created by a rapidly increasing student body, the city of Bessemer acquired and donated an additional 23 acres of property in 1973 to allow for future expansion of the college. Construction on the new property began in 1975. Additions were added in 1975, 1977, 1978, 1993, and 1998.

Today, Bessemer State Technical College (BSTC) is Alabama’s largest technical college.

Philosophy

Bessemer State Technical College was created by legislative act for the purpose of providing skill and technical training for the citizens of Alabama. The college has adopted a philosophy that meets this mandate.

Bessemer State Technical College provides education that will train an individual for meaningful employment, leadership, and citizenship. The college is committed to the development of the individual's ability to think clearly and critically, to communicate effectively, and to use various disciplines to solve the problems that face a productive worker. The college operates according to the principle that theory and knowledge gained in the classroom should be reinforced by practical experience in shops and laboratories and that safe work practices will be strongly emphasized. The college believes that the necessary skills and knowledge can be acquired best under the instruction and supervision of an instructor who is proficient in his/her field.

There are three primary groups served by the college.

1. Students who attend on a full-time basis;
2. Students who attend on a part-time basis;
3. Students who attend special industry courses offered through both the regular programs and short-term industrial programs.

In all cases, the emphasis includes quality instructional programs and support services. Therefore, the institution seeks to offer training that is designed to meet the needs of students with varied educational backgrounds and wide ranges of interests, aptitudes, and abilities; to furnish a disciplined environment conducive to learning; to provide proficient instructors who offer leadership, guidance, and inspiration.

Vision Statement

Bessemer State Technical College strives to exceed the expectations of our constituents for technical education and lifelong learning opportunities. Our faculty and staff are committed to respect for individuals, continuous quality improvement, and the efficient use of resources. The organization is guided by the following core values:

Value Statements

Institutional values represent a set of cultural criteria that describes the beliefs held by a college community. At Bessemer State Technical College, each member of the college community is committed to the following beliefs from which our vision, mission, and goals evolve:

The Bessemer State Technical College community believes that each individual has the capacity for learning and success.

We believe that technical training and academic preparation must be relevant, adequate, and timely, and that excellence must permeate all educational endeavors.

We believe that community and business participation is vital to all of our educational ventures.

We believe that, in addition to quality technical training and academic preparation, we must promote among our customers an attitude of lifelong learning along with the development of strong interpersonal skills including:

- Critical and creative thinking and problem solving,
- Personal and workplace ethics,
- Verbal and written communication skills,
- Employability skills,
- Teambuilding skills,
- Goal-oriented action.

We believe that all of our activities must be planned and executed with customer service in mind.

We believe in and encourage the on-going professional development of our faculty and staff.
The Campus

Bessemer State Technical College occupies approximately 50 acres of rolling, wooded property in southwestern Jefferson County. The main campus is composed of 34 acres and is connected with the north campus by a drive paralleling the interstate system.

Campus Buildings and Facilities

The campus of Bessemer State Technical College is comprised of eight buildings. The buildings and the functions they contain are as follows:

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

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

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

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

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

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

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


Workforce Development

For over 21 years, Bessemer State Technical College has been actively involved in specialized/custom training courses, competency testing, and consulting for both business and industry. All three of these services have been offered with great success to companies in the Birmingham area, the State of Alabama, and the Southeastern United States.

The College has the capability through its Corporate Services Division to develop a unique training program or testing program for any company and to administer the program at the company’s facility or at the college. The services offered include the following:

A Quality Product—Bessemer State Technical College provides educational programs that span the occupational spectrum. Training begins with entry-level skills, moves into specialized technologies, and includes retraining that provides for individual advancement.

Start-Up Training—The college offers start-up training which is implemented before, or immediately after, the employee is hired. The program assures quality training standards that will provide for a productive employee without additional on-the-job training or a time consuming break-in period.

Program Flexibility—On-site training is just one aspect that has earned Bessemer State Technical College a reputation of flexibility in meeting the needs of business and industry in Alabama. Scheduling, location, and instructor utilization are all tailored to specific needs. One-time sessions, on-going instruction, or around-the-clock training can be provided by the college.

Enrichment Programs—Bessemer State Technical College offers programs to enrich employee skills in traditional or non-traditional areas. Training in CPR, first aid, management, technical areas, word processing, and the like, are just a few of the topics of interest and benefits available to both the employee and the employer.

Saving Dollars—One of the best characteristics of Bessemer State Technical College’s program is its reasonable cost. The College is nationally recognized for its long-standing commitment to quality and low-cost business and industry training programs.

The Corporate Services Division at Bessemer State Technical College welcomes the opportunity to assist any company with its training, testing, and consulting needs.

Contact the Workforce Development Office at (205) 426-7310 or (205) 426-7312.
Admission Policies

Admission of First-Time Students

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or native student.

Admission to Course Creditable Toward an Associate Degree

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

1. Hold the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

2. Hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and have passed the Alabama Public High School Graduation Examination; or

3. Hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

4. Hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

5. Hold a GED Certificate issued by the appropriate education agency.

A student who meets one of the above criteria shall be classified as a "degree-eligible" student.

The college may establish additional admission requirements when student enrollment must be limited or to assure ability to benefit.

Admission to a Course Not Creditable Toward an Associate Degree

An applicant to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable toward an associate degree may be admitted provided he/she meets the above standards or provided he/she is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and has specifically documented ability to benefit.

For additional information regarding ability to benefit, contact the Admissions Office.

The student shall be classified as a "non-degree-eligible" student and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met.

The college may establish higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit.

Unconditional Admission of First-time College Students

For unconditional admission, an applicant must have on file at the college a completed application for admission and at least one of the following:

1. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

5. An official GED Certificate.

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

For admission to a course not creditable toward an associate degree, an applicant with less than a high school diploma or GED must also have on file documented ability to benefit.

Conditional Admission of First-Time College Students

A first-time college applicant who does not have on file at the college at least one of the following will be granted conditional admission:

1. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

5. An official GED Certificate.

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

The admissions criteria for the Licensed Practical Nursing program are outlined in the Licensed Practical Nursing section of this handbook/catalog.

Admission of Transfer Students

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of a first-time college student.

A transfer student who meets the requirements for admission to a course creditable toward an associate degree shall be classified as a "degree-eligible" student.

A transfer student who does not meet these requirements shall be classified as a "non-degree-eligible" student.

Unconditional Admission of Transfer Students

1. For unconditional admission, a transfer student must have submitted to the college an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended. If the transfer student does not hold an Associate Degree or higher, he or she will be required to submit an official high school transcript or proof of a GED Certificate.

2. A transfer student who attended another postsecondary institution and who seeks credit for transfer to the parent institution may be admitted to the college as a transient student. A student must submit an application for admission and an official letter from the institution he/she attended that certifies that the credits earned at the college will be accepted as a part of the student's academic program. Such a student is not required to file transcripts of his/her previously earned credits at other postsecondary institutions.

3. An applicant who has completed a baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

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

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

Initial Academic Status of Transfer Students

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.

2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

3. An applicant who has been academically suspended from another regionally 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 a transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL -- ACADEMIC PROBATION.

Transfer of Credits, General Principles

1. 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 equivalent for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admission Officers, and the National Association of Foreign Student Affairs.

2. A course completed at another regionally or Council on Occupational Education accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer student from a college not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credit after completing 15 semester hours with a cumulative GPA of 2.0 or above.

3. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.

4. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
Admission of International Students

For information regarding the admissions criteria and requirements for non-resident, international applicants, please contact the Director of Admissions by calling 428-6391, ext 359. Administrators at Bessemer State Technical College review admission applications from international students to validate mutual compliance with all state and federal policies pertaining to admission of non-resident students.

Early Admission for Accelerated High School Students

Bessemer State Technical College offers qualified high school juniors and seniors the opportunity to enroll in a special academic program. During the junior and senior years in high school, the student may take courses that fulfill college requirements. Upon graduating from high school, the student may continue at Bessemer State Tech or transfer courses to another postsecondary institution, if applicable. An important point to remember is that the content and teaching methodology of all classes must be taught at the college level.

Eligibility

A high school student is eligible for early admission if he/she meets all of the following criteria:

1. The student must have successfully completed the 10th grade.
2. The student must provide a certification from the local principal and/or his or her designee each term certifying that the student has a minimum cumulative "B" average and recommending that the student be admitted under this policy.
3. 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.)
4. The student who attends a non-accredited high school must also have a minimum ACT score of 16.

All college credit completed at Bessemer State Technical College prior to earning the high school diploma or GED is conditionally awarded. The student's transcript will read CONDITIONAL CREDIT until an official high school transcript showing the date of graduation has been received by the college.

Exceptions may be made to requirements 1 and 3 for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth.

Dual Enrollment

On April 24, 1997, the Alabama State Board of Education authorized local boards of education to establish dual enrollment/dual credit programs allowing qualified high school students to enroll in postsecondary institutions in order to dualy earn credits for a high school diploma and/or a postsecondary degree. An important point to remember is that the content and teaching methodology of all courses will be at the college level. Enrolled students must pay normal tuition as required by Bessemer State Technical College.

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

1. The student must be in grade 10, 11, or 12.
2. The student must have a "B" average in completed high school courses. (Students must submit a high school transcript of their dual enrollment application.)
3. The student must have written approval of the local principal and superintendent of education for each term.
4. The principal's and superintendent's written approval must indicate what course is to be taken at Bessemer State Technical College for that term.
5. Parental permission and travel for courses offered away from the high school campus during the normal school day will be administered under the auspices of local boards of education.

Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between Bessemer State Technical College and the local board of education.

Students must receive approval from the college's Admissions Office prior to registering for courses.

Procedure for Admission

1. An applicant must obtain an application from the Admissions Office located in the Student Services Center, Building A. The application must be completed, signed, and submitted to the college as early as possible prior to the planned term of enrollment.
2. A first-time college applicant must request an official transcript from the high school attended or have an official GED Certificate mailed to the Admissions Office.
3. A transfer student must request colleges or universities previously attended to mail official transcript(s) of academic records directly to the Admissions Office.
4. Upon receipt of the application, the applicants take the COMPASS assessment unless he/she is exempt in accordance with State Board policy.
5. An applicant accepted for admission will be notified and provided directions for registration.

Note: Application and admission policies and procedures for individual programs may vary slightly. Consult program specific information for details.

Assessment

Each student who enrolls for more than four semester credit hours or eight weekly contact hours per semester/term will be administrated the COMPASS computerized assessment instrument and placed at the appropriate developmental level as indicated by the assessment results. The college provides appropriate developmental courses and other support to assist students who have deficiencies.

A student who meets one of the following criteria may be exempt from the assessment requirement:

1. Scores 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and math and enrolls in a System college within three years of high school graduation;
2. Has an associate degree or higher;
3. Transfers degree-creditable college-level English or mathematics courses with a grade of "C" or better;

4. Is a senior citizen, undeclared, or other non-degree seeking major who is taking classes for vocational reasons only;

5. Enrolls in certain short certificate programs having no English or mathematics requirements;

6. Has completed required developmental coursework at another Alabama College System institution within the last three years;

7. Enrolls in audit classes only;

8. Can provide documentation of assessment (COMPASS or ASSET) within the last three years;

9. Is a transient student;

10. Is a dually enrolled high school student in English or math.

Credit Awarded Through Non-Traditional Means

College credit may be awarded through non-traditional means (i.e., credit awarded for prior learning from which the skills that comprise courses—terminal objectives—are mastered to an acceptable degree of proficiency. Credit awarded through nontraditional means for academic transfer courses may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY).

Credit awarded through non-traditional means for non-academic transfer courses may only be awarded through portfolio review after approval by a prior learning assessment specialist at the college.

Not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the college.

Prior Learning Assessment (PLA)

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Course credit earned through prior learning shall be noted on the student’s transcript as having been awarded through PLA.

There shall be a charge of $25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the $25 fee applies to each review of the documentation.

Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course.

Credit may not be awarded twice for the same learning.

Advanced Placement Credit

Bessemer State Technical College awards credit based on nationally recognized advanced placement examinations. A maximum of 20 semester hours of credit may be awarded and applied toward graduation. A student desiring to apply for advanced placement must have test scores sent directly to the college’s Admissions Office from the appropriate testing agency.

Advanced Placement Test (AP)

The college awards credit for an Advanced Placement course taken in high school with a score of 3 or higher on the national examinations of the College Entrance Examination Board’s Advanced Placement Program.

The college offers a student who enters an occupational program and can document previous education or experience in the occupation an opportunity to receive advanced placement credit based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

College-Level Examination Program (CLEP)

Bessemer State Technical College awards credit for CLEP Subject Examinations with a minimum of 50 percent or higher earned on each exam. A student may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to the Admissions Office for evaluation. Approved subject examinations and their Bessemer State Tech equivalents are as follows:

<table>
<thead>
<tr>
<th>CLEP Subject Examination</th>
<th>BSTC Equivalent</th>
<th>Hours Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>PSY 200</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>ENG 101</td>
<td>3</td>
</tr>
</tbody>
</table>

Registration

Each student is encouraged to pre-register each semester/term. A new student who is accepted for admission will be notified of the pre-registration date(s). Due to the demand for many programs and/or courses, it is imperative that each student pre-register during the designated time. A student who is unable to pre-register during the period assigned or who decides not to enroll, should contact the Admissions Office or his/her faculty advisor.

Pre-registration dates for each semester/term are announced in the college’s publications and written correspondence to faculty/staff and students. For additional information, which includes steps for completion of registration, each student should see his/her faculty advisor or contact the Registrar’s Office.

To pre-register or register, a student must meet with his/her faculty advisor who will review his/her course of study and approve his/her schedule for the semester/term. Approval is indicated by entry of the class schedule in the CMDS computer system.

Next, each student will pick up his/her approved schedule and charges in the Registrar’s Office. Registration is completed with the payment of tuition and fees. A student may be required to go to the Office of Student Financial Services for payment authorization before proceeding to the college Cashier in the Bookstore to complete the process.

A student will not be allowed to attend classes until his/her financial obligations have been met.

A student cannot reserve space in classes without paying tuition and fees. A returning student who does not register prior to the first day of class will be charged a late fee.

Re-enrollment of Students

A student who has not maintained continuous enrollment (i.e., has dropped during the previous semester/term, has not been enrolled for one or more semesters/terms, or has graduated from the college) and wishes to re-enroll must apply for re-entry in the Admissions Office. Re-enrollment must be approved by the admissions administrator. If continuous enrollment is not maintained, graduation requirements may change.
ACADEMIC AFFAIRS

Academic Bankruptcy

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
   a. If fewer than three calendar years have elapsed since the semester/term for which a student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken during one semester/term provided he/she has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily during the semester/term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
   b. If three or more calendar years have elapsed since the most recent semester/term for which a student wishes to declare bankruptcy, a student may declare academic bankruptcy on all coursework taken during 1-3 semester/term(s) 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 in the cumulative grade point average.

2. When academic bankruptcy is declared, the term, "ACADEMIC BANKRUPTCY," will be reflected on the transcript for each semester/term affected.

   When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation, and the transcript will be stamped, "Academic Bankruptcy Implemented."

3. A student may declare academic bankruptcy only once.

4. 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.

Academic Failure

The college wants every student to be successful in his/her studies. It is important for a student who is not meeting his/her academic goals to take advantage of advising and academic services offered by the college. Should a student begin failing a course, it is his/her responsibility to schedule a conference immediately with his/her instructor to discuss the matter.

Academic Honors

Bessemer State Technical College provides selected academic honors to recognize and promote notable student achievements. These academic honors will include the following:

Dean's List

The Dean's List is compiled at the end of each semester/term. Requirements for the Dean's List are (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in each semester/term's GPA. However, developmental courses will not count toward the minimum course load requirement.

President's List

The President's List is compiled at the end of each semester/term. Requirements for the President's List are (1) a semester grade point average of 4.0 and (2) completion of a minimum course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in each semester/term's GPA. However, developmental courses will not count toward the minimum course load requirement.

ACT WorkKeys

The ACT WorkKeys assessment is designed to identify a student's level of skill in Applied Mathematics, Applied Technology, Reading for Information, and Locating Information. Each program's advisory committee determined the skill levels a student should accomplish before graduation. The college has developed courses, BSS 115, WKO 101, and BSS 220, to help students achieve the recommended skill levels. All new award seeking students are required to take WKO 101 during their first term. If students are unable to take WKO 101 during their first term at the college, they must receive approval from Charles Murray, assistant Dean for Instruction, prior to the start of the term.

Students seeking a short certificate are also required to take BSS 115. In addition, students seeking a long certificate, diploma, or associate degree are required to take BSS 220.

If a new student fails to take the skill assessments during his/her first term in college, he/she will be flagged during registration for the second term. If a student elects not to take the assessments prior to graduation, his/her transcript will be held by the college.

Attendance

Class attendance is an essential part of the educational process at Bessemer State Technical College. Each student is expected to attend each class in which he/she is enrolled. Absences will be recorded each day that the class meets, including the first day of class. If a student is unable to attend a class regularly, he/she should formally withdraw from that class through the Registrar's Office.

ABSENCES AND TARDIES SHOULD BE RARE and should occur only under the most compelling circumstances. Though a student may register for classes late, he/she will be held responsible for all class work or assignments missed. No student will be penalized if administrative schedule changes are made. In the event an instructor is not present when the class is scheduled to convene, each student must remain in the classroom until the instructor arrives or until official word is received.

EACH STUDENT MUST ATTEND CLASS ON TIME. A student is tardy when he/she is more than five minutes late for a scheduled class or leaves before being dismissed by the instructor.

IT IS THE RESPONSIBILITY OF EACH STUDENT TO KEEP UP WITH CLASS ATTENDANCE. The student should verify his/her attendance and tardies record with the instructor.

It is each student's responsibility to withdraw officially from a class by contacting the Registrar's Office. ANY STUDENT WHO DOES NOT ATTEND CLASS DURING THE DROP/ADD PERIOD WILL BE DROPPED FROM THE CLASS ROLL. Termination or withdrawal from class can affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services.
Once withdrawn from a course or courses during a given term, a student may not re-enroll during the same term without the recommendation of the major instructor and the Dean of Students.

Attendance requirements in programs that lead to board licensing, such as nursing, may differ from the policy set out above.

**Change of Award**

Admission requirements vary depending upon programs of study and types of awards (certificate, diploma, etc.) selected upon admission. Students initially enrolling under the occupational enhancement or personal enrichment admission classification should contact the Admissions Office to determine the documentation necessary to change award types. Unless exempt, students requesting changes from short certificates to diplomas, long certificates, or associate degrees must complete the COMPASS placement exam. Before requesting changes of awards to Associate in Occupational Technologies degrees, students must first complete a diploma in their respective programs of study. The catalog in effect when changes of awards are approved defines curricular requirements for the Associate in Occupational Technologies award.

**Change of Major**

A student who desires to change his/her major course of study must consult with his/her faculty advisor, complete a Change of Major form, and submit the form to the Admissions Office. Approval for a change of major will depend on the recommendation of the Director of Admissions and the availability of training space within the program.

### Class Schedule Change

Changes in class schedules may be necessary under certain circumstances. To make changes in a schedule, a student should follow the procedure that is listed below:

1. Obtain a Drop/Add form from his/her advisor or the Registrar's Office;
2. Record the class(es) he/she wishes to add or drop on the form;
3. Check with the Office of Student Financial Services in order to determine how this change will affect his/her financial assistance if the class load is being dropped below 12 hours;
4. Contact the instructor whose class he/she is adding or dropping so that the instructor may sign and approve the change;
5. Contact his/her faculty advisor for final approval of the schedule change and the advisor's signature. The Drop/Add form must be submitted to the Registrar's Office for processing.

The last day to change a schedule without penalty is the last day of the drop/add period.

### Classification of Students

In order to maintain full-time status, a student must be enrolled for a minimum of 12 credit hours per semester/term. A student who enrolls for fewer than 12 credit hours per semester/term is considered a part-time student.

### Course Auditing

A student desiring to take college courses without earning credit may do so by a process called auditing.

A student auditing classes must fulfill admission requirements as stated in this student handbook/catalog. An "audit" student is required to register and pay the appropriate tuition and fees for the courses audited. The Declaration of Course Audit form must be signed by both the student and instructor and submitted to the Registrar's Office before the end of the drop/add period. Once a student declares a course is "not-for-credit," a student's enrollment in that course cannot be changed back to "for-credit."

An "audit" student will be listed on the official class roll, but is not required to take tests, final examinations, or make reports. The grade for audit will be shown on a student's transcript as "AU." An "audit" student is not eligible for veteran's benefits, WIA, or federal financial assistance. A student who desires to change from credit to audit must officially request a status change before the end of the drop/add period.

### Course Forgiveness Policy

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 semester/term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

It is the student's responsibility to request that the Course Forgiveness Policy be implemented. The student must submit his/her written request to the Registrar.

### Course Overload

The student course load for a full-time student will be 12 to 15 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 Students. A student will not be approved for more than 24 credit hours in any one term.

### Course Withdrawal

To withdraw officially from a class, a student must contact the instructor for that class and complete a withdrawal form. The last day to drop a course without the possibility of negatively affecting a grade point average is the end of the third week after classes have begun. It is the student's responsibility to initiate withdrawal from classes.

### Drop/Add Period

The third class day of the fall and spring semesters/terms is the last day of the drop/add period. The second class day of the summer term is the last day of the drop/add period. All schedule changes must be made on or before this day.

The last day to drop a course without loss of quality points is the last day of the third week of classes each semester/term.
Evaluation

Instructors will give tests, quizzes (oral or written), projects, and work assignments. Scheduled final examinations will be administered during the last week of each semester/term. The examination schedule will be published by the Dean of Instruction.

A student who misses quizzes and examinations is responsible for making arrangements with his/her instructors regarding make-up exams.

Falsification of Records

Any falsifying of records by a student will disqualify him or her from receiving academic credit or earning a graduation award from Bessemer State Technical College.

Financial Information

Tuition and Fees

The following tuition and fees are applicable to all in-state students. Tuition and fee rates are subject to change.

Tuition

$72 per credit hour

$90 per credit hour for Distance Learning*  

*Includes facility renewal and technology fees

Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Facility Renewal Fee</td>
<td>$9 per credit hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$9 per credit hour</td>
</tr>
<tr>
<td>Late Registration Fee**</td>
<td>$25</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Diploma Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>$8 per term</td>
</tr>
<tr>
<td>Student Nursing</td>
<td></td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$15 per year</td>
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<td>Student Dental</td>
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<tr>
<td>Malpractice Insurance</td>
<td>$15 per year</td>
</tr>
<tr>
<td>LPN Testing Fee</td>
<td>$30 per term</td>
</tr>
<tr>
<td>Placement Retest Fee</td>
<td>$8 each test</td>
</tr>
<tr>
<td>Portfolio Assessment</td>
<td>$25 per review</td>
</tr>
</tbody>
</table>

**Assessed on the first day of term

A student may pay tuition, fees, and other institutional charges with cash, personal check, cashier's check, traveler's check, money order, or credit card, subject to institutional restrictions.

Credit card payments may be made by phone.

NOTE: Tuition for out-of-state and international students is double ($136 per credit hour) that for an in-state student. Fees remain the same.

Refund Policy

Definition of Refund

Refunds are amounts paid for tuition, fees, and books that are returned or "refunded" when a student withdraws from classes. Refunds are applicable to tuition and the facility renewal fee. Late registration fees are not refundable. Student insurance premiums are refundable only if the student never attends classes. Refunds to students are paid by check and are available from the Business Office seven to ten days after the Drop/Add form is completed.

Refunds for students receiving federal financial aid are determined in accordance with the Return of Title IV Funds federal policy described in the Student Financial Services section of this student handbook/catalog.

Definition of Withdrawal Date

A student's withdrawal date is the last recorded day of attendance in a class. If all classes are dropped, the latest date of attendance is used in the calculation of the refund.

Partial Withdrawal

A student who does not completely withdraw from the college but drops 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.

State Refund Policy

In accordance with State Board policy, 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 percent of tuition and other institutional charges;
- Withdrawal during second week—50 percent of tuition and other institutional charges;
- Withdrawal during third week—25 percent of tuition and other institutional charges;

Withdrawal after end of third week—No refund.

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.

Books and Supplies

A student who withdraws and who has purchased returnable books and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50 percent of the purchase price.

Alabama National Guard and Reservists Called to Active Duty

A student who is an active member of the Alabama National Guard, a reservist, or who is active duty military who is 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 semester/term due to active duty orders or assignment to another location.

Addition of Classes

A student who adds credit hours during the drop/add period will be charged additional tuition at the applicable rate.
Grading System

Courses for which a student has registered could be assigned one of the letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points</td>
</tr>
</tbody>
</table>

I Incomplete. Required work must be made up no later than the first four weeks of the following semester/term, or the "I" becomes an "F." 0 points

AU Audit. Course taken for no credit. Must be declared by the end of the drop/add period and may not be changed thereafter. 0 points

W Official withdrawal from a course within three weeks of the semester/term. Credit hours will not be averaged into the grade point average. 0 points

WP Official withdrawal after three weeks of a course in which a student is passing at the time of withdrawal. Credit hours will be averaged into the grade point average. 0 points

WF Official withdrawal after three weeks of a course in which a student is failing at the time of withdrawal. Credit hours will be averaged into the grade point average. 0 points

The following grades may be assigned to institutional credit courses such as developmental courses and Training for Business/Industry courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0 points</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0 points</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Bessemer State Technical College computes semester/term and cumulative grade point averages on a 4.0 scale. The grade points for each course are equal to the number of credit hours for the course times the quality points for the letter grade earned in the course.

Grade Definition Quality Points
A (90-100) Excellent 4 points
B (80-89) Good 3 points
C (70-79) Average 2 points
D (60-69) Poor 1 point
F (Below 60) Failure 0 points

The formula for computing a student's grade point average (GPA) is as follows: Total number of quality points earned divided by total number of term credit hours attempted.

(Note: Student Support Services, college developmental, and Training for Business/Industry courses do not affect the cumulative grade point average. These courses are averaged only for the semester/term GPA.)

Here is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hr</th>
<th>Grade (Quality Points)</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>MTH 110</td>
<td>3</td>
<td>C (2 points)</td>
<td>3x2 = 6</td>
</tr>
<tr>
<td>WKO 101</td>
<td>1</td>
<td>A (4 points)</td>
<td>1x4 = 4</td>
</tr>
<tr>
<td>SET 103</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>CIS 146</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>Totals</td>
<td>13</td>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

The tenth week of the semester/term in which a student plans to graduate is the last day to apply as a candidate for graduation (submit an application for graduation).

Graduation Application Deadline

The graduation exercise is held once a year at the end of spring semester. Each student who graduates in the summer, fall, or spring semester/term is invited to participate in the graduation exercise. A student who desires to participate must order a cap and gown through the college Bookstore prior to a published deadline.

All fees and bills for services rendered by the college must be paid to the Cashier's Office before a student is granted an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate.

It is the responsibility of each student to consult with his/her major advisor in scheduling the classes required for completion of graduation requirements.

Associate in Applied Technology Degree Requirements

A student shall be awarded the Associate in Applied Technology Degree upon satisfactory completion of the requirements of the specific program as specified by the college and the State Board of Education.

A student must

1. Satisfactorily complete a minimum of 60 semester hours or more of college credit in an approved program of study, including prescribed general education courses.

2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of the credit hours at Bessemer State Technical College.

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

5. Transfer coursework that is acceptable for credit toward an undergraduate degree and relevant to the degree, 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 degree program. In assessing and documenting equivalent learning and qualified faculty, an institution

submit the signed application to the college's Registrar for processing.

A student shall be awarded the Associate in Applied Technology Degree upon satisfactory completion of the requirements of the specific program as specified by the college and the State Board of Education.

A student must submit the signed application to the college's Registrar for processing.

A graduation exercise is held once a year at the end of spring semester. Each student who graduates in the summer, fall, or spring semester/term is invited to participate in the graduation exercise. A student who desires to participate must order a cap and gown through the college Bookstore prior to a published deadline.

All fees and bills for services rendered by the college must be paid to the Cashier's Office before a student is granted an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate.

It is the responsibility of each student to consult with his/her major advisor in scheduling the classes required for completion of graduation requirements.

Associate in Applied Technology Degree Requirements

A student shall be awarded the Associate in Applied Technology Degree upon satisfactory completion of the requirements of the specific program as specified by the college and the State Board of Education.

A student must

1. Satisfactorily complete a minimum of 60 semester hours or more of college credit in an approved program of study, including prescribed general education courses.

2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of the credit hours at Bessemer State Technical College.

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

5. Transfer coursework that is acceptable for credit toward an undergraduate degree and relevant to the degree, 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 degree program. In assessing and documenting equivalent learning and qualified faculty, an institution

submit the signed application to the college's Registrar for processing.
A student shall be awarded the Associate in Occupational Technologies Degree upon satisfactory completion of the requirements of the Associate in Occupational Technologies Degree upon admission to the college. The student must meet curricula requirements from the catalog in effect when his/her change of award request was approved. Requirements at that time may or may not match those originally in effect upon his/her admission to the college.

### Associate in Occupational Technologies Degree Requirements

The Associate in Occupational Technologies degree is a diploma first award. As such, a student must first meet all requirements for the diploma in his/her program of study before submitting a change of award request to the Registrar’s Office. Once approved, the student’s award will be re-classified as being Associate in Occupational Technologies. To receive the Associate in Occupational Technologies award, the student must meet curricula requirements from the catalog in effect when his/her change of award request was approved. Requirements at that time may or may not match those originally in effect upon his/her admission to the college.

A student shall be awarded the Associate in Occupational Technologies Degree upon satisfactory completion of the requirements of the specific program as specified by the college and the State Board of Education.

A student must:

1. Satisfactorily complete 60 semester hours or more of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of the credit hours at the college granting the degree.
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Transfer coursework that is acceptable toward an undergraduate program and relevant to the degree, 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 program. 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.
6. Complete and submit an Application for Graduation form to the Registrar’s Office prior to graduation.
7. Fulfill all financial obligations to the college.

### Diploma and Certificate Requirements

A student may be granted a diploma or certificate upon satisfactory completion of the requirements of the program as specified by the college in accordance with policies of the State Board of Education.

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of the total semester credit hours or the equivalent quarter hours required in the program at Bessemer State Technical College.
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Transfer credit hours from a regionally accredited institution or institutions comprising The Alabama College System with a minimum grade of “C” in courses creditable toward graduation.
6. Complete and submit an Application for Graduation form to the Registrar’s Office prior to graduation.
7. Fulfill all financial obligations to the college.

### Graduation with Honors

The college provides academic honors to recognize and promote notable student achievement. These academic honors include (1) Graduation Honors for Degrees to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (diplomas and certificates) to include Graduation with Distinction.

#### Graduation Honors for Degrees

Superior academic achievement by a graduating student shall be recognized by the following designations on his or her transcript:

<table>
<thead>
<tr>
<th>Graduation Honors</th>
<th>GPA Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation with Honors</td>
<td>3.50 to 3.69 GPA</td>
</tr>
<tr>
<td>Graduation with High Honors</td>
<td>3.70 to 3.89 GPA</td>
</tr>
<tr>
<td>Graduation with Highest Honors</td>
<td>3.90 to 4.00 GPA</td>
</tr>
</tbody>
</table>

#### Graduation Honors for Other Formal Awards (Diploma or Certificate)

<table>
<thead>
<tr>
<th>Graduation with Distinction</th>
<th>GPA Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation with Distinction</td>
<td>3.50 to 4.00 GPA</td>
</tr>
</tbody>
</table>

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, a student must have completed a minimum of 32 semester credit hours at the college conferring the degree or other formal award.

### Standards of Academic Progress

The Standards of Academic Progress Policy shall apply to all students unless otherwise noted.
The required GPA levels for each student according to the number of hours attempted at the college are as follows:

1. A student who has attempted 12-21 semester credit hours at the college must maintain a 1.5 cumulative grade point average.

2. A student who has attempted 22-32 semester credit hours at the college must maintain a 1.75 cumulative grade point average.

3. A student who has attempted 33 or more semester credit hours at the college must maintain a 2.0 cumulative grade point average.

**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 academic progress.

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

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades.

**Intervention for Student Success**

When a student is placed on Academic Probation, One-Semester/Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for him/her by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

**Application of Standards of Academic Progress**

1. When the cumulative GPA is at, or above, the GPA required for the total number of credit hours attempted at the institution, a student's status is Clear.

2. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, he/she 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, he/she 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, he/she is suspended for one term. The transcript will read: SUSPENDED—ONE SEMESTER.

3. A student who is suspended for one semester may appeal. If, after appeal, he/she is readmitted without serving the one semester suspension, the transcript will read: SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL

A student who is readmitted upon appeal re-enters the institution on Academic Probation.

4. A student who is on Academic Probation after being suspended for one semester (whether he/she 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 he/she achieves the required GPA for the total number of hours attempted.

5. 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 semester/term GPA of 2.0 will be placed on a one-year suspension.

6. A student may appeal a one-semester/term or one-year suspension.

7. 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.

**Process for Appeal for Readmission**

If a student declares no contest to the facts leading to suspension but simply wishes to request consideration for readmission, he/she may submit a request in writing for an "appeal for readmission" to the Appeals Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Appeals Committee, which shall not be considered a "due process" hearing but rather a petition for reaccreditation, he/she shall be given an opportunity to present a rationale and/or a statement of mitigating circumstances in support of immediate readmission. The decision of the Appeals Committee, together with the materials presented by a 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 will be the standards by which such decisions are measured.

**Definition of Terms**

Grade Point Average (GPA)—A number calculated by dividing the sum of quality points by the number of hours attempted during any one semester/term based on a 4-point scale.

Quality Points—Numerical points assigned to a course based on the grade received. A grade of "A" receives 4 quality points per credit hour; "B" receives 3 quality points per hour; "C" receives 2 quality points per hour; and "D" receives 1 quality point per hour.

Cumulative Grade Point Average (GPA)—The grade point average based on all hours attempted at the institution based on a 4-point scale. (Note: Student Support Services, college developmental, and Training for Business/Industry courses do not affect the cumulative grade point average. These courses are averaged only for the semester/term GPA.)

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 semester/term and whose cumulative GPA for that semester/term 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 semester/term was 2.0 or above.

