

A blurred photograph of a classroom. In the foreground, the backs of several students' heads and shoulders are visible as they sit at desks. They are wearing various casual clothing like a striped shirt and a pink shirt. In the background, a teacher in a white shirt is standing near a whiteboard, gesturing towards it. The whiteboard has some faint, illegible writing on it. The overall image has a soft, out-of-focus quality with a semi-transparent dark overlay.

2021-22 CATALOG

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2021-22 Catalog

Campuses

WADLEY CAMPUS

750 Roberts Street
Wadley, AL 36276
(256) 395-2211
FAX (256) 395-2215

OPELIKA CAMPUS

301 Lake Condry Road
Opelika, AL 36801
(334) 745-6437
FAX (334) 749-5505 (Academic)
FAX (334) 742-9418 (Administration)
FAX (334) 745-6342 (Health Sciences)
FAX (334) 745-5067 (Technical)

VALLEY CAMPUS

321 Fob James Drive
Valley, AL 36854
(334) 756-4151
FAX (334) 756-5183

OPELIKA CAMPUS (DOWNTOWN)

701 South Railroad Avenue
Opelika, AL 36801
(334) 749-9100
FAX (334) 745-5437

CAMPUS POLICE

Wadley (334) 328-4743
Opelika (334) 324-3631
Valley (334) 324-3631

Program and Catalog Changes

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Southern Union State Community College. The College reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available on our website at www.suscc.edu. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

Accreditation

Southern Union State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees. Questions about the accreditation of Southern Union State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Southern Union State Community College instructional programs have received individual professional accreditation/approval from the following organizations:

Associate Degree Nursing (ADN) - The ADN program at SUSCC located in Opelika, AL is accredited by the Accreditation Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is continued accreditation (2021). View the public information disclosed by ACEN regarding this program at <https://www.acenursing.org>. The Associate Degree Nursing program is approved by the Alabama State Board of Nursing.

Computer Science Certified Internet Web Professional (CIW) - Authorized academic partner. Pearson VUE authorized Testing Center.

Cosmetology - Approved by the Alabama State Board of Cosmetology.

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

Machine Shop Technology - The Machine Technology program is accredited by the National Institute for Metalworking Skills (NIMS). National Institute for Metalworking Skills 10565 Fairfax Blvd. Suite 203 Fairfax, Virginia 22030, www.nims-skills.org

Nursing Assistant - Approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

Practical Nursing (PN) - The PN program at SUSCC located in Opelika, AL is accredited by the Accreditation

Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is initial accreditation (2021). View the public information disclosed by ACEN regarding this program at <https://www.acenursing.org>. The Practical Nursing program is approved by the Alabama State Board of Nursing.

Physical Therapist Assistant Program - The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA, 22305-3085; phone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 334-756-4151 Ext 5254 or email Jeff Leatherman, MS, PT, DPT, Program Director at jleatherman@suscc.edu.

Radiologic Technology Program - Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

Surgical Technology Program - Has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: 727-210-2350; Fax 727-210-2354 Website: www.caahep.org

Therapeutic Massage - Approved as a licensed Massage Therapy School by the Alabama Board of Massage Therapy. State of Georgia Board Recognized Massage Therapy Educational Program.

Welding - American Welding Society (AWS), Accredited Test Facility

Non-Discrimination Policy

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With

Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5488. Grievance Procedure Forms are available in the President's Office at ext. 5352 and online at www.suscc.edu.

The non-discrimination policies, the compliance officers, and the grievance procedure are detailed beginning on page 13.

President's Message



Greetings, Bison!

I am so happy to welcome you all back to campus this fall! Last year's pandemic brought challenges for us all, but we look to the future with great anticipation! The year 2020 will long be remembered as one of the most arduous in the history of our college, but we look forward to taking the lessons we have learned and moving forward with a greater emphasis on overall excellence and an enhanced student experience.

During your time at SUSCC, the Student Handbook and Catalog will serve as an important reference and guide for your academic journey. I encourage you to become familiar with the catalog, as it holds the answers to many general questions about college life, and has information about your classes and campus policies. Of course, our academic

advisors, faculty and staff here at Southern Union are always available to you for additional assistance and guidance.

Whether you are a first time freshman or a returning sophomore, this new academic year is full of promise. Thank you for choosing Southern Union. Whatever lies ahead in the year to come, I know we will thrive as we continue to grow and learn together.

With Best Wishes,



Todd Shackett
President

College Calendar 2021-2022

Fall Semester 2021

78 Instructional Days

11 Faculty Duty Days

August 9	College Assembly - Wadley Campus/Faculty Duty Day
August 10	Professional Development/Faculty Duty Day
August 10, 11, 12	Residence Hall Move-in Days - Wadley Campus
August 11, 12, 13	Faculty Duty Days
August 11, 12, 13	Walk-in Registration - All Campuses (Aug 13 extended until 3:00 p.m.)
August 16	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
August 19	Drop/Add Ends; Last day for registration, course change, or change to Audit
August 25	Attendance Verification Deadline - due by 11:59 p.m.
September 6	Labor Day Holiday (College Closed)
October 11	Last day to apply for Fall Semester diploma and pay diploma fee
October 12	Mid-term Alerts
October 19	Spring 2022 Online Registration for students with 45 hours or more
October 20	Spring 2022 Online Registration for students with 30 hours or more
October 25	Spring 2022 Online Registration open for all students
November 1	Last day to withdraw with a "W" for full-term classes
November 11	Veterans Day Holiday (College Closed)
November 22, 23	State Professional Development/Faculty Duty Days (No Classes)
November 24	Local Professional Development/Faculty Duty Day (No Classes)
November 25, 26	Thanksgiving Holidays (College Closed)
December 3	Last Class Day
December 6-10	Final Exams
December 10	Professional Development
December 13	Grades due to Records Office for processing by 9:00 am
December 13-15	Faculty Duty Day

December 16-17 & 20-21	Faculty Non-duty Days (Workdays for Administrators and Staff)
December 22 thru January 1	Christmas & New Year's Holidays (College Closed)

Spring Semester 2022

80 Instructional Days

6 Faculty Duty Days

January 3	Faculty Non-duty Days (Workdays for Administrators and Staff)
January 3, 4	Residence Hall Move-in Day - Wadley Campus
January 4	Walk-in Registration - All Campuses
January 5	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
January 7	Drop/Add Ends; Last day for registration, course change, or change to Audit
January 13	Attendance Verification Deadline - due by 11:59 p.m.
January 17	Martin Luther King, Jr./Robert E. Lee Birthday Holiday (College Closed)
February 18	Professional Development (8:00 am – 12:00 pm)
March 1	Last day to apply for Spring Semester diploma and pay diploma fee
March 2	Mid-Term Alerts
March 7-11	Spring Break/Faculty Non-duty Days (Workdays for Administrators/Staff)
April 4	Last Day to withdraw with a "W" for full-term classes
April 6	Summer & Fall 2022 Online Registration for students with 45 hours or more
April 7	Summer & Fall 2022 Online Registration for students with 30 hours or more
April 11	Summer & Fall 2022 Online Registration Open for all students
April 27	Last Class Day
April 28-29 & May 2-4	Final Exams
May 5, 6, 9, 10, 11	Faculty Duty Days
May 6	Grades due to Records Office for processing by 9:00 am
May 9	Four-day Work Week Begins
May 11	Commencement/Graduation
May 12, 16, 17	Faculty Non-duty Days (Workdays for Administrators/Staff)

Summer Semester 2022

51 Class Days

3 Faculty Duty Days

May 18, 19	Walk-in Registration - All Campuses/Faculty Duty Days
May 23	Classes Begin (\$25.00 late registration fee applies); Drop/Add Begins
May 24	Drop/Add Ends; Last day for registration, course change, or change to Audit
May 30	Memorial Day Holiday (College Closed)
May 31	Attendance Verification Deadline - due by 11:59 p.m.
June 13	Last day to apply for Summer Semester diploma and pay diploma fee
July 4	Independence Day Holiday (College Closed)
July 6	Mid-Term Alerts

July 11	Last day to withdraw with a "W" for full-term classes
August 1	Last Class Day
August 2, 3	Final Exams
August 4	Grades due to records office for processing by 9:00 am/Faculty Duty Day
August 8	Five-Day Work Week Resumes
August 10	College Assembly

2020-21 Mini Term Calendar Dates

Fall 2021 Mini Terms

Mini-Term 1 39 days

August 16	Classes Begin
August 17	Last day to drop/add Mini-Term 1
August 25	Attendance Verification Deadline - due by 11:59 p.m.
September 20	Last day to withdraw with a "W" from Mini-Term 1
October 7	Final Exams
October 8	Mini-Term 1 ends

Mini-Term 2 39 days

October 11	Classes Begin
October 12	Last day to drop/add Mini-Term 2
October 15	Attendance Verification Deadline - due by 11:59 p.m.
November 1	Last day to withdraw with a "W" from Mini-Term 2
December 9	Final Exams
December 10	Mini-Term 2 ends

Spring 2022 Mini Terms

Mini-Term 1 39 days

January 5	Classes Begin
January 6	Last day to drop/add Mini-Term 1
January 13	Attendance Verification Deadline - due by 11:59 p.m.
February 7	Last day to withdraw with a "W" from Mini-Term 1
February 28	Final Exams
March 1	Mini-Term 1 ends

Mini-Term 2 41 days

March 2	Classes Begin
March 3	Last day to drop/add Mini-Term 2
March 7	Attendance Verification Deadline - due by 11:59 p.m.
April 4	Last day to withdraw with a "W" from Mini-Term 2
May 3	Final Exams
May 4	Mini-Term 2 ends

Summer 2022 Mini Terms

Mini-Term 1 26 days

May 23	Classes Begin
May 24	Last day to drop/add Mini-Term 1
May 31	Attendance Verification Deadline - due by 11:59 p.m.
June 17	Last day to withdraw with a "W" from Mini-Term 1
June 27	Final Exams
June 28	Mini-Term 1 ends

Mini-Term 2 25 days

June 29	Classes Begin
June 30	Last day to drop/add Mini-Term 2
July 6	Attendance Verification Deadline - due by 11:59 p.m.
July 11	Last day to withdraw with a "W" from Mini-Term 2
August 2	Final Exams
August 3	Mini-Term 2 ends

Seven-Week Term 37 days

June 6	M/W Classes Begin
June 7	Last day to drop/add Seven-Week Term - M/W Classes
June 7	T/TH Classes Begin
June 8	Last day to drop/add Seven-Week Term - T/TH Classes
June 13	Attendance Verification Deadline - due by 11:59 p.m.
July 11	Last day to withdraw with a "W" from Seven-Week Term
July 27	Final Exams/Seven-Week Term ends

General Information

Mission

Southern Union State Community College, an open admission, public two-year college and member of the Alabama Community College System, provides quality and relevant teaching and learning in academic, technical, and health science programs that are affordable, accessible, equitable, and responsive to the diverse needs of its students, community, business, industry, and government.

History

Southern Union State Community College was formed on August 12, 1993, when the Alabama State Board of Education effectively merged Southern Union State Junior College, located in Wadley, Valley, and Opelika, with Opelika State Technical College in Opelika. Final approval was granted on August 11, 1994. Each partner brought to the merger a history rich in tradition of service to students.

The older of the two colleges, Southern Union, was chartered as Bethlehem College on June 2, 1922, by the Southern Christian Convention of Congregational Christian Churches. Wadley was chosen as the site for the college because of its proximity to a large number of the denomination's churches and because of the donation of a forty-acre site by John M. Hodge, a local banker.

From its opening with 51 students in a single building on September 13, 1923, until 1964, the College remained church related, operating as Piedmont Junior College, Southern Union College, and The Southern Union College. On October 1, 1964, the college was deeded to the State of Alabama and became part of a newly created system of two-year colleges under the governance of the Alabama State Board of Education. The name of the college became

Southern Union State Junior College, and it achieved accreditation in 1970 from the Southern Association of Colleges and Schools.

Opelika State Technical College was created by an act of the Alabama State Legislature on May 3, 1963, in response to a recognized need to establish vocational/technical colleges in industrial areas of Alabama. Contributions of local governmental entities such as the Lee County Commission, which donated 63 acres of land for the college site, and the City of Opelika, which provided access to utility services, helped make the college a reality. The college opened on January 10, 1966, as Opelika State Vocational Technical Institute but was designated Opelika State Technical College on August 22, 1973, by the Alabama State Board of Education and accredited in 1971 by the Southern Association of Colleges and Schools.

Southern Union State Community College serves residents of an eight-county area of East Central Alabama as well as neighboring Georgia counties from its campuses in Wadley, Valley and Opelika. A three-faceted educational emphasis is on academic programs for transferability, technical/vocational programs for specialized career competencies, and nursing and allied health programs for specialized training in health sciences.