One-Semester Academic Suspension—The status of a student who was on Academic Probation the previous semester/term and who has been previously suspended without having achieved Clear academic status and whose cumulative GPA for that semester/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 semester/term was below 2.0.

One-Year Academic Suspension—The status of a student who was on Academic Probation the previous semester/term and who has been previously suspended without having 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 semester/term was below 2.0.

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

Standards of Academic Progress for Students Enrolled in Institutional Credit Courses

Institutional credit courses are those courses that are not creditable toward a formal award and include Training for Business and Industry courses and courses numbered below the 100 level.

The instructor may assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP). Special Standards of Academic Progress for students enrolled in these courses are as follows:

1. A student who is enrolled in an institutional credit course and who receives a grade of U or IP one semester/term may not take the course a second semester/term until he/she receives special academic advising. This process may include but is not limited to, imposing maximum course limits, requiring a study skills course, and/or prescribing other specific courses.

2. After the second semester/term in which a student receives a grade of U or IP in the same course, a student must appeal through the institution’s appeal process before a student will be allowed to re-enroll in the course.

Standards of Academic Progress for Transfer Students

The following standards of academic progress shall apply to each student who has previously attended another regionally accredited postsecondary institution:

1. A transfer student who is admitted on Clear Academic Status, that is satisfactory progress, is subject to the same standards of academic progress as a first-time college student. Grades accrued at another regionally accredited postsecondary institution are not included in GPA calculations.

2. A transfer student who is admitted on Academic Probation retains that status until he/she has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester/term in which he/she has attempted a total of 12 or more semester credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student will be suspended for one semester/term. The transcript will read SUSPENDED—ONE SEMESTER.

3. If, at the conclusion of the semester/term in which a transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

Repetition of Courses

A student may repeat the same course a second time after receiving a satisfactory grade on the first attempt. However, it is not the intent of this policy to provide a student with multiple opportunities to repeat the same course after receiving a satisfactory grade on the first attempt. A student desiring to repeat a course after receiving a satisfactory grade on the first attempt must request and receive approval from the President or his designee for such course repetition. A student requesting permission to repeat a course must provide sound academic justification for the request.
### STUDENT STANDARDS OF ACADEMIC PROGRESS

#### Required Cumulative GPA Levels

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>GPA Required</th>
<th>Status, If Successful</th>
<th>Status, If Unsuccessful</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-21 Credit Hours</td>
<td>1.5</td>
<td>Clear</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>22-32 Credit Hours</td>
<td>1.75</td>
<td>Clear</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>33 or More Hours</td>
<td>2.0</td>
<td>Clear</td>
<td>Academic Probation</td>
</tr>
</tbody>
</table>

#### Academic Probation

Action taken if required GPA not achieved but current semester GPA=2.0 or Higher
Action taken if required GPA not achieved and current semester GPA=below 2.0
Academic Probation continues
Suspension for one semester (may be appealed)

#### Suspension for One Semester

<table>
<thead>
<tr>
<th>Student Action</th>
<th>Student Status</th>
<th>Status Upon Readmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>No appeal filed</td>
<td>Serves suspension</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>Appeal successful</td>
<td>Readmitted</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>Appeal denied</td>
<td>Serves suspension</td>
<td>Academic Probation</td>
</tr>
</tbody>
</table>

#### Readmission After Having Been Suspended One Semester

Action taken if required GPA for hours attempted not achieved, but current semester GPA=2.0 or higher
Action taken if required GPA for hours attempted not achieved but current semester GPA=2.0
Student remains on Academic Probation
Student suspended for one year. (This action may be appealed and, if successful, the student is readmitted on Academic Probation. If appeal is unsuccessful, student serves suspension and then may be readmitted on Academic Probation.)

#### Academic Bankruptcy

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Action</th>
<th>Provided That</th>
<th>Cautions</th>
<th>Limitations/Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than three calendar years have passed since the semester for which a student wishes to bankrupt.</td>
<td>Bankruptcy on all coursework taken in that one semester. All coursework from that semester disregarded in GPA calculation.</td>
<td>Student has taken at least 18 hours at BSTC after the bankruptcy semester.</td>
<td>No courses in the bankruptcy semester will count toward graduation.</td>
<td>Academic Bankruptcy can only be declared once. Courses remain on transcript and are marked “Academic Bankruptcy.”</td>
</tr>
<tr>
<td>Three or more calendar years have elapsed since the most recent term for which bankruptcy is declared.</td>
<td>Bankruptcy on all coursework may be taken during 1-3 semesters. All coursework disregarded in GPA calculation.</td>
<td>Student has taken at least 18 hours at BSTC after the bankruptcy semester.</td>
<td>No courses in the bankruptcy semester will count toward graduation.</td>
<td>Academic Bankruptcy can only be declared once. Courses remain on transcript and are marked “Academic Bankruptcy.”</td>
</tr>
</tbody>
</table>
General Statement—Federal Financial Aid Programs

It is the philosophy of the federal government that the student and the student's family are primarily responsible for paying the student's cost of education. If the family is unable to pay for part or all of the educational costs, financial assistance programs are available to those who qualify. All students completing the Free Application for Federal Student Aid are considered for the following federal programs:

Federal Pell Grants are funded by the federal government and awarded each term to eligible students. Eligibility is based on the cost of attendance at the college, the student’s enrollment level, and the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid. In the previous award year if the EFC was between 0 and 3,800, students were eligible for a Federal Pell Grant if all other eligibility requirements were met. The value of the grant was between $400 and $4,000 for a 12-month period at Bessemer State Technical College. Pell Grants must be used toward the costs of tuition, fees, books, and supplies. Any balance is given to the student approximately fourteen (14) days into the semester to be used for other school-related expenses such as transportation and living expenses.

Please Remember! During the summer term, refunds are available after July 1.

Federal Supplemental Educational Opportunity Grants (FSEOG) provide a limited amount of money from the federal government for “exceptionally needy” Pell Grant recipients. FSEOG is awarded each term. Student awards range in value from $100 to $900 per year.

Leveraging Educational Assistance Partnership (LEAP) provides a limited amount of money from the federal and state governments for the neediest Pell Grant recipients. LEAP is awarded during the fall and spring terms with awards ranging in value from $300 to $600 per year. Nonresidents must apply for LEAP funds from the State Agency in their home state. The Office of Student Financial Services will provide students with procedures and addresses upon request.

Federal Work Study Programs (FWS) provide part-time employment opportunities to students who have financial need. All eligible students indicating an interest in FWS can be considered for these limited funds. Most job placements are on campus, and work hours are usually after classes each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job availability and job skills as well as the student’s need and desire to work.

Others Types of Assistance

Bessemer State Technical College Scholarships, which cover the cost of tuition and most fees, are available to outstanding students.

- Presidential Scholarships—Currently enrolled students who have completed at least 12 credit hours at BSTC with at least a 3.5 grade point average may apply for this scholarship. Applicants must submit the appropriate application with a letter of recommendation from an instructor by the designated deadline which is made known each term.

- Achievement Scholarships—High school seniors who have an overall grade point average of 3.0 (“B”) or better are eligible to apply. Applications may be obtained from the high school counselors. Applicants must have successfully completed the Alabama High School Graduation Exam and must submit a letter of recommendation and an application by April 15. The Achievement Scholarship is renewable until the completion of the academic program provided the student maintains a 3.0 grade point average.

- Technical Discovery Scholarships—High school seniors with a grade point average of 2.5 or better are eligible to apply. Applications may be obtained from the high school counselors. Applicants must have successfully completed the Alabama High School Graduation Exam and must submit a letter of recommendation and an application by April 15. The Technical Discovery Scholarship will cover the cost of tuition and most fees for one semester.

- Skills USA Scholarships—Scholarship recipients must place 1st or 2nd in the District or State Skills USA tournament in an area for which the college has a program of study.

Senior Adult Scholarships cover the cost of tuition for Alabama residents, aged 60 and above, who register for credit courses. These tuition waivers are given on a space-available basis.

Veteran's Benefits are available for eligible students. See Veterans Affairs at the end of this section for more information.

Emergency Loans may be available on a limited basis to cover tuition and fees for students who are unable to pay the full amount at one time. Students must make monthly payments throughout the semester.

Workforce Investment ACT (WIA)
Contact the Student Development Services Office for information.

Part-time Job Opportunities Off Campus
Contact the Career Services Office for information.

Vocational Rehabilitation (for students with documented disabilities)
Contact a State Vocational Rehabilitation Counselor (426-1294) for information.

Employer Educational Assistance (for students whose employers provide educational benefits)
Documentation of this benefit from the student’s company Personnel or Benefits Office should be provided to the college’s Cashier for billing purposes.

External Scholarships
Listings of scholarships from external organizations, foundations, or companies are available at local libraries, through the Office of Student Financial Services, and at various websites on the Internet.

Student Rights and Responsibilities

A student attending Bessemer State Technical College on financial aid has certain rights and responsibilities pertaining to his/her award.
The student has the right to ask the college:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending the college is, and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- Howfinancial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.
- How much of the financial need, as determined by the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory academic progress, and what happens if he/she is not.

The student has the responsibility to

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

Verification Policy

Students may be selected on a random basis by the federal government or the Office of Student Financial Services to verify the following items: (1) family income, (2) taxes paid, (3) family size, (4) number of family members other than parents attending a postsecondary institution, and (5) any other item identified by the Office of Student Financial Services. Failure to submit the requested documentation will cause the student to forfeit entitlement to the financial aid.

Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified at the time of verification or shortly thereafter by mail, phone, or intercampus communication.

Awarding Policy

Students must have completed all required financial aid forms by the first day of the semester to avoid having to pay the initial costs of tuition, fees, books, and supplies themselves. Financial aid forms and materials submitted after the beginning of the semester will be processed as quickly as possible. Because FSEOG and LEAP funds are limited, awards from these programs are made to the neediest Pell Grant recipients until funds are exhausted. In addition to Pell eligibility, preference is given to students with dependents. Federal Work Study is awarded on an ongoing basis to eligible students with interest in, and the skills required for, the job assignment.

Please Note: If your schedule includes a mini-term course that begins midterm, the amount of the Pell Grant award may change when the mini-term begins. Contact the Office of Student Financial Services to determine if there will be an adjustment to the Pell Grant award.

Satisfactory Academic Progress Policy

When a student who is eligible for Title IV federal financial aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted at the institution or the GPA for that term is 2.0 or above (based on at least 12 semester credit hours or above attempted at the institution during that semester).

Eligible students may receive Title IV federal financial aid for a period of time not to exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary dependent upon whether the student is half-time, three-quarters time, or full-time).

Here is an example for full-time students:

<table>
<thead>
<tr>
<th>Normal Length Allowed On Financial Aid to Complete Program</th>
<th>Number of Terms</th>
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</thead>
<tbody>
<tr>
<td>Normal Length of Program</td>
<td>Number of Terms</td>
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<tr>
<td>~ 6 ~</td>
<td>~ 9 ~</td>
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<td>~ 3 ~</td>
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<td>~ 1 ~</td>
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</tr>
</tbody>
</table>

Each student on Title IV federal financial aid must earn each academic year 2/3 of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. For programs of one academic year or less, student progress will be measured prior to the end of the program. The normal length of time allowed for
specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

Students who do not meet these standards will be ineligible for Title IV federal financial aid.

A Title IV federal financial aid recipient who is enrolled in a development (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 30 semester credit hours of developmental work. The institution shall provide students with an appeal process in accordance with federal regulations.

Other Important Information

Withdrawals, incompletes, and/or repeated classes may result in a probationary term or suspension of federal financial aid because these classes are considered as attempted hours not successfully completed. Transfer hours may have an impact as well.

*Appeal Process: Students wishing to appeal the decision to suspend federal financial aid may do so by completing the Satisfactory Academic Progress Appeal form and submitting it to the Director of Student Financial Services. The student must explain the reason(s) for failure to meet the requirements and submit a plan for improvement.

Return of Title IV Funds When a Student Withdraws

Federal Policy

In Section 484B of the Higher Education Amendments of 1998, Congress wrote new provisions governing what happens to a student’s federal financial assistance if that student withdraws from ALL classes before 60 percent of the semester has passed. By instituting these provisions, Congress and the Department of Education have determined that a student is not entitled to 100 percent of his or her federal grant(s) (Pell Grant and/or Supplemental Grant and/or LEAP funds) until he or she has completed 60 percent of the semester. In most cases, the student will have received 100 percent of his or her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60 percent of the term has passed, he or she will likely owe a portion of the grant back to the grant program.

The amount of federal aid to which the student is entitled is determined by comparing the total number of days the student attended to the total number of days in the semester:

Percent earned = \frac{\text{# of days attended}}{\text{# of total days in the semester}}

To determine the amount that must be returned to the federal program, the percent earned is subtracted from the total award:

100\% \text{ of award} - \text{Percent earned} = \text{Aid to be Returned}

For example, if a student stops attending after 30 days (6 weeks) of a 78-day semester, he or she has earned 38.5 percent of the federal assistance awarded for that term. The unearned portion (61.5 percent) must be returned to the Federal government.

Bessemer State Technical College will return the appropriate percentage of tuition and fees to the federal program. The student must return a portion of any grant funds received or used for items other than tuition, fees, and insurance.

Any grant money a student has to pay back is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with either Bessemer State Technical College or the Department of Education to repay the amount.

The repayment or arrangements for the repayment must be made within 45 days of the date the student is notified of the overpayment, or the student will lose further eligibility for ALL federal aid for attendance at ANY college until the debt is paid in full.

Veterans Affairs

The Office of Veterans Services is located within the Office of Student Financial Services in the Student Services Center. The Office of Veterans Services is responsible for providing assistance to veterans, active duty military personnel, and dependents of veterans enrolled at Bessemer State Technical College. In addition to regular hours, the VA officer is available to veterans on Monday evenings until 7 p.m.

Benefits Available Include

- Counseling
- Assistance in minimizing a student’s transition from a military to a civilian environment
- Referral services
- General and specific information regarding available benefits
- Assistance in filing claims for such benefits
- Reporting of enrollment information

Benefits for Veterans Include

- The Montgomery GI Bill
  - Chapter 34, Chapter 30, Chapter 1606, Chapter 35
  - VEAP (Chapter 32)
- Alabama National Guard Educational Assistance Program (ANGEAP)
- Alabama GI Dependent Scholarship
- Veterans Vocational Rehabilitation (Chapter 31)
- VA Work-Study
- Advanced Pay

All persons utilizing VA educational assistance while enrolled at the college should contact the Office of Veterans Services as soon as initial admission requirements are completed. All questions concerning regulations governing the use of VA educational assistance should be directed to the Veterans Services Officer.

As soon as the course of study and beginning date of enrollment have been determined, a veteran should contact the Office of Veterans Services with his/her discharge papers (Form DD-214), NOBE (for Chapter 1606), marriage license, divorce decree, and birth certificates of any children, if applicable (for Chapter 34). If the veteran/dependent is using Chapter 35, Chapter 31, or the Alabama GI Dependent Scholarship, he/she should also bring the VA file number, and the proper forms and applications for benefits will be completed.

If the veteran/dependent submits an advance pay request for initial funds at least six weeks prior to enrollment, a check (in the student’s name) will be sent to the college for the first two months of eligibility benefits. The veteran/dependent may use these funds for tuition, fees, books, supplies, and other expenses. All other benefit checks will be sent directly to the veteran/dependent’s home or generated through direct deposit.

Any student in the Alabama National Guard or Reserve component is responsible for notifying instructors of orders for military leave. He/she will be
terminated from all classes, and upon return, a Re-entry form will be processed. If the designated time frame for return is not adhered to, the Department of Veterans Affairs will be notified of the termination, and all educational payments will cease. If a veteran terminates educational training before the end of a term, he/she will be liable for repayment of any benefits received during that term.

A veteran receiving VA benefits is required to pre-register for classes. Failure to meet this requirement may result in termination or delay of monthly benefits. It is the student's responsibility to notify the college's VA Services Officer of any change in enrollment.
### STUDENT DEVELOPMENT SERVICES

The Student Development Services Division is committed to helping each student meet his/her goals. The division assists students with admissions, advisement, registration, orientation, academic support services, special needs, intervention services, student activities, and career planning. For information about services and student activities, contact the Dean of Students.

Regular office hours are 8 a.m. to 4 p.m., on Monday through Friday, or by appointment. Extended office hours are 4 p.m. to 7 p.m., Monday and Tuesday.

#### Academic Advisement

As the college liaison for each student, the academic advisor is eager to assist each student with his/her academic or career concerns. The advisor can assist with awareness of resources and opportunities that can enhance a student's chance of academic success. Though each student is responsible for his/her academic and personal plans, the advisor shall show a special interest in student success.

Each student is expected to meet at least once each semester/term with his/her advisor to arrange a schedule of classes for the subsequent semester/term. Visits with the academic advisor not only facilitate matching a student's interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in the major area.

Because each academic advisor has other college responsibilities, it is important that a student checks for specific office hours when the advisor is available for conferences. "Walk-in" time is appropriate for brief topics, questions, or concerns that are anticipated to take no more than five minutes. For topics that need more time, a student is expected to make an appointment in order to receive sufficient guidance and assistance.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to help a student begin to take charge of his/her academic plan.

<table>
<thead>
<tr>
<th>The responsible student should</th>
<th>The responsible advisor will</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Be familiar with written college policy statements that must be followed in order to complete degree, diploma, or certificate requirements.</td>
<td>2. Be familiar with the contents of the Bessemer State Technical College 2004-05 Student Handbook and General Catalog.</td>
</tr>
<tr>
<td>3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been completed for transfer of credits and/or advanced placement.</td>
<td>3. Be available to listen to a student's concerns and to discuss options with a student.</td>
</tr>
<tr>
<td>4. Be familiar with the current academic calendar (days classes meet, approved holidays, deadlines for drop/add, and final exam dates).</td>
<td>4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.</td>
</tr>
<tr>
<td>5. Be familiar with the attendance policy.</td>
<td>5. Provide information about the requirements for the major program, curriculum options, and graduation.</td>
</tr>
<tr>
<td>6. Consult his/her advisor about his/her degree, diploma, or certificate plans.</td>
<td>6. Verify that each student is eligible to enroll and provide guidance in course selections, as it relates to a student's ASSET/COMPASS placement scores and completion of prerequisites.</td>
</tr>
<tr>
<td>7. Be familiar with the requirements of his/her major program and develop a long-range graduation plan. A student should also be aware of any developmental course prerequisites that may be required. (See COMPASS planning sheet provided after assessment.)</td>
<td>7. Approve and sign schedules for the upcoming semester/term.</td>
</tr>
<tr>
<td>8. Pre-register for classes each term in order to insure a place in class. (Registration is not complete unless all tuition and fees are paid.)</td>
<td>8. Provide interpretation and clarification of college policies.</td>
</tr>
<tr>
<td>9. Monitor the accuracy of his/her grade report each term and report errors to his/her advisor and/or instructor. (An incomplete grade that is not removed within the first four weeks of the following term automatically becomes an &quot;F.&quot;)</td>
<td>9. Act as a referral agent to other college support services.</td>
</tr>
<tr>
<td>10. Inform the Registrar if a change of name or address occurs. Each student is expected to maintain current and accurate information on file in the Registrar's Office and to respond promptly to all communications from the college. All changes should be submitted to the Registrar.</td>
<td>10. Assist with job placement and follow-up.</td>
</tr>
<tr>
<td>11. Notify the Student Development Services Office if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her instructor.</td>
<td></td>
</tr>
</tbody>
</table>

#### Accommodations for the Disabled

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment. All students requesting assistance should contact Renay Hendron, Counselor, in the Student Services Center, Building A, Room 183.

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only). A TDD is available to hearing impaired students in the Business Office, Building A.
Activities and Organizations

Alumni Association
The Bessemer State Technical College Alumni Association was formed in 2002. The purpose of the organization is to work actively and effectively to advance the interests of Bessemer State Technical College, its faculty, students, alumni, and surrounding communities. Current students, former students, and graduates who have earned at least three credit hours at the college are eligible for membership.

For more information or to join, contact the Community Relations department.

Student Organizations and Activities
The faculty encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student organizations are faculty supervised and must be approved by the President.

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

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

PBL (Phi Beta Lambda)
Phi Beta Lambda is a business-related club for students in business majors. State and national competitive events are held each year. Members sponsor activities relating to career information, establishing occupational goals, meetings with business personnel, preparing for transition from school to work, practicing efficient money management, and assuming community responsibility.

SME (Society of Manufacturing Engineers)
SME is an international organization whose purpose is to serve the professional enrichment needs of varied practitioners that make up the manufacturing community. Membership includes access to SME’s database of more than 15,000 papers, articles, and periodicals that relate to the varied manufacturing disciplines; an opportunity to network through conferences and seminars; recognition through certification; employment and resume database assistance; and the development of personal relationships through participation in the Birmingham Area Senior Chapter activities. The Senior Chapter is composed of all levels of the technical community from business owner to technical/trade personnel. A roster of club members is maintained by each club or organization advisor.

Student Activities Team
The Student Activities Team consists of students, faculty, and staff who facilitate campus activities programming and encourage student participation in these extracurricular activities. Student activities programming includes Technology Day, Graduating Student Receptions, Spring Fling, Summer Chill, and Health Awareness. These activities are organized to promote leadership development and encourage individual initiative and cooperation among students. Students in all major programs are invited to get involved in campus activities programming by becoming a member of the Student Activities Team.

Skills USA (VICA)
The Skills USA Club, Postsecondary Division, is open for membership to all students enrolled in vocational and technical courses at the college. The club motto is "Preparing for Leadership in the World of Work." Skill Olympics are held each spring. National and international competitions are held in the summer.

Those club and organization members who attend regular or called meetings or other faculty/staff supervised activities will be granted excused absences by their instructors. These absences will not be counted as regular absences. Gradebooks will be coded SA (student activities), and students involved will be given the opportunity of making up any assignments missed during their attendance at authorized student meetings and activities. It is a student’s responsibility to contact the instructor(s) and to request to make up assignments missed.

Guidelines for Activities and Club Events
The name of Bessemer State Technical College may be used by campus organizations for any event on or off campus only when

1. The event has been approved by the President. Requests in writing explaining details must be submitted to the President ten college work days prior to the event.

2. The event has approval of the faculty sponsors, who must have full knowledge of the event.

Sponsors must be present for the duration of all student-sponsored events.

Career Services
It is the philosophy of Bessemer State Technical College to provide skill training that will lead to productive employment. Included in this process is the development of a student's personal traits and habits that are important for job success and awareness of the job market realities.

The Career Services Office endeavors to maintain an up-to-date file of part-time and full-time jobs for students. Job listings are compiled from businesses and organizations in the Metro Birmingham area.

An attempt is made to refer students to positions that will benefit them financially as well as educationally. Specific job referrals may be obtained upon request.

Other services available include

- Resume preparation
- Job search assistance
- Civil service announcements for federal, state and county listings
- Career resource library including periodicals and other college guides
- Career and employment literature
- Career fairs
- On-campus interviews
- Job search workshops

Students or former students in need of assistance should contact the Career Services Coordinator in the Student Service Center, Building A, Room 194.

Counseling and Guidance of Students
The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner and to
maximize his/her potential as he/she prepares for the world of work. A student is provided information and support in the achievement of realistic career and educational goals in agreement with his/her expressed interests and abilities.

Though the classroom instructor or advisor may be able to address immediate needs and concerns, a student may see a counselor in the Student Services Center for more in-depth counseling or advisement. The counselor may also serve as a resource for off-campus referral.

Counseling is available in the Student Services Center, Building A, Rooms 183 and 184.

**Fundraising and Soliciting**

No fundraising is to interfere with the educational process on campus. The organization advisor must approve all fundraising activities. Authorization must be secured from the President to solicit funds. Fundraising activities are subject to review by the Dean of Administrative Services and the Chief Financial Officer. Approval for campus distribution of items that are free of charge must be obtained from the Dean.

The college exercises no control or authority over revenues generated through fundraising activities of student organizations. Such revenues are retained and expended by the sponsoring organization. Clubs and organizations may request the college to establish an agency account to receive and expend generated revenues or they may elect to establish an account with a bank of their choice.

**Orientation**

The Orientation program is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. A student is introduced to college policies, procedures, requirements, and services. Each new student must attend an Orientation session during his/her first semester/term of enrollment. A schedule of sessions is published during pre-registration each semester/term.

**Retention/Intervention Services**

The college provides intervention services for prospective students and currently enrolled students. These services include individualized counseling for prospective students, monitoring of students' progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide appropriate intervention. For additional information, applicants to the college and students should contact the college counselors in the Student Services Center, Building A, Rooms 183 and 184.

**Student Ambassadors**

Student Ambassadors are outstanding students selected to act as official Bessemer State Technical College hosts or hostesses at various functions throughout the year. Examples of these functions include graduation exercises, campus tours, career fairs, and other social functions.

Crimson blazers and nametags are provided to each Ambassador while serving at the request of faculty or administration in any public relations endeavor. In addition, a $100 stipend is awarded to each Student Ambassador. The stipend is renewable each semester/term contingent upon grades and continued service as an Ambassador.

Being selected as a Student Ambassador is one of the highest honors a student at Bessemer State Technical College can receive. Criteria for selection follow.

**Student Ambassador Criteria**

1. Student must have a 2.5 grade point average.
2. Student must complete and submit an Ambassador application.
3. Student must be recommended by a faculty or staff member of the college.
4. Student must have an interview with the Selection Committee if requested.
5. Student must be able to communicate effectively.
6. Student must be able to commit 15-20 hours per semester to Ambassador activities.

For more information about Student Ambassadors, contact the Dean of Students in the Student Services Center, Building A, Room 195.

**Student Support Services Program**

The college's Student Support Services (SSS) program is a federally funded TRIO project that offers supportive services to low-income, first-generation college, and disabled students. Services include basic instruction in communication skills (SSS 082), basic math (SSS 080), and basic algebra (SSS 081); assistance with study, test taking, and survival skills; tutoring in various subjects; and advisement/counseling.

The goal of the program is to increase the retention and graduation rates of eligible students by providing services that they need to remain in college and successfully complete their courses. The program depends on referrals from the Admissions Office and faculty/staff in identifying eligible students and complying with federal requirements regarding the number of participants and outcomes.

Faculty and staff are encouraged to refer academically advanced or transfer students who have maintained a high academic average to apply for peer tutor positions. Successful tutor applicants can earn an hourly wage while tutoring program participants.

Contact the SSS Program Director for additional information or assistance. The SSS Office is located in Building A, Room 212. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday, or by appointment.

**Student Role in Decision Making**

Bessemer State Technical College is committed to planning and implementing activities and experiences conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students may serve as full voting members on college standing committees. Student members have all rights and responsibilities associated with committee membership. Depending on the nature of the committee, students may be recommended for membership by their instructors and/or the Dean of Students. The president or designee approves students for membership on the college's standing committees.
STUDENT INFORMATION

Bookstore

The college Bookstore, located in Building A, is open Monday through Thursday from 7:30 a.m. to 7:30 p.m. On Friday, the Bookstore is open from 7:30 a.m. to 2 p.m.

The Bookstore offers new and used textbooks, supplies, study aids, computer software, college emblematic clothing and gifts, and other items. The college also provides the following services:

- Free Parking Registration Decals
- Combination Lockers
- Textbook Refunds (receipt required)
  New books must be in the same condition as when purchased. Used books must be in resalable condition. Textbooks must be returned within 15 business days from the first day of classes or 2 business days if purchased thereafter.
- Merchandise Refunds (receipt required)
  Merchandise in new condition must be returned within ten (10) business days. The following are non-returnable: study guides, examination booklets, special orders, sale merchandise, and opened packages.

Change of Name or Address

A student who changes his/her name, residence, or mailing address is expected to immediately notify the Registrar's Office and the Office of Student Financial Services (if he/she is receiving student aid) of this change. Any communication from the college that is mailed to the name and address on record or that is posted on the college bulletin boards is considered to have been delivered and becomes the responsibility of a student.

Dress Code

The following dress code has been formulated by a committee with the objective of creating and maintaining an atmosphere conducive to learning.

- A student should always be well groomed and dressed appropriately for classes. Being well groomed refers to cleanliness of the body, hair, and clothing.
- A student should not wear any sign, symbol, or other mode of dress that would antagonize other students, disrupt the atmosphere of learning, or attract undue attention to the wearer. Prohibited are the nude look, see-through blouses, and revealing fashions without appropriate concealing undergarments.
- A student must wear shoes at all times on campus.
- A student may wear a hat in classrooms, laboratories, and shops only in accordance with sound safety practices.
- A student wearing long hair in shop training is required to follow sound health and safety rules of controlling the hair from hanging down in the face and being exposed to moving equipment.
- All shop instructors are charged with the responsibility of requiring their students to wear clothes in keeping with good sound safety rules of the Federal Occupational Safety and Health Act.

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

Electronic Devices

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

Food Services

For each student's convenience, a food services area is located in Building A. These facilities are available to the faculty, staff, and students. Two meals a day are served, Monday through Friday (breakfast and lunch). Prices and hours of operation are subject to change without prior notice.

All students are expected to keep the food services area in a neat and presentable condition. Students should assume the responsibility of clearing the tables of all cups, papers, dishes, trays, and the like, and depositing them in the receptacles provided. Tables may not be moved or rearranged by students. Food or beverages are not allowed in academic classrooms or labs.

Identification Cards

Each student is required to obtain and carry a Bessemer State Technical College Identification (ID) card at all times. Valid ID cards are used for checking out books from the library and for other occasions requiring identification. The following regulations apply to ID cards:

1. Photo ID cards are issued at the beginning of each semester/term (days and times will be posted). When an ID card is requested by an administrator, a faculty member, or security officer for proper identification, a student must present his/her card. Failure to present an ID card may result in disciplinary action or arrest for trespassing. Student ID cards are made for personal use only. A student violating the ID card privileges is subject to disciplinary action.
2. Loss or theft of the card should be reported to a counselor immediately.
3. The replacement card fee is $5 and is payable to the cashier in the college Bookstore. A duplicate ID card can be obtained from a counselor upon presentation of the replacement fee receipt.
4. A student may be required to show his or her ID card to instructors upon first attending a class.
5. A photo ID card is valid only if a student is currently enrolled.
Library/Learning Resource Center

Learning Resource Center Services

Bessemer State Technical College's Learning Resource Center includes the Library and Curriculum Services. Students may use the Learning Resource Center to improve proficiency in any subject for which software is available. The center houses multi-media workstations with Internet access. In addition to computers, software, and reference materials, the center provides a large study room, three computer labs, and a student work area.

Bessemer State Technical College's Library is open from 8 a.m. until 9 p.m. Monday through Thursday; from 8 a.m. until 4 p.m. on Friday; and from 8 a.m. until 2 p.m., Saturday. The college provides library services and learning resources that support its instructional goals.

The Library provides an orientation program at the beginning of each term. All new students are strongly encouraged to participate in the orientation which includes teaching new users how to access bibliographic information and other learning resources. The library also provides students with opportunities to learn how to access information in different formats so that they can continue lifelong learning. The librarian works closely with faculty members and other information providers in assisting students in the effective use of resource materials. Students are encouraged to make appointments with the librarian to learn about the resource materials available through the library.

Library services include:

- Patron registration and borrowing privileges
- Borrowing privileges with cooperating colleges in the local area
- Multi-media workstations and Internet access
- Research and reference assistance
- Document delivery
- Interlibrary loan services

Alternative Delivery Services

The following guide outlines services available for students enrolled in alternative delivery courses. Since information requirements may vary with location or circumstance, alternative learning students are encouraged to contact library services, 426-7302.

Alternative delivery students may borrow books utilizing the following methods:
- phone: (205) 426-7302, fax: (205) 424-5119, or e-mail: dgregg@bstc.cc.al.us

Document Delivery

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

Electronic Databases

A number of databases can be accessed off campus by valid users. Check the library link on the college's web page; http://www.bessermertech.com for electronic databases.

Interlibrary Loan Services

Books being sent to cooperating libraries via interlibrary loan will be sent within two business days.

Research and Reference

Research and reference assistance is available during regular library hours by visiting the campus, by phone: (205) 426-7302, by e-mail: reference@bstc.cc.al.us, or by mail service: BSTC Library, P.O. Box 308, Bessemer, AL 35021.

Lockers

Each student may request a locker from personnel in the college Bookstore. A student is encouraged to keep books and personal possessions in his/her locker; the college cannot be responsible for personal property. At the end of the summer semester/term or upon leaving the college, each student is responsible for cleaning out his/her locker.

Lost and Found

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

Minor Children on Campus

From time to time, activities that minor children may be invited to attend are scheduled at BSTC. However, on all other occasions, minor children are neither permitted to be on campus nor to attend classes with their parents.
Motor Vehicle Information

A student who operates a motor vehicle on campus must register this vehicle in the college Bookstore and obey all rules and signs pertaining to motor vehicle operation. At the time the vehicle is registered, a free parking permit will be issued. The parking permit must be displayed appropriately on all vehicles. Only current permits should be displayed. Parking permits expire at the end of summer semester term.

The campus roadways and parking lots are designed to facilitate traffic safety and convenient parking. Each student must adhere to speed limit, one way, employee/ reserved parking, loading zone, and no parking signs; stripes; handicapped parking or any other indications of driving/ parking limitations.

A student who violates traffic and parking regulations will be issued a citation. The following will apply:

1. A student to whom the vehicle is registered will be responsible for all citations issued to his/her vehicle.
2. Payment of fines will be due within three days. Delinquent fines will be doubled and added to a student's financial account with the college. A student will not be permitted to re-enroll until fines are paid.
3. A citation will be issued for failure to display the registration permit. A $3 fine for each violation will be charged.
4. A student parking in loading zones or faculty/reserved parking spaces will be charged a fine of $3.
5. A student charged with speeding or reckless driving will be charged a fine of $15.
6. A student charged with a handicapped violation will be charged a fine of $15.
7. An individual may appeal his/her parking or traffic fee assessment and have the appeal heard by the Director of Plant Operations and Security.

Safe locations are predetermined by each department arrives, the fireman in command will give the fire evacuation of all remaining buildings on campus. if the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court.

The college maintains a staff of uniformed security officers 24 hours a day. Selected areas on campus are under video surveillance as well. A student should report suspicious activity, safety hazards, or security concerns to the Plant Operations and Security Office at extension 346.

Sudden, unforeseen, and unanticipated emergency situations may be promptly reported to Plant Operations and Security from any college telephone by dialing "11." Emergency Messages

Telephone messages will only be delivered to students in the event of an emergency such as illness in the family, death, an accident, or the fire. Students should become familiar with Evacuation Procedures

Evacuation Plan

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

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

Fire Evacuation Procedures

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

Fire drills will be conducted in each building at least once per term by the Safety Officer. When a fire alarm signal is heard, each person should immediately make his or her way to the nearest exit and meet. A brief check of the building will be conducted to determine compliance with the fire exit drill procedures. At the conclusion of the drill, an "All Clear" signal will be given, and participants may return to the building. All business on the campus or facility has no license or invitation to enter or remain on the campus or facility may be directed by any officer of the college to leave the campus or facility.

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

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The Diesel Shop, Ethel Hall Building, Jess Lanier Building, Library, Millsap Industrial Training Center, and Student Services Center are equipped with zoned fire alarm systems. A verbal command will be used to signal the evacuation of all remaining buildings on campus.

When a fire occurs

1. Report the fire to the Plant Operations and Security Office by dialing "11" from any college telephone. The Plant Operations and Security Office dispatcher will notify the Bessemer Fire Department.
2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. DO NOT LOCK DOORS!
4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene.
6. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
7. Do not return to an evacuated building unless instructed to do so by the campus Security Officer or designee.

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

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

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

In order of priority, the following individuals will implement the Tornado Evacuation Procedure: (1) Dean of Instruction, (2) Assistant Dean for Instruction, (3) Director of Plant Operations. The college operator, security guard, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning.

Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will move to the following shelter areas:

North Campus to the basement of the Millsap Industrial Training Center.

• Second and third floors of Building A and the Student Services Center to the interior classrooms and hallway on the first floor of Building A.

• Buildings C, D, and the Jess Lanier and Hall Buildings to the lower hallway in the Hall Building.

• Upper floor of Building B to the bottom floor hallway of Building B.

The shelter areas designated are all below ground level. Students and instructors should proceed to these areas in groups and remain in groups until instructors return to classes by a college administrator.

Everyone should be familiar with the Emergency Evacuation Procedures and safe locations within each department/building. Remember, a safe location is the predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible.

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

Inclement Weather

Policy Statement

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

The security guard on duty will observe and monitor weather conditions at the college and contact Dean Ron Moon by 5 a.m., if conditions become inclement. The security guard will extend his/her time on post until he/she is relieved. Dean Moon will remain in contact with the security guard via radio.

Authorization to Close the College

The President of the college is the only person authorized to close the college. During his absence, this authority is transmitted to the Dean of Instruction or designee. The Director of Short-Term and Continuing Education has the responsibility for dismissing evening classes early after receiving approval from the President or Dean of Instruction. Should it be necessary to close classes during the day, night classes will also be canceled.

Instructional Days Missed Due to College Closing

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

Notification Procedure

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

Protection of Valuables

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

Safety Goggles

Alabama Law: SS16-1-7

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

1. Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:

a. Vocational or industrial arts, shops, or laboratories involving experience with:

   (1) High molten metals
   (2) Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
   (3) Heat treatment, tempering or kiln firing of any metal or other materials;
   (4) Gas or electric arc welding;
   (5) Repair or servicing of any vehicle;
   (6) Caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

BSTC Policy

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

Student Incident Procedure

Bessemer State Technical College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus.

All student accidents, injuries, and severe illnesses must be reported as soon as possible to the instructor. Immediate notification provides the opportunity for an on-the-scene investigation, insures prompt preventive action, and also provides the individuals with assistance in matters of medical attention and insurance.

All incidents and injuries require the instructor/responsible person to complete the Bessemer State Technical College
**GENERAL POLICIES**

**Channels of Communication**

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

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

1. Instructor
2. Division Chairperson
3. Counselor
4. Dean
5. President

For additional information, contact the Dean of Students.

**Official Communications**

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

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards and displayed on the video information centers. Each student is responsible for checking the bulletin boards and video information centers regularly and giving proper action to such communications.

**Computer Crime Act**

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

**Drug-and Alcohol-Free Campus**

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

- The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.

- The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.

- The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting a college counselor.

- The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.

- Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

**Equal Opportunity Statement**

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

Bessemer State Technical College complies with the following nondiscriminatory regulations:

2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibits discrimination on the basis of sex. Section 106.8 provides protection against acts of sexual harassment.
5. The Americans with Disabilities Act of 1990 (ADA), which provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Bessemer State Technical College endeavors to provide reasonable accommodations to qualified students with a disability.

For more information, contact the Coordinator of ADA, Section 504, Title II and Title IX for Employees, Dr. Debbie Marcus, Dean of Administrative Services, or Coordinator of ADA, Section 504, Title II, and Title IX for Students, Ms. Renay Herndon, Counselor.

Harassment

Bessemer State Technical College prohibits harassment of employees or students. Any form of harassment related to employees' and students' race, color, gender, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes, but is not necessarily limited to:

- Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes
- unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee of the college shall subject that employee to disciplinary action, up to and including discharge. Violation of this policy by a student of the college shall subject that student to disciplinary action under the institution's disciplinary code, up to and including expulsion.

Harassment of employees in connection with their work by non-employees other than students may also be a violation of this policy. Any employee who becomes aware of harassment of an employee by a non-employee should report such harassment to his or her supervisor and to the Dean of Administrative Services. Any person who believes he or she has been subjected to harassment should report the occurrence of the alleged incident to the Dean.

For additional information, inquire in the Dean of Students Office or the Office of Human Resources.

Acceptable Use Policy

Use of computer resources at Bessemer State Technical College is a privilege extended by the college to students, employees, and other authorized users as a means of promoting the mission of the college. These resources include, but are not limited to computers, network equipment, printers, software, and Internet access. Users of these resources are responsible for adhering to local, state, federal, and international laws. All users of the college's Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

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

Life Threatening Illnesses

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

1. BSTC 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 BSTC admission or employment will not be considered in the initial admission or employment decision.
3. BSTC 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. BSTC 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 BSTC employment policies and federal guidelines.
5. The access of BSTC students or employees with LTI or LTI-related conditions to BSTC public areas will not be restricted, in compliance with BSTC and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding a patient diagnosed as having an LTI or LTI-related conditions will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff 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 the college without the specific written consent of the patient, except as required by law.
8. Any breach of the above guidelines will be handled as follows:
a. Breaches of these guidelines involving students, staff, or faculty should be reported to the Dean of Administrative Services.

b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

Release of Student Records

Protection of Privacy

In compliance with the provisions of the federal law, including the Buckley-Pell Amendment, the college may release directory information on students. Such information includes student name, dates of attendance, participation in officially recognized activities, certificates, diplomas, degrees, any other awards received, hometown, and names of parents and/or spouse. Typically, the college releases such information when it distributes news releases that list honor rolls, names of graduates, etc. Any student who does not wish to be included in the release of directory information should make that desire known, in writing, to the Dean of Students.

While allowable under the law, the college DOES NOT release students' addresses and telephone numbers, since release of such information may result in solicitations. Grades and/or other details of a student's academic record are not released without the expressed/written consent of the student.

The only exceptions to the previously described policies are in the case of legal action involving a student. Any questions regarding college policies on the release of directory information should be referred to the Dean of Students.

Retention of Student Records

Each student transcript, grade sheet, and grade change card is a permanent document of Bessemer State Technical College and will be maintained indefinitely. All other student records are maintained in accordance with the Alabama College System Functional Analysis and Records Disposition Authority approved by the State Records Commission. A back-up of student records are processed daily (Monday-Friday) and stored in the Computer Services area in a fireproof cabinet.

Family Educational Rights and Privacy Act of 1974

Bessemer State Technical College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have the right to review their educational record. Parent(s) or guardian(s) may have access to student records for income tax purposes if a student proves to the college Registrar that he/she is in a dependent status. A written request must be submitted to the college prior to the review. An appointment will be arranged at a mutually agreeable time.

A written request or signed release must be submitted for the college to release any information to other schools or prospective employers. Necessary information in connection with a student's application form or receipt of financial aid may be legally released without obtaining prior permission from the student. A copy of the Buckley-Pell Amendment is available for review in the Dean of Students' Office and the Registrar's Office.

Student Conduct

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

Student Code of Conduct

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

1. Fumishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.

2. Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision.

3. Disclosing or otherwise misusing college computer access codes.

4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.

College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college.

2. Gambling in any form on campus or at any social function approved by the college.

3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.

4. Soliciting and/or selling on campus unless approved by the President.

5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.

College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.

2. Stealing property of the college or other individuals for personal use.

3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus.

4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including

   a. occupying any building or campus areas for the purpose of disruption or
interference.

b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings.

c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college.

2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.

3. Failing to comply with a request to report to a faculty or staff member for a conference.

4. Failing to follow department rules, directives of instructors, or failing to carry out assignments.

5. Leaving scheduled classes or training sessions without permission of the instructor.

6. Cheating on tests, individual projects, and/or individual assignments.

Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.

2. Possessing, transporting, selling, and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.

3. Possessing, transporting, distributing, consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.

Harassment

1. Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or non-students, including threats in any way expressed or implied against persons or property.

2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.

3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, or college-controlled property, or at approved college activities.

Definitions of Disciplinary Actions

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

1. Warning

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

   a. Any further violation of college regulations will subject him/her to further disciplinary action.

   b. He/she must maintain exemplary conduct during the period of restriction.

   c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.

   d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.

2. Probation

   A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:

   a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.

   b. He/she may not hold any office, elective or appointive, in any student organization.

   c. The probation restriction is generally not less than one academic semester/term.

2. Immediate Temporary Suspension: Immediate, temporary suspension is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching-learning environment.

3. Suspension: The removal of a student from rolls of Bessemer State Technical College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.

4. Dismissal: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college without being granted special dispensation from the President of the college. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

Due Process Rights of Students

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

Penalty Without Hearing

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

1. It is in the best interest of the college and the student concerned, and

2. The student concerned consents in writing to administrative disposition.

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

If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the formal charges; his/her rights to a hearing, or to waive the same; the penalty imposed; and his/her waiver of the right to appeal.
In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions.

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

**Formal Hearing**

In the event a student wishes a formal hearing

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.

2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

Because the college is an academic institution and not a court of law, an informal hearing will be conducted by an administrator or committee designated by the President of the college. The chief hearing officer is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing, and either a committee or a hearing officer may conduct the hearing.

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

The President of the college will notify a student of the results of the hearing and the implications of the decision. The decision of the President will be final.

**Student Grievance Procedure**

**Policy**

Bessemer State Technical College will make every effort to resolve any problem that develops among students, instructor and student, and college personnel. The organizational structure of the college is designed to facilitate immediate resolution of problems once they are identified; therefore, the college does not condone intimidation nor physical acts of one person against another.

**Procedure**

Step 1: Individuals shall bring all complaints to the attention of their immediate supervisor. The process for resolving a complaint by a student should originate with the instructor or faculty advisor. The immediate supervisor, instructor, or faculty advisor will review and attempt to resolve the complaint within five working days of receipt.

Step 2: If the problem is not resolved at the initial level of attention, the Dean of Students will intervene, conduct an investigation, and attempt to offer a solution that is mutually accepted by the parties involved within fourteen (14) working days of receipt of complaint. The Dean of Students is authorized by the President to invoke administrative action such as a warning, probation, or immediate temporary suspension, which may be applied in the judgment of the Dean of Students when there is impending danger of bodily harm or a threat to the welfare of students of the college.

Step 3: When immediate temporary suspension is the course of action or if the solution is not mutually accepted by all parties, the Dean of Students recommends to the President that a grievance committee be assembled within ten (10) working days to address the complaint and to determine appropriate action. If the grievance involves a student, a student representative will be appointed to the grievance committee.

Step 4: The Grievance Committee established by the President will review all information pertinent to the complaint and notify the President of its recommendation within ten (10) working days.

**Grievance Committee**

1. The grievance committee has the dual function of safeguarding the rights of students through due process and maintaining an environment that is safe and conducive to learning for all members of the campus community.

2. The grievance committee shall consist of four faculty members and a chairperson, who shall be a member of the administration. A student representative will be appointed in grievances involving a student.

3. The four faculty members and student representative shall be appointed to the grievance committee by the President of the college. A chairperson selected by the President shall preside over the hearings.

4. An individual charged with misconduct has the right to be represented by a faculty member, student, parent, or legal counsel. However, he/she must notify the chairman of the grievance committee if he/she wishes to be represented by anyone other than himself/herself. Either party may request the privilege to present witnesses. The burden of proof rests upon the person bringing charge(s).

5. A student or his/her representative shall have the right to cross examine any witness against him/her. If, for lack of sufficient reason as judged by the chairperson of the grievance committee, an accused individual fails to appear at the time of the hearing, the chairperson reserves the right to conduct the hearing without the presence of the accused.

6. Members of the grievance committee shall vote on all decisions. A simple majority vote shall be required on all decisions.

The chairperson casts a vote only when necessary to break a tie. Any grievance committee member who has any personal interest, special interest, or special information concerning a case will be disqualified. A replacement shall be appointed by the President to fill the vacancy.

The grievance committee shall maintain, with assistance of the administrator, an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the grievance committee based its decision. Whenever possible, a transcript of the proceedings shall be taken.

**Procedure for Conducting the Hearing**

1. Any student whose case is referred to the grievance committee shall receive written notice at least two calendar days before his/her case is to be heard. The notice shall inform a student of the date and time of his/her hearing. On request and for good cause, the grievance committee may allow an extension of time.

2. The hearing shall be conducted in such a manner as to do justice to all parties involved and shall not be unduly restricted by rules or procedure or evidence.

3. The hearing will be private and confidential except by consent of both parties. On behalf of the college, the charge(s) and evidence will be presented by the person(s) bringing the charge(s).

4. An individual charged with misconduct has the right to be represented by a faculty member, student, parent, or legal counsel. However, he/she must notify the chairman of the grievance committee if he/she wishes to be represented by anyone other than himself/herself. Either party may request the privilege to present witnesses. The burden of proof rests upon the person bringing charge(s).

5. A student or his/her representative shall have the right to cross examine any witness against him/her. If, for lack of sufficient reason as judged by the chairperson of the grievance committee, an accused individual fails to appear at the time of the hearing, the chairperson reserves the right to conduct the hearing without the presence of the accused.

6. Members of the grievance committee shall vote on all decisions. A simple majority vote shall be required on all decisions.
7. The chairperson of the grievance committee will make known the decision of the grievance committee to the President of the college and the accused within two working days after the hearing.

Procedure for Appeal

1. The accused student may appeal the decision of the grievance committee by so stating in a letter to the President of the college and the chairperson of the grievance committee within two work days after the decision.

2. A student must be able to demonstrate to the President the following:
   a. That certain relevant evidence was not reviewed.
   b. That new evidence is available.

3. The appeal proceedings will be conducted by a review board appointed by the President. The board shall consist of a chairperson, a member of the grievance committee, and one other person, not necessarily an employee of the college.

4. An appeal shall be limited to reviewing the full report of the grievance committee or the hearing of new evidence relevant to the case and not available at the time of the hearing before the grievance committee. In the case of new evidence, the appeal board may order a new hearing before the grievance committee.

5. Within five days of the receipt of the appeal, the chairperson of the review board will set a time for the hearing and notify all parties involved.

6. The review board will send notice of its decision to the student, the chairperson of the grievance committee, and the President of the college within two workdays after the hearing appeal.

7. Once a student has applied for and has been granted a hearing by the review board, he/she must abide by the recommendations of the review board.

Final Approval

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

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

Student Right-to-Know and Campus Security Act

The Student Right-To-Know and Campus Security Act of 1990 requires Bessemer State Technical College to disclose information about student outcomes, campus security, and crime statistics.

The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. Copies of this publication are available in the Admissions Office, Business Office, and Office of Student Development Services, Building A, Room 194.

Tobacco-Free Campus

Bessemer State Technical College prohibits the use of tobacco (in any form) in all buildings on campus, outside the front of Building A, and in all areas containing flammable materials.

Transcript Policy

Bessemer State Technical College’s transcript policy includes the following:

In compliance with the Family Educational Rights and Privacy Act, Bessemer State Technical College will not release transcripts without a student’s written consent.

Official, secured transcripts are printed on script-safe paper, and bear the college's seal.

Unofficial, transcripts may be printed on plain paper with the word “unofficial” written across the transcript. An official college seal will not accompany unofficial transcripts.

Transcript requests are processed as they are received. Requests should be made 24-48 hours before the transcript is needed.

Transcripts will not be issued for persons who have not met financial, academic, or administrative obligations to the college.

Requests may be faxed to: (205) 426-7427.

Written transcript requests should be sent to

Bessemer State Technical College
Registrar’s Office
Post Office Box 308
Bessemer, AL 35021
Licensed Practical Nursing
LICENSED PRACTICAL NURSING

Because graduates of the Licensed Practical Nursing (LPN) program must pass formal state and/or national licensure/certification examinations upon completion of their program, separate policies and guidelines, higher than the institutional standards, have been established. Each student will be given a copy of the appropriate policies upon registration and admission to the program.

Note: Although separate policies and guidelines have been established for the Licensed Practical Nursing program, LPN students must comply with the policies set forth in the 2004-05 Student Handbook and General Catalog.

Mission Statement

The mission of the Licensed Practical Nursing (LPN) program is to assist students in developing the knowledge, skills, and attitudes necessary for successful licensure and practice as an LPN and to encourage graduates to continually seek personal and professional growth opportunities. The LPN program offers the diploma.

Philosophy

The Licensed Practical Nursing program of Bessemer State Technical College promotes the mission and goals of the college. The program provides a curriculum to develop knowledge, skills, and attitudes necessary for a successful career within the nursing profession. In addition, the program strives to prepare graduates for meaningful employment, leadership, and citizenship. The program is committed to the development of the individual’s ability to think critically, communicate effectively, and utilize the nursing process in the delivery of health care.

We believe that, although many human responses are general and predictable, each individual is unique, valuing, and constantly interacting with the environment. As biophysical, psychosocial, and spiritual beings, individuals possess adaptive mechanisms through which they develop. We view individuals as adaptive beings and recognize that most health problems are the result of the individual's physical, emotional, and mental response to stressors. This belief serves to establish the purpose of nursing: that is, nursing promotes harmonious interaction between individuals and their environment by channeling human energies and environmental resources for achievement of self-care. We believe that society is multi-cultural and is composed of individuals, families, groups, and communities, and that society possesses structure, values, beliefs and mores, which influence human behavior. In attempting to maintain stability, society responds to changes in knowledge, technology, values, and the environment. A reciprocal process exists between individuals and society in which each is altered by the other.

We believe that health is an optimal state of being, not merely the absence of disease. Access to health care is a basic human right. The goals of health care are promoting, attaining, and maintaining health through activities that enhance human adaptation to biophysical and psychosocial stressors throughout the life cycle. Health care is provided through collaboration among health care consumers and providers and reflects their attitudes, values, and education.

We believe that nursing is a discipline possessing a body of knowledge and a practice component. The nursing profession was created by society to assist individuals, families, groups, and communities to promote, attain, and maintain health. Nursing involves caring for and about people. Nurses assist people in meeting their health related self-care needs through the deliberate use of learned skills and processes. Nurses are accountable to themselves, their clients, and to society. We believe that graduates should utilize the nursing process and goal-directed interpersonal processes to achieve the purpose of nursing in any practice setting.

The focus of practical nursing is to restore health, relieve suffering, promote health, and prevent disease. Practical nurses are a vital part of the health care delivery system and function ethically and within the scope of practice as defined by the Nurse Practice Act. The care given by the practical nurse includes utilization of the nursing process in collaboration with other health professionals and in the performance of basic nursing skills.

We believe that teaching/learning, a function of human development, proceeds from simple to complex and is a life-long process of adaptation regulated by the learner. Individuals are unique with respect to cognitive structures, affectivity, and psychomotor skills and use multiple modes of learning. CharacterISTICS and needs of learners change as society changes. Facilitators of the teaching/learning process provide opportunities for learners to interact with selected environments in order to experience and to construct new concepts, principles, and skills appropriate to the learner’s unique level of development.

We believe that practical nursing education guides the learner to attain competencies required to practice nursing. Nursing practice is based on mastery of theoretical knowledge, critical thinking, and lifelong inquiry. Preparation for the practice of nursing includes experiences in primary, secondary, and tertiary health care settings with clients of various age groups and socioeconomic levels. Interdisciplinary collaboration is promoted through shared learning experiences among members of the health profession. Practical nursing education provides a curriculum of study, which emphasizes use of the nursing process in the care of clients with commonly occurring stressors. Practical nursing education focuses on the uniqueness of the learner and fosters commitment, accountability, autonomy, leadership, self-awareness, and continued professional development.

We believe that nurses promote their professional development through continuing education, and that continuing education in nursing seeks the constructive, effective, and socially relevant modifications of human behavior. In continuing education, learning is best achieved in an atmosphere where the individual is respected and given freedom to express opinions and where self-direction is supported. The continuing education program is responsible for enhancing the professional and personal growth of nurses. We believe that these services should bring the benefits of new knowledge to the practitioners and teachers of nursing as well as to its consumers. We also believe that continuing education is especially important in providing upward mobility in the individual's nursing career.

Curriculum Outcomes

The LPN Program has adopted the following NLN Entry-Level Competencies for Licensed Practical Nurses as the program's Curriculum Outcomes:

The graduate practical nurse will demonstrate the following entry-level competencies:

Assessment

- Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collects data within established protocols and guidelines from various sources:
  o client interviews;
  o observations/measurements;
- Seeks guidance as needed in evaluating nursing care.
- Modifies nursing approaches based on evaluation of nursing care.
- Collaborates with other health team members in the revision of nursing care plans.

Member of the Discipline
- Complies with the scope of practice as outlined in the Nurse Practice Act of the state in which licensed.
- Describes the role of the licensed practical nurse in the health care delivery system.
- Utilizes educational opportunities for continued personal and professional growth.
- Identifies personal strengths and weaknesses for the purpose of improving performance.
- Adheres to a nursing code of ethics.
- Functions as an advocate for the health care consumer.

Managing/Supervision
- Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients.
- Is accountable for nursing care delegated to unlicensed health care providers.

Political Activism
- Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.

Definitions
Basic—A word synonymous with fundamental, initial, elementary, essential, and necessary.
Client—A person who is a recipient of nursing care.
Competency—Cognitive, affective, and/or psychomotor capability demonstrated in various roles in the practice setting.

Nursing Care Plan—Written plan incorporating data obtained from utilization of the nursing process.
Nursing Diagnosis—A statement that describes an existing or potential health problem that nurses can treat separately from physician orders.
Nursing Process—The nursing process is the core of the practice of nursing. The four phases of the nursing process—assessment, planning, implementation, and evaluation—are the framework around which competencies have been developed.

Practical Nursing Program—An educational program under the control of a hospital, vocational-technical institute, community college, or in some instances independently incorporated that awards a certificate or diploma in practical nursing and prepares the graduate to be eligible for licensure as a practical nurse.

Structured Care Setting—An environment in which the policies, procedures, and protocols for provision of health care are established. The amount of structure may vary among individual agencies, such as hospitals, nursing homes, and more health settings.

Source: NLN Membership Council: Council of Practical Nursing Programs (CPNP) "Entry-Level Competencies of Graduates of Educational Programs in Practical Nursing." (www.nln.org/membership/cppn.html)

Adopted 10-27-99
Reviewed 2-11-04

Core Performance Standards for Admission and Progression

Applicants and students enrolled in the Practical Nursing program must possess the physical, emotional, social, intellectual, and communication skills necessary to provide safe nursing care for the client/patient, themselves, and other health care personnel. Students must meet the core performance standards to qualify for admission and progression in the program. In accordance with college policy, when requested, reasonable accommodations will be provided to individuals with disabilities to assist them to meet these standards.

Program core performance standards (essential functions) and examples of nursing activities required to meet the standards are available upon request from the Allied Health Programs Office.

Admission and Transfer Policies

Because graduates of the LPN program must pass a licensure examination, separate policies and guidelines in addition to institutional standards have been established.

Admission Policies

Each applicant must
1. have a high school diploma or GED certificate.
2. complete an application to Bessemer State Technical College.
3. submit official transcripts from all high schools and/or colleges attended.

4. take the COMPASS exam and meet or exceed requirements for the prerequisite courses: COM 100 or ENG 101*, MAH 105 or MAH 116*, and appropriate reading scores.

*Will be required as part of statewide standardized nursing curriculum model beginning in 2005.

In addition, the applicant must

5. understand that admission to the LPN program is on a space-available basis and is based on a comparative evaluation of all test scores, transcripts, and application information.

6. review the LPN Program Core Performance Standards for Admissions and Progression to determine if he or she possesses the physical, emotional, social, intellectual, and communication skills necessary to provide safe nursing care for the client/patient, him or herself, and other health care professionals.

7. review eligibility for nursing licensure requirements for the State of Alabama as published in the Administrative Code of the Alabama Board of Nursing. Grounds for denial of licensure include, but are not limited to, conviction of a felony or certain other offenses, chemical dependency, mental incompetence, and other reasons authorized by law or regulations. The Administrative Code of the Alabama Board of Nursing is available for review on the Alabama Board of Nursing website (abn.state.al.us).

**Transfer Credit**

Transfer credit may be approved for selected courses with an official transcript and a grade of "C" or better in each course. Anatomy and physiology, nursing and allied health courses must be completed within two (2) years of application date. The Director of Admissions or designee and the Chair of the Allied Health Division will evaluate each applicant's transcript.

**Policies Related to Clinical Participation**

Because participation in clinical is an integral part of the LPN program curriculum, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms designated in these contracts prior to being admitted to a course with a clinical component. Clinical agencies reserve the right to amend a contract and ask for additional requirements to be met as deemed necessary to maintain the safety and welfare of the patient, student, and/or agency employee.

The following is a list of examples of clinical agency contractual policies that must be on file prior to students being allowed to participate in clinical experiences.

1. Proof that the student has undergone physical examination and is free from disease that may be transmitted to patients, families, and employees. This process includes having the LPN Program's Health Form properly completed by an MD or Nurse Practitioner; proof of TB skin testing and follow-up; and Hepatitis B vaccination series, MMR, Chickenpox vaccinations, or proof of immunity. Health forms must be updated annually and maintained in the Allied Health Programs Office.

2. Proof of malpractice insurance coverage in amounts required by the agencies (copy of policy) and evidence that all students purchase the insurance prior to participating in their first clinical experience. The college requires all students to purchase malpractice insurance when registering for the first clinical course at the college.

3. Proof of accident insurance coverage to cover the cost of medical care for a student who might receive an injury at the clinical agency and require care. Agencies also recommend students carry health insurance to cover the cost of medical care should a student become sick while at the clinical agency. Neither the clinical agency nor the college provides free or discounted medical care to students participating in clinical experiences.

4. Proof that students have undergone drug and alcohol testing as a precondition to beginning clinical experiences and that results indicate that the student is not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is allowed only if the student performs in a safe manner and does not endanger others.

5. Proof of current BLS (Basic Life Support) certification for Health Care Providers.

6. Proof that students have been instructed in hospital policies including, but not limited to, issues of confidentiality, HIPPA, OSHA, and fire and safety procedures.

7. Comply with Public Law #102-141, Section 633 and The Alabama Infected Health Care Worker Management Act. The law mandates that a health care worker infected with HIV and/or HBV report to the State Health Officers his or her condition within 30 days of becoming aware of the infection.

**Retention/Progression Criteria**

1. Complete all required nursing courses with a grade of C or above.

2. The grading scale of all LPN courses is 90-100 A; 80-89 B; 75-79 C; and 74 and below F.

3. Theory courses with a clinical component are evaluated according to the course syllabus, and students must satisfactorily complete both the theoretical and clinical components in order to pass the course. Clinical competence is evaluated according to the established criteria designated in the clinical evaluation tool.

4. Complete the LPN program in seven consecutive semesters from the time of initial admission. If a student fails a nursing course, the course must be satisfactorily completed prior to going to the next level. If a student is unsuccessful a second time or fails two nursing courses, he or she will be suspended from the program for one calendar year.

5. Maintain a satisfactory level of health, including freedom from chemical dependency. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance or speech, the student will be required to undergo drug and/or alcohol screening at the student's expense. A student's refusal to submit to drug and/or alcohol screening will result in termination from the program.

6. Abide by clinical health care agencies' employee policies and regulations as well as college and program policies.

7. Demonstrate competence in dosage calculations by making a grade of 90 percent or better on one of two dosage calculation exams in order to pass Pharmacology. Failure to acquire a 90 percent or better on one of the two dosage calculation exams will result in course failure. Competency in pharmacology will be assessed at the beginning of each clinical course. Failure to demonstrate competency in dosage calculation will result in an unsatisfactory clinical grade.
Readmission Policies

If a student's progression in the nursing program is interrupted for any reason, he or she must apply in writing to the Allied Health Office for readmission. Students are not automatically readmitted. Readmission is determined by space availability, academic transcript, health status, and compliance with college and professional codes of conduct. Any changes in curriculum or program policies and procedures are applicable to students who are seeking readmission.

Program Policies

The intensity of the nursing curriculum and the development of acceptable workplace habits mandate that the LPN program establish departmental policies regarding absences and tardiness, professional and ethical conduct, uniform and dress code, and testing. Since nursing is a profession that demands high ethical and professional standards, success in nursing depends on the nurse's ability to provide safe effective care while demonstrating acceptable workplace habits. Departmental policies promote the development of acceptable workplace habits and are consistently enforced. Specific departmental policies are provided to students in the Licensed Practical Nursing (LPN) Program Student Handbook.

Accident Policy

All accidents or incidents should be reported immediately to the course instructor or Allied Health Division Chair, whether or not injury has occurred. If an accident or needle stick occurs while a student is participating in an off-campus clinical experience, the policy of the clinical agency will supersede the policy of the college. However, the faculty and/or student must complete the required Accident/Incident Report Form and notify the college as soon as possible.

Blood-Born Pathogen Policies

Policies regarding the prevention and management of parenteral and mucus membrane exposure to Blood Born Pathogens including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV). Information relative to OSHA requirements and appropriate use of protective procedures and equipment are provided to students in the LPN Program Student Handbook and are continuously reinforced throughout the curriculum. Students are informed of Public Law #102-14, Section 533 and The Alabama Infected Health Care Worker Management Act which requires a health care worker to report his or her HIV and HBV infection to the State Health Officers within 30 days of becoming aware of the infection.

Standards of Conduct

The LPN student's behavior, appearance, and attitude shall reflect respect for and accountability to the nursing profession at all times. Inappropriate conduct may result in termination from the nursing program. Students must not represent themselves as nursing students or engage in patient/client care as nursing students except when participating in an assigned, planned learning activity in a practice setting integral to the curriculum. A student who is prohibited from participating in a clinical agency utilized by the program for clinical learning experiences or who is withdrawn from a clinical agency due to unprofessional and/or unethical conduct will be suspended from the program and be required to petition the college for readmission. Some examples of unprofessional unethical conduct include:

1. use of profanity;
2. dishonesty - either by telling a falsehood or taking something that does not belong to you;
3. unprofessional verbal and/or physical confrontations;
4. display of inappropriate physical contact;
5. failure to follow college, LPN program, and/or clinical agency dress codes and policies;
6. not following appropriate channels of command;
7. unlawful and/or unethical behavior;
8. breach of confidentiality; and
9. unsafe clinical practices.

Students are expected to comply with moral, legal, and legislative standards that are included in Alabama law that regulates the practice of nursing in Alabama. Prospective students should refer to The Administrative Code of the Alabama Board of Nursing, Section 610-X-8.01. The Administrative Code is located on the Alabama Board of Nursing website (abn.state.al.us)

Uniform Policies

Students are required to wear uniforms designated by the college while participating in clinical rotations. The uniforms are purchased through the Bessemer State Technical College Bookstore and require a 20 percent non-refundable deposit at time of order. Specific policies regarding uniforms are contained in the LPN Program Student Handbook.

Revised 6-24-04
The Associate in Applied Technology (AAT)

The Associate in Applied Technology degree is awarded to students who complete the requirements of specific programs outlined in this catalog. The AAT degree programs may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 27-35 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and mathematics. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition coursework in the area of concentration must follow an orderly identifiable sequence. All Associate of Applied Technology degrees will contain the following General Education core requirements.

Area I
English Composition
3-6 Credit Hours

Area II
Humanities and Fine Arts
3-6 Credit Hours
- Disciplines include: Fine Arts, Humanities, Literature, Philosophy and Speech
  Requirements prescribe—Minimum of 9 credit hours in Area I and II that should include 6 hours in Written Composition I and II and an additional 3 credit hours in Area I with 3 credit hours of Speech in Area II, plus 3 additional credit hours in Humanities, Fine Arts, Literature or Philosophy.

Area III
Natural Sciences and Mathematics
9 Credit Hours
- Disciplines include: Mathematics, Physics and Computer Science*

Area IV
History, Social, and Behavioral Science
3-6 Credit Hours

Area V
Maximum General Education Core, Technical Concentration, and Electives
58-52 Credit Hours
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours: 76 Credit Hours

Semester Credit Hour Range by Award:
60-76 Credit Hours

The Associate in Occupational Technologies (AOT)

The Associate in Occupational Technologies degree is a diploma first award. As such, a student must first meet all requirements for the diploma in his or her program of study before submitting a change of award request to the Registrar's Office. Once approved, the student's award will be re-classified as being Associate in Occupational Technologies. To receive the Associate in Occupational Technologies award, the student must meet curricula requirements from the catalog in effect at the point his or her change of award request was approved. Requirements at that time may or may not match those originally in effect upon his/her admission to the college.

The AOT degree program may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 27-35 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and mathematics. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition coursework in the area of concentration must follow an orderly identifiable sequence. All Associate in Occupational Technologies degrees will contain the following General Education core requirements.

Area I
English Composition
3-6 Credit Hours

Area II
Humanities and Fine Arts
3-6 Credit Hours
- Disciplines include: Fine Arts, Humanities, Literature, Philosophy and Speech
  Requirements prescribe—Minimum of 9 credit hours in Area I and II that should include 6 hours in Written Composition I and II and an additional 3 credit hours in Humanities, Fine Arts, Literature or Philosophy, or 3 credit hours in Area I with 3 credit hours of Speech in Area II, plus 3 additional credit hours in Humanities, Fine Arts, Literature or Philosophy.