Location

Southern Union State Community College is located in east central Alabama. The Wadley Campus is on Alabama State Highways 22 and 77, approximately 90 miles southwest of Atlanta, Georgia, and the same distance southeast of Birmingham. The Valley Campus is on Fob James Drive in Valley, Alabama, just off Interstate Highway 85. The Opelika Campus is on Lake Condry Road at the intersection of U.S. Highway 431 and U.S. Highway 29. There is also a downtown campus in Opelika located at South Railroad Avenue.

Services

The College approaches its commitment to educational opportunity by maintaining an open admission policy in accordance with State Board requirements and by charging low tuition fees. The College also assists students in obtaining financial support. Residence hall facilities are provided for students at the Wadley Campus. Effort is made to provide and to schedule courses for the convenience of students.

Student services are provided by the College to support the educational programs and to assist in the development of the students enrolled. Among the services provided to students are placement testing and orientation for entering

freshmen and transfer students, academic advising, tutorial services, and student activities such as clubs and intercollegiate sports.

Visiting the College

Visitors are welcome at the College at any time. Guided tours of the campuses for prospective students and their parents are available upon request to the College recruitment department.

Policy Statements

Southern Union State Community College subscribes fully to the following state and federal regulations and institutional policies.

Equal Opportunity in Education and Employment

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5488. Grievance Procedure Forms are available in the President's Office, at ext. 5352 and online at www.suscc.edu. Southern Union State Community College is an equal employment/equal educational opportunity institution. Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to either one of the Compliance Officers listed below or the Office for Civil Rights.

WADLEY CAMPUS

Mr. Steve Spratlin
Compliance Officer
P.O. Box 1000
Wadley, AL 36276
(256) 395-2211

VALLEY CAMPUS

Ms. Robin Brown
Compliance Officer
321 Fob James Drive
Valley, AL 36854
(334) 756-4151

OPELIKA CAMPUS

Ms. Cydney Mathews
Compliance Officer
301 Lake Condry Road
Opelika, AL 36801
(334) 745-6437

Complaint Resolution

Southern Union State Community College promotes the open exchange of ideas among all members of the Southern Union State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Southern Union State Community College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has a specific concern.

Faculty and staff procedures can be found in the Employee Handbook.

A. Students

1. Complaint Related to Academic Matters: All complaints involving academic disputes must follow the College's Academic Appeal Procedure.
2. Complaint Related to Disability: Complaints related to a disability should be reported orally or in writing to the College ADA Coordinator within ten (10) business days of occurrence of the event prompting the complaint.
3. Other Types of Complaints: Complaints related to any matter other than academic or disability should be

reported in writing to the Associate Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint is valid and can be resolved immediately and informally, the college official will take action to resolve the complaint. The college official to whom the complaint was made shall record and keep a written report of the complaint and resolution of the complaint.

B. Plan of Resolution

If the student's complaint cannot be resolved immediately and informally, but requires instead a "Plan of Resolution", the appropriate college official to whom the complaint was made shall submit a written report to the College Grievance Officer. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in satisfactory resolution to the complaint, the complainant may choose to pursue a grievance. (See Section 2: Grievance Procedures)

C. VA Complaint Policy

Any VA complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

2. Grievance Procedures

Faculty and Staff procedures can be found in the Employee Handbook.

Any student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer. Grievance Procedure Forms are available online at www.suscc.edu or in the President's Office. The written grievance statement shall include, at minimum, the following information:

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

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, nation of origin, religion, handicap, or disability, the complaining party should state with particularity the nature of discrimination and, if known, a reference to any statute or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act, or the date on which the Grievant became aware that the alleged discriminatory act took place.

3. Investigation: Hearing and Findings

The College shall have thirty (30) calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing.

Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address.

3.1 Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photo copies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also

make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant shall have five (5) business days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. Failure of the Grievant to request a hearing by the end of the fifth business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

3.2 Hearing Procedures

In the event that the Grievant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer and/or committee members will generally be employees of SUSCC. However, the President shall have the discretion to select someone other than SUSCC employees to serve as a hearing officer or a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

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

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representation. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College

representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

3.3 Rules of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less straight than, those which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthorized documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and the ruling shall be final and binding on the parties.

3.4 Report of Findings and Conclusions of Law

Within five (5) working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

3.5 Conciliation of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant and the appropriate college representative(s) (which include the Respondent(s)) and attempt to bring about resolution of the grievance.

4. Available Appeals

4.1 Presidential Appeal

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer/committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Southern Union State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth day following the Grievant's receipt of the report, the Grievant's rights to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

4.2 President's Review

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be

served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

4.3 Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable. However, pursuant to State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has grounds for appealing the findings of the President to the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of SUSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

5. Review by the Chancellor

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports

of the President and the college hearing officer/committee, to hold an appellate hearing, (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/ committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year system.

6. General Rule on Filings

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date on the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

7. List of Responsible Officials

Below is a list of the officials who have been referenced herein above as responsible for responding to complaints and grievances.

President	Mr. Todd Shackett
Dean of Academics	Dr. Linda North
Dean of Health Sciences	Ms. Rhonda Davis
Dean of Technical Education and Workforce Development	Dr. Darin Baldwin
Dean of Student Affairs	Mr. Gary Branch
Associate Dean of Student Affairs	Ms. Derika Griffin
Director of Adult Education	Mr. Troy Kelley
College Grievance Officer	Ms. Marty Kirby
ADA Grievance Officer	Ms. Cydney Mathews

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against

any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. All reasonable and appropriate accommodations for qualified disabled students, applications, or employees, will be met unless to do so would present an undue hardship to the College.

To request accommodations, students with disabilities should provide documentation of the disability to the ADA Coordinator on their campus. The documentation should address the specific accommodation and should be dated within three (3) years of the enrollment date. Once the documentation is filed with the ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information

with the
ADA Coordinator by the courses for which they are seeking
accommodations each semester.

ADA Coordinators

Ms. Cydney Mathews Ms. Carol Howell Ms. Robin Brown
Opelika Campus Wadley Campus Valley Campus
(334) 745-6437 (256) 395-2211 (334) 756-4151

The Drug Abuse Office and Treatment Act of 1972 (PL 92-255)

as amended, relates to nondiscrimination on the basis of
drug abuse.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements
of Public Law 100-690 for the recipients of Federal
contracts and grants, the following policy is in effect for
Southern Union State Community College.

The unlawful manufacture, distribution, dispensation,
possession, or use of a controlled substance is prohibited
by Southern Union State Community College on any
property owned, leased, or controlled by Southern Union
State Community College or during any activity conducted,
sponsored, or authorized by or on behalf of Southern
Union State Community College. A “controlled substance”
shall include any substance defined as a controlled
substance in Section 102 of the Federal Controlled
Substance Act (Code of Alabama, Section 20-2-1, et seq.)

Southern Union State Community College has and shall
maintain a drug-free awareness program to inform
employees about the dangers of drug abuse in the
workplace; the college’s policy of maintaining a drug-free
workplace; any available drug counseling, rehabilitation,
and employee assistance program; and the penalties that
may be imposed upon employees for drug abuse
violations.

Any employee who is convicted of any Federal or State
Court of an offense which constitutes a violation of
paragraph 1 above shall notify the College President in
writing of said conviction within five (5) days after
conviction occurs. Conviction, as defined in PL 100-690,
shall mean “a finding of guilt (including a plea of nolo
contendere) or imposition of sentence, or both.”

In the event of a report of conviction pursuant to paragraph
4 above, where the employee is working in a project or
program funded through Federal contract or grant,
Southern Union State Community College shall also
reserve the right to require said employee, as a condition of
continued employment, to satisfactorily complete a drug
treatment or rehabilitation program of a reasonable
duration and nature.

Southern Union State Community College shall make a
good faith effort to ensure that paragraphs 1-5 above are
followed. Each newly hired employee of Southern Union
State Community College shall receive a copy of this policy.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act of
1974, as amended,
U.S.C. 20 § 1232g, Southern Union State Community
College may disclose certain student information as
“directory information.” Directory information includes the
names, addresses, telephone numbers, dates of birth, and
major fields of study of students, as well as information
about students’ participation in officially recognized
activities and sports, the weight and height of members of
the athletic teams, the dates of attendance by students,
degrees and awards received, and the most recent previous
educational agency or institution attended by the
respective student. If any student has an objection to any
of the aforementioned information being released during
any given term or academic year, the student should notify
the Registrar through written communication.

Notification of Student rights under FERPA

FERPA affords students certain rights with respect to their
education records. These rights are listed below.

1. The right to inspect and to review the student’s
educational records.
2. The right to request the amendment of the student’s
educational records to ensure that they are not
inaccurate, misleading, or otherwise in violation of
the student’s privacy or other rights.
3. The right to consent to disclosure of personally
identifiable information contained in the student’s
educational records, except to the extent that FERPA
authorizes disclosure without consent.
4. The right to file with the U.S. Department of
Education a complaint concerning alleged failures by
Southern Union State Community College to comply
with the requirements of FERPA.

5. The right to obtain a copy of Southern Union State Community College's student records policy, which is available at the Records Office.

Rehabilitation Act of 1973

Southern Union State Community College is committed to protecting its students, employees, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. The Southern Union Coordinator for Title IX is Gary Branch, Dean of Student Affairs.

Harassment includes, but is not 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 sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should contact any college official as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint.

Campus Awareness and Campus Security Act

Jean Clery Disclosure of Campus Security Policy and Crime Status

The Campus Awareness and Campus Security Act* of 1990 (Title II of Public Law 101-542) requires a disclosure document to be provided by Southern Union State Community College. Inquiries regarding the information contained in such documentation should be directed to:

Jimmy Holmes, Chief
Southern Union State Community College, Campus Police
P.O. Box 1000
Wadley, Alabama 36276

***Note:** This information is available on the Southern Union home page and the student life link at www.suscc.edu. Copies of the full report are also available upon written request to address listed above.

Encumbrance of Student Records

Student records may be encumbered for any debt owed the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, or any bookstore or residence hall debt. Encumbrance means that the student may not receive a grade report, have a transcript sent, or register at Southern Union until the encumbrance has been cleared.

Students' Rights and Responsibilities

Southern Union State Community College is committed to educating students about their responsibilities as college students and as citizens. The faculty, staff, and administrators of the College provide students with current information about specific student responsibilities through publications, classroom announcements, and direct mail. See the Student Handbook section for a specific statement of Students' Rights and Responsibilities.

Immigration Reform and Control Act

Effective November 6, 1986, the Immigration Reform and Control Act requires that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on

Form I-9, issued by the Immigration and Naturalization Service. Copies of this form are available from the Business Office. The completed I-9 form must be kept within the employee's personnel file for three years after the individual begins work or one year after termination of

employment, whichever period is longer. All employees hired after September 1, 1987, must have the form completed within three days after commencement of employment. This requirement is for all employees, including seasonal, hourly, and part-time.

Reporting Criminal Actions or Other Emergencies

It is the policy of Southern Union State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situation which occurs on any campus operated by Southern Union State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order, be reported to one of the following:

Wadley Campus

Campus Police	(334) 328-4743
Campus Police - Evening	(334) 328-9793
Steve Spratlin, Associate Dean of Instruction	(256) 395-2211 ext. 5150

Valley Campus

Campus Police	(334) 756-4151
Campus Police - Evening	(334) 756-4151
Robin Brown, Associate Dean of Institutional Effectiveness/Campus Director	(334) 756-4151 ext. 5204

Opelika Campus

Campus Police	(334) 324-3631
Campus Police - Evening	(334) 328-9392
Linda North, Dean of Academics	(334) 745-6437 ext. 5402
Rhonda Davis, Dean of Health Sciences	(334) 745-6437 ext. 5511
Darin Baldwin, Dean of Technical Education and Workforce Development	(334) 745-6437 ext. 5380

An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must:

1. State name;
2. State type of emergency;
3. State location of emergency; and
4. Remain in the same area until assistance arrives.

All witnesses to any of the above described situations may be asked to provide written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. Information provided by witnesses will be held in the strictest of confidence. It shall be an offense subject to appropriate disciplinary action for any Southern Union State Community College employee or

student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described in this section.

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. The purposes of a confidential report is to comply with your wish to keep the matter confidential, while taking action to ensure the future safety of yourself and others. The College will use this information to maintain accurate records, determine patterns of crime (methods, location or assailant) and create a proactive approach to address the situation. The information filed in this manner will be counted and disclosed in the annual crimes' statistics for the institution.

The College's designated official or officials will take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of Southern Union State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Copies of the Emergency Preparedness Manual are located on the college website under the Campus Police section at www.suscc.edu.