Area III
Natural Sciences and Mathematics
9 Credit Hours
- Disciplines include: Mathematics, Physics and Computer Science*

*Requirements prescribe: a minimum of one Mathematics course, and a minimum of one Computer Science course with two preferred or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course(s).
The Diploma or Long Certificate

The Diploma and Certificate are awarded to students who complete the requirements of a specific Technical Program outlined in this catalog. These programs may contain no less than 30 no more than 60 semester hours. General Education core requirements include:

Area I
Written Composition
3-6 Credit Hours

Area II
Oral Communications
3-6 Credit Hours

Area III
Natural Sciences, Mathematics and Computer Science
6 Credit Hours
Requirements prescribe: Distributed in Mathematics, Science or Computer Science courses

Area IV
History, Social, and Behavioral Science
0-3 Credit Hours

Area V
Primary Technical Specialty
Courses appropriate to the degree requirements, primary occupational or technical specialty requirements, core courses, secondary occupational or technical specialty requirements, and electives.

Maximum Program
Semester Credit Hours  60 Credit Hours

Range by Award  30-60 Credit Hours

The Short Certificate

A Short Certificate is awarded to students who satisfy the requirements of a specific Short Certificate less than or equal to specific programs outlined in this catalog. All Short Certificates are 29 semester credit hours or less.

www.bessemeretech.com
Bessemer State Technical College offers the following Short Certificates, which can be completed in two terms or less:

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<td>29</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Office Administration</td>
<td>SET</td>
<td>Certificate</td>
<td></td>
<td>29</td>
<td>Business</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>Certificate</td>
<td></td>
<td>29</td>
<td>Career/Technical</td>
</tr>
</tbody>
</table>

Bessemer State Technical College offers both the Diploma and Certificate, which are less than one and a half years in length, in the following programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Award</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning/Refrigeration</td>
<td>ACR</td>
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<td></td>
<td>59</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
<td>Diploma</td>
<td></td>
<td>53</td>
<td>Transportation</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>Diploma</td>
<td></td>
<td>52</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>DAT</td>
<td>Diploma</td>
<td></td>
<td>47</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td>DEM</td>
<td>Diploma</td>
<td></td>
<td>53</td>
<td>Transportation</td>
</tr>
<tr>
<td>Drafting and Design</td>
<td>DDT</td>
<td>Certificate</td>
<td></td>
<td>46</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>Diploma</td>
<td></td>
<td>52</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Licensed Practical Nursing</td>
<td>LPN</td>
<td>Diploma</td>
<td></td>
<td>47</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>Diploma</td>
<td></td>
<td>55</td>
<td>Career/Technical</td>
</tr>
</tbody>
</table>

Bessemer State Technical College offers the Associate in Applied Technology (AAT) Degree in the following two-year programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Award</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>ACT</td>
<td>AAT</td>
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<td>65</td>
<td>Business</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>ASE</td>
<td>AAT</td>
<td></td>
<td>76</td>
<td>Transportation</td>
</tr>
<tr>
<td>(Ford, GM, and Toyota)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Construction</td>
<td>BUC</td>
<td>AAT</td>
<td></td>
<td>64</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Computer Science</td>
<td>DPT</td>
<td>AAT</td>
<td></td>
<td>68</td>
<td>Business</td>
</tr>
<tr>
<td>Drafting and Design (CAD)</td>
<td>DDT</td>
<td>AAT</td>
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<tr>
<td>Electronics</td>
<td>ILT</td>
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</tr>
<tr>
<td>Horticulture, Ornamental</td>
<td>OHT</td>
<td>AAT</td>
<td></td>
<td>69</td>
<td>Career/Technical</td>
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<tr>
<td>Office Administration</td>
<td>SET</td>
<td>AAT</td>
<td></td>
<td>73</td>
<td>Business</td>
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</table>
Associates in Occupational Technologies

Bessemer State Technical College offers the Associate in Occupational Technologies (AOT) Degree as an option for the following diploma programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Award</th>
<th>Minor</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
<td>AOT</td>
<td>DEM</td>
<td>74</td>
<td>Transportation</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>AOT</td>
<td>GPC</td>
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<td>Career/Technical</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>DAT</td>
<td>AOT</td>
<td>SET</td>
<td>68</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td>DEM</td>
<td>AOT</td>
<td>AUM</td>
<td>74</td>
<td>Transportation</td>
</tr>
<tr>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>AOT</td>
<td>CAT</td>
<td>73</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>AOT</td>
<td>INT</td>
<td>76</td>
<td>Career/Technical</td>
</tr>
</tbody>
</table>
PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

General Information

This section of the catalog lists the programs of study and course descriptions offered at Bessemer State Technical College. Each student, with the aid of his/her advisor, will plan a specific schedule for each term of enrollment.

The theory and laboratory hours listed in the curricula are based on the number of hours the theory classes and laboratory sessions meet each week during a full term. Those hours are computed to determine credit hours for each course. A student's term and cumulative grade point averages are determined by the grade earned for each course on a 4.0 system.

Required general education courses vary according to award and major course of study.

Bessemer State Technical College identifies each course offered by catalog numbers that are composed of a three-letter prefix and three numerals. The prefix is an abbreviation of the program title. Course descriptions for each program are listed in numerical order. The college may substitute courses when necessary with the approval of the Dean of Instruction. The college reserves the right to revise program requirements, and/or withdraw any course for which there is insufficient student demand.

Abbreviations and Awards

Accounting Technology ................... ACT
Short Certificate, AAT Degree

Air Conditioning/Refrigeration .......... ACR
Short Certificate, Certificate

Automotive Mechanics .................... AUM
Short Certificate, Diploma, AOT Degree

Automotive Service Technology Ford ASSET .......... ASE
AAT Degree

General Motors ASEP ..................... ASE
AAT Degree

Toyota T-TEN ............................. ASE
AAT Degree

Building Construction Technology ..... BUC
Short Certificate, AAT Degree

Commercial Art/Photography .......... CAT
Short Certificate, Diploma, AOT Degree

Computer Science ........................ DPT
Short Certificate, AAT Degree

Dental Assisting ......................... DAT
Diploma, AOT Degree

Diesel Mechanics ....................... DEM
Short Certificate, Diploma, AOT Degree

Drafting and Design Technology ...... DDT
Short Certificate, Certificate, AAT Degree

Electronics ............................. ILT
Short Certificate, Certificate, AAT Degree

Electrical ............................... ILT
Short Certificate, Certificate

Graphics and Prepress Communications .... GPC
Short Certificate, Diploma, AOT Degree

Horticulture, Ornamental .............. OHT
Short Certificate, AAT Degree

Industrial Maintenance Technician ... INT
Short Certificate

Licensed Practical Nursing .............. LPN
Diploma

Nursing Assistant ....................... NAS
Short Certificate

Office Administration ................... SET
Short Certificate, AAT Degree

Welding .................................. WDT
Short Certificate, Diploma, AOT Degree

The following are the official catalog course abbreviations for general education courses used by Bessemer State Technical College.

Art ....................................... ART
Chemistry .................................. CHM
Computer Science ....................... CIS
English ................................. BSR, COM, ENG, SSS
Economics .............................. ECO
Employment Preparation ................. BSS, WKO
Geography .............................. GEO
History ................................... HIS
Mathematics ............................. MAH, MTH, SSS
Music ..................................... MUS
Philosophy .............................. PHL
Physics ................................... PHY
Psychology .............................. PSY
Religion .................................. REL
Sociology ............................... SOC
Spanish .................................. SPA
Speech .................................... SPH

Study Skills ............................ BSS
The mission of the Accounting Technology program is to prepare students for entry-level employment or advancement in the accounting field through a series of experiences provided in fundamental accounting principles and procedures, cost accounting, income tax procedures, payroll accounting, not-for-profit accounting, and the use of microcomputers. The Accounting program awards the short certificate and Associate in Applied Technology degree.

The Accounting program is designed to teach, through a sequence of experiences, the skills necessary for a student to develop cognitive knowledge of the accounting process and to be able to apply this knowledge in a practical manner.

Short Certificate

Course No./Title Theory/Lab/Credit Hours
ACT 104 Introduction to Business 3 0 3
ACT 115 Introduction to Accounting 3 0 3
ACT 141 Basic Accounting Principles 3 0 3
ACT 142 Advanced Accounting Principles 3 0 3
ACT 146 Microcomputer Accounting 3 0 3
ACT 148 Managerial Accounting 3 0 3
ACT 153 Individual Income Tax 3 0 3
ACT 257 Governmental and Not-for-Profit Accounting 3 0 3
BUS 261 Business Law I 3 0 3

Study Skills and Work Keys Requirements
BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development I 0 2 1
Total Credit Hours 29

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

Course No./Title Theory/Lab/Credit Hours
ACT 104 Introduction to Business 3 0 3
ACT 141 Basic Accounting Principles 3 0 3
ACT 142 Advanced Accounting Principles 3 0 3
ACT 146 Microcomputer Accounting 3 0 3
ACT 148 Managerial Accounting 3 0 3
ACT 153 Individual Income Tax 3 0 3
ACT 257 Governmental and Not-for-Profit Accounting 3 0 3
BSS 220 Professional Transition 0 2 1
BUS 261 Business Law I 3 0 3

Select 16 credit hours from the following courses:
ACT 115 Introduction to Accounting 3 0 3
ACT 145 Basic Accounting Procedures 3 0 3
ACT 193 Accounting Co-op* 0 5 1

General Education Requirements

Course Description

ACT 104—INTRODUCTION TO BUSINESS 3 credit hours
PREREQUISITE: Regular admission status
This course acquaints a student with American business as a dynamic process. Topics include the private enterprise system, forms of business ownership, marketing, production factors, personnel, labor, finance, and taxation. Upon course completion, a student should be able to use the computer resources in the accounting program.

ACT 141—BASIC ACCOUNTING PRINCIPLES 3 credit hours
PREREQUISITE: Regular admission status
This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon course completion, a student should be able to apply basic accounting principles and practices used by service and merchandising enterprises. CORE

ACT 142—ADVANCED ACCOUNTING PRINCIPLES 3 credit hours
PREREQUISITE: ACT 141 or determined by instructor
This course is a continuation of ACT 141. In addition to a study of financial accounting, this course emphasizes managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of accounting information for planning, control and decision-making. Upon course completion, a student should be able to use software programs for financial accounting applications. CORE

ACT 145—BASIC ACCOUNTING PROCEDURES 3 credit hours
PREREQUISITE: Determined by instructor
This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles.

ACT 146—MICROCOMPUTER ACCOUNTING 3 credit hours
PREREQUISITE: ACT 141 or determined by instructor
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon course completion, a student should be able to use software programs for financial accounting applications. CORE

ACT 148—MANAGERIAL ACCOUNTING 3 credit hours
PREREQUISITE: ACT 142 or determined by instructor
This course introduces a student to management concepts and techniques of industrial accounting procedures. Emphasis is on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Upon course completion, a student should be able to apply management concepts and techniques of industrial accounting procedures.
ACT 153—INDIVIDUAL INCOME TAX
3 credit hours
PREREQUISITE: ACT 142 or determined by instructor
This course focuses on the fundamentals of federal income tax with primary emphasis on laws affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon course completion, a student should be able to apply the fundamentals of the federal income tax laws affecting the individual.

ACT 193—ACCOUNTING CO-OP
1 credit hour
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ACT 194—ACCOUNTING CO-OP
2 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ACT 195—ACCOUNTING CO-OP
3 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ACT 247—ADVANCED ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER
3 credit hours
PREREQUISITE: ACT 146 or determined by instructor
In this course, a student uses the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon course completion, a student should be able to use various managerial accounting software programs.

ACT 249—PAYROLL ACCOUNTING
3 credit hours
PREREQUISITE: ACT 141 or determined by instructor
This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon course completion, a student should be able to apply knowledge of federal, state, and local laws affecting payrolls.

ACT 251—INTERMEDIATE ACCOUNTING
3 credit hours
PREREQUISITE: ACT 142 or determined by instructor
This course provides an overview of accounting and its theoretical foundation, with a review of the conceptual framework of accounting financial statements. Emphasis is placed on principles underlying the accounting and reporting process, preparation of financial statements, theory and measurement of current tangible and intangible assets. Upon course completion, a student should be able to apply accounting principles and practices.

ACT 252—ACCOUNTING CASE STUDIES
3 credit hours
PREREQUISITE: ACT 142 or determined by instructor
This course includes a practical application of accounting knowledge through a series of case studies. The case study method of learning places emphasis on the preparation for and classroom discussion described in the case. Upon course completion, a student should be able to apply accounting knowledge in a variety of situations.

ACT 254—BUSINESS INCOME TAX
3 credit hours
PREREQUISITE: ACT 153 or determined by instructor
This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporations, LLPs and LLCs. Upon course completion, a student should be able to apply federal income tax laws concerning business entities.

ACT 256—COST ACCOUNTING
3 credit hours
PREREQUISITES: ACT 142 or determined by instructor
This course familiarizes a student with cost accounting principles and techniques. Emphasis is on procedures to provide data for job order and continuous process types of industries, determination of unit costs, and preparation of cost reports. Upon course completion, a student should be able to apply cost accounting principles and techniques.

ACT 257—GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING
3 credit hours
PREREQUISITE: Determined by instructor
This course is an introduction to the principles, concepts, and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion, a student should be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

ACT 262—DIRECTED STUDIES
3 credit hours
PREREQUISITE: Determined by instructor
This course is an independent study under faculty supervision. Emphasis is placed on subject relevance and student interest and need.

ACT 270—SPECIAL TOPICS
1 credit hour
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

ACT 271—SPECIAL TOPICS
2 credit hours
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

ACT 272—SPECIAL TOPICS
3 credit hours
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

BUS 261—BUSINESS LAW I
3 credit hours
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.
The mission of the Air Conditioning and Refrigeration program is to prepare students to successfully install, service and troubleshoot HVACR systems. As HVACR technicians, graduates will be skilled in both commercial and residential service. The Air Conditioning/Refrigeration program awards the short certificate and the long certificate.

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

### Short Certificate

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 111 Refrigeration Principles</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 112 HVACR Service Procedures</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 113 Refrigeration Piping Practices</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 115 Heating Systems</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 117 Heat Pumps</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 121 Principles of Electricity for HVACR</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 122 HVACR Electrical Circuits</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 123 HVACR Electrical Components</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 132 Residential Air Conditioning</td>
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#### Study Skills and Work Keys Requirements

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSS 115 Success and Study Skills</td>
<td>0 2 1</td>
</tr>
<tr>
<td>WKO 101 Workplace Skill Development</td>
<td>0 2 1</td>
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#### Long Certificate

NOTE: WKO 101 Workplace Skill Development is required during the first semester of attendance for all freshmen entering this program.

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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</thead>
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<tr>
<td>ACR 111 Refrigeration Principles</td>
<td>1 5 3</td>
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<tr>
<td>ACR 117 Heat Pumps</td>
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<td>ACR 121 Principles of Electricity for HVACR</td>
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</tr>
<tr>
<td>ACR 122 HVACR Electrical Circuits</td>
<td>1 5 3</td>
</tr>
<tr>
<td>ACR 123 HVACR Electrical Components</td>
<td>1 5 3</td>
</tr>
</tbody>
</table>

### Course Descriptions

**ACR 111—REFRIGERATION PRINCIPLES**

3 credit hours

**PREREQUISITE:** Regular admission status

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon course completion, a student should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment. CORE

**ACR 112—HVACR SERVICE PROCEDURES**

3 credit hours

**PREREQUISITE:** ACR 111 and ACR 121 or determined by instructor

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant oils and corned methods of charging and recovering refrigerants. Upon course completion, a student should be able to properly recover/refrigerants and demonstrate safe, correct service procedures that comply with the no-venting laws. CORE

**ACR 113—REFRIGERATION PIPING PRACTICES**

3 credit hours

**PREREQUISITE:** ACR 111 and ACR 121 or determined by instructor

This course introduces a student to the proper installation procedures of refrigerant piping and tubing for the heating ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon course completion, a student should understand related terminology and be able to identify ACR pipe, tubing, and various fittings. CORE

**ACR 115—HEATING SYSTEMS**

3 credit hours

**PREREQUISITE:** ACR 111 and ACR 121 or determined by instructor

This course covers the fundamentals of gas and electrical furnaces. Emphasis is placed on components, operational sequences, industry codes, general service procedures, system diagnosis, repair, and basic installation procedures. Upon course completion, a student should be able to install and service gas and electric furnaces.

**ACR 117—HEAT PUMPS**

3 credit hours

**PREREQUISITE:** ACR 111 and ACR 121 or determined by instructor

This course covers the basic theory and application of heat pump systems. Topics include reverse cycle refrigeration, four-way valve operation, industry codes, system components and troubleshooting. Upon completion, a student should be able to install and service heat pumps.

**ACR 121—PRINCIPLES OF ELECTRICITY FOR HVACR**

3 credit hours

**PREREQUISITE:** Regular admission status

This course is designed to provide a 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 course completion, a student should understand and be able to apply the basic principles of HVACR circuits and circuit components. CORE

**ACR 122—HVACR ELECTRICAL CIRCUITS**

3 credit hours

**PREREQUISITE:** ACR 111 and ACR 121 or determined by instructor

This course introduces a student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are covered in this course. Upon course completion, a student should understand standard wiring diagrams and symbols. CORE
ACR 123—HVAC ELECTRICAL COMPONENTS
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course introduces a student to electrical components and controls. Emphasis is placed on the operation of motors, relays, contactors, starters, and other HVAC controls. Upon course completion, a student should be able to understand motor theory and control functions in HVAC equipment. CORE

ACR 130—COMPUTER ASSISTED HVAC TROUBLESHOOTING
1 credit hour
PREREQUISITE: Regular admission status
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunction. Upon completion students should be able to diagnose and repair service problems in HVAC equipment.

ACR 132—RESIDENTIAL AIR CONDITIONING
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course introduces a student to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon course completion, a student should be able to service and repair residential air conditioning systems.

ACR 134—ICE MACHINES
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course introduces a student to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon course completion, a student should be able to install, service, and repair commercial ice machines.

ACR 144—BASIC DRAWING AND BLUEPRINT READING IN HVAC
3 credit hours
PREREQUISITE: Regular admission status
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

ACR 192—HVAC INTERNSHIP
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide basic hands-on experience in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge.

ACR 200—REVIEW FOR CONTRACTORS EXAM
3 credit hours
PREREQUISITE: Determined by instructor
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics; installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

ACR 203—COMMERCIAL REFRIGERATION
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon course completion, a student should be able to service and repair commercial refrigeration systems.

ACR 204—COMMERCIAL AIR CONDITIONING
3 credit hours
PREREQUISITE: ACR 111
This course focuses on commercial air conditioning systems. Topics include maintenance, repair, and troubleshooting. Upon course completion students should be able to service and repair commercial air conditioning systems.

ACR 205—SYSTEM SIZING AND AIR DISTRIBUTION
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors affecting acceptable indoor air quality. Upon course completion, a student should be able to calculate system requirements.

ACR 206—SYSTEM TROUBLESHOOTING
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course introduces a student to various HVAC troubleshooting techniques. Emphasis is placed on mechanical and electrical problems, heat pump service, air conditioning service, and problem analysis. Upon course completion, a student should be able to perform various troubleshooting techniques on heating and air conditioning systems.

AUTOMOTIVE MECHANICS (AUM)

The mission of the Automotive Mechanics program is to prepare students for successful employment or advancement as automotive technicians. The Automotive Mechanics program awards the short certificate, diploma, and offers an option to complete the Associate in Occupational Technologies degrees.

The Automotive Mechanics program prepares students to diagnose mechanical problems and to make repairs to all components of the automobile. The program involves attending on-campus classroom and laboratory sessions while participating in cooperative work experiences in the automotive industry.

Short Certificate

Course No./Title Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Braking Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 123 Engine Principles 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 211 Automotive Electronics 1 4 3
AUM 221 Engine Repair 1 4 3

Study Skills and Work Keys Requirements
BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development I 0 2 1
Total Credit Hours 29

Diploma

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

Course No./Title Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Braking Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 123 Engine Principles 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 101 Work Experience 0 10 2
AUM 211 Automotive Electronics 1 4 3
AUM 212 Fuel Systems 1 4 3
### General Education Requirements

Select one from the following two courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>Applied Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
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Select one from the following two courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS 130</td>
<td>Introduction to Information Systems*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications*</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one from the following three courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAH 116</td>
<td>Mathematical Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 53

*Approved for the Associate in Occupational Technologies degree

### Associate in Occupational Technologies Degree

#### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication*</td>
<td>3</td>
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</table>

### Humanities and Fine Arts Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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</tbody>
</table>

### Area V

Major—Automotive Mechanics Diploma

Minor—Diesel Mechanics

Select 12 credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM 105</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>DEM 122</td>
<td>Heavy Vehicles Brakes</td>
<td>3</td>
</tr>
<tr>
<td>DEM 123</td>
<td>Pneumatics and Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>DEM 125</td>
<td>Heavy Vehicle Drive Trains</td>
<td>3</td>
</tr>
<tr>
<td>DEM 126</td>
<td>Advance Engine Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DEM 127</td>
<td>Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>DEM 135</td>
<td>Heavy Vehicle Steering and Suspension</td>
<td>3</td>
</tr>
</tbody>
</table>

### Course Descriptions

#### AUM 101—FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

3 credit hours  
PREREQUISITE: Regular admission status  
This course provides a study of automotive systems and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light-duty service procedures, and the use of shop manuals. Upon course completion, a student should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE

#### AUM 111—AUTOMOTIVE ELECTRICAL SYSTEMS

3 credit hours  
PREREQUISITE: Regular admission status  
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brakes, lines and valves, and anti-lock systems. Upon course completion, a student should be able to identify and repair minor electrical problems on the automobile. CORE

#### AUM 121—AUTOMOTIVE BRAKING SYSTEMS

3 credit hours  
PREREQUISITE: AUM 111 or determined by instructor  
This course provides a study of engine construction, operation and service, and identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon course completion, a student should be able to perform basic repairs on a variety of engines. CORE

#### AUM 122—AUTOMOTIVE STEERING, SUSPENSION AND ALIGNMENT

3 credit hours  
PREREQUISITE: Regular admission status  
This course focuses on fuel delivery systems operation, and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. Upon course completion, a student should be able to perform advanced engine tune-ups. CORE

#### AUM 123—ENGINE PRINCIPLES

3 credit hours  
PREREQUISITE: Regular admission status  
This course provides a study of engine construction, operation and service, and identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon course completion, a student should be able to perform basic repairs on a variety of engines. CORE
AUTOMOTIVE SERVICE TECHNOLOGY (ASE) FORD, GM, AND TOYOTA

The mission of the Automotive Service program is to prepare students for successful employment or advancement in either the Ford, General Motors, or Toyota automotive technology field through various instructional methods including theory classes, practical laboratory and shop experiences, and cooperative education work experience with area dealerships. The Automotive Service programs award the Associate in Applied Technology degree.

The Ford Motor Company Automotive Student Service Educational Training program (ASSET), the General Motors Automotive Service Education Program (ASEP), and the Toyota Technical Education Network (T-TEN) program are two-year automotive technology programs designed to provide students with the technical competence and professionalism expected of the incoming dealership technician. With a curricula designed by Ford, GM, and Toyota, the programs involve attending on-campus laboratory sessions and on-the-job work experiences through sponsoring dealerships.

Ford ASSET* Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

Course No./Title Theory/Lab/Credit Hours
ASE 101 Fundamentals of Automotive Technology 1 4 3
ASE 111 Automotive Electrical Systems 1 4 3
ASE 112 Starting, Charging Systems and Accessories 1 4 3
ASE 121 Braking Systems 1 4 3
ASE 122 Steering, Suspension and Alignment 1 4 3
ASE 123 Engine Principles 1 4 3
ASE 131 Powertrain Fundamentals 1 4 3
ASE 132 Automotive Heating and Air Conditioning 1 4 3
ASE 150 Dealership Work Experience 0 10 2
ASE 160 Dealership Work Experience 0 10 2
ASE 211 Automotive Electronics 1 4 3
ASE 212 Fuel Systems 1 4 3
ASE 214 Ignition Systems 1 4 3
ASE 221 Engine Repair 1 4 3
ASE 222 Manual Transmission/Transaxle 1 4 3

*To be admitted into this program, a student must hold a valid driver's license and have a satisfactory driving record so that he/she is insurable under the dealership's automotive insurance carrier. The student must also secure a participating Ford dealership sponsor.

General Motors ASEP* Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

Course No./Title Theory/Lab/Credit Hours
ASE 101 Fundamentals of Automotive Technology 1 4 3
ASE 111 Automotive Electrical Systems 1 4 3
ASE 112 Starting, Charging Systems and Accessories 1 4 3
ASE 121 Braking Systems 1 4 3
ASE 122 Steering, Suspension and Alignment 1 4 3
ASE 123 Engine Principles 1 4 3
ASE 131 Powertrain Fundamentals 1 4 3
ASE 132 Automotive Heating and Air Conditioning 1 4 3
ASE 150 Dealership Work Experience 0 10 2
ASE 160 Dealership Work Experience 0 10 2
ASE 211 Automotive Electronics 1 4 3
ASE 212 Fuel Systems 1 4 3
ASE 214 Ignition Systems 1 4 3
ASE 221 Engine Repair 1 4 3
ASE 222 Manual Transmission/Transaxle 1 4 3
ASE 223 Engine Management Systems 1 4 3
ASE 224 Transaxle 1 4 3
ASE 231 Automatic Transmission/Transaxle 1 4 3
### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory/Lab/Credit Hours</th>
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</thead>
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<tr>
<td>EN 101</td>
<td>English Composition I</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
<td>3 0 3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>2 2 3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3 0 3</td>
</tr>
<tr>
<td>PHY 120</td>
<td>Introduction to Physics</td>
<td>3 2 4</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
<td>3 0 3</td>
</tr>
<tr>
<td>WKO 101</td>
<td>Workplace Skill</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

### Course Descriptions

**ASE 101—FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light-duty service procedures and the use of shop manuals. Upon course completion, a student should be able to use basic tools and equipment safely and in observance of OSHA standards. **CORE**

**ASE 111—AUTOMOTIVE ELECTRICAL SYSTEMS**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course provides a study of the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits. Upon course completion, a student should be able to identify and repair minor electrical problems on the automobile. **CORE**

**ASE 112—STARTING, CHARGING SYSTEMS AND ACCESSORIES**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course is designed to provide the basic knowledge of troubleshooting, maintenance, and repair of automotive electrical accessories. It includes the use of special tools when servicing batteries, starting systems, charging and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications. **CORE**

**ASE 121—BRAKING SYSTEMS**
3 credit hours  
**PREREQUISITE:** ASE 111 or determined by instructor  
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include braking fundamentals, master cylinders, power assist units, parking brake, lines and valves, and anti-lock systems. Upon course completion, a student should be able to repair brake systems. **CORE**

**ASE 122—STEERING, SUSPENSION AND ALIGNMENT**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course is designed to give a working knowledge of the design, operation, diagnosis, and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, conventional and rack and pinion steering systems. Upon course completion, a student should be able to make repairs and adjustments to suspension systems. **CORE**

**ASE 123—ENGINE PRINCIPLES**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course provides a study of engine construction, operation and service, identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon course completion, a student should be able to perform basic repairs on a variety of engines. **CORE**

**ASE 131—POWERTRAIN FUNDAMENTALS**
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drivelines, gear ratios, differentials, drive axles, troubleshooting and diagnostics. Upon course completion, a student should be able to troubleshoot, diagnose and repair automotive and manual powertrains. **CORE**

**ASE 132—AUTOMOTIVE HEATING AND AIR CONDITIONING**
3 credit hours  
**PREREQUISITE:** ASE 111 or determined by instructor  
This course covers nomenclature, theory of operation, repairs and service procedures, electrical control circuits for the compressor, blower, and coolant fan. Emphasis is placed on proper use of service manuals and safety. Upon course completion, a student should be able to diagnose and repair heating and air conditioning systems. **CORE**

**ASE 150—DEALERSHIP WORK EXPERIENCE**
2 credit hours  
**PREREQUISITE:** Determined by instructor  
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/She is expected to complete work
assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student's in-dealership work performance.

ASE 160—DEALERSHIP WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student's in-dealership work performance.

ASE 211—AUTOMOTIVE ELECTRONICS
3 credit hours
PREREQUISITE: ASE 111 or determined by instructor
This course builds on the principle laws of electricity. Emphasis is placed on series, parallel, and series-parallel circuits. Upon course completion, a student should be able to calculate, build and measure circuits.

ASE 212—FUEL SYSTEMS
3 credit hours
PREREQUISITE: ASE 111 or determined by instructor
This course focuses on fuel delivery systems operation, and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. Upon course completion, a student should be able to perform advanced engine tune-ups. CORE

ASE 214—IGNITION SYSTEMS
3 credit hours
PREREQUISITE: ASE 111 or determined by instructor
This course provides a study of the principles of operation, diagnosis, and repair of the ignition system components. Topics include primary and secondary circuit operations, and diagnosis and repair of conventional electronic, and distributor-less ignition systems. Upon course completion, a student should be prepared to diagnose and repair ignition system problems. CORE

ASE 221—ENGINE REPAIR
3 credit hours
PREREQUISITE: ASE 123 or determined by instructor
This course provides understanding of the troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety.

ASE 222—MANUAL TRANSMISSION/TRANSAXLE
3 credit hours
PREREQUISITE: ASE 131 or determined by instructor
This course includes a study of manual transmission/transaxle components, gear ratios and power flow. Topics include manual and hydraulic clutches and their service and repair. Upon course completion, a student should be able to remove, repair and replace manual transmission/transaxle components.

ASE 231—AUTOMATIC TRANSMISSION/TRANSAXLE
3 credit hours
PREREQUISITE: ASE 131 or determined by instructor
This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblies, hydraulic and mechanical power flow, and electronic controls. Upon course completion, a student should be able to remove, install, and perform basic repairs on automatic transmissions/transaxles.

ASE 250—DEALERSHIP WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student's in-dealership work performance.

ASE 260—DEALERSHIP WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and
BUILDING CONSTRUCTION (BUC)

The mission of the Building Construction program is to prepare students for successful employment in residential and commercial construction and to offer continuing education. The Building Construction program awards a short certificate and the Associate in Applied Technology degree. A Construction Management track is available under both awards.

The skills taught in the Building Construction program, when coupled with building construction field experience, permits graduates to advance to project managers, appraisers, first-line supervisors, estimators, expeditors and building inspectors. The Associate degree in Building Construction Technology begins with blueprint reading and basic tools and materials. Classes provide opportunities to work on foundations, floors, walls, and roofs. Students will also gain experience in the use of industry standard computer software. Optional cooperative work experience provides valuable field experience with some of the state's leading commercial contractors.

Short Certificate

Course No./Title Theory/Lab/Credit Hours
BUC 111 Basic Construction Layout 2 2 3
BUC 113 Basic Construction Blueprint 3 0 3
BUC 132 Advanced Construction Blueprint 3 0 3
BUC 133 Planning, Codes, and Scheduling 3 0 3

Construction Management Track

CMT 105 Construction Materials and Methods 3 0 3
CMT 204 Concrete Construction 1 2 3
CMT 205 Construction Management 3 0 3
CMT 206 Construction Estimating 3 0 3
CMT 217 Software Applications in Construction 3 0 3

Building Construction Track

BUC 110 Basic Construction Tools and Materials 2 2 3
BUC 111 Basic Construction Layout 2 2 3

Select nine hours from the following:
BUC 115 Roof and Ceiling Framing 2 2 3
BUC 121 Foundations, Floors and Walls 2 2 3
BUC 131 Interior and Exterior Finishes 2 2 3
BUC 141 On-Grade Concrete Applications 2 2 3
BUC 142 Planning/Estimating I 2 2 3
BUC 143 Above-Grade Concrete Applications 2 2 3
BUC 220 Special Problems in Building Construction 2 2 3

Study Skills and Work Keys Requirements

BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development I 0 2 1
Total Credit Hours 29

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

Course No./Title Theory/Lab/Credit Hours
BUC 110 Basic Construction Tools and Materials 2 2 3
BUC 111 Basic Construction Layout 2 2 3
BUC 112 Construction Measurements and Calculations 2 2 3
BUC 113 Basic Construction Blueprint 3 0 3
BUC 115 Roof and Ceiling Framing 2 2 3
BUC 121 Foundations, Floors and Walls 2 2 3
BUC 131 Interior and Exterior Finishes 2 2 3
BUC 132 Advanced Construction Blueprint 3 0 3
BUC 133 Planning, Codes and Scheduling 3 0 3
BUC 141 On-Grade Concrete Applications 2 2 3
BUC 142 Planning/Estimating I 2 2 3
BUC 143 Above-Grade Concrete Applications 2 2 3
BSS 220 Professional Transition 0 2 1

Select three from the following four courses:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 2 2 3
MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

Total Credit Hours 64

Course Descriptions

BUC 110—BASIC CONSTRUCTION TOOLS AND MATERIALS
3 credit hours
PREREQUISITE: Regular admission status
This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand-held power tools and construction materials. Upon course completion, a student should be able to work safely within the industry and operate various hand tools and power equipment. CORE

BUC 111—BASIC CONSTRUCTION LAYOUT
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course provides a student basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon course completion, a student should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures. CORE

BUC 112—CONSTRUCTION MEASUREMENTS AND CALCULATIONS
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course focuses on the mathematics and calculations required to perform general building construction functions. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon course completion, a student should be able to apply measurement and mathematical formulas used in building construction. CORE

BUC 113—BASIC CONSTRUCTION BLUEPRINT
3 credit hours
PREREQUISITE: Regular admission status
This course introduces students to construction blueprints. Topics include symbols and abbreviations, basic plans, elevation, sections, details, construction materials and specifications for light-frame construction and various commercial applications. Upon course completion, a student should be able to read residential blueprints, trade information for major crafts employed at a construction site and possess basic knowledge relative to multiple commercial applications. CORE
### BUC 115—ROOF AND CEILING FRAMING
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course focuses on construction framing above the wall plate line. Topics include ceiling framing, roof framing, trusses, and heavy timber construction. Upon course completion, a student should be able to frame residential ceilings and roofs, and apply heavy timber construction principles.

### BUC 121—FOUNDATIONS, FLOORS AND WALLS
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course focuses on the basic foundation systems and construction framing. Topics include site identification, installation of foundations, wooden floors and wall systems. Upon course completion, a student should be able to properly locate a structure, layout a foundation excavation, and perform basic construction framing procedures for wooden floors and wall systems.

### BUC 131—INTERIOR AND EXTERIOR FINISHES
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course is designed to provide an in-depth understanding of interior framing for finishes and finish applications. Topics include interior and exterior wall coverings, comices, gable-end framing, interior and exterior finishes for comices, doors, and hardware installation. Upon course completion, a student should be able to frame comices and apply interior and exterior finishes to walls, overhangs, and doors.

### BUC 132—ADVANCED CONSTRUCTION BLUEPRINT
3 credit hours
**PREREQUISITE:** BUC 113 or determined by instructor

This course prepares a student to read advanced sets of commercial blueprints. Topics include various types of construction such as townhouses, heavy timber, structural steel, and reinforced concrete. Upon course completion, a student should be able to read and interpret advanced commercial blueprints for all major crafts.

### BUC 133—PLANNING, CODES, AND SCHEDULING
3 credit hours
**PREREQUISITE:** Regular admission status

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon course completion, a student should be able to identify the components of the construction process, locate information in building code books, plan construction projects, and understand the implications of various real estate issues.

### BUC 141—ON-GRADE CONCRETE APPLICATIONS
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon course completion, a student should be able to perform on-grade concrete slab forming, wall forming, curb forming, and set templates with anchor bolts.

### BUC 142—PLANNING/ESTIMATING I
3 credit hours
**PREREQUISITE:** BUC 112 or determined by instructor

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon course completion, a student should be able to accurately complete a take-off of materials and equipment needs, and plan the labor to construct a residential structure.

### BUC 143—ABOVE-GRADE CONCRETE APPLICATIONS
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course emphasizes techniques and principles required to build above grade forms and to provide practice in constructing above-grade form systems. Topics include beam forms, slab forms, flying-form tables, crane-set wall panels, and gang-form system for walls and stair forms. Upon course completion, a student should be able to build above-grade concrete form systems, flying-form tables for slabs, and build gang-form systems for walls and stairs.

### BUC 150—HOMEBUILDERS LICENSE EXAM REVIEW
2 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course prepares students to take the State Homebuilders License exam for residential construction. Topics include basic residential frame and finish review, basic estimating and associated areas. Upon course completion, students should qualify to take the residential contractors exam with appropriate field experience.

### BUC 151—CONSTRUCTION TECHNOLOGY MANAGEMENT
1 credit hour

**PREREQUISITE:** Determined by instructor

This course covers the procedures involved in building construction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics.

### BUC 210—CURRENT TOPICS IN BUILDING CONSTRUCTION
3 credit hours
**PREREQUISITE:** Determined by instructor

This course focuses on current trends and emerging technologies in construction trades. Emphasis is placed on, but not limited to, field engineering, ironwork, concrete system design, materials and methods of construction, supervision, construction scheduling, sketching for builders, craft foremanship, and the total station. Upon completion, students should have developed new skills in areas of specialization.

### BUC 220—SPECIAL PROBLEMS IN BUILDING CONSTRUCTION
3 credit hours
**PREREQUISITE:** BUC 110 or determined by instructor

This course is designed to allow students to investigate issues and new techniques in the construction industry. Emphasis is on new technology and procedures. Upon course completion, a student should be able to apply new technologies and procedures.

### BUC 236—COOPERATIVE WORK EXPERIENCE
1 credit hour
**PREREQUISITE:** Determined by instructor

This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

### BUC 238—COOPERATIVE WORK EXPERIENCE
2 credit hours
**PREREQUISITE:** Determined by instructor

This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

### CMT 105—CONSTRUCTION MATERIALS AND METHODS
3 credit hours
**PREREQUISITE:** Determined by instructor

The purpose of this course is to introduce the student to the materials, methods, and equipment used in building construction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics.

### CMT 204—CONCRETE CONSTRUCTION
3 credit hours
**PREREQUISITE:** Determined by instructor

The purpose of this course is to introduce the student to the use of concrete construction. Students are exposed to all major components of concrete construction. Upon completion of this course the student will know how to design concrete mixes, place forms for cast-in-place concrete, build with masonry units, and will know the major components in building with concrete.
CMT 205—CONSTRUCTION MANAGEMENT
3 credit hours
PREREQUISITE: Determined by instructor
The purpose of this course is to introduce the student to the principles and practices used in managing various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course, the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job.

CMT 206—CONSTRUCTION ESTIMATING
3 credit hours
PREREQUISITE: Determined by instructor
The purpose of this course is to introduce the student to the principles and practices used in estimating construction costs. Emphasis will be on a methodical approach to estimating each cost element of a construction project. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job using various computer software packages.

COMMERCIAL ART (CAT)
The mission of the Commercial Art program is to prepare students for employment or advancement as practitioners in the field of commercial art. Additionally, the program prepares students to become respected and responsible members of society by stressing good work habits, excellent craftsmanship, and ethical conduct. The Commercial Art program awards the short certificate, diploma, and offers an option to complete the Associate in Occupational Technologies degree.

Students with creativity, motivation, and talent find the Commercial Art program an ideal place to prepare for careers in advertising agencies, art studios, mass media, newspaper and TV enterprises, and publishing. Graduates can even elect to become free-lance commercial artists or photographers.

Commercial Art Short Certificate

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<thead>
<tr>
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<th>Theory/Lab/Credit Hours</th>
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<tbody>
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<td>CAT 114</td>
<td>4 3</td>
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<td>CAT 202</td>
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Commercial Art Track

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<td>CAT 130</td>
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<td>CAT 132</td>
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Photography Track

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Study Skills and Work Keys Requirements

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Commercial Art Diploma

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

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<th>Course No./Title</th>
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<tbody>
<tr>
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General Education Requirements

Area I
Select one of the following courses:

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<tr>
<td>ENG 101</td>
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Area II
Select one of the following courses:

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Area III
Select one of the following courses:

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Select one of the following courses:

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*Approved for the Associate in Occupational Technologies degree
**Associate in Occupational Technologies Degree**

**General Education Requirements**

**Areas I and II**
- ENG 101 English Composition I 3 0 3
- SPP 108 Fundamentals of Oral Communication 3 0 3

Select one of the following courses:
- ART 100 Art Appreciation 3 0 3
- PHL 206 Ethics and Society 3 0 3

**Area III**
Select three of the following courses:
- CIS 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 3 0 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3

**Area IV**
- PSY 200 General Psychology 3 0 3

**Area V**
**Major—Commercial Art Diploma**

**Minor—Graphics and Prepress**
Select 12 credit hours from the following courses:
- GPC 112 Introduction to the Graphic Industry 3
- GPC 116 Technical Graphics 3
- GPC 120 Computer Graphics 3
- GPC 130 Electronic Page Production 3
- GPC 132 Advanced Electronic Page Production 3
- GPC 134 Digital Prepress Operations 3
- GPC 150 Basic Printing and Press Operations 3
- GPC 152 Advanced Printing and Press Operations 3
- GPC 180 Current Topics in Graphics and Prepress 3
- GPC 191 Work Experience 1
- GPC 192 Work Experience 2

**Course Descriptions**

**CAT 112**
**COLOR THEORY AND DESIGN**
3 credit hours
**PREREQUISITE:** Regular admission status
This course provides an introduction to color psychology, theory, and interpretation. Emphasis is placed on color values and mixing, the color wheel and charts, color theory, and the color Pantone System. Upon course completion, a student should be able to understand light and color techniques used in advertising, color photography, RGB, and CMYK and the use of color for simulating printing ink.

**CAT 114**
**INTRODUCTION TO COMPUTER GRAPHICS**
3 credit hours
**PREREQUISITE:** CAT 111 or determined by instructor
This course introduces students to software applications in graphic productions. Topics include production terms, and image editing, manipulation and output. Upon completion, students should be able to use the industry standard image editing software package. (Photoshop)

**CAT 118**
**DESIGN DRAWING**
3 credit hours
**PREREQUISITE:** Regular admission status
This course introduces five basic drawing component skills. Topics include the perception of edges, space, relationships, shadow and lights, and of the whole. Upon course completion, a student should be able to work with the fundamentals of drawing and to use different mediums and techniques. **CORE**

**CAT 120**
**COMPUTER GRAPHICS**
3 credit hours
**PREREQUISITE:** CAT 114
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications, and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects, and prepare an image for a web publication. (Photoshop)

**CAT 122**
**TECHNICAL PROCESSES**
3 credit hours
**PREREQUISITE:** Regular admission status
This course introduces a student to the basic concepts and skills of image and page production, and assembly necessary to produce print-ready publications and web publishing. Topics include equipment, materials and techniques used to produce comprehensives and mechanicals, basic scanning, and digital image creating. Upon course completion, a student should be able to recognize and evaluate quality line art and halftone representations for film, prints, transfers, and scans for use in traditional press production, electronic prepress applications, and web publishing.

**CAT 123**
**COMPUTER DRAWING**
3 credit hours
**PREREQUISITE:** CAT 111 or determined by instructor
This course provides a student with a technical background in computer graphics. Emphasis is placed on the different draw, modification, and editing tools associated with industry standard software. Upon course completion, a student should be able to identify the different tools associated with the software, create, edit and manipulate text, alter elements using the transformation tools, create charts and graphs, and design custom process colors (Illustrator).

**CAT 126**
**TYPESETTING FUNDAMENTALS**
3 credit hours
**PREREQUISITE:** CAT 111 or determined by instructor
This course provides the study of type and text production. Emphasis is placed on development of typography from historic pictography representation to modern type styles and high-resolution electronic image setting. Upon course completion, a student should be able to demonstrate basic keyboarding skills for computer typesetting systems and applications, text type specifications, measurement, and text proofing.

**CAT 128**
**ELECTRONIC PAGE LAYOUT AND ASSEMBLY**
3 credit hours
**PREREQUISITE:** CAT 111 or determined by instructor
This course provides an introduction to electronic page layout using computer software. Topics include importing, combining, and manipulating text and graphic elements for composite page layout and production. Upon course completion, a student should be able to produce simple, single-page, spread-page, and continuous-page digital documents suitable for low or high resolution output as well as electronic prepress file submission.

**CAT 130**
**PRINCIPLES OF DESIGN**
3 credit hours
**PREREQUISITE:** Regular admission status
This course introduces a student to the basic principles and elements of design. Emphasis is placed on design concepts including asymmetrical, symmetrical, and radial design, as well as line, shape, texture, value, and color in design. Upon course completion, a student should be able to apply these concepts to design problems. **CORE**

**CAT 132**
**BASIC ADVERTISING DESIGN**
3 credit hours
**PREREQUISITE:** Regular admission status
This course deals with design assignments related to the commercial art field and introduces a student
This course is an introduction to black and white 35mm photography. Emphasis is placed on good completion, a student should be able to combine aesthetic and technical aspects of photography. Development of the repetitive grids, using photos as opportunity to create, design, and produce a software program. Upon course completion, a student should learn the operations of a single reflex camera, technical camera applications, film processing, and darkroom printing.

CAT 142 INTERMEDIATE ADVERTISING DESIGN
3 credit hours
PREREQUISITE: CAT 132 or determined by instructor
This course includes advanced design concepts and assignments. Emphasis is placed on various design elements, including artistic rendering, photo illustrations, typography, and computer layout as applied to advertising campaigns. Upon course completion, a student should be able to combine graphic skills to produce professional artwork.

CAT 150 ADVANCED ADVERTISING DESIGN
3 credit hours
PREREQUISITE: CAT 142 or determined by instructor
This course is designed to allow students the opportunity to create, design, and produce a corporate image project. Emphasis is placed on the development of the repetitive grids, using photos as clip art, scanned images, and a page layout software program. Upon course completion, a student should be able to use prior training in the manual and computer design course to complete this task.

CAT 152 DIGITAL PHOTOGRAPHY
3 credit hours
PREREQUISITE: Regular admission status
This course introduces a student to digital imaging techniques used by industry. Emphasis is placed on the technical application of the camera and digital photographic lighting methods. Upon course completion, a student should be able to determine the need for digital photography versus reproduction, quality advertising photography, and understand both concepts.

CAT 153 BLACK AND WHITE PHOTOGRAPHY
3 credit hours
PREREQUISITE: CAT 140 or determined by instructor
This course introduces a student to advanced printing methods and techniques. Topics include printing with filters and high contrast and fine art photographic paper. Upon course completion, a student should be able to apply special effects such as posterization, photo masking, sandwich negatives, and superimposed images.

CAT 154 BASIC PHOTOGRAPHY STUDIO
3 credit hours
PREREQUISITE: CAT 140 or determined by instructor
This course provides an introduction to advanced electronic flash systems, medium format single reflex cameras, and "Master Lighting." Emphasis is placed on the use of EFS and spot meters, soft boxes, honeycomb grids, and color gels. Upon course completion, a student should be able to demonstrate single portrait posing, couple posing, glamour portraiture, and group posing used in wedding photography.

CAT 155 PHOTOGRAPHY STUDIO FASHION
3 credit hours
PREREQUISITE: CAT 140 and CAT 154 or determined by instructor
This course provides an introduction to advanced photographic composition, as well as both the aesthetic and technical aspects of photography. Each student should learn the operations of a single reflex camera, technical camera applications, film processing, and darkroom printing.

CAT 156 ADVERTISING PHOTOGRAPHY STUDIO
3 credit hours
PREREQUISITE: CAT 140 or determined by instructor
This course provides a study of tabletop advertising photography and lighting techniques. Topics include food photography, abstract still life, and product advertising. Upon course completion, a student should be able to demonstrate skills with the 4 x 5 camera, Polaroid proofing and the 35mm and medium format camera angles for tabletop photography. Required: 35mm camera

Optional: 6 x 6cm or 4 x 5cm camera

CAT 157 PHOTO MARKETING
3 credit hours
PREREQUISITE: CAT 140 or determined by instructor
This course provides an introduction to freelance, stock photography, and independent marketing techniques. Emphasis is placed on field photography, writing queries, and studio office organizational skills. Upon course completion, a student should be able to shoot environmental and advertising photography, create a stock computer database, understand tax tips, and apply required policies and booking techniques.

CAT 158 PHOTOJOURNALISM
3 credit hours
PREREQUISITE: CAT 140 or determined by instructor
In this course, a student produces visual communications through photographic images. Emphasis is placed on photography, black and white darkroom, writing caption lines, story outlines, and a photo essay. Upon course completion, a student should be able to capture the most revealing moment, anticipate a newsreader's interest and should be a trained observer of current events.

CAT 160 PORTFOLIO
3 credit hours
PREREQUISITE: CAT 150 or determined by instructor
This course provides the advanced student an opportunity to use previous commercial art training and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a complete portfolio, resume, cover letter, and self-promotional piece. Upon completion, students should be able to formulate portfolio quality work for job interviews.

CAT 170 WEB SITE DEVELOPMENT
3 credit hours
PREREQUISITE: CAT 111 or determined by instructor
This course provides an understanding of the Internet and design principles of web sites. Topics include software necessary for the creation and maintenance of a web site. Upon course completion, a student should be able to design, implement, and maintain a web site.

CAT 180 CURRENT TOPICS IN COMMERCIAL ART
3 credit hours
PREREQUISITE: Determined by instructor
This course provides a survey of current trends in the commercial art industry. Emphasis is placed on perspective drawing, watercolor, medical illustration, typography design, font management, comic art, computer animation, digital graphics, and advanced computer graphics. Upon course completion, a student should be able to demonstrate skills in graphic illustration and the newest technology for the industry.

CAT 192 3D GRAPHICS AND ANIMATION
3 credit hours
PREREQUISITE: CAT 111 or determined by instructor
This course is designed to tap the imagination of a student in a three-dimensional, problem-solving environment. Topics include a basic introduction to the concepts of 3D design and animation and application of those concepts to a design project. Upon course completion, a student should be able to create and animate objects in a three-dimensional environment.
COMPUTER SCIENCE (DPT)

The mission of the Computer Science program is to prepare students for entry-level employment, advancement, and industry certifications in information technology by teaching programming, networking, operating systems, and applications using up-to-date methods and techniques that are prevalent in today's marketplace. The Computer Science program awards a short certificate and the Associate in Applied Technology degree.

The curriculum is designed for students seeking entry-level employment in the fields of computer support, computer programming, and computer networking. The curriculum is also designed for individuals who are seeking specialized skills required for advancement, certification, and/or personal growth. Computer Science courses include theory and laboratory experiences related to those in industry today. Major topics include program logic, application development, and the use of personal computers. Program languages offered include Visual Basic, .NET, Java, SQL, and COBOL. Personal computer courses using popular spreadsheet and database packages are also part of this program.

Short Certificate

NOTE: SET 101 Beginning Keyboarding or demonstrated competency is required.

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<tr>
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<tr>
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<tr>
<td>DPT 111</td>
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<tr>
<td>DPT 211 Advanced COBOL Programming</td>
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<tr>
<td>DPT 230 Database</td>
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<tr>
<td>DPT 231 Advanced Database</td>
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<tr>
<td>DPT 255 Java Programming</td>
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<tr>
<td>DPT 258 Visual BASIC</td>
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Choose one of the following tracks:

Computer Programming Track

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<td>DPT 255 Java Programming</td>
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<td>DPT 258 Visual BASIC</td>
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Computer Support Specialist Track

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<tr>
<td>DPT 120</td>
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<td>DPT 143 Introduction to Windows Development</td>
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<td>DPT 181 Special Topics in Computer Science</td>
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<td>DPT 196 Commercial Software Application</td>
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<td>DPT 230 Database</td>
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<tr>
<td>DPT 245 Spreadsheets</td>
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Computer Networking Track

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General Education Requirements

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<td>PHR 120</td>
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Select one from the following two courses:

ECO 231 Principles of Macroeconomics  
Regular admission status

PSY 200 General Psychology  
Regular admission status

Total Credit Hours 68

**Course Descriptions**

**DPT 110—COMPUTER PROGRAM LOGIC**  
3 credit hours  
**PREREQUISITE:** Determined by instructor  
This course introduces a student to COBOL, the Common Business Oriented Language. Students are introduced to COBOL program structure, program divisions, input/output statements, arithmetic expressions, conditional expressions, debugging techniques, multilevel control breaks, and table processing. Outside laboratory time is required to produce programs for evaluation and to ensure mastery of COBOL.

**DPT 111—COBOL PROGRAMMING**  
3 credit hours  
**PREREQUISITE:** Determined by instructor  
This course introduces a student to COBOL, the Common Business Oriented Language. Students are introduced to COBOL program structure, program divisions, input/output statements, arithmetic expressions, conditional expressions, debugging techniques, multilevel control breaks, and table processing. Outside laboratory time is required to produce programs for evaluation and to ensure mastery of COBOL.

**DPT 119—INTRODUCTION TO COMPUTERS**  
3 credit hours  
**PREREQUISITE:** CIS 130 or determined by instructor  
This course is an introduction to computers. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. It also introduces programming and computer operating systems. A student who completes this course should have basic knowledge of computer technology.

**DPT 120—INTRODUCTION TO WINDOWS**  
3 credit hours  
**PREREQUISITE:** DPT 150  
This is an introduction to the basics of Microsoft Windows and graphical environments. Normal business uses of a microcomputer and Windows are covered in this course. This course requires that each student demonstrate mastery of Windows and graphical environments at the required level.

**DPT 121**  
NETWORK ADMINISTRATION  
3 credit hours  
**PREREQUISITE:** DPT 120, DPT 150  
This course is designed to introduce basic network administration. The basics of network administration, installing and maintaining network software on a server, installation of applications on the server, and how networks are made ready for users are covered. Upon completion, a student should demonstrate the ability to administer a computer network.

**DPT 143—INTRODUCTION TO MULTIMEDIA DEVELOPMENT**  
3 credit hours  
**PREREQUISITE:** DPT 150 or determined by instructor  
This course introduces the student to the use of an authoring package to develop a variety of multimedia presentations/tutorials. The course is designed for people with or without programming skills who wish to create their own multimedia applications. Topics include screen design principles, multimedia concepts, operation of authoring software, and development of multimedia applications.

**DPT 150—MICRO OPERATING SYSTEMS**  
3 credit hours  
**PREREQUISITE:** Regular admission status  
This course introduces the fundamental concepts of basic microcomputer operation. Topics include tree structures, files, and disk utilities. Upon completion, a student should demonstrate a mastery of microcomputer operation.

**DPT 152—C++ PROGRAMMING**  
3 credit hours  
**PREREQUISITE:** MAH 090 or permission of instructor  
This course introduces the C++ programming language. The syntax of C++, decision structures, input/output operations, math and logical operations, control structures, function declarations, parameter passing, and structured techniques are covered. This course requires outside laboratory time and students are expected to demonstrate a mastery of the C++ language.

**DPT 161—CCNA I**  
3 credit hours  
**PREREQUISITE:** As determined by instructor  
This course is the first part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMs, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points, and channels; describe Cisco's implementation of ISDN BRI.

**DPT 164—CCNA IV**  
3 credit hours  
**PREREQUISITE:** As determined by instructor  
This course introduces the C++ programming language. The syntax of C++, decision structures, input/output operations, math and logical operations, control structures, function declarations, parameter passing, and structured techniques are covered. This course requires outside laboratory time and students are expected to demonstrate a mastery of the C++ language.

**DPT 163—Cisco II**  
3 credit hours  
**PREREQUISITE:** As determined by instructor  
This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs.

**DPT 165—Cisco III**  
3 credit hours  
**PREREQUISITE:** As determined by instructor  
This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMs, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points, and channels; describe Cisco's implementation of ISDN BRI.
This course introduces database systems. The course will utilize a database allowing a student to create and update files, generate reports, and create application complete with formatted entry and output. This course requires outside laboratory time, and each student is required to demonstrate a mastery of database functions and concepts.

DPT 231—ADVANCED DATABASE
3 credit hours
PREREQUISITE: DPT 230 or determined by instructor
This course is a continuation of DPT 230—Database. The course expands database concepts in creating, maintaining, retrieving, and reporting and covers in-depth database programming capabilities. This course requires outside laboratory time, and each student is required to demonstrate a mastery of advanced database functions and concepts.

DPT 245—SPREADSHEETS
3 credit hours
PREREQUISITE: Determined by instructor
This course is an introduction to spreadsheet concepts. Students learn basic editing, manipulation techniques using formulas, built-in functions, graphs, and database capabilities. This course requires outside laboratory time, and each student is required to demonstrate a mastery of spreadsheets.

DPT 258—VISUAL BASIC
3 credit hours
PREREQUISITE: DPT 150 or determined by instructor
This course is an introduction to the programming language Visual BASIC. Emphasis is on object oriented languages and the basic fundamentals of BASIC programming in a graphical environment. This course requires outside laboratory time. Each student is required to demonstrate a mastery of BASIC.

DENTAL ASSISTING (DAT)

The mission of the Dental Assisting program is to provide the academic and clinical learning experiences that assist students in developing the knowledge, attitudes, and skills necessary for successful and effective functioning in the biological, behavioral, and clinical aspects of dental assisting and to encourage graduates to continually seek personal and professional growth opportunities. The Dental Assisting program awards the diploma and offers an option to complete the Associate in Occupational Technologies degree.

Upon successful completion of the Dental Assisting program, students exhibit proficiency in office management skills, laboratory procedures, radiography, infection control, manipulation of dental materials, and the provision of patient care. Clinical experience is facilitated through internships at the University of Alabama School of Dentistry, Veteran's Hospital, and private dental offices. The Dental Assisting program awards the diploma and the Associate in Occupational Technologies degree and is accredited by the Commission on Dental Accreditation of the American Dental Association, Council on Occupational Education, and the State Board of Dental Examiners. Graduates are eligible to write the national certification examinations administered by the Dental Assisting National Board.

Diploma

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 100 Introduction to Dental Assisting</td>
<td>2 0 2</td>
</tr>
<tr>
<td>DAT 101 Pre-Clinical Procedures</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DAT 102 Dental Materials</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DAT 103 Anatomy and Physiology for Dental Assisting</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DAT 104 Basic Sciences for Dental Assisting</td>
<td>2 0 2</td>
</tr>
<tr>
<td>DAT 112 Dental Radiology</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DAT 113 Dental Health Education</td>
<td>2 0 2</td>
</tr>
<tr>
<td>DAT 115 Clinical Practicum I</td>
<td>0 15 5</td>
</tr>
<tr>
<td>DAT 116 Pre-Clinical Procedures II</td>
<td>2 0 2</td>
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<tr>
<td>DAT 122 Clinical Practice II</td>
<td>0 12 4</td>
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<tr>
<td>DAT 123 Dental Assisting Seminar</td>
<td>4 0 4</td>
</tr>
<tr>
<td>DAT 124 Clinically Applied Infection</td>
<td></td>
</tr>
<tr>
<td>Control &amp; OSHA Standards</td>
<td>0 3 1</td>
</tr>
<tr>
<td>DAT 131 Business and Industrial Psychology for Dental Assisting</td>
<td>1 0 1</td>
</tr>
</tbody>
</table>

General Education Requirements

Select one from the following two courses:

- COM 131 Applied Writing
- ENG 101 English Composition *
- SPH 106 Fundamentals of Oral Communication *

Theory/Lab/Credit Hours

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</tr>
</tbody>
</table>
**Associate in Occupational Technologies Degree**

**General Education Requirements**

**Humanities and Fine Arts Course**
- MAH 100 Intermediate College Algebra 3
- MAH 116 Mathematical Applications 3
- MTH 110 Finite Mathematics* 3

*Approved for the Associate in Occupational Technologies Degree

Select three from the following four courses:
- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications 2
- MTH 112 Pre-calculus Algebra 3
- PSY 200 General Psychology 3

Select one from the following two courses:
- ECO 231 Principles of Macroeconomics 3
- SET 217 Office Management 3

**Area V**

**Major—Dental Assisting Diploma**

**Minor—Office Administration**

**Course Descriptions**

**DAT 101—PRE-CLINICAL PROCEDURES I**
- **3 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to introduce chair-side assisting, including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry, and dental specialties. Emphasis will be placed on preparation of a student for clinical dental assisting. Upon course completion, a student should be able to perform dental assisting skills in a clinical setting.

**DAT 102—DENTAL MATERIALS**
- **3 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Each student will be given intra- and extra-oral technical tasks to perform. Upon course completion, a student should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.

**DAT 103—ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING**
- **3 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis is placed on tooth and root morphology, and embryological and histological correlations provide a foundation essential to an understanding of dental health. Upon course completion, a student should be able to discuss and identify the basic structure and function of the human body, specifically the head, neck, and dentition.

**DAT 104—BASIC SCIENCES FOR DENTAL ASSISTING**
- **2 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon course completion, a student should be able to apply basic science to the dental field.

**DAT 112—DENTAL RADIOLOGY**
- **3 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Each student should be taught to produce diagnostically acceptable intra- and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intra-oral radiographic technique, and image characteristics. Upon course completion, a student should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.

**DAT 113—DENTAL HEALTH EDUCATION**
- **2 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to introduce a student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis is placed on philosophy of preventive dentistry including oral hygiene, patient motivation and management, and methods of oral health education. Upon course completion, a student should be able to apply the basic principles of nutrition and preventive dentistry.

**DAT 115—CLINICAL PRACTICUM I**
- **5 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to provide a student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon course completion, a student should be able to demonstrate basic skills in the area of chair-side assisting.

**DAT 116—PRE-CLINICAL PROCEDURES II**
- **2 credit hours**
- **PREREQUISITE:** DAT 101
- This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, students should be able to discuss and identify dental specialty procedures and instrumentation.

**DAT 122—CLINICAL PRACTICE II**
- **4 credit hours**
- **PREREQUISITE:** Regular admission status
- This course provides an opportunity to develop advanced dental assisting skills in chair-side dental assisting procedures, radiology, receptionist duties, teamwork, and communication skills. Emphasis will be placed on clinical procedures. Upon course completion, a student should be able to demonstrate proficiency in the area of chair-side assisting.

**DAT 123—DENTAL ASSISTING SEMINAR**
- **4 credit hours**
- **PREREQUISITE:** Regular admission status
- This course is designed to discuss and evaluate each student's clinical experiences plus his or her resume and the interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon course completion, a student should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.

**DAT 124—CLINICAL APPLIED INFECTION CONTROL AND OSHA STANDARDS**
- **1 credit hour**
- **PREREQUISITE:** Regular admission status
- This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and compliance of OSHA Standards as it relates to dental chair-side assisting. Upon course completion, a student should be able to demonstrate
skills in the area of Infection Control and OSHA Guidelines. CORE

DAT 131—BUSINESS AND INDUSTRIAL PSYCHOLOGY FOR DENTAL ASSISTING 1 credit hour
PREREQUISITE: Regular admission status
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for supervision of personnel. The course is held one day per week to accommodate students enrolled in the Dental Assisting program.

### DIESEL MECHANICS (DEM)

The mission of the Diesel Mechanics program is to prepare students for successful employment or advancement as heavy-duty diesel technicians. The Diesel Mechanics program awards the short certificate, diploma, and offers an option to complete the Associate in Occupational Technologies degree.

The Diesel Mechanics program prepares students to diagnose mechanical problems and to make repairs to components of diesel-powered heavy-duty trucks and equipment. The program involves attending on-campus classroom and laboratory sessions as well as the opportunity to reinforce skills through cooperative work experiences in the diesel mechanics industry.

#### Short Certificate

<table>
<thead>
<tr>
<th>Course No./Title</th>
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<tbody>
<tr>
<td>DEM 104 Basic Engines</td>
<td>1 4 3</td>
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<tr>
<td>DEM 105 Preventive Maintenance</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 111 Safety, Tools and Management</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 122 Heavy Vehicle Brakes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 125 Heavy Vehicle Drive Trains</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 135 Heavy Vehicle Steering and Suspension</td>
<td>1 4 3</td>
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<tr>
<td>DEM 136 Electrical Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 137 Heating and A/C Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 156 CDL License Test Preparation</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Study Skills and Work Keys Requirements

BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development I 0 2 1
Total Credit Hours 29

### Diploma

WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

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<td>DEM 124 Electronic Engine Systems</td>
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</tr>
<tr>
<td>DEM 125 Heavy Vehicle Drive Trains</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 127 Fuel Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 135 Heavy Vehicle Steering and Suspension</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 136 Electrical Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 137 Heating and A/C Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM 150 Work Experience</td>
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<tr>
<td>DEM 156 CDL License Test Preparation</td>
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<tr>
<td>DEM 250 Work Experience</td>
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</table>

Select one of the following courses:

- DEM 123 Pneumatics and Hydraulics 1 4 3
- INT 233 Industrial Maintenance Metal Welding/Cutting Techniques 1 4 3

#### General Education Requirements

Select one from the following two courses:

- COM 131 Applied Writing 3 0 3
- ENG 101 English Composition I* 3 0 3
- SPH 106 Fundamentals of Oral Communication* 3 0 3

Select one from the following two courses:

- CIS 130 Introduction to Information Systems* 3 0 3
- CIS 146 Microcomputer Applications* 2 2 3

Select one from the following three courses:

- MAH 100 Intermediate College Algebra 3 0 3
- MAH 116 Mathematical Applications 3 0 3
- MTH 110 Finite Mathematics* 3 0 3
Total Credit Hours 53

*Approved for the Associate in Occupational Technologies degree.

#### Associate in Occupational Technologies Degree

#### General Education Requirements

- ENG 101 English Composition I 3 0 3
- SPH 106 Fundamentals of Oral Communication 3 0 3
- Humanities and Fine Arts Course 3 0 3

Select three from the following four courses:

- CIS 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 2 2 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3

Select one from the following two courses:

- ECO 231 Principles of Macroeconomics 3 0 3
- PSY 200 General Psychology 3 0 3

#### Area V

Major—Diesel Mechanics Diploma

Minor—Automotive Mechanics

Select 12 credit hours from the following courses:

- AUM 121 Automotive Braking Systems 3
- AUM 122 Automotive Steering, Suspension & Alignment 3
- AUM 131 Powertrain Fundamentals 3
- AUM 211 Automotive Electronics 3
- AUM 212 Fuel Systems 3
- AUM 214 Ignition Systems 3
- AUM 221 Engine Repair 3

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**Total Credit Hours**: 53

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63
Course Descriptions

DEM 104—BASIC ENGINES
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to give student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon course completion, a student should be able to diagnose, test, and calibrate electronically controlled diesel engines.

DEM 105—PREVENTIVE MAINTENANCE
3 credit hours
PREREQUISITE: Determined by instructor
This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed, and computerized parts, equipment inventories, and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DEM 111—SAFETY, TOOLS, AND MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon course completion, a student should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair.

DEM 122—HEAVY VEHICLE BRAKES
3 credit hours
PREREQUISITE: DEM 136
This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include air, hydraulics, and ABS systems, diagnosis, and repair. Upon course completion, a student should be able to troubleshoot, adjust, and repair braking systems on medium- and heavy-duty vehicles. CORE

DEM 123—PNEUMATICS AND HYDRAULICS
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon course completion, a student should be able to diagnose, adjust, and repair hydraulic system components.

DEM 124—ELECTRONIC ENGINE SYSTEMS
3 credit hours
PREREQUISITE: DEM 127 and DEM 136
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturer specifications. Upon course completion, a student should be able to diagnose, test, and calibrate electronically controlled diesel engines.

DEM 125—HEAVY VEHICLE DRIVE TRAINS
3 credit hours
PREREQUISITE: DEM 136
This course introduces the operating principles of mechanical medium and heavy-duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon course completion, a student should be able to diagnose, inspect, and repair mechanical transmissions.

DEM 127—FUEL SYSTEMS
3 credit hours
PREREQUISITE: As determined by instructor
This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon course completion, a student should be able to diagnose, service, and repair fuel systems and governors.

DEM 135—HEAVY VEHICLE STEERING AND SUSPENSION
3 credit hours
PREREQUISITE: Regular admission status
This course introduces the theory and principles of medium and heavy-duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon course completion, a student should be able to troubleshoot, adjust, and repair suspension and steering components on medium-duty vehicles. CORE

DEM 136—ELECTRICAL SYSTEMS
3 credit hours
PREREQUISITE: Determined by Instructor
This course provides the principles of electricity, magnetism, and Ohm’s Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Upon course completion, a student should be able to identify and repair minor electrical problems.