Emergency Alert Notifications

In the event that a situation arises, either on or off campus, that in the judgement of the President or his/her designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College's emergency notification system (SchoolCast). Additional information and registration for the emergency notification system is available on the website at www.suscc.edu or by calling 256-395-2211.

Sexual Offenders Registration

The campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. In May 1996, the Alabama State Legislature passed a law establishing the Community

Notification Act. This law requires convicted adult sex offenders to notify local law enforcement of their residence within the community where they are living. Law enforcement authorities must then notify community residents living near the sex offender. Along with this law are provisions that prohibit a convicted sex offender from living near a school and living in a residence with children.

The College is required to inform the campus community that the Alabama Bureau of Investigation (ABI) registration list of sex offenders is available through the Dean of Student Affairs. Additionally, a list of Alabama registered offenders is available from the Alabama Department of Public Safety's website at www.dps.state.al.us or by calling (334) 242-4371.

Communicable Disease Policy

Southern Union State Community College recognizes that students and employees with communicable diseases and/or life-threatening illnesses, including but not limited to AIDS, hepatitis (HBV), tuberculosis (TB), cancer and heart disease, may wish to continue educational pursuits. As long as these students/employees are able to meet acceptable performance standards and medical evidence indicates that their condition(s) is not a threat to themselves or others, the College will ensure they are treated consistently with other students/employees. At the same time, Southern Union State Community College is committed to providing a safe environment for all students and employees. Every precaution will be taken to ensure that neither the health nor safety of Southern Union State Community College employees and students is threatened.

The Exposure Control Officer (ECO) for Southern Union State Community College is Lisa Shiver, DNP, RN. Students/ Employees who have medical conditions which require confidentiality are urged to contact the ECO. Information about health matters will be treated confidentially, and any information shared by the ECO will be only on a professional need-to-know basis.

Athletes participating in college sports are urged to report any communicable disease and/or life-threatening illness to the ECO. Notifications may be in person or may be in writing and sent to the ECO in an envelope marked "personal and confidential." Decisions regarding participation in contact sports will be made on a case-by-case basis. All students living in the college resident hall must attend a required meeting in which the communicable disease policy and prevention of transmission of communicable diseases are explained.

As long as their medical condition permits, students who have a communicable disease and/or life-threatening

illness may have equal access to college facilities or campus activities, including living in the resident hall and participating in social activities offered by the College. Any problems encountered involving equal access should be referred to the college ADA compliance officer.

Health care is not provided at Southern Union. Students and employees requesting information on HIV, AIDS, and AIDS-related illnesses, HBV, and TB will be referred to appropriate agencies.

Computer Lab and Internet Policy

Southern Union State Community College provides internet and email service to all students through computer labs, college libraries, and wireless access in specific locations throughout all campuses. Being consistent with our mission, Southern Union has invested in computing resources to provide students with reliable internet access that is readily available with current software that is used in a variety of courses.

These policies apply to all users of the college computer and network resources, including but not limited to Southern Union students, faculty, staff, administrators, and guests of Southern Union. Users may be asked to provide proper identification upon using the school's resources.

Acceptable Uses

All college-provided computers shall be compliant with the educational purposes and goals of Southern Union. It is mandatory that all users conduct themselves in a responsible, ethical, and moral manner. All users must adhere to local, state, and federal laws and maintain a high standard of internet use that is outlined in all parts of this policy. Use of the internet and college computers and network resources within Southern Union is a privilege and information attained from these computers shall be deemed the property of the College. Southern Union reserves the right to monitor and review any material on college computers at any time in order to determine inappropriate use.

Guidelines for Appropriate Use

1. Use of college computers is limited to educational purposes which include: completing class assignments, educational advancement, and obtaining general knowledge.
2. The computers at Southern Union are not to be used to play games, participate in chat rooms, or any peer-to-peer activity used to transfer files.

3. Southern Union will not be responsible for any lost or damaged data to removable disks. Users must save all files to their own disks and no files should be saved to the college computers.
4. Computers should not be used to display personal information or for the endorsing of political candidates.
5. Any attempts to deface or alter any computer or network resource provided by Southern Union could result in disciplinary action.

Southern Union State Community College and The Alabama Supercomputer Authority reserve the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties that can result in the loss of computer access privileges or suspension and expulsion from the College.

Unacceptable Uses

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses for the internet/network:

1. Purposes which violate any federal or state law or college policy.
2. Illegal purposes to include, but not limited to, harassing, threatening, stalking, pornographic, or obscene materials.
3. Manners that disrupt normal network use and service. Such disruption would include, but it not limited to, the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
4. Commercial activities including, but not limited to, commercial solicitation for business.
5. Use for private or personal business is prohibited.
6. Copyright infringement.

The user must be aware that information retrieved from the internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Copyright and Fair Use Policy

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide

protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. In compliance with Millennium Copyright Act, Head of Library Services has been appointed as the College's agent to receive notification of claimed infringement from a copyright owner.

Copyright law governs any print or non-print reproduction of copyright material. It is illegal for anyone to violate any of the rights provided by law to the owner of copy right. One major limitation on the law, however, is the doctrine of "fair use."

Whether use of copyright materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be "compulsory license" which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff and students of the College must comply with the provisions of the state and federal intellectual property laws such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and must be followed. Information explaining the Copyright Act as it pertains to copying both course material and material for personal use is available in all campus libraries.

Tobacco-Free

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but it not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented, or otherwise used by Southern Union. The use of tobacco products is prohibited in all vehicles - private or public vehicles - located on Southern Union properties. This policy applies to all persons who enter the areas described above, including but not limited

to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by Southern Union shall be smoke and tobacco-free.

All offenses violating the Smoke-Free and Tobacco-Free Policy will result in a \$25 ticket. Students owing fines will have all college records placed on hold until fines are paid.

Food and Drink

It is the policy of Southern Union State Community College that no food or drinks are allowed in any of its classrooms, labs, or learning resource centers.

Cell Phones and Electronic Communication Devices

Cell phones, pagers, or other electronic communication devices must be in the **silent or off position** during all classes and labs.

Parking and Driving Regulations

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking permit. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are \$20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after payment and registration process is complete. **All student parking permits expire at the end of summer term each year.**

Parking hangtags must be displayed on the rearview mirror. By doing so, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his/her automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit. A Visitor's

Parking Permit should be obtained immediately upon arriving on campus. Permits are available from Campus Police on the Wadley and Opelika campuses and from the Administrative Office on the Valley campus.

4. Vehicles may not be parked in a "no parking" zone.
 - a. Vehicles parked improperly with or without a parking hangtag showing, will be ticketed and a \$25.00 fine will be assessed. Students owing fines will have all college records placed on hold until fines are paid.
 - b. Vehicles parked improperly can be towed from campus at the owner's expense.
5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
6. No parking on yellow curbs.
7. All stop signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Police.
9. No driving and/or parking on the grass, sidewalks, or curbs.
10. Double parking is prohibited.
11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
12. Drivers must yield to pedestrians in designated crosswalks.
13. Vehicles must be parked in designated parking spaces.
14. Residential students living in the residence hall on the Wadley campus must obtain a dorm decal to be attached to their SU hangtag. The decal should be placed in the center of the college seal.
15. All drivers must obey all "Rules of the Road" as described in Alabama Title 32, Traffic and Motor Vehicle Laws.

Lost and Found

Lost and found articles should be taken to the Campus Police. Items found and/or left with the Campus Police will be inventoried, dated, and held for a period of thirty (30) calendar days.

During this time, articles may be claimed upon verification of ownership. After thirty days, the College automatically disposes of unclaimed articles. Cash will be held for sixty (60) days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded).

Security of Personal Property

The College cannot be responsible for personal property, nor can the College assume responsibility for the protection of vehicles or their contents. Campus Police recommend students conceal books, supplies, and other valuables in the trunk of their vehicle or keep valuables in their possession at all times. **Valuables such as purses, handbags, book bags, and knapsacks should never be left unattended.**

Solicitation

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Student Affairs.

Alabama State Board Policy 515.01 - Agents, Vendors, and Solicitation

1. An agent, vendor or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.
3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institutional related activities shall not be permitted on campus except with the approval of the President or designee.

Admissions Information

Southern Union State Community College has an open-door admissions policy to assure optimal higher educational opportunities. The College admits eligible applicants at the beginning of the Fall semester, Spring

semester, and Summer semester. Admission applications are available online at www.suscc.edu or requests for information can be sent to the following address:

Southern Union State Community College
Admissions Office/ Registrar
P.O. Box 1000
Wadley, Alabama 36276

Admission Requirements

Admission of First Time College Students

Applicants who have not previously attended a regionally accredited postsecondary institution will be considered first time college students. For admission to an Alabama Community College System institution, an applicant must provide the following:

One primary form of documentation such as an unexpired driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent residence card OR

If an applicant cannot present a primary document, he/she must provide two secondary forms of documentation, one of which must be a photo identification card such as a School ID (with photo) or an Employee ID (with photo), AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate.

For admission to an Alabama Community College System institution, all international applicants must provide a A VISA acceptable to the United States and an official translated copy of the student's high school/college transcript, a copy of their original transcript(s), a minimum score on an approved English as a Foreign Language exam as specified in the guidelines, signed, notarized statement verifying adequate financial support, and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

Note: The documentation identified above should be submitted in person or by emailing a copy to admissions@suscc.edu.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript or an official copy of their GED.

1. **Admission to Courses Creditable Toward an Associate Degree**

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

- a. The student holds 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
- b. The student holds a GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as "Degree-Eligible."

2. **Unconditional Admission of First Time College Students**

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

- a. An official transcript showing graduation date.
- b. An official GED Diploma.

Selective Service Act

All male students between the ages of 18 and 26 must certify compliance with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama 1974 (as amended) before enrollment at the College.

3. **Conditional Admission**

a. **Conditional Admissions of First Time College Students**

Note: Conditionally admitted students are not eligible for financial aid.

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

- i. An official transcript showing graduation date.
- ii. An official GED diploma.
If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, and the student cannot attend classes next semester.

b. **Conditional Admissions of Transfer Students**

Transfer students who do not have official transcripts on file from all postsecondary institutions attended and any additional required documents may be granted conditional admission. No transfer student shall

be allowed to enroll for a second term unless all required admissions records have been received.

4. **Policy on Placement Testing**

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results are used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation.

The following students are exempt from taking the ACCUPLACER:

- a. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
- b. Students who have a 2.75 high school GPA or higher and a grade of "A", "B", or "C" in English IV and Math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.
- c. Transient students who submit a completed transient form.
- d. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).
- e. Students who successfully completed a college-level English or math course with a "C" or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
- f. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
- g. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
- h. Students who provide documentation of successful completion ("C" or higher) of

developmental course(s) which determine eligibility for English 101 and/ or college-level math from a regionally accredited institution.

- i. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
- j. Students who enroll to audit a course.
- k. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED.

Re-Testing

A student who has not attended a developmental English or math class may retest one time per calendar year provided there is evidence the student has completed test preparations and/or remediation activities. Additional preparation includes academic boot camps or online study aids.

Southern Union will charge a one-time fee of \$8.00 per retest assessment. Placement test scores will be valid for five years from the date of the retest assessment. Students **may not** retake the ACCUPLACER if they have previously been unsuccessful in the developmental course within the last five years.

Admission of Transfer Students

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Southern Union may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been placed on one-year academic suspension from another institution for academic or disciplinary reasons must wait one full semester before being considered for admission.

1. Unconditional Admission of Transfer Students

- a. For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited institutions attended, official high school transcripts and any other requested documents required for first-time college students.
- b. Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree, unless applying to Health Science programs. (*See Health Science admission for more information.*)
- c. Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing."
If the student intends to obtain a degree or certificate from the College, transcripts from all institutions must be submitted for evaluation prior to applying for graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts must be submitted for evaluation prior to enrolling.

2. Initial Academic Status of Transfer Students

- a. Transfer students 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.
- b. Transfer students whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for native students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

3. General Principles for Transfer of Credit

- a. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work 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 Southern Union's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the

College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

- b. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- c. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of equivalent transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- d. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 at all institutions. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
- e. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

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

Admission of Georgia Students

Students are eligible for in-state tuition if the student resides in the state and county, and attends the designated campus noted below: **PLEASE NOTE THAT DESIGNATIONS ARE BY THE INDIVIDUAL CAMPUS.**

Wadley Campus

Adjacent State: Georgia

***Counties:** Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus

Adjacent State: Georgia

***Counties:** Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus

Adjacent State: Georgia

***Counties:** Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

***The student must live in the reciprocal county for at least the previous twelve (12) months.**

Admission of Transient Students

Students who attend another postsecondary institution and who wish to earn credits for transfer to the parent institution may be admitted to Southern Union State Community College as transient students. A transient student must submit the following items for admission: a) a complete admissions application; and b) an official transient letter from the institution the student has been attending which certifies the credits s/he earns at Southern Union State Community College will be accepted as part of his/her academic program. Students must present the transient letter prior to registering at Southern Union.

The transient permission form must be properly signed by the appropriate official at the parent institution and must list the specific college course(s) for which the student has been approved to enroll. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts. A transient student may not enroll in a course and its prerequisite concurrently.

Admission of International Students (F-1 Visa Holders)

In addition to the regular admission requirements, and before an I-20 can be issued, all international students must request an International Student Information Packet

Prior to being issued an I-20 form, all international student applications must be submitted no less than 3 months prior to the beginning of the semester for which the applicant hopes to gain admittance.

ALL International Students must present the following requirements.

International First-Time Students

- Admission application
- A certified, original, translated, and evaluated copy of the student's high school transcript, if graduated outside of the United States.

- A current and valid passport or other official documentation to verify lawful presence
- A current photo (passport-size, preferred)
- A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam; however, students may not enroll in regular college courses until the English Language requirement is met.
- A signed, notarized statement verifying adequate financial support Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee
- A medical health history with proof of vaccination
- Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

International Transfer Students

- Admission application
- A certified, original, translated, and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended, if graduated outside of the United States. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution
- Original transcripts from all US institutions attended
- A signed notarized statement verifying financial support
- Copy of the student's current Form I-20
Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) Fee
Copy of student's visa and passport
A medical health history with proof of vaccination
Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

Other non-immigrant students must meet all ACCS admission requirements as well as provide documentation of immigration status as prescribed by the institution. An international student who fails to provide the required documentation will not be admitted to any ACCS institution.

When all documentation is completed, it must be forwarded to the International Student Coordinator.

**Note: International student applications are not eligible for conditional admissions status.*

1. English as a Second Language Exam Waiver

The English as a Second Language exam may be waived for students from all English speaking countries including, but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia, and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

Admission to an ACCS institution does not ensure admission to any individual program or course. Institutions are expected to comply with all applicable accreditation requirements and standards regarding program admission.

2. Transfer Credit from Foreign Institutions

Students who have attended academic institutions outside the United States must submit an official translated copy of their high school transcript and college transcript translated by World Education Services, Inc., Education Credential Evaluators or JS&A (Josef Silny & Associates). Course descriptions must be included with evaluation/transcripts. Transfer credit is not guaranteed and will be subject to the following conditions:

- Transfer credits must fall within the school's guidelines and are subject to approval by the registrar, dean and/or program chair.
- Courses must be germane to a program/degree/certificate at Southern Union State Community College.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 at all institutions where the "D" grade was earned. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for first time students.
- Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing".

3. **Issuance of Form I-20**

- The I-20 will be issued to the student only after all requirements above have been met and the student's file is complete

Admission of High School Students

High school students admitted to any program must meet the qualifications outlined below including placement testing. Admission is available to students attending public, private, parochial or church/religious schools and to students who are receiving instruction from a home school/private tutor(s) entity.

1. **Accelerated High School Program**

A student is eligible for conditional admission as an accelerated student if the student meets all of the following criteria:

- a. The student has submitted a college application and identification for general admission;
- b. The student has met the entrance requirements established by Southern Union;
- c. The student has completed the 10th grade;
- d. The student has written approval from the local principal or his/ her designee certifying that the student has a minimum cumulative 3.0 grade point average on a 4.0 scale and recommends that the student be admitted under this policy;
- e. The student has completed the high school prerequisites for the courses in which the student wants to enroll.

Exceptions may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to requirements (c) and (e) above.

Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

2. **Dual Enrollment/Dual Credit for High School Students**

The College is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies in the College's service area. The College may also establish agreements with private, home school/private tutor, parochial or church/religious secondary entities. Dual Enrollment for Dual Credit is available for academic, career and technical, and health science courses/programs. A

student is eligible for conditional admission as a dual enrollment for dual credit student if the student meets all of the following criteria:

- a. The student has submitted a college application and identification for general admission;
- b. The student has met the entrance requirements established by Southern Union;
- c. The student is in the 10th, 11th, or 12th grade. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12;
- d. The student has a minimum cumulative 2.5 grade point average on a 4.0 scale;
- e. The student provides written approval from the appropriate principal or career and technical education program representative and counselor. Students enrolled in private, home school/private tutor, parochial or church/religious secondary educational entities must provide written approval from the appropriate school official. Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

Students who meet the criteria for initial admission and eligibility requirements for Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in attempted college courses. Students who fail to meet this minimum requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer semester. The student may not re-enroll until the suspension has been served. The student may reapply to the program and must meet the minimum 2.5 grade point average requirement.

Note: Three semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject.

Admission of Students to Special Programs

Applicants to customized training for business programs and other courses not creditable toward an associate degree may be admitted provided they meet the standards

for admission of first time students who have never attended college or provided they are at least 16 years of age.

Admission Requirements for Health Sciences Programs

In addition to the required documents for admission to the College, an applicant to Nursing, Radiologic Technology, EMS, Medical Assistant Technology, Surgical Technology, Physical Therapist Assistant, or Therapeutic Massage must complete all requirements for admission into these programs. Admission into the above mentioned programs is highly competitive and completion of all requirements certifies eligibility but in no way implies or guarantees admission. Specific program admissions and progression requirements are found in the Health Sciences section of this catalog, or visit our website at www.suscc.edu.

NOTE: Falsification of Records

Any falsifying of records by a student will disqualify the student from receiving academic credit or earning a degree from Southern Union.

Admissions Procedures

Credit Programs and Courses

1. First-Time College Students
 - a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
 - b. Students must submit an official form of identification to Admissions either in person or by emailing admissions@suscc.edu
 - c. Request that an official transcript from the high school from which the applicant graduated or a copy of the GED Diploma be sent directly to the Registrar.
2. Transfer Students
 - a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
- b. Students must submit an official form of identification to Admissions either in person or by emailing admissions@suscc.edu.
- c. Request all colleges or universities previously attended to mail official transcript(s) of academic records directly to the Registrar. Transcripts are accepted only from institutions, not from students. If only non-credit, continuing education work was attempted, a letter from an official of the college attended verifying this fact should be submitted instead of a college transcript.
3. Readmission Students
 - a. An applicant previously admitted but who did not enroll will be required to complete a status update form. A former student, previously enrolled at Southern Union who has not been in attendance for more than six (6) consecutive semesters, will be required to complete an online readmission application or obtain a form from the College Records Office or from the College website (www.suscc.edu).
 - b. Students seeking readmission must request that any colleges attended during the interim period of attendance at Southern Union mail official transcripts of academic record(s) directly to the Registrar. Students who have not attended for six or more terms must resubmit all previous college transcripts.
 - c. Students on their first academic suspension who seek readmission must apply for the "Intervention for Student Success" program and must see their academic advisor for instructions. Students wishing to return to Southern Union after being placed on one-year suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension. The appeal will be considered by the Academic Suspension Appeals Committee and decisions of the Committee are final.
 - d. Students seeking readmission who have not been enrolled for more than two academic years will be admitted under the current catalog requirements.
4. Transient Students
 - a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus.
 - b. Secure a transient form of permission, in lieu of transcripts, from the dean of the college most

recently attended indicating the course(s) to be taken at Southern Union. This letter must be submitted prior to registration.

5. Veterans

In addition to completing regular admission requirements, veterans and veterans' dependents eligible for educational benefits under the GI Bill through the Veterans Administration must make application for such benefits through the VA. This may be done by contacting the College Financial Aid Office, the State Veterans' Service Office in the county of residence, or any VA Regional Office for the necessary forms and assistance in completing them.

6. Additional admission requirements have been established for certain technical and health science programs. These are found in the "Programs of Study" section of each specific division.

Non-Credit Courses

1. Continuing Education Courses

Continuing education courses are designed to provide for the intellectual and cultural development of the participants. There are no entrance requirements. An application and information may be obtained at the administrative office on each campus. For further information, contact the Director of Adult and Continuing Education.

2. Courses for Audit

Students may take college courses without credit by a process called "audit" in which students are expected to meet all the requirements of the course with the exception of the examinations. Admission requirements and fees are the same for audit courses as for those carrying college credit. In order to audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Students auditing a class will not receive credit applicable to satisfaction of degree requirements. Students must meet all class requirements except tests in order to successfully complete an audit and have a grade of "AU" recorded on his/her transcript.

3. Training for Business and Industry

The College assists businesses/industries by offering customized non-credit courses, workshops, or seminars which meet their employees' specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time which is convenient to employees. For an application and further information, contact the Director of Workforce Development or the Dean of Technical Education and Workforce Development.

4. Developmental Courses

Developmental courses (college preparatory) are offered in English, math and reading. These courses allow students to begin studying at their own level, to develop the skills and knowledge they will need to attempt credit-bearing courses. Descriptions of these courses: ENG 080, ENR 094, MTH 090, and MTH 098 appear in the "Course Description" section of this catalog. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.

Financial Information

Tuition and Fees

General Policies

1. Students must pay tuition and fees in full by the designated payment due date set by the institution for the term in order to have their names placed on class rolls and to attend class. Payment may be in any combination of cash, check, Visa, MasterCard, Discover Card, grants, direct student loans, and scholarships. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, etc., must have written authorization from the appropriate agency to complete registration.
2. Students who fail to pay tuition and fees by designated payment due dates are not considered a registered student.
3. Southern Union State Community College reserves the right to revise fees, price schedules and terms of payment, and other financial elements listed in this catalog at any time without notice.
4. Tuition is waived for Alabamians age 60+ through the Senior Adult Scholarship Program if enrollees concur with program guidelines in course selection. Fees must be paid by the senior adult student.

Tuition and Fee Schedule

Credit Hours	Alabama Residents	Non-Alabama Residents
1	162.00	295.00
2	324.00	590.00
3	486.00	885.00
4	648.00	1,180.00
5	810.00	1,475.00
6	972.00	1,770.00
7	1,134.00	2,065.00
8	1,296.00	2,360.00
9	1,458.00	2,655.00
10	1,620.00	2,950.00
11	1,782.00	3,245.00

Credit Hours Alabama Residents Non-Alabama Residents

12	1,944.00	3,540.00
13	2,106.00	3,835.00
14	2,268.00	4,130.00
15	2,430.00	4,425.00
16	2,592.00	4,720.00
17	2,754.00	5,015.00
18	2,916.00	5,310.00
19	3,078.00	5,605.00
20	3,240.00	5,900.00

***In-state tuition is \$123.00 per semester hour; facility fee and technology fee are \$9.00 each per semester hour; bond reserve fee is \$1.00 per semester hour; special building fee and ACCS Enhancement fee are \$10.00 each per semester hour.**

The following Additional Fees are Charged When Applicable:

Late Registration Fee: \$25.00 (incurred if registration is not completed on published regular registration date)

Note: Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Returned Check Fee: \$30.00 for each returned check

Diploma Fee: \$25.00 (nonrefundable) for diploma and cover. Cap and gown are rented for an additional fee from the bookstore.

ACCUPLACER Retest Fee: \$8.00

PED Classes: Golf, bowling, and CrossFit are subject to fees payable to the facilities used in these classes.

Health Science and Technical Programs: Various program fees are charged for liability insurance, assessment fees, lab fees, and drug testing fees, based on the individual program of study.

Online Fee: \$20.00 Proctor U Fee (per online class)

Guidelines for Determining Eligibility for "In-State" Tuition Rates

For the purpose of assessing tuition, applicants for admission shall be classified in one of the two categories as outlined below:

1. Resident Student

- a. "Resident Student" shall be charged the in-state-tuition rate established by the State Board of Education.
 - i. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in

the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. **Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.**

- b. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent whom the court has granted custody.
 - i. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court competent jurisdiction for reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
 - ii. Supporting Person: Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
- c. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - i. Students having graduated from an Alabama high school or having obtained a GED in the State of Alabama within three years of the date of application for admission shall be considered Residential Students for tuition purposes.

- ii. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama Community College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.
- iii. An individual claiming to be a resident shall certify by a signed statement **each** of the following:
 - 1. A specific address or location within the State of Alabama as his or her residence.
 - 2. An intention to remain at this address indefinitely.
 - 3. Possession of more substantial connections with the State of Alabama than with any other state.
- iv. Although certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. The evaluation shall include the consideration of the following connections:
 - 1. Consideration of the location of high school graduation.
 - 2. Payment of Alabama state income taxes as a resident.
 - 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 - 4. Full-time employment in the state.
 - 5. Residence in the state of a spouse, parents, or children.
 - 6. Previous periods of residency in the state continuing for one year or more.
 - 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
 - 8. Possession of state or local licenses to do business or practice a profession in the state.
 - 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 - 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 - 11. Membership in religious, professional, business, civic, or social organizations in the state.
 - 12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
 - 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registration, last will and testament, annuities, or retirement plans.
- d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.
- e. Southern Union State Community College is in compliance with Section 702- Tuition under Veteran's Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:
 - i. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® - Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill®), of Title 38, United States Code, who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service;
 - ii. Anyone using transferred Post -9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of

- residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service;
- iii. A spouse or child using benefits under the marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311) (b) (9) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service;
- iv. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, or Title 38, United States code.