DEM 137—HEATING AND AC SYSTEMS
3 credit hours
PREREQUISITE: DEM 136
This course covers nomenclature, theory of operation, repair and service procedures, electrical control circuits for the compressor, blower, and cooling fan. Emphasis is placed on proper use of service manuals and safety. Upon course completion, a student should be able to diagnose and repair heating and air conditioning systems.

DEM 150—WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
This course provides an opportunity for each student to return to industry work under the supervision of a student work coordinator. He/She is expected to complete work assignments that will reinforce and parallel the course work just completed at the college. An evaluation of each student’s work performance is completed by the supervisor.

DEM 156—CDL LICENSE TEST PREPARATION
3 credit hours
PREREQUISITE: Determined by instructor
This is a course designed to prepare students for the Alabama Commercial Driver’s License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

DEM 250—WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
This course provides an opportunity for each student to return to industry work under the supervision of a student work coordinator. The student is expected to complete work assignments that will reinforce and parallel the course work just completed at the college. The supervisor completes an evaluation of each student’s work performance.
DRAFTING AND DESIGN TECHNOLOGY (DDT)

The mission of the Drafting and Design program is to prepare students as drafting technicians using state-of-the-art software and positioning them to become members of successful design and production teams while encouraging them to maintain competence through continuing education opportunities. The Drafting and Design program awards a short certificate, a long certificate, and the Associate in Applied Technology degree.

Computer Aided Drafting (CAD) technicians serve as the critical link between an engineer and the manufacturer. As members of design and production teams, drafting technicians contribute the detail and layout drafting, design, and development skills necessary for production. The technician’s career can move into advanced design, management, manufacturing, or estimating. The Associate Degree program begins with an introduction to computers and basic drafting skills. Advanced students have the opportunity to study manufacturing process, Computer Aided Manufacturing (CAM), solids modeling, architectural, Geographic Information Systems (GIS), mechanical, structural, 3D graphics and animation, technical illustration.

Unique to the program is the fact that within the department, students go from conception to a 3D model to the actual production of the item in the milling process.

Short Certificate

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<tr>
<td>DDT 103 Introduction to Computer</td>
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<tr>
<td>DDT 111 Fundamentals of Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 112 Introductory Technical</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 117 Manufacturing Processes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 121 Intermediate Technical</td>
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<tr>
<td>DDT 122 Advanced Technical</td>
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<tr>
<td>DDT 123 Intermediate CAD</td>
<td>3 0 3</td>
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<tr>
<td>DDT 131 Machine Drafting Basics</td>
<td>1 4 3</td>
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<tr>
<td>DDT 233 Solids Modeling</td>
<td>2 3 3</td>
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<tr>
<td>DDT 235 Specialized CAD/CAM</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 111 Fundamentals of Drafting</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

Select three credit hours from the following:

- DDT 118 Basic Electrical Drafting 1 4 3
- DDT 132 Architectural Drafting 1 4 3
- DDT 228 Geographic Information Systems (GIS) 1 4 3
- DDT 238 Piping/Welding: Special Topics in CAD 1 4 3
- DDT 267 Co-op Work Experience 0 5 1
- DDT 268 Co-op Work Experience 0 10 2

General Education Requirements

| ENG 101 English Composition I*    | 3 0 3                   |
| SPH 106 Fundamentals of Oral Communication* | 3 0 3               |

Select two from the following four courses:

- CIS 146 Microcomputer Applications* 2 2 3
- MTH 110 Finite Mathematics* 3 0 3
- MTH 112 Pre-calculus Algebra* 3 0 3
- PHY 120 Introduction to Physics* 3 2 4

Total Credit Hours 46

*Approved for the Associate in Applied Technology degree

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

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Long Certificate

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

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<tr>
<td>DDT 111 Fundamentals of Drafting</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

- DDT 118 Basic Electrical Drafting 1 4 3
- DDT 132 Architectural Drafting 1 4 3
- DDT 181 Special Topics in Drafting and Design Technology - Technical Illustration 1 4 3
- DDT 182 Special Topics in Drafting and Design Technology 1 4 3
- DDT 211 Intermediate Machine Drafting 1 4 3
- DDT 213 Civil Drafting, Plat Maps (GIS) 1 4 3
- DDT 226 Structural Steel Drafting 1 4 3
- DDT 228 Geographic Information Systems (GIS) 1 4 3
- DDT 238 Piping/Welding: Special Topics in CAD 1 4 3
- DDT 267 Cooperative Education 0 5 1
- DDT 268 Cooperative Education 0 10 2

General Education Requirements

| ENG 101 English Composition I    | 3 0 3                   |
| SPH 106 Fundamentals of Oral Communication | 3 0 3               |

Humanities and Fine Arts Course 3 0 3

Select three from the following four courses:

- CIS 146 Microcomputer Applications 2 2 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3
- PHY 120 Introduction to Physics 3 2 4

Select one from the following two courses:

- ECO 231 Principles of Macroeconomics 3 0 3
- PSY 200 General Psychology 3 0 3

Total Credit Hours 67

65
Course Descriptions

DDT 103—INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD) 3 credit hours
PREREQUISITE: Regular admission status
This course provides an introduction to basic Computer-Aided Design (CAD). Topics include terminology, hardware, operation system/functions, file manipulation, and basic CAD software applications. Upon course completion, a student should be able to identify and select CAD hardware, employ basic operating system functions, and produce CAD drawings using basic two dimensional (2D) draw and edit commands. CORE

DDT 111—FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY 3 credit hours
PREREQUISITE: Regular admission status
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching. Upon course completion, a student should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects. CORE

DDT 112—INTRODUCTORY TECHNICAL DRAWING 3 credit hours
PREREQUISITE: DDT 111 or determined by instructor
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis is placed on the theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon course completion, a student should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, apply the various sectioning techniques and methods, and reproduce drawings. CORE

DDT 117—MANUFACTURING PROCESSES 3 credit hours
PREREQUISITE: Regular admission status
This course 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 course completion, a student should be able to discuss and understand the significance of materials properties, structure, and basic manufacturing processes and to express and interpret material specifications.

DDT 118—BASIC ELECTRICAL DRAFTING 3 credit hours
PREREQUISITE: DDT 103, DDT 112 or determined by instructor
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is on the various components such as generators, controls, transmission networks, lighting, heating, and cooling devices. Upon course completion, a student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

DDT 121—INTERMEDIATE TECHNICAL DRAWING 3 credit hours
PREREQUISITE: DDT 112 or determined by instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon course completion, a student should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings, and draw basic charts and graphs. CORE

DDT 122—ADVANCED TECHNICAL DRAWING 3 credit hours
PREREQUISITE: DDT 103, DDT 112 or determined by instructor
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis is placed on accepted dimensioning and tolerance practices including Geometric Dimensioning and Tolerance for both the Customary English System and the ISO System. Upon course completion, a student should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerance, and produce drawings using and specifying common threads and various fasteners, including welding methods. CORE

DDT 123—INTERMEDIATE CAD 3 credit hours
PREREQUISITE: DDT 103 or determined by instructor
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis is placed on intermediate-level features, commands, and applications of CAD software. Upon course completion, a student should be able to develop and use external references and paper space, apply higher level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software. CORE

DDT 131—MACHINE DRAFTING BASICS 3 credit hours
PREREQUISITE: DDT 121, DDT 122, DDT 123 or determined by instructor
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis is placed on the applications of multi-view drawings, including drafting organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon course completion, a student should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132—ARCHITECTURAL DRAFTING 3 credit hours
PREREQUISITE: DDT 131 or determined by instructor
This course in architectural design and drafting introduces basic terminology, concepts, and principles of architectural design and drafting. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, and specify basic residential architectural construction drawings.

DDT 181—SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY 3 credit hours
PREREQUISITE: As determined by instructor
This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 182—SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY 3 credit hours
PREREQUISITE: As determined by instructor
This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 211—INTERMEDIATE MACHINE DRAFTING 3 credit hours
PREREQUISITE: DDT 131 or determined by instructor
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinist's Handbook for developing specifications, and the use of precision measuring instruments.

DDT 213—CIVIL DRAFTING, PLAT MAPS (GIS) 3 credit hours
PREREQUISITE: DDT 111, DDT 112, and/or as determined by instructor
This course introduces the drafting practices, symbols, conventions, and standards utilized in Civil Engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.
DDT 225—STRUCTURAL STEEL DRAFTING
3 credit hours
PREREQUISITE: DDT 103, DDT 122 or determined by instructor
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon course completion, a student should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 228—GEOGRAPHIC INFORMATION SYSTEM (GIS)
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed as an introduction and an explanation of GIS. Emphasis will be placed on utilizing GIS software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic GIS drawings.

DDT 232—CAD CUSTOMIZATION
3 credit hours
PREREQUISITE: DDT 123 or determined by instructor
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon course completion, a student should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

DDT 233—SOLIDS MODELING
3 credit hours
PREREQUISITE: DDT 123 or determined by instructor
This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon course completion, a student should be able to generate 3D surface, and solid models and 2D orthographic production drawings from created solid models.

DDT 234—3D GRAPHICS AND ANIMATION
3 credit hours
PREREQUISITE: DDT 123 or determined by instructor
This course is designed to challenge the imagination of a student in a 3-dimensional problem-solving environment. A student will be given a basic introduction to the concepts of 3D design and animation then apply those concepts to a design project. Upon course completion, a student should be able to create and animate objects in a 3-dimensional environment.

DDT 235—SPECIALIZED CAD/CAM APPLICATIONS
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces alternative CAD application software and alternative platforms and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUI’s) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236—DESIGN PROJECT
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DDT 238—PIPE/WELDING: SPECIAL TOPICS IN CAD
3 credit hours
PREREQUISITE: DDT 123 or determined by instructor
This course will introduce the elements of welding applications and symbols along with basic piping fundamentals as related to a refinery in petro-chemical plant environment. Topics will include welding application and the use of welding symbols, single line pipe diagrams, double-line plan views and isometric drawing characteristics. Upon course completion, a student should be able to draw single, double, and isometric pipe diagrams and apply welding symbols to welding assembly drawings.

DDT 267—CO-OP WORK EXPERIENCE
1 credit hour
PREREQUISITE: Determined by instructor
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

DDT 268—CO-OP WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
This course allows the student to alternate semesters of full-time work in a job closely related to the student's major with semesters of full-time school. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.
ELECTRONICS (ILT)
Including Computer Repair, Electrical and Industrial Maintenance

The mission of the Industrial Electronics program is to prepare students for employment and advancement in industrial electronics, personal computers, microelectronics, and electrical or industrial maintenance. Additionally, the program provides training for local industries and assists students in achieving their personal and professional goals. The program awards a short certificate, an advanced short certificate, and the Associate in Applied Technology degree.

Individuals with an advanced education in the many fields of electronics/electrical, and maintenance are in high demand in the greater Birmingham area. To meet this demand, the college offers a wide range of educational opportunities and awards for students who want to move into, or advance in one of these exciting and demanding career fields. The college offers specialized career tracks. Each track was reviewed and approved by the program's advisory committee whose members include major employers in the greater Birmingham area.

A popular option is computer repair (A+ Certification® and Network® Certification). Most major computer related companies use these nationally recognized certifications as hiring criteria. Students earn a certificate for the courses and are eligible to sit for the certification exams.

For students interested in courses beyond an Associate Degree, the college offers an Advanced Certificate in Microelectronics. The certificate is designed to focus the expertise of the graduate toward a career in semiconductor manufacturing.

Electronics Short Certificate

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

Course No./Title Theory/Lab/Credit Hours
ILT 138 DC Fundamentals 3 0 3
ILT 283 Special Topics: DC Lab 0 4 2

Choose one of the following tracks:

Basic Electronics Track
ILT 121 Semiconductor Electronic Circuits 3 0 3
ILT 122 Semiconductor Electronic Circuits Lab 0 4 2
ILT 140 AC Fundamentals 3 0 3
ILT 141 AC Fundamentals Lab 0 4 2
ILT 176 Solid State Devices 3 0 3
ILT 177 Solid State Devices Lab 0 4 2
ILT 123 Digital Electronics 3 0 3
ILT 129 Personal Computer Hardware 2 2 3
ILT 283 Special Topics: Digital Lab 0 4 2

Personal Computer Track
ETC 144 Microcomputer System Principles 1 2 2
ILT 129 Personal Computer Hardware 2 2 3
ILT 135 Local Area Networks (LANS) 2 2 3
ILT 145 Advanced Local Area Networks 2 2 3
ILT 229 PC Repair 3 0 3
ILT 230 PC Repair Lab 0 4 2
ILT 280 A+ Operating Systems® 2 2 3

Study Skills Requirement
BSS 115 Success and Study Skills 0 2 1
Total Credit Hours 29

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program. 0 2 1

Course No./Title Theory/Lab/Credit Hours
ILT 121 Semiconductor Electronic Circuits 3 0 3
ILT 122 Semiconductor Electronic Circuits Lab 0 4 2
ILT 123 Digital Electronics 3 0 3
ILT 283 Special Topics: Digital Lab 0 4 2
ILT 138 DC Fundamentals 3 0 3
ILT 283 Special Topics: DC Lab 0 4 2
ILT 140 AC Fundamentals 3 0 3
ILT 141 AC Fundamentals Lab 0 4 2
ILT 176 Solid State Devices 3 0 3
ILT 177 Solid State Devices Lab 0 4 2
ILT 212 Industrial Motors Controls 1 4 3
ILT 201 Industrial Electronics 3 0 3
ILT 202 Industrial Electronics Lab 0 4 2
ILT 211 Troubleshooting Techniques 1 4 3
ILT 271 Professional Transition 0 2 1

Select 11 credit hours from the following tracks:

Electrical Track
ELT 223 Cable Splicing & Installation 3 0 3
ETC 144 Microcomputer System Principles 1 2 2
ILT 129 Personal Computer Hardware 2 2 3
ILT 135 Local Area Networks (LANS) 2 2 3
ILT 145 Advanced Local Area Networks 2 2 3
ILT 229 PC Repair 3 0 3
ILT 230 PC Repair Lab 0 4 2
ILT 280 A+ Operating Systems® 2 2 3
Advanced Certificate in Microelectronics

*Prerequisites for this certificate include: ETC 111, ETC 112, ETC 123, ILT 176 and ILT 177.

Course Descriptions

ELT 131—COMMERCIAL/INDUSTRIAL WIRING I
3 credit hours
PREREQUISITE: Determined by instructor
COREQUISITE: ELT 192

This course teaches the student the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations, and the NEC code requirements as it applies to commercial and industrial wiring and the lab will reinforce the knowledge in this class. Upon completion, students should be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

ELT 192—PRACTICUM
1 credit hour
COREQUISITE: ELT 131

This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.

ELT 217—TRANSFORMERS
3 credit hours
PREREQUISITE: Regular admission status

This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application.

ELT 223—CABLE SPLICING AND INSTALLATION: SPECIAL TOPIC
3 credit hours
PREREQUISITE: Regular admission status

This course provides instruction in splicing and installing low and medium voltage power cable, hi-voltage cable, fiber optic cable, communication and voltage wiring systems. Emphasis is placed on sizes conductors and use of proper connectors and materials used in splicing and connecting. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables.

ELT 144—MICROCOMPUTER SYSTEM PRINCIPLES
PRE/Corequisite: ILT 129 or determined by instructor
2 credit hours

This course is a fundamental study of installation, identification of systems and sub-systems, upgrades, maintenance, program writing with emphasis on system testing, A+ certification and the use of diagnostic software. Topics include networking concepts, sharing devices across a network, and utilization of microprocessors. Upon completion, the student will demonstrate an understanding of computer systems and concepts.

ELT 099—PREPARATION FOR ELECTRONICS
2 credit hours
PREREQUISITE: Regular admission status

This course is an entry-level elective for students who want help with the math skills needed for initial success in electronics or similar programs. Topics include decimal numbering system, fractions, scientific notation, negative numbers, trigonometric functions and the right triangle and use of the scientific calculator. All topics will be addressed in electronic contexts. Upon course completion, a student should be able to perform elementary math calculations necessary for entry into electronics.

ELT 121—SEMICONDUCTOR ELECTRONIC CIRCUITS
3 credit hours
PREREQUISITE: Determined by instructor

This course provides a study of electronic circuits. Topics are designed to explain circuits using solid-state devices in a variety of circuit configurations, biasing, and classes of operations of amplifiers. Upon course completion, a student should be able to design bipolar and unipolar transistors, thyristors, optoelectronic devices, and integrated circuits.

ELT 122—SEMICONDUCTOR ELECTRONIC CIRCUITS LAB
2 credit hours
COREQUISITE: ILT 121

This lab focuses on solid-state devices in a variety of circuit configurations, biasing, and classes of operations of amplifiers. Upon course completion, a student should be able to design bipolar and unipolar transistors, thyristors, optoelectronic devices, and integrated circuits.

ELT 123—DIGITAL ELECTRONICS
3 credit hours
PREREQUISITE: ILT 138 or determined by instructor

This course introduces digital fundamentals and number systems. Includes logic gates, flip flops, registers, combinational circuits, sequential circuits, multiplexers, demultiplexers, and memory devices. Upon completion of this course, students should be able to perform binary arithmetic, explain the theories related to digital gates and circuits, utilize Boolean algebra and karnaugh maps to simplify digital designs, and describe the various logic families. CORE

ELT 129—PERSONAL COMPUTER (PC) HARDWARE
3 credit hours
PREREQUISITE: Regular admission status

This course covers PC hardware terminology, component purpose, configuration, and pricing and selecting components and systems for assembling, repairing, and upgrading IBM compatible computers. Upon course completion, a student should be able to describe the basic systems of a PC and to perform disassembly and assembly of same.

ELT 135—LOCAL AREA NETWORKS (LANS)
3 credit hours
PREREQUISITE: ILT 129 or determined by instructor

This course provides a student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon course completion, a student should be able to install and set up a basic local area network.

ELT 138—DC FUNDAMENTALS
3 credit hours
PREREQUISITE: Determined by instructor

This course is a study of direct current and its measurements. Topics include the use of DC test equipment, basic laws of electronics series-parallel circuits, electromagnetics, and the introduction of AC concepts. Upon completion, students should be able to calculate and measure direct current and understand the basic laws of series-parallel circuits. CORE

ELT 140—AC FUNDAMENTALS
3 credit hours

This course covers generation of a sine wave, instantaneous values of alternating current, transformers, inductors, capacitors, vector analysis of series and parallel LCR circuits, resonant circuits, and transient waveforms of RC and LC circuits. Upon completion of this course, students should be able to calculate all parameters in AC circuits, describe circuit behavior and use AC instruments.

ELT 141—AC FUNDAMENTALS LAB
2 credit hours

This course provides verification of alternating current theory and complete familiarization with the oscilloscope. Students fabricate circuits and utilize vector analysis to verify the behavior of inductors and capacitors as applied to sine wave alternating current circuits. Upon completion of this course and
AC Fundamentals, a student will be able to construct circuitry and perform all necessary AC measurements. 

ILT 145—ADVANCED LOCAL AREA NETWORKS (LAN) 3 credit hours 
PREREQUISITE: Determined by instructor 
This course provides the student with an in depth knowledge of local area network technologies. This course will consist of detailed studies of the protocols and structures of LAN and VLAN devices along with their specifications and integration methods in the support of local area networks used in businesses and industries. A comprehensive overview of the ComptIA Network® + Network® Certification and the preparation of the certificate will be emphasized as a major portion of the course.

ILT 154—RESIDENTIAL WIRING 3 credit hours 
PREREQUISITE: Determined by instructor 
This course is based on the National Electrical Code. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon course completion, a student should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

ILT 155—RESIDENTIAL WIRING LAB 2 credit hours 
COREQUISITE: I LT 154 
This lab is based on the National Electrical Code. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon course completion, a student should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

ILT 168—HYDRAULICS/PNEUMATICS 3 credit hours 
COREQUISITE: I LT 169 
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon course completion, a student should be able to apply principles of hydraulics/pneumatics.

ILT 169—HYDRAULICS/PNEUMATICS LAB 2 credit hours 
COREQUISITE: I LT 168 
This lab covers hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon course completion, a student should be able to apply principles of hydraulics/pneumatics.

ILT 172—PROGRAMMABLE LOGIC CONTROLLERS 3 credit hours 
PREREQUISITE: I LT 170 or determined by instructor 
COREQUISITE: I LT 173 
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. Upon completion, a student should be able to apply principles of operation and programming of programmable logic controllers.

ILT 173—PROGRAMMABLE LOGIC CONTROLLERS LAB 2 credit hours 
COREQUISITE: I LT 172 
This lab focuses on operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon course completion, a student should be able to perform functions necessary in the operation and programming of PLCs.

ILT 176—SOLID STATE DEVICES 3 credit hours 
PREREQUISITE: ETC 123 or determined by instructor 
COREQUISITE: I LT 177 
This course covers atomic structure, covalent bonding, semiconductor device construction, characteristics of diodes, special purpose diodes, bipolar transistors, field effect transistors, thyristors, and optoelectronic devices such as LEDs and photo-diodes. Upon course completion, a student should be able to identify solid-state devices and explain their operation.

ILT 177—SOLID STATE DEVICES LAB 2 credit hours 
COREQUISITE: I LT 176 
This course allows verification of the characteristics of the various solid-state devices covered in the theory class and introduces the student to various circuits utilizing these devices. Upon course completion, a student should be able to test the various devices, use schematic symbols and diagrams of solid-state devices, and construct basic circuits with these devices.

ILT 201—INDUSTRIAL ELECTRONICS 3 credit hours 
PREREQUISITE: I LT 176 or determined by instructor 
COREQUISITE: I LT 202 
This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon course completion, a student should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, control devices, and perform necessary calculations.

ILT 202—INDUSTRIAL ELECTRONICS LAB 2 credit hours 
COREQUISITE: I LT 201 
This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon course completion, a student should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

ILT 211—TROUBLESHOOTING TECHNIQUES 3 credit hours 
PREREQUISITE: Determined by instructor 
This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process downtime. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

ILT 227—NATIONAL ELECTRICAL CODE 2 credit hours 
COREQUISITE: I LT 231 
This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon course completion, a student should be able to apply principles of the National Code Manual to specific residential, commercial, and industrial applications.

ILT 229—PC REPAIR (A+ CERTIFICATION®) 3 credit hours 
PREREQUISITE: I LT 129 or determined by instructor 
COREQUISITE: I LT 230 
This course covers the repair of personal computers including hardware and software problems. Proper procedures for circuit card handling and replacement, installation of various drives and installation of software are covered. This course helps prepare the student for the A+ Certification®. Upon completion of this course, the student should understand the use of basic test equipment, adapter card installation and configuration, preventive maintenance, diagnostics, and repair.

ILT 230—PC REPAIR LAB (A+ CERTIFICATION®) 2 credit hours 
COREQUISITE: I LT 229 
This course allows the student to practice using the proper procedures discussed in the theory course. Students will repair computers following the proper procedures covered. This course will help prepare the student for A+ Certification®. Upon completion of this course, the student should be able to repair a personal computer.

ILT 231—NATIONAL ELECTRICAL CODE 3 credit hours 
COREQUISITE: I LT 227 
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.
ILT 271—Professional Transition  
1 credit hour  
PREREQUISITE: Determined by instructor  
This course is designed to allow students to study various topics. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions.

ILT 272—INDEPENDENT STUDY (EROE)  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course is designed to allow students to independently study various topics related to electronics. Emphasis is placed on the refinement or advancement of particular skills. Upon completion, students should be able to pass a standardized employment test relative to the field of electronics.

ILT 280—A OPERATING SYSTEMS®: SPECIAL TOPICS  
3 credit hours  
PREREQUISITE: Regular admission status  
This course covers the installation, use, and configuration of the Microsoft operating systems covered on the A+ Certification® examination. Upon completion of this course, the student should be able to install, use, and perform basic configuration of MS-DOS and Microsoft Windows.

ILT 283—SPECIAL TOPICS  
2 credit hours  
PREREQUISITE: Determined by instructor  
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  
1 credit hour  
PREREQUISITE: Determined by instructor  
This course provides work experience with a college-approved employer in an area directly related to a student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ILT 292—COOPERATIVE EDUCATION  
2 credit hours  
PREREQUISITE: Determined by instructor  
This course provides work experience with a college-approved employer in an area directly related to a student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ILT 293—COOPERATIVE EDUCATION  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course provides work experience with a college-approved employer in an area directly related to a student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ITS 250—SEMICONDUCTOR MANUFACTURING TECHNOLOGY  
3 credit hours  
PREREQUISITE: Prior completion of electronics certificate or degree  
A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related technology, and standard safety practice.

ITS 251—SEMICONDUCTOR MANUFACTURING TECHNOLOGY II  
3 credit hours  
PREREQUISITE: ITS 250  
The continuation of Semiconductor Manufacturing I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics include process-yield analysis, process technologies, and troubleshooting of process equipment.

ITS 255—VACUUM/RF PRINCIPLES  
3 credit hours  
PREREQUISITE: Prior completion of electronics certificate or degree  
A study of vacuum principles and RF plasma systems in the semiconductor manufacturing industry. Vacuum topics include principles, components, systems, leak detection and safety practices. RF plasma topics include plasma, physics, RF power amplification and oscillators, transmission lines, impedance matching, and safety.

ITS 259—ELECTRO-MECHANICAL SYSTEMS  
3 credit hours  
PREREQUISITE: Prior completion of electronics certificate or degree  
A study of devices and components that translate electrical energy into mechanical motion. Emphasis is on the semiconductor industry. Topics include DC and AC motors and controllers, servo motors, stepping motors, solenoids, linear motors, and actuators. Introduction to pneumatic principles, components, control systems, and mass flow controllers. Principles of robotics, types of robots, and common applications. Programmable logic controllers and ladder logic. Open and closed control principles, PID controllers.

GENERAL EDUCATION COURSES

The mission of the General Education Division is to provide students from all disciplines of study at Bessemer State Technical College courses that will improve their ability to reason, listen, read, write, speak, compute, evaluate, problem solve, and function effectively. These courses provide skills necessary for successful coursework completion, employment, and career and personal growth. They also provide the community and state with competent, literate, professional employees who are able to understand and use basic mathematical and scientific ideas and interpersonal dynamics to relate effectively with other world views.

DEVELOPMENTAL (SSS, BSR, BSS, COM, MAH)

Reading (BSR)

BSR 070—ESSENTIAL READING SKILLS  
2 credit hours  
PREREQUISITE: College placement test score  
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, learning strategies, and decoding skills. Upon course completion, a student should be able to demonstrate competence in the skills required for BSR 090.

BSR 090—INTRODUCTION TO COLLEGE READING  
2 credit hours  
PREREQUISITE: BSR 070 or appropriate college placement test score  
This course introduces effective reading and inferential thinking skills. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon course completion, each student should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

English (SSS, COM)

SSS 082—BASIC COMMUNICATION SKILLS  
3 credit hours  
PREREQUISITE: Appropriate college placement test score  
This course is designed to prepare eligible students to perform satisfactorily or above in various major and related courses. Diagnostic testing is done to assess specific needs in reading, writing, and/or grammar. A small-group instructional approach is employed to improve the student's ability in vocabulary, spelling, reading comprehension, grammar, and writing. NCA
COM 092—BASIC ENGLISH I
3 credit hours
PREREQUISITE: Appropriate college placement test score
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. Each student will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

COM 093—BASIC ENGLISH II
3 credit hours
PREREQUISITE: A grade of "C" or better in COM 092 or appropriate college placement test score
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.

Mathematics (SSS, MAH)

SSS 080—BASIC MATHEMATICS
3 credit hours
PREREQUISITE: Regular admission status
This course prepares an eligible student for various major and general education courses as well as everyday situations by developing and strengthening essential mathematical competencies. Diagnostic testing is done to assess a student's specific needs in mathematics. Each student is provided individual and group instruction. Topics include whole numbers, fractions, decimals, and measurement, and other basic topics depending on the student's needs. NCA

SSS 081—BASIC ALGEBRA
3 credit hours
PREREQUISITE: Regular admission status
This course prepares an eligible student for various major and general education courses by strengthening and developing the concepts and skills of arithmetic and elementary algebra. Each student is provided individual and group instruction. Topics include signed numbers, exponents, evaluating literal expressions, and solving equations as well as other basic algebraic topics. NCA

MAH 090—BASIC MATHEMATICS
3 credit hours
PREREQUISITE: Appropriate mathematics placement test score
This is a developmental course reviewing arithmetical principles and computations designed to help a student's mathematical proficiency for selected curriculum entrance. NCA

MAH 091—DEVELOPMENTAL ALGEBRA I
3 credit hours
PREREQUISITE: MAH 090 or appropriate mathematics placement test score
This developmental course provides a student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into or Intermediate College Algebra. NCA

MAR 092—DEVELOPMENTAL ALGEBRA II
3 credit hours
PREREQUISITE: MAH 091 or appropriate mathematics placement test score
This developmental course is the second in a sequence that provides a student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into or Intermediate College Algebra. NCA

MAH 100—INTERMEDIATE COLLEGE ALGEBRA
3 credit hours
PREREQUISITE: MAH 092 or appropriate mathematics placement test score
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. Code B

STUDY SKILLS AND EMPLOYMENT PREPARATION (BSS, WKO)

Study Skills (BSS)

BSS 115—SUCCESS AND STUDY SKILLS
1 credit hour
PREREQUISITE: As required by college
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. Code C

Employment Preparation (BSS, WKO)

BSS 220—PROFESSIONAL TRANSITION
1 credit hour
PREREQUISITE: As required by college
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Code C/NC

ENG 101—ENGLISH COMPOSITION I
3 credit hours
PREREQUISITE: Satisfactory completion of 093 or appropriate college placement score
This course is designed to access and develop skills necessary for success in the workplace. Students will receive computer assisted instruction under faculty supervision on such topics as applied mathematics, applied technology, reading for information, and locating information. Upon completion of the course, students will be assessed to determine if their knowledge of the subject area has improved.

WRITTEN AND ORAL COMMUNICATION (COM, ENG, SPH)

English (COM, ENG)

COM 100—INTRODUCTORY TECHNICAL ENGLISH I
3 credit hours
PREREQUISITE: Satisfactory completion of 093 or appropriate college placement score
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Code C/NC

BSS 115—SUCCESS AND STUDY SKILLS
1 credit hour
PREREQUISITE: As required by college
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Code C

ENG 102—ENGLISH COMPOSITION II
3 credit hours
PREREQUISITE: A grade of "C" or better in ENG 101 or 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 information in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Code A

ENG 251—AMERICAN LITERATURE I
3 credit hours
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 writers and works 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. Code A

ENG 252—AMERICAN LITERATURE II
3 credit hours
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. Code A

Speech (SPH)

SPH 106—FUNDAMENTALS OF ORAL COMMUNICATION
3 credit hours
Recommendation: Successful completion of ENG 101
This course is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. Code A

SPH 107—FUNDAMENTALS OF PUBLIC SPEAKING
PREREQUISITE: Regular admission status
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. Code A

FINE ARTS AND HUMANITIES (ART, MUS, PHL, REL, SPA)

Art (ART)
ART 101—ART APPRECIATION
3 credit hours
PREREQUISITE: Regular admission status
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 works of art. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art. Code A

Music (MUS)
MUS 101—MUSIC APPRECIATION
3 credit hours
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 multicultural 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. Code A

Philosophy (PHL)
PHL 205—ETHICS AND SOCIETY
3 credit hours
PREREQUISITE: Regular admission status
This course involves the study of ethical issues that 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. Code A

Religion (REL)
REL 152—SURVEY OF THE NEW TESTAMENT
3 Credit Hours
PREREQUISITE: Regular admission status
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. Code A

Spanish (SPA)

SPA 101—INTRODUCTORY SPANISH I
4 credit hours
PREREQUISITE: Regular admission status
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. Code A

SPA 102—INTRODUCTORY SPANISH II
4 credit hours
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. Code A

NATURAL SCIENCES, MATHEMATICS AND COMPUTER SCIENCE (CHM, CIS, MAH, MTH, PHY)

Chemistry (CHM)

CHM 99—DEVELOPMENTAL CHEMISTRY* 3 credit hours
PREREQUISITE: Regular admission status
This course is designed for students with little or no background in chemistry. This preparatory course offers a detailed review of the mathematical base for chemistry, including formulas and equations, and covers basic chemical calculations of stoichiometry, gas laws and solutions. Laboratory techniques and safety are also included. NDC, NCA

CHM 111—COLLEGE CHEMISTRY I* 4 credit hours
PREREQUISITE: MTH 112 (Precalculus Algebra) or equivalent math 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. Code A

CHM 112—COLLEGE CHEMISTRY II* 4 credit hours
PREREQUISITE: CHM 111 (College Chemistry I).
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical
chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Code A

Computer Science (CIS)

CIS 130--INTRODUCTION TO INFORMATION SYSTEMS
3 credit hours
PREREQUISITE: Regular admission status
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, and program development using computers to execute software packages. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

CIS 146—MICROCOMPUTER APPLICATIONS
3 credit hours
PREREQUISITE: Regular admission status
This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages. Code B

Mathematics (MAH, MTH)

MAH 104—PLANE TRIGONOMETRY
3 credit hours
PREREQUISITE: MAH 100
This course emphasizes such topics as the solution of triangles, vectors, geometric concepts, and complex numbers. Code C

MAH 105—MATH FOR NURSING
3 credit hours
PREREQUISITE: Appropriate mathematics placement test score
This course is a comprehensive review of arithmetic with basic algebra and introduces calculations of solutions and systems of measurement to meet the practical nursing program requirement. Topics include a review of basic arithmetic, metric system conversions, ratio and proportion, and conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematic skills. Upon completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children. Code C/NCD

MAH 116—MATHEMATICAL APPLICATIONS
3 credit hours
PREREQUISITE: MAH 090 or appropriate mathematics placement score
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. Code C

MTH 110—FINITE MATHEMATICS
3 credit hours
PREREQUISITE: Appropriate mathematics placement score or a C or higher in MAH 100
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). 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. Code C

MTH 112—PRE-CALCULUS ALGEBRA
3 credit hours
PREREQUISITE: Appropriate mathematics placement score or a C or higher in MAH 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. Code A

MTH 113—PRE-CALCULUS TRIGONOMETRY
3 credit hours
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112. This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Code A

MTH 115—PRE-CALCULUS ALGEBRA AND TRIGONOMETRY
4 credit hours
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson. This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Code A

Physics (PHY)

PHY 120—INTRODUCTION TO PHYSICS
4 credit hours
PREREQUISITE: MAH 092 or higher
This course provides an introduction to general physics for non-science majors. Topics include 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. Code A

PHY 201—GENERAL PHYSICS I
4 credit hours
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. Code A

PHY 202—GENERAL PHYSICS II
4 credit hours
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, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Code A

HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE (ECO, GEO, HIS, PSY, SOC)

Economics (ECO)

ECO 231—PRINCIPLES OF MACROECONOMICS
3 credit hours
PREREQUISITE: As required by program.
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and
other economic issues or problems including international trade. Code A

ECO 232—PRINCIPLES OF MICROECONOMICS
3 credit hours
PREREQUISITE: As required by program.
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Code A

Geography (GEO)

GEO 100—WORLD REGIONAL GEOGRAPHY
3 credit hours
PREREQUISITE: As required by program.
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. Code A

History (HIS)

HIS 101—HISTORY OF WESTERN CIVILIZATION I
3 credit hours
PREREQUISITE: Regular admission status
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. Code A

HIS 102—HISTORY OF WESTERN CIVILIZATION II
3 credit hours
PREREQUISITE: Regular admission status
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present. Code A

HIS 201—UNITED STATES HISTORY I
3 credit hours
PREREQUISITE: Regular admission status
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

HIS 202—UNITED STATES HISTORY II
3 credit hours
PREREQUISITE: Regular admission status
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. Code A

Psychology (PSY)

PSY 200—GENERAL PSYCHOLOGY
3 credit hours
PREREQUISITE: Regular admission status
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. Code A

Sociology (SOC)

SOC 200—INTRODUCTION TO SOCIOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Code A

CODES
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.