2. **Non-Resident Student (additional persons for resident tuition)**

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

- a. The dependent student
 - i. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
 - ii. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
 - iii. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - iv. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- b. The student who is not a dependent (as defined by Internal Revenue Codes)
 - i. who is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or

- ii. who can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
 - iii. who is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - iv. who is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
- c. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations noted above prior to admission.
 - d. Students are eligible for in-state tuition if the student resides in the state and county and attends the designated campus noted below:
PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.

Wadley Campus

Adjacent State: Georgia

Counties: Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus:

Adjacent State: Georgia

Counties: Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus:

Adjacent State: Georgia

Counties: Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

3. **Out-of-State Student**

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

Students determined to be eligible for in-state tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous

enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

Students who wish to apply for the Out-of-State tuition waiver should contact the Dean of Students Office at 256-395-2211 (Wadley) or 334-745-6437 (Opelika).

Residence Hall Room and Board - Expenses (Per Semester)

The reservation/deposit fee as well as the first room and board payment for each semester is due prior to move in. The remaining payments are due approximately monthly with specific dates for payment published each term. The entire amount may be paid in advance if desired.

Reservation/Deposit Fee

Required to reserve a room. Refunded only when student does not move into the Residence Hall. Any damages to a room are payable at time of occurrence. \$200.00

Residence Hall Room and Board - Fall/Spring Term

Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday. \$1600.00

Residence Hall Room and Board - Summer Term

Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday. \$1200.00

Cable Television service

Included

Wireless Internet service

Included

Telephone Service (long distance service) is available through CenturyTel. Students must contact and contract directly with the company.

Single room supplement

Single rooms are rarely available, especially during Fall Term, and must be requested through the Coordinator of Student Life. \$100.00

Overnight guest lodging

Overnight guests must be approved in advance through the Coordinator of Student Life. \$15.00

Note: All fees are subject to change without notice.

Refunds

1. Withdrawal From the College

To withdraw from the College, a student should secure a withdrawal form from the Records Office and complete and return the form. Students may also withdraw from the college online under the student portal at www.suscc.edu. Refund applies for students who completely withdraw from the College during the refund period and so notify the Records Office in writing of their withdrawal. The date to establish

refund will be determined by the date withdrawal is initiated and acknowledged (documented) by an appropriate college official. Any financial obligation to the College is deducted from any refund due.

a. Refunds for Fall and Spring Terms

Prior to first day of class: 100%

First Week (beginning the same day as late registration fee applies): 75%

Second Week: 50%

Third Week: 25%

b. Refund for Summer Term

Specific dates are in the term schedule. Each refund period is approximately three days during summer term

c. Refund for Mini-Terms

See class schedule for refund policies on mini-terms.

All refunds, other than 100% withdrawals, are subject to a 5% administrative fee, not to exceed \$100.00. Refunds are made at mid-term.

Financial aid students are subject to the "Financial Aid Return of Title IV Funds Policy" found in the Financial Aid section of the *Catalog*.

2. Reduction in Credit Hours

Students who reduce their credit hours during the drop/add period will receive at mid-term a tuition adjustment at the applicable rate. After the end of the drop/add period, students who reduce their credit hours without withdrawing from the College will receive no tuition refund.

3. Room and Board

Room and board will be refunded as follows:

- Withdrawal prior to published first day of class: full refund.
- Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
- Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
- Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
- Withdrawal after the end of the third week of class:
 - No refunds will be issued for room and board.
 - Residents will owe for the entire semester.

In case of residence hall suspension, only advance payments for food will be refunded.

4. Short Courses

Full refunds for short courses will be given if students withdraw prior to the beginning of the class. After the class meets, no refund will be given.

Dining Hall

Commuters and other occasional diners are invited to use the dining hall. Prices for occasional meals are kept as low as the food market will allow. The College reserves the right to change meal prices without notice.

Southern Union Bookstores

Southern Union Bookstores

The bookstores at Southern Union State Community College are operated by **Barnes and Noble College Booksellers**, with a bookstore located on each campus. The bookstore offers new, used, digital, and rental books to help students save money. The bookstore also carries Southern Union apparel, gifts, class supplies, office supplies, snacks, and drinks year round. Please visit <http://susccopelika.bncollege.com>, www.facebook.com/SUBookstore, @SUSCCBookstore (on twitter).

Bookstore Refund or Exchange Policy

1. Textbooks in original condition may be returned or exchanged during the first week of class **with a valid receipt**. Books in shrink wrap must remain unopened to be refunded or exchanged.
2. A textbook refund may be given within thirty (30) days after the first day of class of each term when accompanied by **a revised schedule, a processed drop/add form or a withdrawal form, as well as a sales receipt**.
3. Refund is given back in the original form of payment. In the case of financial aid refunds made after the last day of the financial aid window, refund will be issued to the student's financial aid account.

Bookstore Buyback Policy

While buyback is a service offered year-round in the bookstore, the best time to use this service is during finals week and the week after finals. During this period we can offer up to 50% of the original selling price of the textbook providing 1) the textbook is going to be used the following semester and 2) the textbook is in good condition.

Damaged books, books missing pages, books with CDs or access code, lab manuals and/or workbooks are not eligible for buyback. Textbooks not being used the following semester will be offered a market value price based on the

current national demand. **Buyback is a service offered only to Southern Union students; therefore, a valid Student ID is required.**

NOTE: Selling stolen books to Southern Union Bookstores is a crime under Alabama and Federal laws. Any student caught selling stolen books may be prosecuted by Barnes & Noble. In addition, the student may be faced with suspension or expulsion from Southern Union State Community College.

Bookstore Accepted Forms of Payment

1. Cash
2. Visa/MasterCard/American Express/Discover with proper identification
3. Financial Aid including, but not limited to, Veterans Certificate, Vocational Rehabilitation, miscellaneous scholarships with prior authorization, Pell Grants and Loans with valid Southern Union Student ID.
4. Barnes and Noble Gift Cards

NOTE: All CREDIT CARD and FINANCIAL AID purchases must be made by the account holder IN PERSON with required proper identification.

Financial Aid

Through institutional, state, and federally subsidized assistance programs, Southern Union State Community College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, loans, and grants assist students who have difficulty meeting the financial obligations of college. Financial aid rules and regulations are subject to change according to new regulations handed down by the U.S. Department of Education and/or the Alabama Community College System.

Federal Financial Aid

1. Eligibility

There are certain eligibility requirements mandated by the U.S. Department of Education. In order for students to receive Title IV federal financial aid, students must:

- a. have a high school diploma or GED;
- b. be enrolled as a regular student in an eligible program leading to a degree or certificate;
- c. be a U.S. citizen or eligible non-citizen;
- d. be making satisfactory academic progress;

- e. not owe a refund on a federal grant or be in default on a federal educational loan;
- f. be registered with selective service if required;
- g. must not possess a Bachelor's degree from any foreign or U.S. college

2. **Application Process**

All students applying for the federal financial aid programs must submit a Free Application for Federal Student Aid (FAFSA). This application should be completed on the internet at www.studentaid.gov. The school code to use for Southern Union is 001040. Students and parents of dependent students should first create a FSA User ID and password to complete FAFSA online.

Applications received by June 1 receive priority consideration for Pell and/or loans for the upcoming fall semester. Students who have not completed all the required paperwork by June 1 cannot be assured that Pell and/or loans will be ready in time for fall tuition and fee payment. Students must apply each academic year for assistance.

Students should have an application for admission and all required transcripts on file in the Student Services Office. If a student is selected for additional verification, all documentation requested by the Financial Aid Office should be submitted as soon as possible. Students can check their student portal for documents needed in order to process their financial aid offer. When all required information is received, eligible students will receive an offer notification from the Financial Aid Office.

All questions relating to the verification process or awarding of financial aid can be sent to financialaid@suscc.edu.

3. **Ineligibility/Drug Conviction**

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; you are not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

Standards of Academic Progress for Financial Aid

All students receiving federal aid (Pell Grant, College Work Study, Supplemental Grant, or William D. Ford Direct Loan) must make satisfactory academic progress (SAP). Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. In accordance with federal guidelines, students receiving federal financial aid at Southern Union State Community College must meet the following requirements:

1. **Status Review:** Academic progress will be assessed at the time a student is awarded and at the end of each semester after grades have been posted to academic history by the Registrar's Office. You will receive one of the following status notifications:
 - Pass: Your status was reviewed and you are eligible to receive aid for the following term.
 - Your status was reviewed and you are not meeting the minimum SAP guidelines. You will be put on a "Warning"
 - Warning: status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term check point.
 - Your status was reviewed after the check point of a
 - Failure: "Warning" classification and it was found that you do not qualify for financial aid for the following term.
2. **Maximum Time Frame:** Students may receive financial aid for a period of time not to exceed 1 1/2 times the normal length of their specific program of study. For example, students in an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hours to complete the program. Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

Note: All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where academic bankruptcy or course forgiveness was applied, and developmental courses, must be factored into the calculation of Maximum Time Frame.

3. **Grade Point Average Standard:** Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

Long-Term Certificates and Degrees:

Credit Hours	Minimum Cumulative GPA
1 - 21 semester hours	1.50
22 - 32 semester hours	1.75
33+ semester hours	2.00

Short-Term Certificates:

Credit Hours	Minimum Cumulative GPA
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1 - 12 semester hours	1.50
13+ semester hours	2.00

Note: Transfer credits, if applicable, are not included in GPA calculation. Academic bankruptcy and course forgiveness courses must be factored into the GPA calculation. Incompletes are not averaged into the GPA calculation until the grade has been updated to reflect the student's actual grade for the course.

4. **Pace Standard:** Each student will be expected to meet or exceed the following Pace of Progression at the indicated point in his/her program of study:

Long-Term Certificates and Degrees:

Credit Hours	Minimum Completion Rate
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1 - 21 semester hours	58%
22 - 32 semester hours	62%
33+ semester hours	67%

Short-Term Certificates:

Credit Hours	Minimum Completion Rate
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1 - 12 semester hours	58%
13+ semester hours	67%

Note: 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. Withdrawals count as hours attempted but not earned. Academic bankruptcy and course forgiveness courses must be factored into the completion rate. Incomplete grades are calculated in attempted but not as passed for Pace.

5. **Developmental Courses:** A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. In addition, effective beginning Fall Semester 2011, developmental hours taken will not be included when determining a student's grade point average and pace standards progress for financial aid, including the maximum time frame allotment.
6. **Academic Suspension:** When a student 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. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term.

7. **Change in Program:** A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. All hours attempted at Southern Union and all transfer hours accepted in all programs are counted in the maximum time frame allowed for the student's current program of study.
8. **Regaining Eligibility:** In order to regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.
9. **Appeal Process:** A student who loses his/her financial aid because of a failure to meet these academic progress requirements may appeal if there are extenuating circumstances. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. All appeals will be reviewed by the Financial Aid Committee and the decision of the committee is final. Each student will be notified in writing as to the outcome of his/her appeal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.
10. Beginning with the 2012-2013 academic year, the Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The Pell Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.

Types of Financial Assistance

1. Grants

Federal Pell Grant

The Pell Grant is an entitlement program, which means all students who qualify will be awarded the grant. This grant is intended for "exceptionally needy" students, as defined by federal guidelines and determined by completing the FAFSA. Each student completing the FAFSA is assigned an "EFC" number, which indicates the student's "expected family contribution." This EFC number measures the student's ability to pay for college. The neediest students are those who have a zero (0) EFC. Pell Grant award ranges are based on Congressional appropriations. Award amounts will also vary based on student enrollment status. Students are not required to be full-time, but the amount of the grant is prorated for less than full-time enrollment.

Federal Supplemental Educational Opportunity Grant

The SEOG is a grant program for the neediest students (those who qualify for the Pell Grant). Funds are very limited, so those students who complete the FAFSA by April 1 will receive priority consideration. Awards are generally \$1,000 per academic year.

Alabama Student Assistance Program

The ASAP is a grant for exceptionally needy students (Pell Grant recipients) who are Alabama residents. Funds are very limited, so those students who complete the FAFSA by April 1 receive priority consideration. Awards are generally \$300-\$1,000 per academic year and dependent on funding from the state.