GRAPHICS AND PRINTING COMMUNICATIONS (GPC)

The mission of the Graphics and Printing program is to prepare students for employment in graphic design, prepress operations, printing, desktop publishing, and web page development using industry standard software applications and equipment. The program also offers continuing education opportunities in emerging technologies. The Graphics and Printing program awards a short certificate, a diploma, and an option to complete the Associate in Occupational Technologies degree.

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

Short Certificate

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<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
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<td>GPC 111</td>
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<td>GPC 112</td>
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<td>GPC 114</td>
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<td>GPC 128</td>
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<td>GPC 134</td>
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<td>Basic Graphics Track</td>
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<td>GPC 122</td>
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<td>Study Skills and Work Keys Requirements</td>
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<td>Total Credit Hours</td>
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Diploma

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

Course No / Title Theory/Lab/Credit Hours
BSS 220 Professional Transition 0 2 1
GPC 111 Introduction to Computers in Graphic and Design 1 4 3
GPC 112 Introduction to the Graphic Communications Industry 1 4 3
GPC 114 Introduction to Computer Graphics 1 4 3
GPC 122 Technical Processes 1 4 3
GPC 124 Computer Drawing 1 4 3
GPC 126 Typesetting Fundamentals 1 4 3
GPC 128 Basic Electronic Page Layout and Assembly 1 4 3
GPC 130 Electronic Page Production 1 4 3
GPC 132 Advanced Electronic Page Production 1 4 3
GPC 134 Digital Prepress 1 4 3
GPC 170 On-Line Graphics Communications 1 4 3

Select six credit hours from the following:
GPC 116 Technical Graphics 1 4 3
GPC 120 Computer Graphics 1 4 3
GPC 150 Basic Printing and Press Operations 1 4 3
GPC 152 Advanced Printing and Press Operations 1 4 3
GPC 160 Portfolio 1 4 3
GPC 180 Current Topics in Graphics and Printing Communications 1 4 3
GPC 182 3D Graphics and Animation 1 4 3
GPC 191 Cooperative Work Experience 0 5 1
GPC 192 Cooperative Work Experience 0 10 2

General Education Requirements

Select one from the following two courses:
COM 131 Applied Writing 3 0 3
ENG 101 English Composition I* 3 0 3

Select one from the following two courses:
CIS 130 Introduction to Information Systems* 3 0 3
CIS 146 Microcomputer Applications* 2 2 3

Select one from the following three courses:
MAH 100 Intermediate College Algebra 3 0 3
MTH 110 Finite Mathematics* 3 0 3
MAH 116 Mathematical Applications 3 0 3

Total Credit Hours 52

Associate in Occupational Technologies Degree

General Education Requirements

ENG 101 English Composition I 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3
SPH 108 Fundamentals of Oral Communication 3 0 3

Select three from the following courses:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 2 2 3
MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

Select one from the following two courses:
ECO 231 Principles of Macroeconomics 3 0 3
PSY 200 General Psychology 3 0 3

Area V

Major—Graphics and Prepress Diploma

Minor—Commercial Art

Select 12 credit hours from the following courses:
CAT 112 Color Theory and Design 3
CAT 118 Color Theory and Design 3
CAT 130 Principles of Design 3
CAT 132 Basic Advertising Design 3
CAT 140 Photography 3
CAT 142 Intermediate Advertising Design 3
CAT 152 Digital Photography 3
CAT 154 Basic Photography Studio 3
CAT 180 Current Topics in Commercial Art 3

Course Descriptions

GPC 111—INTRODUCTION TO COMPUTERS IN GRAPHICS AND DESIGN 3 credit hours
PREREQUISITE: Regular admission status
This course introduces students to software applications in graphics productions. Topics include production terms, image editing, manipulation, and output. Upon completion students should be able to use the industry standard image editing software package (Photoshop).

GPC 114—INTRODUCTION TO COMPUTER GRAPHICS 3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
This course introduces students to software applications in graphics productions. Topics include production terms, image editing, manipulation, and output. Upon completion students should be able to use the industry standard image editing software package (Photoshop).

GPC 116—TECHNICAL GRAPHICS 3 credit hours
PREREQUISITE: Regular admission status
This course introduces students to basic drawing techniques and procedures to produce two-dimensional and three-dimensional drawings. Topics include the use of drawing instruments, geometric shapes, orthographic projection, pictorial representation, and perspective application. Upon completion, a student should be able to produce two-dimensional, and pictorial representations of objects to include one- and two-point perspective drawings.

GPC 120—COMPUTER GRAPHICS 3 credit hours
PREREQUISITE: GPC 114 or determined by instructor
This is an advanced digital imaging software course. Emphasis is placed on the various tools and capabilities of the software to include painting, editing, creating special effects, basic image correction, photo retouching, and preparing images for web publications and printed publications. Upon completion, a student should be able to name and identify the different tools, work with multiple layer images, create special effects, and prepare an image for a web publication (Photoshop).

GPC 122—TECHNICAL PROCESSES 3 credit hours
PREREQUISITE: Regular admission status
This course introduces students to the basic concepts and skills of image and page production and assembly necessary to produce print-ready publications and web publishing. Topics include equipment, materials and techniques used to produce comprehensive and mechanical, basic scanning, and digital images. Upon completion, a student should be able to recognize and evaluate quality line art and halftone representations for film, prints, transfers, and scans for use in traditional press production, electronic prepress applications, and web publishing. CORE

GPC 124—COMPUTER DRAWING 3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
This course provides a student with a technical background in computer graphics. Emphasis is placed on the different drawing, modification, and editing tools associated with industry-standard software. Upon completion, a student should be able to identify the different tools
associated with the software, create, edit, and manipulate text, alter elements using the transformation tools, create charts and graphs, and design custom process colors (Illustrator).

GPC 126—TYPESETTING FUNDAMENTALS
3 credit hours
PREREQUISITE: Regular admission status
This course provides a study of type and text production. Emphasis is placed on development of the typographic form; historic pictography representations to modern type styles and high-resolution electronic image setting. Upon course completion, a student should be able to demonstrate basic keyboarding skills for computer typesetting systems, text/type specifications, measurements, and text proofing. CORE

GPC 128—BASIC ELECTRONIC PAGE LAYOUT AND ASSEMBLY
3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
This course provides an introduction to electronic page layout using computer software. Topics include importing, combining and manipulating text and graphic elements for composite page layout and production. Upon course completion, a student should be able to produce simple, single-page, spread-page, and continuous-page digital documents suitable for low- or high-resolution output as well as electronic prepress file submission. CORE

GPC 130—ELECTRONIC PAGE PRODUCTION
3 credit hours
PREREQUISITE: GPC 128 or determined by instructor
This course provides an opportunity to expand a student's knowledge and technical expertise in electronic page production. Topics include production of magazines, newspapers, books, catalogues, and other high-volume, multi-page production environments. Upon course completion, a student should be able to complete multi-page projects as members of production teams, and have enhanced organization, communication, and problem-solving skills. CORE

GPC 132—ADVANCED ELECTRONIC PAGE PRODUCTION
3 credit hours
PREREQUISITE: GPC 130 or determined by instructor
Topics include advanced page layout and composition; creation and maintenance of style sheets, house styles, and style manuals; and formatting, editing and maintaining kems, tracking, hyphenation, and justification. Upon course completion, a student should be able to use typographic, and other production-oriented functions.

GPC 134—DIGITAL PREPRESS
3 credit hours
PREREQUISITE: GPC 122 and GPC 128 or determined by instructor
This course provides an in-depth study of electronic production techniques for printing and prepress applications. Topics include file preparation in compliance with industry standards: troubleshoot, correct and preflight files; strip digital files for prepress; correct line art and grayscale images, and trap color images. Upon course completion, a student should be able to troubleshoot and resolve technical prepress problems associated with software applications, fonts and font management, cross-platform conversions, digital imaging, and page layout and composition. CORE

GPC 140—ON-LINE GRAPHICS COMMUNICATIONS
3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
This course provides an understanding of the Internet, and design principles for web sites. Emphasis is placed on the software necessary for the creation and maintenance of a web site. Upon course completion, a student should be able to design, implement, and maintain on-line communications.
HORTICULTURE, ORNAMENTAL (OHT)

The mission of the Horticulture program is to educate students in the areas of horticulture science and practice through various delivery systems including regular courses, cooperative experiences, and seminars. The Horticulture program awards the short certificate and the Associate in Applied Technology degree.

The Horticulture program prepares students for successful employment or advancement in the horticulture industry. Students receive instruction in the areas of soils, fertilizers, plant propagation, and horticultural science. Courses in landscaping, landscape maintenance, pest control, turfgrass management, and nursery and greenhouse production are also offered to provide students with the knowledge necessary for a rewarding career.

Horticulture Short Certificate

Course No./Title Theory/Lab/Credit Hours
OHT 115 Soils and Fertilizers 2 2 3
OHT 136 Ornamental Plant Identification and Culture 1 4 3
TRF 110 Introduction to Horticultural Science 2 2 3
TRF 125 Turf Management 3 0 3

Select one of the following tracks:

General Track
OHT 201 Horticultural Business Management 3 0 3

Select 12 credit hours from the following:

OHT 120 Plant Propagation 1 4 3
OHT 130 Nursery Production 1 4 3
OHT 138 Residential Landscape Design 2 4 4
OHT 140 Ornamental Plant Pest Management 2 2 3
OHT 151 Irrigation Systems 1 2 2
OHT 211 Greenhouse Crop Production 1 4 3
OHT 215 Landscape Maintenance 1 2 2
OHT 220 Seminar in Horticulture 1 0 1
OHT 221 Seminar in Horticulture 2 0 2

Turf Management Track
OHT 215 Landscape Maintenance 1 2 2
TRF 141 Pesticides 2 2 3

Select 10 credit hours from the following courses:

OHT 123 Turf Machinery 1 2 2
OHT 151 Irrigation Systems 1 2 2
OHT 220 Seminar in Horticulture 1 0 1
OHT 221 Seminar in Horticulture 2 0 2
TRF 151 Golf Course Management 1 4 3
TRF 181 Special Topics in Turf Management 3 0 3

Study Skills and Work Keys Requirements
BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development 1 0 2 1
Total Credit Hours 29

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

Course No./Title Theory/Lab/Credit Hours
BSS 220 Role Transition 0 2 1
OHT 110 Introduction to Horticultural Science 2 2 3
OHT 115 Soils and Fertilizers 2 2 3
OHT 120 Plant Propagation 1 4 3
OHT 130 Nursery Production 1 4 3
OHT 135 Ornamental Plant Identification and Culture 1 4 3
OHT 136 Residential Landscape Design 2 4 4
OHT 140 Ornamental Plant Pest Management 2 2 3
OHT 201 Horticultural Business Management 3 0 3
OHT 211 Greenhouse Crop Production 1 4 3
OHT 215 Landscape Maintenance 1 2 2
OHT 221 Seminar in Horticulture: Ornamental Plant ID II 2 0 2
OHT 222 Advanced Studies in Horticulture 0 6 2
TRF 125 Turf Management 3 0 3

Select 10 credit hours from the following:

OHT 116 Special Topics in Horticultural Science 0 2 1
OHT 117 Special Topics in Horticultural Science 0 3 1
OHT 123 Turf Machinery 1 2 2
OHT 151 Irrigation Systems 1 2 2
OHT 216 Special Topics in Horticultural Science 0 3 1
OHT 220 Seminar in Horticulture 1 0 1
OHT 221 Seminar in Horticulture 2 0 2
OHT 230 Vegetable and Orchard Crops 1 4 3
OHT 291 Cooperative Education in Horticulture 0 0 3
OHT 292 Cooperative Education in Horticulture 0 15 3
TRF 151 Golf Course Management 1 4 3

General Education Requirements

ENG 101 English Composition I 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3

Humanities and Fine Arts Course 3 0 3

Select three from the following four courses:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 2 2 3

MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

Select one from the following two courses:
ECO 231 Principles of Macroeconomics 3 0 3
PSY 200 General Psychology 3 0 3

Total Credit Hours 69

Course Descriptions

OHT 110—INTRODUCTION TO HORTICULTURAL SCIENCE
3 credit hours
PREREQUISITE: Regular admission status
This course introduces a student to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, a student should be able to perform basic tasks associated with employment in the horticultural industry. CORE

OHT 115—SOILS AND FERTILIZERS
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of soil properties and the management practices related to the use of fertilizers. Topics include soil classification, mapping, and fertilizer needs based on current and intended use. Upon course completion, a student should be able to develop soil fertility management programs. CORE

OHT 116—SPECIAL TOPICS IN HORTICULTURAL SCIENCE
1 credit hour
PREREQUISITE: Regular admission status
This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.

OHT 117—SPECIAL TOPICS IN HORTICULTURAL SCIENCE
1 credit hour
PREREQUISITE: Regular admission status
This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.

OHT 120—PLANT PROPAGATION
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of seed production, root formation, wound healing, and other practical phases of plant reproduction. Methods commonly used to reproduce plants by sexual and asexual means are emphasized. Upon course completion, a student should be able to identify and demonstrate...
appropriate methods of reproducing plants from seeds, cuttings, and layering. CORE

OHT 123
TURF MACHINERY
2 credit hours
PREREQUISITE: Regular admission status
This course focuses on the use and maintenance of golf course machinery. Topics include greens mowers, cultivation equipment, and fairway mowers. Upon course completion, a student should be able to evaluate new equipment, analyze the cost effectiveness of repairing existing machinery, and operate and service turf machinery.

OHT 130
NURSERY PRODUCTION
3 credit hours
PREREQUISITE: OHT 115 or determined by instructor
This course focuses on all aspects of producing plants in a nursery. Topics include soil and other media for plant growth, container selection, plant propagation, watering and fertilization, pest control, and production practices commonly used by commercial growers. Upon course completion, a student should be able to demonstrate proficiency in all phases of nursery plant productions. CORE

OHT 135
ORNAMENTAL PLANT IDENTIFICATION AND CULTURE
3 credit hours
PREREQUISITE: Regular admission status
This course focuses on the identification and growth requirements of ornamental plants. Topics include identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Upon course completion, a student should know common and botanical names of landscape plants and will know the appropriate use of each plant. CORE

OHT 136
RESIDENTIAL LANDSCAPE DESIGN
4 credit hours
PREREQUISITE: Regular admissions status
This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, a student should be able to develop a master plan for a residential property.

OHT 140
ORNAMENTAL PLANT PEST MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of plant pests affecting the production and maintenance of ornamental plants. Emphasis is on arthropods, weeds, cultural control, chemical control, and disease-causing agents including environmental factors. Upon course completion, a student should be able to identify the signs and symptoms of invading pests and the characteristics associated with the onset of diseases in turf grass and ornamental plants and be able to develop appropriate pest control plans.

OHT 151
IRRIGATION SYSTEMS
2 credit hours
PREREQUISITE: Regular admission status
This course is designed to provide students with the information needed to design, layout, and install an irrigation system on residential and commercial properties. Topics of discussion include system design, cost estimating, installation techniques, and electronic control devices. Upon course completion, a student should be able to design and install residential and commercial irrigation systems.

OHT 201
HORTICULTURAL BUSINESS MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course covers the essential information needed to establish and maintain a horticulture-related business. Topics will include the basic principles of business and personnel management, customer service, insurance, finance, and record keeping. Upon course completion, a student should demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands.

OHT 211
GREENHOUSE CROP PRODUCTION
3 credit hours
PREREQUISITE: OHT 115 or determined by instructor
This is an introductory course in the use of greenhouse facilities for the production of foliage and flowering plant crops. Topics include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. Upon course completion, a student should be able to produce a wide range of commercial greenhouse crops.

OHT 215
LANDSCAPE MAINTENANCE
2 credit hours
PREREQUISITE: Regular admission status
This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, mowing techniques, pest management, and selection of maintenance equipment. Upon course completion, a student should be able to demonstrate landscape maintenance techniques and be able to prepare labor-time estimates and cost analysis for maintaining landscapes.

OHT 216
SPECIAL TOPICS IN HORTICULTURAL SCIENCE
1 credit hour
PREREQUISITE: Determined by Instructor
This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.

OHT 220
SEMINAR IN HORTICULTURE
1 credit hour
PREREQUISITE: Regular admission status
This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are taught to ensure that a student remains current in the field.

OHT 221
SEMINAR IN HORTICULTURE
2 credit hours
PREREQUISITE: Regular admission status
This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are taught to ensure that a student remains current in the field.

OHT 222
ADVANCED STUDIES IN HORTICULTURE
2 credit hours
PREREQUISITE: Regular admission status
This course focuses on current topics in horticulture. This course allows a student to do practical research and develop a project of special interest under the guidance and supervision of a faculty member. Each student meets individually with the instructor and agrees on the projects goals and outcomes.

OHT 230
VEGETABLE AND ORCHARD CROPS
3 credit hours
PREREQUISITE: OHT 115 or determined by instructor
This course focuses on vegetable and fruit crops. Topics include cultural requirements, production procedures, and marketing. Upon course completion, a student should be able to grow vegetables and establish orchard layouts.

OHT 291
COOPERATIVE EDUCATION IN HORTICULTURE
3 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

OHT 292
COOPERATIVE EDUCATION IN HORTICULTURE
3 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection,
TRF 110
INTRODUCTION TO HORTICULTURAL SCIENCE
3 credit hours
PREREQUISITE: Regular admission status
This course introduces students to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, students will be able to perform basic tasks associated with employment in the horticultural industry. CORE

TRF 125
TURF MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course is the study of all major southern lawn and sport grasses, their establishment, and maintenance. Topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, students will be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields and parks. CORE

TRF 141
PESTICIDES
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of chemicals commonly used to assist in the management of pest problems on crops, ornamental plants, and turf areas. Topics include selection of pesticide, storage of chemicals, state test and license, mixing of chemicals, and calibration of equipment. Upon course completion, students will be able to select and safely apply pesticides.

TRF 151
GOLF COURSE MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course covers turfgrass types, mowing techniques, sodding, seeding, irrigation systems, and pest control pertinent to golf courses. Topics include fairway and green maintenance, equipment use, purchase, leasing, and maintenance. The student will learn to develop an annual calendar for scheduling the major phases of golf course management.

TRF 281
SPECIAL TOPICS IN TURF MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
These courses provide specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs.

INDUSTRIAL MAINTENANCE TECHNICIAN* (INT)

The mission of the Industrial Maintenance program is to prepare students for employment and advancement in industrial maintenance. Additionally, the program provides training for local industries and assists students in achieving their personal and professional goals. The program awards a short certificate.

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

*For additional awards in the Industrial Maintenance field, please see the Electronics (ILT) section of this catalog.

Short Certificate

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

Course No./Title Theory/Lab/Credit Hours

INT 105 Introduction to Process Technology 3 0 3
ILT 168 Hydraulics/Pneumatics 2 2 3
ILT 169 Hydraulics/Pneumatics Lab 0 4 2
INT 111 Industrial Mechanics 2 3 3
INT 114 Mechanical Measurements and Technical Drawing 2 3 3
INT 123 Industrial Pumps and Piping Systems 1 4 3
INT 233 Industrial Maintenance Metal Welding and Cutting 1 4 3

Select 9 credit hours from the following courses:

INT 122 Preventive and Predictive Maintenance 2 2 3
INT 124 Production Equipment Layout and Installation 1 4 3
INT 232 Manufacturing Plant Utilities 2 2 3
INT 212 Industrial Motors Controls I 1 4 3
INT 206 Industrial Motors II 1 4 3
ILT 172 Programmable Logic Controllers 3 0 3
ILT 173 Programmable Logic Controllers Lab 0 4 2
WDT 223 Blueprint Reading for Fabrication 2 4 3

Total Credit Hours 29

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.
Course Descriptions

INT 105—INTRODUCTION TO PROCESS TECHNOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to provide the student with an introduction to process technology and the role of the technician in industry. Topics include plant safety, piping and instrument diagrams, pressures, levels, flows, temperatures, gaskets, packing, lubricants, sealants, and cleaners. Upon completion, students should be able to understand process technology concepts and practices.

INT 111—INDUSTRIAL MECHANICS
3 credit hours
PREREQUISITE: Regular admission status
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 course completion, a student will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. CORE

INT 114—MECHANICAL MEASUREMENTS AND TECHNICAL DRAWINGS
3 credit hours
PREREQUISITE: Regular admission status
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, and 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, a student should be able to use precision measuring tools and interpret technical drawings. CORE

INT 122—PREVENTIVE AND PREDICTIVE MAINTENANCE
3 credit hours
PREREQUISITE: Regular admission status
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to opto alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon course completion, a student should demonstrate the ability to apply the planning process for proper preventive and predictive maintenance. CORE

INT 123—INDUSTRIAL PUMPS AND PIPING SYSTEMS
3 credit hours
PREREQUISITE: Regular admission status
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, a student should be able to install, maintain, and troubleshoot industrial pumps and piping systems. CORE

INT 124—PRODUCTION EQUIPMENT LAYOUT AND INSTALLATION
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, and fiber rope and webbing slings; industrial hoists and cranes; crane operation; scaffolds and ladders; machine anchoring for vibration control; moving and setting new equipment; leveling and alignment; preparing equipment for test run; test run guidelines; and safety precautions. Upon course completion, a student should be able to install production equipment. CORE

INT 180—SPECIAL TOPICS: SAFETY PROCEDURES
2 credit hours
PREREQUISITE: Regular admission status
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, a student should be able to implement health and safety practices in an industrial production setting. CORE

INT 206—INDUSTRIAL MOTORS I
3 credit hours
PREREQUISITE: I LT 140 or permission of instructor
This course focuses on basic information regarding industrial electrical motors. Upon completion of the course students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

INT 212—INDUSTRIAL MOTOR CONTROLS I
3 credit hours
PREREQUISITE: I LT 140 or permission of instructor
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 232—MANUFACTURING PLANT UTILITIES
3 credit hours
PREREQUISITE: Regular admission status
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, a student should demonstrate the ability to repair and maintain utilities systems in an industrial setting. CORE

INT 233—INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, a student should demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. CORE
## LICENSED PRACTICAL NURSING (LPN)

The mission of the Licensed Practical Nursing program is to assist students in developing the knowledge, skills, and attitudes necessary for successful licensure and practice as an LPN and to encourage graduates to continually seek personal and professional growth opportunities. The LPN program offers the diploma.

The program prepares graduates to give basic nursing care to stable, non-acute patients independent of immediate guidance and to unstable, acute patients under the direct supervision of a registered nurse, and/or physician. The nursing faculty is committed to fostering excellence in student achievement and life-long learning pursuits through both academic and clinical learning experiences.

*Students who successfully complete LPN 104 and 110 are awarded a certificate of completion for Nursing Assistant and are eligible to apply to take the certification examination for Certified Nursing Assistant.

### Diploma

#### Course No./Title Theory/Lab/Credit Hours

<table>
<thead>
<tr>
<th>Level</th>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>Level I</td>
<td>HPS 104</td>
<td>General Pharmacology for the Health Sciences</td>
<td>1 3 2</td>
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<td></td>
<td>LPN 105</td>
<td>Fundamentals of Nursing</td>
<td>3 9 6</td>
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<tr>
<td></td>
<td>LPN 110</td>
<td>Introduction to Nursing</td>
<td>1 3 2</td>
</tr>
<tr>
<td></td>
<td>LPN 113</td>
<td>Body Structure &amp; Function/Medical Terminology</td>
<td>4 0 4</td>
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<td>Level II</td>
<td>LPN 116</td>
<td>Basic Nutrition</td>
<td>2 0 2</td>
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<tr>
<td></td>
<td>LPN 117</td>
<td>Mental Health/Geriatrics Concepts</td>
<td>1 3 2</td>
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<tr>
<td></td>
<td>LPN 152</td>
<td>Adult Nursing IV</td>
<td>3 15 8</td>
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<td>Level III</td>
<td>LPN 124</td>
<td>Family Centered Nursing</td>
<td>3 9 6</td>
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<td></td>
<td>LPN 142</td>
<td>Adult Nursing III</td>
<td>3 12 7</td>
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<tr>
<td></td>
<td>LPN 145</td>
<td>Role Transition</td>
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#### General Education Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COM 100</td>
<td>Introductory Technical English</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MAH 105</td>
<td>Math for Nursing or</td>
<td>2 2 3</td>
</tr>
<tr>
<td>MAH 116</td>
<td>Mathematical Applications</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours 47**

### Course Descriptions

#### HPS 104—GENERAL PHARMACOLOGY FOR THE HEALTH SCIENCES

2 credit hours

**PREREQUISITE:** Determined by instructor

This course introduces the student to basic pharmacological agents common to all disciplines in the health sciences. Emphasis is placed on drug classifications, and knowledge, and skills required for safe, effective administration of select drugs. Upon completion of this course, the student should be able to recognize indications and contraindications of pharmacological agents, categorize drugs, accurately calculate dosages, and demonstrate safe drug administration techniques.

#### LPN 105—FUNDAMENTALS OF NURSING

6 credit hours

**PREREQUISITE:** MAH 105 or higher and COM 103.

This course provides an introduction to the basic knowledge and essential skills required in the role of the practical nurse. Content includes knowledge related to nursing, legal-ethical, ethnic diversity, health-illness continuum and nursing process. Concepts related to physiological and psychosocial needs of the individual are integrated throughout the content. This course provides the student with opportunities to develop and practice basic skills in the laboratory and apply these skills in the clinical setting. Emphasis is placed on nursing process, basic nursing skills and safety. Laboratory and clinical components are required. **CORE**

#### LPN 110—INTRODUCTION TO NURSING

2 credit hours

**PREREQUISITE:** MAH 105 or higher and COM 103.

This course introduces the student to the role of the practical nurse as a member of the health care team. Content includes basic knowledge related to the student role, nursing history, legal and ethical considerations, cultural and ethnic diversity, communication skills, health care settings and continuity of care, nursing process, health/illness, and gerontological concepts. Upon completion of this course, the student will demonstrate knowledge necessary for initial practical nursing role enactment. **CORE**

#### LPN 112—HEALTH ASSESSMENT

2 credit hours

This course is designed to provide the student with the opportunity to learn theory and application in history-taking and physical examination skills for individuals across the life span. Course emphasis is on interviewing skills, data collection and documentation of findings appropriate to nursing practice. Upon completion, students should be able to complete a health history and perform a noninvasive assessment, identify needs, formulate nursing diagnoses and document appropriate to the practical nursing role. **(OPTIONAL)**

#### Optional Related Courses*

- LPN 112 Health Assessment 2 0 2
- LPN 140 NCLEX-PN Examination Review 1 0 1

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*Optional related courses do not qualify for financial aid.*
This course is designed to provide the student with the knowledge and skills necessary for entry into Practical Nursing. CORE

PREREQUISITE: Regular Admission Status

NAS 100—LONG-TERM CARE NURSING ASSISTANT
4 credit hours
PREREQUISITE: Regular Admission Status
This course fulfills OBRA requirements for training long-term 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.

The Nursing Assistant Short Certificate does not require general education courses.

Course Description

NURSING ASSISTANT (NAS)
The Nursing Assistant program is designed to prepare students to give basic nursing care to clients requiring long-term care or home health care. This 90 clock hour program fulfills the Omnibus Budget Reconciliation Act (OBRA) federal requirements for training long-term care nursing assistants. Course graduates are awarded a certificate of completion and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA).

The curriculum is approved by the Alabama Department of Postsecondary Education and the Alabama Department of Public Health. A high school diploma or GED is not required for admission.

Course No./Title Theory/Lab/Credit Hours
NAS 100 Long-Term Care Nursing Assistant 3 3 4
Total Credit Hours 4

The mission of the Office Administration program is to prepare students for employment or advancement in office support positions by providing learning experiences in word processing, spreadsheet management, database management, written and oral communications, administrative office procedures, electronic business presentations, and Internet usage, along with critical thinking and problem-solving experiences. The Office Administration program awards the short certificate and Associate in Applied Technology degree.

The Office Administration program prepares a student for a career as an office support specialist in today's electronic office. Students develop skills in keyboarding, word processing, spreadsheet management, and records/information management. To foster scholastic achievement and develop leadership skills, students are encouraged to join and participate in the on-campus student organization Phi Beta Lambda (PBL). A student in the Office Administration associate degree program is eligible to sit for the Certified Professional Secretaries' (CPS) exam, the hallmark of success in this profession.

Short Certificate

Course No./Title Theory/Lab/Credit Hours
SET 101 Beginning Keyboarding 2 2 3
SET 103 Intermediate Keyboarding 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 138 Records and Information Management 2 3 3
SET 217 Office Management or 3 0 3
SET 218 Office Procedures 2 2 3
SET 243 Spreadsheet Applications 2 3 3
SET Electives 6

Study Skills and Work Keys Requirements
BSS 115 Success and Study Skills 0 2 1
WKO 101 Workplace Skill Development I 0 2 1

General Education Requirement
ENG 101 English Composition I 3 0 3
Total Credit Hours 29

Associate in Applied Technology Degree

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.
ACT Accounting

Course No./Title Theory/Lab/Credit Hours

BSS 220 Professional Transition 0 2 1
SET 101 Beginning Keyboarding 2 2 3
SET 103 Intermediate Keyboarding 2 3 3
SET 104 Advanced Keyboarding 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 133 Business Communications 3 0 3
SET 138 Records and Information Management 2 3 3
SET 200 Machine Transcription or 2 3 3
SET 202 Legal Transcription or 2 3 3
SET 214 Medical Office Procedures 3 0 3
SET 232 The Electronic Office or 2 3 3
SET 243 Spreadsheet Applications 1 5 3
SET 244 Database Concepts 2 3 3
SET 246 Office Graphics and Presentations 2 3 3

Select six credit hours from the following:

SET 126-ADVANCED WORD PROCESSING 3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon course completion, a student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

SET 130—ELECTRONIC CALCULATIONS 3 credit hours
PREREQUISITE: Regular admission status
This course is designed to give students a job-level competency in using the ten-key method and will develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion, the student will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

SET 133—BUSINESS COMMUNICATIONS 3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide a student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically organized business communications. Upon course completion, a student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

SET 134—CAREER AND PROFESSIONAL DEVELOPMENT 3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improve self-confidence.

SET 138—RECORDS AND INFORMATION MANAGEMENT 3 credit hours
PREREQUISITE: Regular admission status
This course focuses on 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 course completion, a student should be able to perform basic filing procedures. CORE

SET 139—OFFICE PRACTICUM 1 credit hour
PREREQUISITE: Determined by instructor
This course is designed to provide a student with an opportunity to develop skills in a simulated office environment. Emphasis is on the integration of

*Must be approved in advance by a student's faculty advisor.

Course Descriptions

SET 101—BEGINNING KEYBOARDING 3 credit hours
PREREQUISITE: Regular admissions status
This course is designed to enable a student to use the touch method of keyboarding. Emphasis is on speed and accuracy in keying alphabetic symbols and numeric information using the typewriter or microcomputer keyboard. Upon course completion, a 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. CORE

SET 103—INTERMEDIATE KEYBOARDING 3 credit hours
PREREQUISITE: SET 101
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 memos and 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 basic business documents. CORE

SET 104—ADVANCED KEYBOARDING 3 credit hours
PREREQUISITE: SET 101 or determined by instructor
This course is designed to assist a student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon course completion, a student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents. CORE

SET 125—BASIC WORD PROCESSING 3 credit hours
PREREQUISITE: SET 101 or determined by instructor
This course is designed to provide a student with basic word processing skills. Emphasis is on using software features to create, edit, and print common office documents. Upon course completion, a student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. CORE

SET 126—ADVANCED WORD PROCESSING 3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon course completion, a student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

SET 130—ELECTRONIC CALCULATIONS 3 credit hours
PREREQUISITE: Regular admission status
This course is designed to give students a job-level competency in using the ten-key method and will develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion, the student will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

SET 133—BUSINESS COMMUNICATIONS 3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide a student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically organized business communications. Upon course completion, a student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

SET 134—CAREER AND PROFESSIONAL DEVELOPMENT 3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improve self-confidence.

SET 138—RECORDS AND INFORMATION MANAGEMENT 3 credit hours
PREREQUISITE: Regular admission status
This course focuses on 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 course completion, a student should be able to perform basic filing procedures. CORE

SET 139—OFFICE PRACTICUM 1 credit hour
PREREQUISITE: Determined by instructor
This course is designed to provide a student with an opportunity to develop skills in a simulated office environment. Emphasis is on the integration of

General Education Requirements

ENG 101 English Composition I 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3

Humanities and Fine Arts Course 3 0 3

Select three from the following four courses:

CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 2 2 3
MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

Select one from the following two courses:

ECO 231 Principles of Macroeconomics 3 0 3
PSY 200 General Psychology 3 0 3

Total Credit Hours 75
classroom learning with practical experiences that relate meaningfully to office careers. Upon course completion, a student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to the office environment.

SET 200—MACHINE TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 101 or determined by instructor
This course is designed to develop a student's skills in transcribing various forms of dictated information. Emphasis is on the use of microcomputers and a commercial word processing package. Upon course completion, a student should be able to accurately transcribe documents from dictated recordings.

SET 201—LEGAL TERMINOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to familiarize a student with common legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make legal terms easy to use. Upon course completion, a student should be able to understand and use legal terminology.

SET 202—LEGAL TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 101 and SET 201 or determined by instructor
This course is designed to familiarize a student 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 course completion, a student should be able to transcribe legal documents.

SET 203—LEGAL OFFICE PROCEDURES
3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course focuses on the responsibilities of professional support personnel in a legal environment. Emphasis is on legal terminology, the production of forms and reports, and office procedures and practices. Upon completion, a student should be able to perform office support tasks required for employment in a legal office.

SET 211—MEDICAL TERMINOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to familiarize a student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon course completion, a student should be able to communicate effectively using medical terminology.

SET 212—MEDICAL TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 101 and SET 211 or determined by instructor
This course introduces a student to standard medical reports, correspondence, and related documents transcribed in a medical environment. Emphasis is on transcribing medical records and operating a transcribing machine. Upon course completion, a student should be able to accurately transcribe medical documents from dictated recordings.

SET 213—ADVANCED MEDICAL TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 212 or determined by instructor.
This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies and laboratory, radiology, and pathology reports. Upon course completion, a student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

SET 214—MEDICAL OFFICE PROCEDURES
3 credit hours
PREREQUISITE: SET 125 or determined by instructor.
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon course completion, a student should be able to perform office support tasks required for employment in a medical environment.

SET 215—HEALTH INFORMATION MANAGEMENT
3 credit hours
PREREQUISITE: Determined by instructor.
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on filing and managing medical records; coding of diseases, operations, and procedures; and the legal aspects of medical records. Upon course completion, a student should be able to maintain medical records.

SET 217—OFFICE MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict resolution. Upon course completion, a student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office. CORE
SET 240—CERTIFIED PROFESSIONAL SECRETARY REVIEW
3 credit hours
PREREQUISITE: Determined by instructor
This course is a review of office administration, technology, accounting, business law, economics, management, and communication topics. Emphasis is on the skills required of professional administrative support. Upon course completion, a student should be able to perform a variety of business-related skills.

SET 243—SPREADSHEET APPLICATIONS
3 credit hours
PREREQUISITE: Determined by instructor
This course provides a student with skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon course completion, a student should be able to design, format, and graph effective spreadsheets.

SET 244—DATABASE CONCEPTS
3 credit hours
PREREQUISITE: SET 101 or determined by instructor
This course focuses on database management. Emphasis is on the use of database software for business applications. Upon course completion, a student should be able to design, format, and graph effective databases.

SET 246—OFFICE GRAPHICS AND PRESENTATIONS
3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course focuses on producing business slides and presentations. Emphasis is on software tools, presentation options, design and presentation considerations. Upon course completion, a student should be able to design and produce a business presentation.

SET 247—SPECIAL PROJECTS
3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course is an in-depth study of topics of special interest under the direct supervision of an instructor. Emphasis is on the use of modern technology to study, research and improve skills in a specialized office support area. Upon course completion, a student should be able to demonstrate enhanced knowledge and/or skills gained through an individualized project.

SET 248—ADVANCED OFFICE PRACTICUM
1 credit hour
PREREQUISITE: Determined by instructor
This course is designed to provide a student with an opportunity to develop skill in a simulated office environment. Emphasis is on the integration of classroom learning with practical experiences that relate meaningfully to office careers. Upon course completion, a student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to the office environment.

SET 283—OFFICE INTERNSHIP CO-OP
3 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, a student should be able to evaluate employability skills, and satisfactorily perform work-related competencies.

WELDING (WDT)

The mission of the Welding program is to prepare a skilled craftsman for employment or advancement in welding and fabricating industries. The program also provides specialized courses for welders desiring to upgrade their skills or to learn new skills. The Welding Program awards the short certificate, the diploma, and offers an option to complete the Associate in Occupational Technologies degree.

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

Short Certificate

Course No./Title Theory/Lab/Credit Hours
WDT 217 Shielded Metal Arc Welding 1 4 3
WDT 180 Submerged Arc Welding: Carbon Pipe or 1 4 3
WDT 223 Blueprint Reading 3 0 3
WDT 166 Flux Core Arc Welding 1 4 3
WDT 218 Certification 1 4 3
WDT 219 Welding Inspection and Testing 3 0 3
WDT 228 Gas Tungsten Arc Fillet 1 4 3

Choose one of the following tracks:

General Track
WDT 111 Cutting Processes 1 4 3
WDT 112 Shielded Metal Arc Fillet 1 4 3
WDT 113 Blueprint Reading 3 0 3
WDT 114 Gas Metal Arc Fillet 1 4 3
WDT 166 Flux Core Arc Welding 1 4 3
WDT 218 Certification 1 4 3
WDT 219 Welding Inspection and Testing 3 0 3
WDT 228 Gas Tungsten Arc Fillet 1 4 3

Advanced Track
WDT 153 Shielded Metal Arc Groove 0 6 3
WDT 167 Flux Core Arc Welding Certification 0 6 3
WDT 180 Submerged Arc Welding: Special Topics 3 0 3
WDT 221 Pipefitting and Fabrication 2 2 3
WDT 223 Blueprint Reading for Fabrication 2 4 3
WDT 225 Gas Metal Arc Groove 0 6 3
WDT 227 Gas Tungsten Arc Groove 0 6 3
WDT 281 Aluminum MIG Arc Welding: Special Topics 1 4 3
## Diploma

NOTE: WKO 101 Workplace Skill Development I is required during the first semester of attendance for all freshmen entering this program.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tr>
<td>BSS 115</td>
<td>Success and Study Skills</td>
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<tr>
<td>WKO 101</td>
<td>Workplace Skill Development I</td>
<td>0 2 1</td>
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<td>Total Credit Hours</td>
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## Study Skills and Work Keys Requirements

**Associate in Occupational Technologies Degree**

### General Education Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>One Fine Arts and Humanities Course</td>
<td>3</td>
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</table>

Select three from the following four courses:

- CIS 130 Introduction to Information Systems
- CIS 146 Microcomputer Applications
- MTH 110 Finite Mathematics
- MTH 112 Pre-calculus Algebra

Select one from the following two courses:

- ECO 231 Principles of Macroeconomics
- PSY 200 General Psychology

### Area V—Welding Diploma

- Minor—Industrial Maintenance
  Select 12 credit hours from the following courses:
  - ILT 168 Hydraulics/Pneumatics
  - ILT 169 Hydraulics/Pneumatics Lab
  - INT 111 Industrial Mechanics
  - INT 114 Mechanical Measurements
  - INT 123 Industrial Pumps and Piping Systems
  - INT 124 Production Equipment Layout
  - INT 233 Industrial Maintenance Metal Welding and Cutting Techniques

### Course Descriptions

**WDT 111—Cutting Processes**

3 credit hours

**WDT 112—Shielded Metal Arc Fillet**

3 credit hours

**WDT 113—Blueprint Reading**

3 credit hours

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>WDT 216</td>
<td>Shielded Metal Arc Welding</td>
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<tr>
<td>WDT 217</td>
<td>Shielded Metal Arc Welding</td>
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<tr>
<td>WDT 221</td>
<td>Pipefitting and Fabrication</td>
<td>2</td>
</tr>
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<td>WDT 222</td>
<td>Gas Metal Arc Groove</td>
<td>2</td>
</tr>
<tr>
<td>WDT 223</td>
<td>Blueprint Reading for Fabrication</td>
<td>2</td>
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<tr>
<td>WDT 228</td>
<td>Gas Tungsten Arc Fillet</td>
<td>1</td>
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</tbody>
</table>

Select six hours from the following:

- WDT 180 Submerged Arc Welding: Special Topics
- WDT 191 Shielded Metal Arc Welding: Carbon Pipe
- WDT 221 Pipefitting and Fabrication
- WDT 222 Gas Metal Arc Groove
- WDT 227 Gas Tungsten Arc Groove
- WDT 281 Aluminum MIG Arc Welding: Special Topics

### General Education Requirements

Select one from the following two courses:

- COM 131 Applied Writing
- ENG 101 English Composition I*
- SPH 106 Fundamentals of Oral Communication*

Select one from the following two courses:

- CIS 130 Introduction to Information Systems*
- CIS 146 Microcomputer Applications*

Select one from the following three courses:

- MAH 100 Intermediate College Algebra
- MAH 116 Mathematical Applications
- MTH 110 Finite Mathematics*

Total Credit Hours 55

*Approved for the Associate in Occupational Technologies degree.
WDT 167—FLUX CORE ARC WELDING
CERTIFICATION
3 credit hours
PREREQUISITE: Regular admission status
This course involves welding multi-pass groove joints with the flux core arc welding process in all welding positions and related information.

WDT 180—SUBMERSED ARC WELDING:
SPECIAL TOPIC
3 credit hours
PREREQUISITE: Regular admission status
This course introduces the student to the Submerged Arc Welding (SAW) process as described in AWS D1.1 Structural Welding Code for Fillet and Groove Welds. Emphasis is placed on safe operating practices, process principles, equipment set up, terminology, type of electrodes, and type of fluxes. The student is also introduced to welds made utilizing positioning equipment.

WDT 217—SHIELDED METAL ARC WELDING
CARBON PIPE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces a student to the practices and procedures of welding carbon steel pipe using the shielded metal arc welding (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit up. Upon course completion, a student should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit up in accordance with applicable code.

WDT 218—CERTIFICATION
3 credit hours
PREREQUISITE: Determined by instructor
This course covers certification requirements for industry to the applicable code for the prescribed welding process. Topics include certification requirements for pre-qualified welding procedures. Upon course completion, a student should be able to identify certification and code requirements for the applicable welding process.

WDT 219—WELDING INSPECTION AND TESTING
3 credit hours
PREREQUISITE: Regular admission status
This course provides a 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 course completion, a student should be able to visually identify acceptable weldments as prescribed by the code or welding specification report.

WDT 221—PIPEFITTING AND FABRICATION
3 credit hours
PREREQUISITE: Determined by instructor
This course provides the student with skills and practices necessary for fabricating pipe plans using butt welded fittings. Emphasis is placed on butt-welded fittings to include 45 and 90 degree angles, flanges, reducers, and tees. Upon completion, students should be able to fit butt-welded fittings and cut and fabricate tees, laterals, and assorted angles.

WDT 223—BLUEPRINT READING FOR
FABRICATION
3 credit hours
PREREQUISITE: WED 113 or determined by instructor
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 blueprints to given tolerances and construct a bill of materials list.

WDT 225—GAS METAL ARC GROOVE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to groove welding using gas metal arc welding processes as described in AWS code D1.1. Topics included are safety, joint design, groove identification, and electrode identification. Upon completion, students should be able to identify various joint and groove designs, wire composition, and joint orientation.

WDT 226—EXPLORING METAL WORKING
THEORY
3 credit hours
PREREQUISITE: Determined by instructor
This course provides construction details on selected projects using alternate designs and variations which help students design their own projects. Topics include careers in metal working, types of metals, planning and designing a project, safety, measurements, tools and equipment, and fasteners. Upon completion, students should be able to design their own projects.

WDT 227—GAS TUNGSTEN ARC GROOVE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for groove welding of ferrous and non ferrous metals. Emphasis is placed on safe operating practices, joint and groove design, flowmeter operation, and amperage settings for each size and type of tungsten. Upon completion, students should be able to explain safe operating practices, purpose of the various tungsten end shapes, and determine correct amperage and flow times and rates.

WDT 228—GAS TUNGSTEN ARC FILLET
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and non ferrous metals. Emphasis is placed on safe practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, students should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

WDT 281—ALUMINUM MIG WELDING:
SPECIAL TOPICS
3 credit hours
PREREQUISITE: Regular admission status
This course introduces the student to the MIG process for the welding of aluminum with the extended reach feeder as described in AWS D1.2 Structural Welding Code for Aluminum in all positions. The course also is designed to prepare the student for welding with the GMAW Spray Arc Transfer process in fast production welding as described in AWS D1.1 Structural Welding Code for Carbon Steel and for the welding of stainless steel using solid and tubular electrodes as described in AWS D1.6 Structural Welding Code for Stainless in all positions.
President
Bailey, W. Michael
President
B.S., Business Administration, University of Alabama; M.S., Vocational, Technical and Career Education, Oklahoma State University; Ed.D., Vocational and Adult Education, Auburn University

Administrative Staff
Allen, Katy
LRC Lab Coordinator, Instruction
B.A., Cultural Studies, Sarah Lawrence College; M.L.I.S., Library Science, University of Alabama

Anthony, Cynthia
Dean of Students, Student Development Services
B.A., Psychology, Talladega College; M.Ed., Counseling, Ed.S., Educational Leadership, University of Alabama at Birmingham; Ed.D., Educational Leadership, University of Alabama at Birmingham and The University of Alabama

Anthony, Elijah
Director, Student Support Services
B.A., English, Harding University; M.S., Educational Guidance, Queens College/City University of New York

Bailey, Myra
Academic Counselor/Tutor
Coordinator, Student Support Services
B.S., Mathematics, M.A., Counseling/Student Personnel, The University of Alabama

Chisem, Lori
Registrar, Student Development Services
A.A.T., Office Administration, Bessemer State Technical College; B.S., Business Administration, Athens State College

Franklin, Chris
Director, College Relations
B.A., Communications, The University of Alabama

Lawrence, Craig
Chief Financial Officer, Business Office
B.S.Ed., Education, Tennessee Temple; M.A., Accountancy, Samford University

Marcus, Deborah
Dean of Administrative Services, Management & Operations
B.S., Secondary Education, University of Alabama at Birmingham; M.A., Higher Education Administration, Ed.D. Higher Education Administration, The University of Alabama

Moon, Ron
Dean of Instruction, Instruction
B.S., Business Administration, M.Ed., School Administration, University of Montevallo

Murray, Charles
Assistant Dean for Instruction/Division Chair, Instruction
B.A., Journalism, University of Oklahoma; M.P.A., Public Administration, Ed.S., Educational Leadership, University of Alabama at Birmingham

Rankin, Kristie
Coordinator, Career Services
B.S., Psychology, M.A., Rehabilitation Counseling, University of Alabama at Birmingham

Shelley, Jeff
Director, Admissions
B.A., Advertising/Marketing, The University of Alabama; M.P.A., Public Administration, University of Alabama at Birmingham

Smallwood, Audrey
Assistant to the Dean, Instruction
Diploma, Stenography, Bessemer State Technical College; B.S., Liberal Studies, Athens State University; M.A., Higher Education Administration

Studdard, Phil
Director, Plant Operations and Security
A.S., Management, Jefferson State Community College

Williams, Sharon
Temporary Director, Student Financial Services
B.S. Home Economics/Human Development, University of Alabama; M.A., Educational Leadership, University of Alabama at Birmingham

Faculty
Armbruster, Rand, Accounting Technology
A.A.T., Accounting, Bessemer State Technical College; B.S., M.A., Business Administration/Accounting, Samford University

Arnold, Kathy, Licensed Practical Nursing
B.S.N., Nursing, M.A.E., Education, M.S.N., Nursing, University of Alabama at Birmingham

Bartlett, Linda, Accounting Technology
B.S., Accounting, Miles College; M.A., Accounting, University of Alabama at Birmingham; Ed.D., Educational Administration, Texas Southern University

Berryman, Tom, Automotive Service Technology (Ford ASSET)
B.S., Industrial Technology, Western Kentucky University

Blethen, Al, Automotive Service Technology (Toyota T-TEN)
B.S., Industrial Arts Education, The University of Alabama

Burgett, Steve, Automotive Service Technology (GM ASEP)
B.A., History/Religion, University of Mobile

Dansby, Leeveil, Diesel Mechanics
B.S., Vocational Education, Athens State College
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Education</th>
</tr>
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<tbody>
<tr>
<td>Fowler, Charles</td>
<td>Division Chair Horticulture, Mathematics, Physics</td>
<td>B.S., Physics, Georgia Institute of Technology; M.S., Agronomy, University of Georgia; Ph.D., Agronomy, University of Nebraska</td>
</tr>
<tr>
<td>Gardner, Yolande</td>
<td>Licensed Practical Nursing</td>
<td>B.S., Secretarial Education, The University of Alabama; M.A.Ed., High School Education, University of Alabama at Birmingham</td>
</tr>
<tr>
<td>Gregg, Diane</td>
<td>Librarian</td>
<td>B.S., Home Economics, M.L.S., Library Services, The University of Alabama</td>
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<tr>
<td>Handley, Patricia</td>
<td>General Education (English)</td>
<td>A.A., English, Walker College; B.A., English, Samford University; M.A., English, The University of Alabama</td>
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<tr>
<td>Harbour, Clayton</td>
<td>Air Conditioning/Refrigeration Diploma</td>
<td>Air Conditioning and Refrigeration, Bessemer State Technical College; B.B.A., Finance, University of Montevallo</td>
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<tr>
<td>Harris, John</td>
<td>Automotive Service Technology (Ford ASSET)</td>
<td>Diploma, Automotive Mechanics, Pulaski State Area Vocational-Technical School; B.S., Education, Athens State College</td>
</tr>
<tr>
<td>Hayes, Shelby</td>
<td>Licensed Practical Nursing</td>
<td>B.S.N., Nursing, The University of Alabama; MS.N., Nursing, University of Alabama at Birmingham</td>
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<tr>
<td>Hitchcock, Francesca</td>
<td>General Education (English)</td>
<td>A.S., Medical Lab Technology, Jefferson State Community College; B.A., M.A., English, University of Alabama at Birmingham; Ph.D., English, The University of Alabama</td>
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<td>Hobbs, Tommy</td>
<td>Automotive Service Education (GM ASEP)</td>
<td>A.A.T., Automotive Service Education, Bessemer State Technical College</td>
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<tr>
<td>Herndon, Renay</td>
<td>Counselor</td>
<td>Student Development Services B.S., Sociology, Jarvis Christian College; M.S., Counseling, Alabama State University</td>
</tr>
<tr>
<td>Hudson, Blake</td>
<td>Building Construction</td>
<td>B.S., Building Construction, Auburn University</td>
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<td>Kehr, Judy</td>
<td>Office Administration</td>
<td>A.A., General Studies, Walker College; B.S., Comprehensive Business Education, The University of Alabama; M.A., High School Education, University of Alabama at Birmingham</td>
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<tr>
<td>Kelley, Scott</td>
<td>Computer Science</td>
<td>B.S., Computer Science, Samford University; M.S., Computer Science, University of Alabama at Birmingham</td>
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<td>Ledford, Roy</td>
<td>Welding Diploma</td>
<td>Welding, Bessemer State Technical College; B.S., Vocational Education, Athens State College</td>
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<td>Marshall, Larry</td>
<td>Automotive Mechanics</td>
<td>B.S., Vocational Education, Athens State College</td>
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<td>Miller, Ann</td>
<td>Computer Science</td>
<td>A.A.S., Electronics, DeVry University; B.A., Sociology, University of Missouri at Kansas City; M.S., Computer Information Systems, University of Phoenix</td>
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<td>Monti, Stephen</td>
<td>General Education (English)</td>
<td>B.A., English &amp; Philosophy, Spring Hill College; M.A., Ph.D., English, University of Miami</td>
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<td>Moore, Brian</td>
<td>Air Conditioning/Refrigeration Diploma</td>
<td>B.S., Business Education (Administration), California State University at Los Angeles, M.Ed., Education (Rehabilitation Services), Auburn University</td>
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<td>Perry, Donnell</td>
<td>Drafting and Design (CAD/CAM)</td>
<td>Certificate, Drafting; Jefferson State Community College; A.A.T., Engineering Technology, Jefferson State Community College; B.S., Business, Birmingham Southern College; M.S., Industrial Technology, Alabama A &amp; M University</td>
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<td>Quan, Sherry</td>
<td>Counselor</td>
<td>Student Development Services B.S., Business Education (Administration), California State University at Los Angeles, M.Ed., Education (Rehabilitation Services), Auburn University</td>
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<td>Ray, Annette</td>
<td>General Education (Mathematics)</td>
<td>B.S., Secondary Education/Mathematics, University of Missouri; M.S., Teaching/Mathematics, University of Montevallo</td>
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<td>Raymond, Rich</td>
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<td>B.S.N., University of North Alabama; M.S.N., Samford University</td>
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<td>Steadman, Laura</td>
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<td>Stewart, Frances</td>
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<td>Sweatmon, Jeff</td>
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<td>Taylor, Teletha</td>
<td>Computer Science</td>
<td>A.S., Business, Gadsden State Community College; B.S., Accounting, M.B.A., Business, Jacksonville State University</td>
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<td>Tolbert, Jill</td>
<td>Graphics and Prepress Communication</td>
<td>B.A., Advertising, The University of Alabama</td>
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Patrick Tracy ................................ Librarian for Acquisitions and Cataloging
B.A., History, Franklin Pierce College; M.L.I.S., Library Science, University of Alabama

Trice, Chris ............................................ Commercial Art
B.F.A., Studio Arts, University of Alabama at Birmingham; M.F.A., Photography, University of Illinois at Chicago

Turner, Stephanie .................................. Licensed Practical Nursing
B.S.N., M.S.N., Nursing, University of Alabama at Birmingham

Wade, Hank ............................................ Drafting and Design
B.A., Architectural Science, M.S., Architecture, Tuskegee University

Wilson, Nancy ........................................ Electronics
A.A.T., Industrial Electronics, Bessemer State Technical College; B.S., Criminal Justice, Athens State College

Wright, Jane ........................................... Dental Assisting
Diploma, Dental Assisting, Bessemer State Technical College; A.S., General Studies, B.B.C. State Community College, B.S., M.A., Elementary Education, University of Alabama at Birmingham

Support Staff

Anderson, Becky, Secretary .................... Registrar's Office
Best, Leean, Faculty/Staff Secretary ............. Business Office
Burton, Claudia, Admin. Assistant ............. Workforce Development
Carroll, Leean, Receptions/Clerk ............... Business Office
Champion, Carol, Secretary ..................... Business Office
Dorsey, Regina, Administrative Assistant .... Student Services
Fisher, Elizabeth, Administrative Assistant ... Instruction
Giardina, Theresa, Cook/Cashier .............. Cafeteria
Glass, Jamie, Computer Programmer .......... Business Office
Grammer, Roy, HVAC Technician ............... Plant Operations
Griffin, Carolyn, Administrative Assistant ... Administrative Services
Hall, Curtis, Janitor ................................ Plant Operations
Hamilton, Ann, Bookkeeper ..................... Business Office
Hamilton, Geneva, Cook/Cashier .............. Cafeteria
Huett, Camie, Administrative Assistant ....... President's Office
Jackson, Cyondonys, Recruiter ................. Admissions
Jackson, Edward, Janitor ....................... Plant Operations
Johnson, Sharon, Clerk ........................... Bookstore
Jones, Denise, Secretary ........................ Student Financial Services
Long, Katherine, Staff Accountant ............. Business Office
McCord, Derick, Security Officer .............. Plant Operations
McKinstry, Emmophia, Secretary ............... Admissions
McFall, Joel, Safety Officer ..................... Plant Operations
Metcalfe, Pat, Computer Programmer .......... Business Office
Moon, Jason, Inventory/Shipping and Receiving Clerk ........................................... Plant Operations
Natale, Wanda, Computer Services Secretary .. Business Office
Parker, Apriy, Staff Accountant ............... Business Office
Pearson, Lillie, College Cashier ............... Business Office
Ruffin, Janet, Secretary ......................... Student Support Services
Scurlock, Betty, Evening Secretary ............. Instruction
Smith, Artelia, Secretary ....................... Student Development
Williams, Kathy, Secretary .................... Workforce Development
Williams, Yolanda, Clerk ....................... Bookstore
Yancy, Chad, Shipping and Receiving Clerk ... Plant Operations
Young, Bobbie, Receptionist ................... Student Development Services
Young, Dorothy, Secretary ................... Allied Health Programs
During pre-admissions counseling, you can discuss your academic options, financial aid opportunities, and you may even tour the college or a specific department. You may also contact instructors for additional information about your program of study. To arrange a pre-admissions appointment, please call 428-6391 ext. 332.

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<th>Program</th>
<th>Advisor</th>
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<td>Accounting Technology</td>
<td>Rand Armbrester</td>
<td>428-7339</td>
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<td>Dr. Linda Bartlett</td>
<td>428-7493</td>
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<tr>
<td>Air Conditioning/Refrigeration</td>
<td>Jeff Sweatmon</td>
<td>428-7340</td>
<td>B-101</td>
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<td>Brian Moore</td>
<td>428-7456</td>
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<td>Clay Harbour</td>
<td>428-7401</td>
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<tr>
<td>Automotive Mechanics</td>
<td>Larry Marshall</td>
<td>428-7393</td>
<td>C-101</td>
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<td>Tom Berryman</td>
<td>428-7347</td>
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<td>Steve Burgett</td>
<td>428-7352</td>
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<td>John Harris</td>
<td>428-7441</td>
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<td>Tommy Hobbs</td>
<td>428-7428</td>
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<tr>
<td>Automotive Service Technology (Toyota T-TEN)</td>
<td>Al Blethen</td>
<td>428-7343</td>
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<tr>
<td>Building Construction</td>
<td>Blake Hudson</td>
<td>428-7366</td>
<td>G-100</td>
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<tr>
<td>Commercial Art</td>
<td>Chris Trice</td>
<td>428-7354</td>
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<tr>
<td>Computer Science</td>
<td>Teheitha Taylor</td>
<td>428-7470</td>
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<td>Scott Kelley</td>
<td>428-7369</td>
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<td>Ann Miller</td>
<td>428-7414</td>
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<tr>
<td>Dental Assisting</td>
<td>Jane Wright</td>
<td>428-7326</td>
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<td>Diesel Mechanics</td>
<td>Leevell Dansby</td>
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<td>Disability Services/Special Needs</td>
<td>Renay Hemdon</td>
<td>428-6391, ext. 335</td>
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<td>Drafting &amp; Design Technology</td>
<td>Donnell Perry</td>
<td>428-7444</td>
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<td>Hank Wade</td>
<td>428-7344</td>
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<td>Electronics</td>
<td>Rich Raymond</td>
<td>428-7318</td>
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<td>Robert Saxon</td>
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<td>Nancy Wilson</td>
<td>428-6391, ext. 404</td>
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<td>Graphics and Prepress</td>
<td>Jill Tolbert</td>
<td>428-6391, ext. 322</td>
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<td>Horticulture</td>
<td>Trey Tarrant</td>
<td>428-7364</td>
<td>A-204</td>
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<td>Dr. Charles Fowler</td>
<td>428-7382</td>
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<td>Industrial Maintenance</td>
<td>Nancy Wilson</td>
<td>428-7404</td>
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<td>LPN</td>
<td>Laura Steadman</td>
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<td>Judy Kehr</td>
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<td>Pre-Admissions</td>
<td>Jeff Shelley</td>
<td>428-7359</td>
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<td>Sherry Quan</td>
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<td>Student Support Services</td>
<td>Elijah Anthony</td>
<td>428-7416</td>
<td>A-212</td>
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<td>Undecided</td>
<td>Renay Hemdon</td>
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<td>Sherry Quan</td>
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<tr>
<td>Welding</td>
<td>Roy Ledford</td>
<td>428-6391, ext. 345</td>
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APPLICANTION for ADMISSION

Return to:
Bessemer State Technical College
Admissions Office
P.O. Box 308, Bessemer, AL 35021-0308
(205) 428-6391 or 1-800-223-5368
www.bessemertech.com

Please print clearly and in ink.

Full Legal Name: _____________________________

Last First Middle

Birth name or other names under which your records may appear: _____________________________

E-mail address: _____________________________

Mailing address: _____________________________

Address City State ZIP

Home telephone number: _____________________________ Work telephone number: _____________________________ Pager/mobile phone number: _____________________________

Your employer: _____________________________

Your date of birth: _____________________________

Social Security number: (___) - (___) - (___)

Circle or complete each item as it applies to you:

Race: African-American American Indian Asian-Pacific Hispanic White Other: _____________________________

Citizenship: U.S. Citizen Non U.S. Citizen Resident Alien Number: _____________________________

Gender: Male Female

Number of terms you will enroll: 1 2 3

Program of Study: _____________________________ Will you attend day or evening classes? Day Evening

Educational Goal: Associate Diploma Certificate Personal Enrichment Undecided Occupational Enhancement Transient

Term you plan to enroll: Fall Spring Summer Mini Term A Mini Term B

Have you previously attended Bessemer State Technical College? Yes No

Have you or will you have resided in Alabama for 12 months immediately preceding the date you plan to enroll? Yes No

Did you graduate from high school? Yes No

Name of your high school: _____________________________

Name City State

Check the status that applies to you:

________________ – Received regular high school diploma (passed the exit exam) Graduation date: _____________________________

________________ – Occupational diploma Graduation date: _____________________________

________________ – Certificate of completion Graduation date: _____________________________

________________ – GED: Test location: _____________________________ Date received: _____________________________

Have you attended any colleges since graduating high school? Yes No

Are you currently on probation or suspension from the last college you attended? Yes No

Below, please list all colleges you have attended since graduating high school, including a current enrollment, if applicable.

Note: Official transcripts from your high school and all colleges you may have attended must be mailed from each institution to our Admissions Office. If you have a GED, please request a copy of it for our file. Documents must be mailed to the address shown at the top of the page.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Graduate? Y/N</th>
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Do you plan to apply for financial aid?  
_____ Yes  _____ No

If yes, please circle the appropriate items below:

WIA  Vocational Rehabilitation  Veteran's Benefits  Pell Grant  Scholarship  Veteran's Dependent

NOTE: If you answered yes, contact the Office of Student Financial Services immediately. If you have attended another college during the current academic year, the institution must mail an official financial aid transcript to us whether or not you received aid there. FAILURE TO SUBMIT OFFICIAL ACADEMIC AND FINANCIAL AID TRANSCRIPTS PRIOR TO REGISTRATION WILL NEGATIVELY AFFECT YOUR FINANCIAL AID. Students enrolled at Bessemer State Technical College for occupational enhancement, personal, or temporary reasons are ineligible for financial aid. Therefore, under those classifications, financial aid transcripts are unnecessary.

This information is required to comply with the Taxpayer Relief Act of 1997 (the Hope Scholarship Tax Credit and Lifetime Learning Credit). Please check the response applicable to you.

_____ I am not claimed as a dependent on anyone else's tax return.

Your taxpayer I.D. (Social Security) # is __________________________  Spouse's name: __________________________

_____ I am claimed as a dependent.

The tax filer's I.D. (Social Security) # is __________________________  Parent's Name(s): __________________________

Telephone number: __________________________  Address: __________________________

Street: __________________________  City: __________________________  State: __________________________  Zip: __________________________  County: __________________________  Citizenship: __________________________

Selective Service Registration-Note
This certification is required by the State of Alabama Legislative Act 91-584. (Male students between the ages of 18-26). I certify that I comply 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; that I am not yet 18 years of age, and I will register when required; that I am not required by law to register.

Signature: __________________________  Date: __________________________

Employment

Are you employed?  _____ Yes  _____ No  Full-time  _____ Part-time  _____

Hours worked per week: __________________________  Name of Employer: __________________________

Does your company have a tuition reimbursement plan?  _____ Yes  _____ No

Emergency Contacts

In case of emergency, contact: __________________________  Telephone: __________________________

Your physician's name: __________________________  Telephone: __________________________

Permission is granted by the applicable signature(s) below for the student named in this application to receive any emergency treatment or any other medical or surgical care deemed necessary by emergency medical personnel; also, when necessary for executing such care, permission for hospitalization at any accredited hospital is granted, and I will assume responsibility for the cost of these services.

I hereby certify that the information contained in this application is accurate and complete. I also understand that submitting false, incomplete, or misrepresented information constitutes grounds for rejection of this application or dismissal from the college.

Applicant's Signature: __________________________  Date: __________________________

Parent/Guardian's Signature (if applicable): __________________________  Date: __________________________

It is the official policy of the Department of Postsecondary Education and Bessemer State Technical College that no person in Alabama shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity or employment. Bessemer State Technical College complies with non-discriminatory regulations under Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act of 1990 (ADA); and Section 504 of the Rehabilitation Act of 1973.
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<td>Student Financial Services, Awarding Policy</td>
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FREQUENTLY CALLED NUMBERS

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ADMINISTRATIVE/STUDENT SERVICES OFFICES

Administrative Services .......................................................... Room 101, Building A
Admissions ........................................................................... Student Services Center
Bookstore/Cashier .................................................................. Building A
Business Office .................................................................... Room 100, Building A
Career Services ..................................................................... Room 194-B, Student Services Center
College Relations ................................................................. Millsap Training Center
Chief Financial Officer ....................................................... Room 100, Building A
Counseling ............................................................................ Room 183 and 184, Student Services Center
Dean of Instruction's Office ................................................ Room 209, Ethel Hall Building
Dean of Students' Office ...................................................... Room 195, Student Services Center
Short Term & Continuing Education ................................. Millsap Training Center

Division Chair, Business .................................................... Room 360-A, Building A
Division Chair, Transportation ............................................. Building C
Division Chair, Allied Health ............................................... Room 110, Building A
Division Chair, General Education .................................... Room 255, Building A
Division Chair, Technical ..................................................... Room 215, Ethel Hall Building
President's Office .................................................................. Room 218, Ethel Hall Building
Library/Learning Resource Center ..................................... Room 165, Building A
Registrar's Office ................................................................. Room 192, Student Services Center
Student Financial Services ................................................. Room 193, Student Services Center
Student Success Center ....................................................... Room 157, Building A
Student Support Services Program ..................................... Room 212, Building A

Map designed by Chris George, Commercial Art graduate.

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1-800-235-5368

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