2. Employment

Federal College Work Study

The College Work Study Program is for students who have financial need and would like a part-time job to help pay college expenses. Students do not have to qualify for a Pell Grant but must complete the FAFSA to determine financial eligibility. Interested students should contact the Financial Aid Office to receive a job assignment if eligible. Students generally make minimum wage and work 10-15 hours per week.

Institutional Work Study

Students who do not have financial need but would like part time employment may be assigned campus jobs. Applicants are required to complete the FAFSA. Job opportunities are limited, and students should apply early. Students generally make minimum wage and work about 10 hours per week. Interested students should contact the Financial Aid Office to inquire about job assignments and eligibility.

3. Loans

William D. Ford Direct Loans

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP- 21) (Public Law 112-141) was enacted. MAP-21 added a new provision to the Direct Loan statutory requirements (see HEA section 455(q)) that limits a first time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

Note: *Only first-time borrowers on or after July 1, 2013 are subject to the new provision. Generally, a first-time*

borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

Students must complete the FAFSA to be considered for a Direct Loan. Students will be notified through their school portal and/or student email of the Direct Student Loan offer along with other federal financial aid offers extended after eligibility has been determined. First-time borrowers must complete an entrance counseling session and sign a promissory note online at www.studentaid.gov. The student is the borrower, repayment generally begins six months after the student graduates or drops below half-time enrollment status.

Per federal regulations, a student must be enrolled for at least half-time (6 hours) at the time of disbursement. Student loans are offered with the assumption the student will be enrolled full time. If you are enrolled less than full time, your loan amounts may be reduced, cancelled, or moved to an unsubsidized loan to correct a subsidized loan over-award.

Students who have financial need may receive a Subsidized Direct Loan, which will not accrue interest while the student is in school at least half-time. Students who do not have financial need may receive an Unsubsidized Direct Loan, which will accrue interest while the student is in school.

Freshmen may borrow up to \$3,500 per academic year, and sophomores may borrow up to \$4,500 per academic year. Loan funds are disbursed approximately 30 days after each term begins. Students may qualify for additional unsubsidized funds, and should inquire in the Financial Aid Office about eligibility.

Parent Plus Loans for Undergraduate Students

Parents may borrow through the PLUS Loan program. The student must have completed a FAFSA, then the parent completes a PLUS Loan information sheet to at www.studentaid.gov. The amount of the PLUS Loan will be dependent on the cost of attendance and other financial assistance the student might receive. Parent Plus borrowers must complete the credit check and sign the Master Promissory Note using their FSA user i.d. and password at www.studentaid.gov.

4. Institutional Scholarships

The College Financial Aid Committee meets once a year to award the Presidential Honors Scholarships, Presidential Academic Scholarships, Partial

Scholarships and Technical Scholarships. In order to be considered for Presidential Honors Scholarship, Presidential Academic, Technical, Ambassador, Partial or Performing Arts Scholarships, applicants must meet all admissions requirements and submit a complete scholarship application packet.

Institutional scholarships will pay for a limited number of credit hours. Students may have tuition and required fees for up to 57 credit hours per academic year paid for by their institutional scholarship. The scholarship will pay for up to 82 total credit hours or the length of the program, whichever is shorter, providing all other criteria are met.

Note: *Institutional Scholarships will not pay for a repeat of successfully completed courses.*

Presidential Honors Scholarship

Presidential Honors Scholarships are awarded to students graduating from high school or currently enrolled who would like to pursue an academic program. Applicants must have at least a 90 % average or higher numeric GPA, a composite ACT score of at least 21, a score of 21 or higher in English and a score of 21 or higher in Math. Students must commit to being a peer tutor for at least four (4) hours per week/ 2 days per week on the assigned campus in Developmental English and/or Math courses (not to exceed 19 total hours per week). These scholarships pay tuition and mandatory fees for two years, rental of required textbooks and hourly compensation for tutoring services. Students must be enrolled full-time (12 credit hours or more), maintain a GPA of at least 3.5 and meet the peer tutor hour requirement in order for the scholarship to be continued beyond the first year. Should the student not meet the stated requirements, he/she may be considered for the Presidential Academic scholarship for the duration of the eligible timeframe. Each qualified applicant will be evaluated by the Presidential Honors Committee based on his/her academic achievement, outgoing personality, people skills, and communication skills.

** This scholarship is considered a pilot program.*

Presidential Academic Scholarships

Presidential Academic Scholarships are awarded to students graduating from high school who want to pursue an associate's degree program. Applicants are evaluated based on numerical GPA (90 percentile and higher required) and ACT score (20 or higher preferred). These scholarships pay tuition and mandatory fees for two years. Students must be enrolled full time (12 credit hours or more) Fall and

Spring semesters (summer semester is optional) and have a GPA of at least 3.0 for the scholarship to be continued beyond the first year.

Technical Scholarships

Graduating High School Senior: These scholarships are awarded to students graduating from high school who want to complete a technical program. Applicants must declare a technical area of interest and remain in that program for the duration of the scholarship. These scholarships pay tuition and mandatory fees for up to two years. Awards can vary from single semester scholarships to full two-year scholarships. Students must be enrolled full time (12 credit hours or more) and have a GPA of at least a 2.5 for the scholarship in order to be continued beyond the first year, if offered a full two-year scholarship. Single-term scholarship awards are non-renewable.

Non-traditional: These scholarships are awarded to current students or new students who are not graduating high school seniors and wish to pursue a technical degree. Applicants must remain in that program for the duration of the scholarship. These scholarships pay tuition and mandatory fees for up to two years. Awards can vary from single-semester scholarships to full two-year scholarships. These scholarships pay tuition and mandatory fees. Students must be enrolled full time (12 credit hours or more) and have a GPA of at least a 2.5 for the scholarship to be continued beyond the first year, if offered a full two-year scholarship. Single-term scholarship awards are non-renewable.

Ambassador Scholarships

Ambassador Scholarships are awarded to students graduating from high school who have a desire to represent the college in a responsible, ethical, and professional manner, while portraying a positive image of the institution. Applicants must have a minimum high school GPA of 2.75 to be considered for the Ambassador Scholarship. Services provided by the Ambassadors may include: conducting campus tours, hosting campus activities, recruiting students, assisting with registration, graduation and orientations, and welcoming groups to the campus. Each applicant will be evaluated by the Ambassador Scholarship Committee based on her/his academic achievement, outgoing personality, professional appearance and communication skills. Student must earn a GPA of 2.75 in order to continue beyond first year.

Performing Arts Scholarships

Performing Arts Scholarships are awarded to students who want to participate in the performing arts

programs at Southern Union. These tuition and mandatory fee scholarships are awarded in the areas of dance, theatre, music (vocal), and production technical support. Auditions/interviews are held in March. Applicants are selected based on auditions, interviews, and/or other criteria which may be established by the director of the respective program. Student must earn a GPA of 2.5 in order to continue beyond first year.

Partial Scholarships

Partial scholarships are available to incoming freshmen or currently enrolled students. The scholarship covers tuition and mandatory fees for six (6) credit hours. Student must be enrolled full time (12 credit hours or more) and have a cumulative GPA of at least a 2.5 for the scholarships to be continued beyond the first year. If enrolled in a technical or health science program of study, the full-time enrollment requirement may be substituted for twelve (12) contact hours or more. An allotted amount of scholarships will be divided amongst each division: academic, technical, and health sciences. This scholarship cannot be used in conjunction with any other institutional scholarships.

Counselor's Leadership Scholarships

Counselor's Leadership Scholarships are available for one semester to students for summer or fall term immediately following high school graduation. These scholarships are awarded to students who have demonstrated leadership in an area such that they are recognized by their high school counselors and/or principals. Each principal or counselor submits to the Financial Aid Director a letter naming his/her recipient. Each high school in the Southern Union service area will be allotted one scholarship.

Special Circumstances Scholarships

Special Circumstances Scholarships may be available in isolated cases to students who may have encountered an emergency or hardship that is not easily addressed by conventional financial aid or scholarship policies. The President, Financial Aid Director and at least one financial aid committee member will be involved in any decision to award a Special Circumstances scholarship.

Bison Scholarships

Bison Scholarships are awarded to students as a result of performance and/or participation in selected Southern Union sponsored activities including, but not limited to, academic tournaments, pageants, SOAR and community events. The number of scholarships awarded may vary. Two scholarships will be allotted for each academic tournament

including the Language and Fine Arts Tournament, Business Tournament, Mathematics Tournament, and Scholars' Bowl.

Athletic/ Cheerleading Scholarships

Athletics and Cheerleading scholarships cover tuition, mandatory fees, and books. Coaches of each respective sport make awards based on tryouts and other criteria.

Note: *All of the above listed institutional scholarships are under the oversight of the College Financial Aid Committee.*

Senior Adult Scholarships

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. This waiver (scholarship) can be used for developmental and credit courses. Scholarships are limited based on availability of space. Applicants that wish to enroll using this scholarship must register for classes on the last published date of registration so that space availability may be determined. The program is restricted to those courses which support the institution's approved associate degree and certificate programs. The program is not extended to continuing education, personal enrichment, recreation, or leisure classes.

5. Veterans' Assistance

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self-identify themselves with the school certifying official (SCO) located in the Student Veterans Resource Center on the Opelika campus and in the Financial Aid Office on the Wadley campus.

a. Application Procedures:

- i. For veterans or dependents of disabled veterans, apply online at www.ebenefits.va.gov for federal VA benefits.
- ii. For dependents of Alabama disabled veterans, go to local VA office. Visit www.va.alabama.gov for more information and to locate a VA office in each county.
- iii. A National Guard or Reservist eligible for tuition assistance must log on to GoArmyEd.com to establish an account and submit their schedule with exact courses and costs of said courses prior to registration. Student must submit

approved tuition assistance form to the SCO no later than 7 days after the first day of each semester.

- iv. Official transcripts from all institutions previously attended must be submitted. Military transcripts can be obtained by going to JST or Joint Service Transcripts and should be submitted by the completion of the students' second term of enrollment at the college.
- v. Student must complete the Statement of Understanding (SOU) each academic year and complete the Enrollment Certification Request Form (ECR) each semester to confirm enrollment that will be submitted to the VA on the student's behalf. Forms can be found online at www.suscc.edu or in the Veterans Resource Center located on the Opelika \ campus.

b. Enrollment Certification:

- i. The first semester of the student's enrollment will be certified /billed with the VA once documentation of entitlement is submitted to the SCO in the financial aid office.
- ii. To continue enrollment certifications for subsequent semesters, a student must submit the VA Statement of Understanding form every academic year authorizing the SCO to certify / bill the VA.
- iii. Certification will be granted only for registered students. Tuition and all applicable fees must be paid in full using VA benefits or by other means of financial aid.
- iv. Certification will be granted only for those courses required for the student's declared program of study.
- v. Certification will be granted only for those repeat courses where credit was not previously earned.
- vi. Certification will not be granted for courses audited.
- vii. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.

c. State VA Educational Benefits:

- i. **Alabama GI Dependent Scholarship Program**
The veteran must meet the necessary qualifications to establish eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse or the un-

remarried widow(er) of the veteran. Visit www.va.state.al.us to learn more. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov to be considered for the scholarship.

Students must also meet the institution Standards of Academic Progress guidelines to qualify for benefits. This scholarship is the payer of last resort.

ii. Alabama National Guard Educational Assistance Program

ANGEAP is a program established by the legislature of the State of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov in order to be considered for the ANGEAP program.

iii. Purple Heart Waiver

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients. A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:

1. Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
2. Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
3. Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

d. Federal VA Education Benefits:

- i. **Federal Tuition Assistance** (i.e. GoArmyEd or Navy WAWF) Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and

can even vary between units depending on whether the unit is active, reserve, or National Guard.

ii. **Chapter 31 Vocational Rehabilitation**

A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she:

1. Received, or will receive, a discharge other than dishonorable conditions;
2. Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
3. Is in need of vocational rehabilitation because his or her disability creates an employment handicap.

iii. **Chapter 30 Montgomery GI Bill® Active Duty (MGIB-AD)** The Montgomery GI Bill® (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985, and have contributed to the College Fund. When using this benefit, all tuition and fees must be paid at the time of registration.

iv. **Chapter 33 Post 9-11®**

The Post 9/11 GI Bill® is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after

August 1, 2009. No payments can be made under this program for training pursued before that date. Students may apply by visiting <https://www.va.gov> online.

v. **Chapter 1606 Montgomery GI Bill® Selected Reserves (MGIB-SR)** This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. Students may apply by visiting <https://www.va.gov> online.

vi. **Chapter 35 Survivors and Dependents Education Assistance (DEA)**

Sons, daughters and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service connected disability, became permanently and totally disabled as a result of a service-connected

disability, or died while disability was in existence. Benefits are paid at the single rate. Students may apply by visiting <https://www.va.gov> online.

vii. **Southern Union State Community College Military Spouse Career Advancement Accounts (MyCAA)**

MyCAA is a Department of Defense program that provides up to \$4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

viii. **Additional Benefits**

Any additional benefits are subject for review by the Veteran Affairs Office, Financial Aid Office, and Business Office prior to using benefits at Southern Union State Community College.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

e. **Work-Study**

The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax free and allows each VA student to “earn while he/she learns,” while he/she is pursuing an approved post-secondary program of education on at least a three-quarter time basis. The VA Work-Study student may only perform VA related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records or checking for course changes. Students who are eligible for Federal VA education benefits may be eligible for work study.

f. **Shopping Sheet/College Financing Plan**

Southern Union State Community College has agreed to comply with Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), with a commitment to use the Financial Aid Shopping Sheet (Shopping Sheet). The Shopping Sheet/ College Financing Plan will provide each prospective veteran and service member

students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

g. **In-State Tuition Rates**

Southern Union State Community College is in compliance with Section 702-Tuition under Veteran's Access Choice and Accountability Act of 2015 by providing resident in-state tuition and fee rates for students who meet the said requirements listed in this catalog under "Guidelines for Determining Eligibility for "In-State" Tuition Rates".

Note: For additional information and application procedures for each benefit, visit the Southern Union State Community College Veterans Assistance webpage at www.suscc.edu under the About SUSCC tab.

6. **PACT**

The Prepaid Affordable College Tuition plan provides a total of 135 semester hours of tuition and 8 terms of fee payment. Once the PACT program pays for tuition and fees, the plan will not allow families to pay tuition and fees back to the program to use those funds at another time. Students should be aware that if the PACT is used to pay for a semester of tuition and fees, one of the eight allowed terms for fees is charged. This is true even if the student takes only one class. Therefore, Southern Union requires authorization from students to use the PACT program at this college. All PACT students must submit an authorization form which can be found on the Southern Union website. The completed form must indicate which term(s) the student intends to use PACT during the academic year. Students must notify the Financial Aid Office each term prior to registering. Students registering on the web must still contact our office via e-mail at least 48 hours prior to registration to ensure that tuition and fees are paid. All students should check each term to ensure that their account is in "Paid Status". Tuition and fee rates are determined by the PACT program and are subject to change each year. Students will be responsible for paying any difference between the PACT payment and their current tuition and fee obligation.

7. **State Vocational Rehabilitation**

Students who have physical or mental challenges that interfere with their ability to work may be eligible for assistance through Vocational Rehabilitation

Services. For further information, students should contact the Vocational Rehabilitation office in their home county.

8. **Other Programs Based on Special Qualifications**

- a. Workforce Innovation & Opportunity Act (WIOA) *
- b. Trade Readjustment Act (TRA)*
- c. Police Officers', State Patrol, and Firefighters' Survivors Program (eligibility determined by Alabama Commission on Higher Education)
- d. Scholarships for Students of Blind Parents (eligibility determined by the Chancellor of Postsecondary Education)

*** Contact State Employment Office**

Return of Title IV Funds

When a student receiving federal financial aid withdraws from school, federal regulations require the application of a strict repayment formula. The student is eligible for a percentage of financial aid in relation to the percentage of the term he/she was enrolled. Any amount of financial aid in excess of that percentage earned must be repaid to the federal Title IV fund.

If according to the percentage formula the student has earned financial aid that has not been disbursed, the student may be eligible for those funds even after withdrawal.

Attendance

If a student is the recipient of Title IV funds, he/she must attend classes to receive aid. If a student fails to attend classes for which he/she is enrolled, no financial aid will be awarded for those courses, and the student will be administratively withdrawn or dropped from those classes not attended.

Students who stop attending classes during the semester also may be reported for nonattendance and may be administratively withdrawn or dropped from those classes. A calculation will be performed at the time of withdrawal for all students who withdraw or are administratively withdrawn from all of their classes prior to completion of 60% of the semester in order to determine return of Title IV funds.

A copy of the “Return of Title IV Funds” calculation worksheet is available in the Financial Aid Office.

Financial Aid Overpayment Policy

In accordance with federal regulations, financial aid overpayments made to a student must be repaid to the college to be refunded to the appropriate Title IV financial aid program.

Student Notification

Students are responsible for checking their SUSCC-Bison email accounts on a regular basis. Students will be notified of their financial aid status by way of student email and/or mysuscc student portal.

Student Affairs Division & Academic Policies

Student Affairs Division

Gary Branch, Dean of Student Affairs

The purpose of the Student Affairs Division is to accommodate students in gaining access to Southern Union by providing pre-admission counseling, academic advising, placement testing, orientation, special needs counseling and special accommodations, tutorial assistance and other support services. The Student Affairs Division seeks to facilitate the successful movement of students through the educational process to the completion of their identified goals, including the pursuit and continuation of undergraduate education, personal enrichment, specific job skills, and career preparation or development.

OBJECTIVES

1. To provide administrative leadership that will result in the effective interaction of student development services with other programs and services of the college to fulfill the institution’s mission.
2. To maintain cooperative relationships with other educational institutions and services to facilitate smooth student articulation, student transfer, and graduation.
3. To provide counseling services which will facilitate the educational, vocational, social, and personal development of each student.

4. To provide a systematic and effective academic advising program.
5. To provide a broad range of testing services for students to enhance their success in their individual educational programs.
6. To provide a comprehensive orientation program for all new students.
7. To provide effective tutorial services to assist students with academic deficiencies in math and English.
8. To coordinate recruitment activities which reflect and highlight the role and mission of the college.

Academic Advising

At Southern Union, academic advising is an extension of the educational process with its primary purpose to assist students in selecting appropriate course work for desired programs of study. Professional academic advisors and specified faculty are available on all campuses to assist students.

The College provides transfer guides to students for Alabama state colleges and universities. Transfer guides may be obtained from the academic advisors or by accessing the following website: stars.troy.edu. Students planning to transfer to another college or university upon completing their studies at Southern Union have the ultimate responsibility for determining specific admission and course requirements at their intended transfer institution.

Assessment Services

1. Placement Testing

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results will be used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation.

2. Accuplacer

a. Requirements

Students included in any one of the following categories are required to take the ACCUPLACER prior to registering for classes:

- i. Students who have not previously attended college, and do not provide proof of appropriate ACT/SAT/GED scores, or high school GPA of 2.75 and minimum course grade of “C” for English IV or math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus are the only courses that may be used for placement.) Scores, high school GPA, and grades may not older than five years.
 - ii. Transfer students who have not successfully completed a college-level English or math with a “C” or higher.
 - iii. Students whose successful completion of a college-level English or math course at a regionally accredited institution cannot be verified with a transcript, faxed transcript, or a student grade report at registration. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
 - iv. Accelerated high school students and high school students enrolling for dual credit who do not have appropriate ACT/SAT scores for the course(s) in which the student wishes to enroll.
 - v. Students who have acceptable ACT scores as designated in the Placement Guidelines and/or high school transcripts on file but wish to improve their course placement.
- b. Exemptions**
- The following students are exempt from taking the ACCUPLACER.
- i. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
 - ii. Students who have a 2.75 high school GPA or higher and a grade of “A,” “B,” or “C” in English IV and math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.
 - iii. Transient students who submit a completed transient form.
 - iv. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).
 - v. Students who successfully completed a college-level English or math course with a “C” or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
 - vi. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
 - vii. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
 - viii. Students who provide documentation of successful completion (“C” or higher) of developmental course(s) which determine eligibility for English 101 and/or college-level math from a regionally accredited institution.
 - ix. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
 - x. Students who enroll to audit a course.
 - xi. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts of the 2014 series GED.
- During registration, unofficial transcripts, faxed transcripts, or student grade reports will be accepted to determine eligibility for English and math; however, official transcripts must be on file to register for a second term.
- 3. General Educational Development (GED) Testing**
- Southern Union is designated by the Alabama State Department of Education as a test center for the General Educational Development (GED) test. The GED test is used as the basis for granting the state high school equivalency diploma issued by the Alabama State Department of Education. GED tests are administered on the Opelika, Valley, and Wadley campuses.
- Southern Union is pleased to offer the 2014 GED test (a computer-based test only) at all of our campuses. Visit www.gedcomputer.com or call 1-877-EXAM-GED (392-6433) to register, schedule, and pay for the GED test. Credit and debit cards are acceptable forms of payment. The 2014 GED test consists of four content areas, and the cost per content area is \$30. You must bring a valid photo ID (driver’s license, state identification card, military ID, or passport) with you

on test day. For step-by-step instructions on the registration and scheduling processes, please visit the GED Testing Service tutorial page.

For eligibility to be administered the GED test, candidates must:

- a. Not be enrolled in a public K-12 school, a private K-12 school, a church school, or a private tutoring program registered with the Alabama Department of Education.
- b. Not have earned a secondary school diploma from a public school or a private school registered with the Alabama Department of Education.

NOTE: Those awarded the Alabama Occupational Diploma (AOD) as defined in §290-3-1.02(8)(g) of the Alabama State Board of Education Administrative Code are eligible to take the GED test.

- c. Meet one (1) of the following requirements:
 - i. Students Sixteen (16) Years of Age
Individuals Who Dropped Out of a Public School
 1. Student must present a notarized Certificate of Exemption from his/her last school system attended AND a notarized and signed Parental Permission Form.
 2. Student must have TABE test scores [in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of "Likely to Pass".
 3. Student must provide proof of Alabama residency
 - ii. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program)
 1. Student must present a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school and has permission to be administered the GED test. Evidence of withdrawal from school must be included.
 2. Student must have TABE test scores in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of "Likely to Pass".

3. Student must provide proof of Alabama residency.

iii. Students Seventeen (17) Years of Age
State approval must be granted based on the following:

1. Individuals Who Dropped Out of a Public School
 - a. Student must have participated in an exit interview with his/her high school administration and provide a signed Exit Interview Form. NOTE: The student's refusal to participate in the scheduled exit interview should be documented by school personnel on the Exit Interview Form.
 - b. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test.
 - c. Student must provide proof of Alabama residency.
2. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program).
 - a. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test. Evidence of withdrawal must be included.
 - b. Student must provide proof of Alabama residency.
 - b. Interested persons may contact the Assessment Center at (334) 745-6437, ext. 5416, 5557, or 5563.

4. Specialized Testing Services

a. ACT Testing

Southern Union is an approved testing site for the ACT and offers the test on the designated national test dates for the examination in Alabama. The test is given on the Wadley

Campus. Interested persons should contact the Assessment Center for the schedule by calling (256) 395-2211, ext. 6416 or 5416.

b. **Health Sciences Admissions Testing**

The Assessment Center provides scheduled testing services for admission for certain programs in the Health Science Division. The ACT National or the ACT On-Campus (Residual) test is required for admission to the Nursing, Physical Therapist Assistant, and Radiologic Technology programs. Interested persons should refer to the Health Sciences Division webpage at www.suscc.edu for complete information and instructions on the application process.

c. **WorkKeys Testing**

The Assessment Center administers the ACT WorkKeys assessments for individuals who are seeking employment as paraprofessionals in area school systems that require applicants have the WorkKeys Proficiency Certificate for Teacher Assistants. The Assessment Center is also a certified testing site for the National Career Readiness Certificate (NCRC). Based on test scores, testers will be issued a National Career Readiness Certificate (NCRC) at the platinum, gold, silver, or bronze level. Some area employers require an NCRC for employment candidates, and some students enrolled in a technical program are also required to take this test. Finally, the Alabama Peace Officers Standards and Training Commission (APOSTC) has adopted ACT WorkKeys as the Basic Ability Test (BAT) for law enforcement and correctional officer applicants. Interested persons should contact the Assessment Center at (334) 745-6437, ext. 5563 or 5557 - or email the Assessment Center at testing@suscc.edu.

ADA Accommodations

Students with a documented disability are eligible to receive services for educational accommodations on all campuses. Students are required to meet with the ADA Coordinator on the campus where they attend classes and submit supporting documentation from their medical provider in order for the ADA Coordinator to determine eligibility for accommodations. In most cases, a high school IEP or 504 Plan will not be sufficient to document a learning disability or attention deficit disorders. Please be advised that accommodations provided during high school

may not be considered a reasonable accommodation on the post-secondary level. Also, depending on the disability, medical documentation age limits range from 1-3 years.

Students who have documented disabilities and need special accommodations should contact Cydney Mathews on the Opelika campus at (334) 745-6437 (extension 5488); or Carol Howell on the Wadley campus at (256) 395-2211 (extension 5403); or Robin Brown on the Valley campus at (334) 756-4151 (extension 5204). For more information on services to our students with disabilities, please visit the SUSCC website at www.suscc.edu.

Career Exploration

To assist students with career decisions, a collection of current resource materials on careers, occupations, and undergraduate programs at other universities is located in the campus academic advising offices, and the learning resource centers.

Orientation Activities

1. **BISON BOUND - Pre-College Orientation**

During the months of June and July, a pre-college program is offered called Bison Bound. All new and transfer students are strongly encouraged to participate. This program is designed to help entering freshmen and transfer students make wise decisions in choosing their fields of study and to adjust more readily to their first semester at Southern Union. Bison Bound sessions are available on all campuses.

New students, after being accepted for Fall semester enrollment, may register for Bison Bound sessions on the SUSCC website at www.suscc.edu.

2. **Orientation to College (ORI 101) and Student Success Skills (ORI 105)**

Orientation is a two credit hour course designed to introduce beginning students to college life. This course provides an introduction to programs, personnel, and policies at the college. It provides students with information regarding what the College expects from students and what students should expect from the College. The course also addresses student attitudes, goals, study skills, and health related issues. Orientation is required for all new students who have not previously attended college and is offered each term. Students who initially entered Southern Union prior to Fall Quarter 1994 and students who have successfully completed at least 12 semester hours (15 quarter hours) within the past five years with a 2.0 GPA (on a 4.0 scale) at a regionally accredited institution are exempted from

ORI 101 and ORI 105. It is incumbent on the student to verify the 12 semester/15 quarter hours at the time of registration.

Academic Support Services

1. **Tutorial Services**

Students have access to tutorial services both virtually or face-to-face. Writing coaches and math tutors are available for students on all campuses. More tutoring subjects, which include sciences, business, foreign languages, social sciences, history, computer science, and health sciences are available throughout online tutoring platform which is accessible through Canvas and available 24/7. The tutorial program arranged through the College is free of charge to all currently enrolled Southern Union students and subjects tutored on campus are subject to the availability of interested and qualified students. For tutorial assistance, students should check posted schedules in classrooms, bulletin boards or the SUSCC web site at www.suscc.edu or they may also consult their academic advisor for information and referral assistance.

Academic Support Services on the Opelika campus are provided in the Student Success Center which is located in the Business Technology Center, Room 110. The Student Success Center also sponsors workshops covering topics like study strategies, test taking strategies, time management, and health and wellness. The Student Success Center provides a quiet place to study as it has WiFi, desks and tables, a study room, and computers available for student use.

Academic Coaching and Academic Intervention Program are also offered through the Student Success Center. Students who are on probation, returning from academic suspension, readmitted through the academic appeal process, or in financial aid warning status are referred to the Academic Intervention Program for additional academic support. Please visit the Student Success Center webpage on the Southern Union website at www.suscc.edu for more information on services provided.

2. **Southern Union Program for Athletic Academic Counseling (SUPAAC)**

The Athletic Academic Counseling Program (SUPAAC) is designed to aid athletes by (1) helping to improve retention and academic performance; (2) ensuring proper registration in transferable courses that fulfill requirements in academic programs of study; and (3) providing academic counseling regarding athletic eligibility. Assistance is provided in scheduling classes

to avoid conflict with athletic competition and practice as well as assigning study halls and tutorial sessions. The program is not restricted to athletes but offers tutoring services for **all students** in subjects in which they need help.

3. **Tutorial Lab**

The College provides open computer labs for students to utilize tutorial software and complete special assignments. A current Southern Union identification is required to use an open lab.

Diversity Program

The Diversity Program objectives are to: (1) increase student retention in general and minority student retention in particular; and (2) promote issues of cultural diversity throughout the College. Some of the activities sponsored by this office include special programs, guest lecturers, and field trips to historical sites and colleges.

Recruiting

Southern Union provides a comprehensive recruiting program. Southern Union recruiters participate in area high school career day/evening programs, assist with annual academic and athletic tournaments, provide individual tours on each campus and respond to special requests for information and speaking engagements. Recruiters are available to provide presentations for local civic, service, and community groups and represent the college at community events.

Graduation

A graduation ceremony is held in May of each year for graduates of the Spring and preceding Summer and Fall terms in the Southern Union Arena on the Wadley Campus. Information concerning the ceremony is mailed to students wishing to participate in graduation.

No student may participate in graduation who has not (1) completed all degree and/or certificate requirements, and (2) purchase a cap and gown through the College bookstore prior to the date of the graduation ceremony.

Graduation Evaluations

Qualified students who wish to receive a diploma or participate in graduation ceremonies must complete an application for graduation through an academic advisor and pay the \$25.00 non-refundable diploma fee by the deadline published in the College calendar found in the College Catalog. Although degrees are officially conferred in May, students may complete degree or certificate requirements and order after each term.

1. Degrees and Certificates Awarded

Southern Union State Community College awards the Associate in Science, Associate in Applied Science, and Associate in Occupational Technologies Degrees, and Certificates.

- a. The Associate in Science Degree is awarded to students completing the General Education Core (Area I-IV) and the pre-professional/pre-major (Area V) courses detailed in the Academic Division section of this Catalog.=
- b. The Associate in Applied Science Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- c. The Associate in Occupational Technologies Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- d. A Certificate is awarded to students who satisfy the requirements of a specific certificate program outlined in this *Catalog*.

2. Degree Requirements

A student shall be awarded the Associate in Science, Associate in Applied Science, or Associate in Occupational Technologies Degree upon satisfactory completion of the requirements as specified by Southern Union State Community College and the Alabama State Board of Education. A student must:

- a. satisfactorily complete a minimum of 60 semester hours of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
- b. 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.
- c. successfully complete English 101 and/or 102 or English 131 (AOT only) with a minimum grade of "C".
- d. complete at least twenty-five percent of the total semester credit hours required for the degree at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of "native" students.
- f. fulfill all financial obligations to the College. (The return of all college owned books and property is considered a financial obligation.)

3. Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Southern Union State Community College in accordance with policies of the Alabama State Board of Education. A student must:

- a. satisfactorily complete an approved program of study.
- b. 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.
- c. successfully complete English 101 or English 131 with a minimum grade of "C" when English is a required course for the Certificate.
- d. complete at least 25 percent of the total semester credit hours required in the program at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the certificate, with course content and level of instruction resulting in student competencies at least equivalent to those of "native" students.

4. Graduation Honors

Southern Union State Community College provides selected 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 (Certificates) to include Graduation with Distinction.

a. Graduation Honors for Degrees

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

Graduation with Highest Honors	3.90 to 4.00 GPA
Graduation with High Honors	3.70 to 3.89 GPA
Graduation with Honors	3.50 to 3.69 GPA

b. Graduation Honors for Certificates

Graduation with Distinction 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester hours at Southern Union State Community College.

Learning Resource Centers

Southern Union has a Learning Resource Center (LRC) located on each of the three college campuses: Wadley, Valley and Opelika. The mission of each Learning Resource Center (library) is to support all programs of study, to facilitate and enhance learning by providing essential resources and services, provide access to innovative technology, instruction in library usage, and provision of adequate facilities and personnel. This is accomplished by providing users with monographs in both print and electronic formats, subject databases, periodicals and journals in print and electronic formats, and access to library instructions and orientations.

Students have access to the library's collection of more than 46,000 volumes of books and media materials through our online public access catalog (AG-Cat) accessible on campus through the college website by connecting to the library's page. The library subscribes to 10 databases for research to access multiple subjects and links to Alabama Virtual Library (AVL) with over 60 databases for academic use. All of these resources are linked to our website. There are study rooms on Opelika and Wadley campuses for individual or small group use and more than 50 computers are available between the three LRC's with access to the most updated software. WIFI and outlets are available for students needing to access their personal computers as well as personal study spaces.

Students must obtain a Southern Union Student Identification Card prior to borrowing materials from the collection. These cards are attainable on each campus in the library and are only issued in the name the student is registered by. Students will lose borrowing privileges when materials are overdue or fines are unpaid. For more information on obtaining a student ID, visit the Southern Union website at www.suscc.edu under the Prospective Students tab.

The use of cellular phones, food and loud talking is prohibited in all libraries. If there are any questions concerning library policies, available resources or AVL access, contact the LRC director, Michelle Wimbish, at mwimbish@suscc.edu.

Academic Policies

Class Scheduling

1. Class Schedules

Class schedules are distributed prior to registration dates and provide students with information needed while registering for the subsequent term. The

College reserves the right to cancel any course listed in the schedule of classes or to change instructors as conditions necessitate.

2. Registration Procedures

Students must follow the registration procedures established by the College to register initially for a course or to change their program after initial registration.

3. Courses

Courses are offered at Southern Union to fulfill degree and certificate requirements. With exception for specialized training programs, course numbers and descriptions are chosen from the Common Course Guide which is required system wide by the Department of Postsecondary Education for all Alabama College System colleges.

4. Course Load

Course work at Southern Union is measured in terms of "semester hours." The semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. State Board of Education Procedure 705.01 outlines six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. The recommended student load per semester is 15-19 semester hours. Permission of the appropriate instructional dean is required for hours over 19. A student is considered full time when registered for 12 or more semester hours. The maximum for which a student may register is 24 credit hours.

5. Course Overload

Special approval from the appropriate instructional dean is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. A cumulative 2.0 GPA or higher is required for consideration.

6. Schedule Adjustments

All changes in student schedules shall be made during the drop and add period (see College Calendar).

7. **Withdrawal From a Single Course**

A student who wishes to drop a single course may do so online or by obtaining a “Drop/Add Form” from the Records Office. Prior to the deadline date specified in the college calendar, the student will receive a grade of “W” for any course dropped. Withdrawal after the date specified in the calendar is permitted only under extenuating circumstances and requires the approval of the appropriate instructional dean. A grade of “W” is assigned if the student is doing satisfactory work and approval is given. Otherwise, a grade of “F” is assigned. Courses in which a final grade has been earned may not be dropped.

Note: *Students may not drop a course in which a final grade has been earned prior to the published date to withdraw.*

8. **Withdrawal From the College**

A student may withdraw from the College online or by obtaining a “Withdrawal Request Form” from the Admissions Office. Any withdrawal before the deadline specified in the calendar will result in a grade of “W” in all courses.

9. **Administrative Withdrawal or Drop from a Course or from College**

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis; (3) falsification of application and/or records (4) failure to fulfill other conditions of admissions and/or registration; (5) failure to comply with student conduct standards; (6) failure to attend class(es); and (7) failure to comply with “Standards of Practice” as established by the Alabama Board of Nursing, American Registry of Radiologic Technologists, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

10. **Catastrophic Withdrawal Policies and Procedures**

A Catastrophic Withdrawal may be granted in circumstances that are outside of the student’s control in which a serious catastrophic personal life situation prevents the student from attending classes or completing required classwork.

A Catastrophic Withdrawal is intended to be considered on a case-by-case basis, and it is not intended to be used more than once per academic year. Catastrophic Withdrawal consideration is for a complete withdrawal from a given term. Students that have requested and received an Incomplete in a class will not be considered for a Catastrophic

Withdrawal. All requests for Catastrophic Withdrawal require thorough, original, and credible documentation. If approved, a Catastrophic Withdrawal will be noted on the transcript with a symbol of “W.”

A Catastrophic Withdrawal may be requested upon recommendation of a licensed health care provider when a student cannot continue enrollment in his/her courses after the College’s published “last day to withdraw” date because of a serious physical and/or psychological condition. Additionally, a student may request and be considered for a Catastrophic Withdrawal when extraordinary personal reasons, not related to the student’s physical or mental health, prevent the student from continuing in classes (examples may include caring for a seriously ill family member, death of an immediate family member, extreme financial hardship, a traumatic experience, or other significant personal hardship).

A Catastrophic Withdrawal Request Form can be obtained from the Instructional Deans’ Assistants in each division. Forms may be submitted for consideration after the published “last day to withdraw” date but no later than the last day of classes in the term in which the event occurred.

Requests for Catastrophic Withdrawals must be verified and approved by the Catastrophic Withdrawal Committee.

Prior to Submitting the Catastrophic Withdrawal Request Form

- a. Students are strongly encouraged to consult with a Financial Aid counselor to identify and understand the financial aid and monetary implications of processing the request for Catastrophic Withdrawal.
- b. International students with an F1/J1 visa are strongly encouraged to consult with the International Student Advisor to discuss the serious immigration consequences that may result from withdrawal from Southern Union State Community College.
- c. Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student’s transcript, and each attempt resulting in an official grade will be used

Catastrophic Withdrawal Request Procedures

- a. Complete the Catastrophic Withdrawal Request Form.

- b. Secure the Licensed Provider Recommendation for Catastrophic Withdrawal information and signatures, as required.
- c. Provide documentation to support the catastrophic event, e.g., a copy of the death certificate of the student's immediate family member.
- d. Submit the completed forms to the Registrar after the published withdrawal date but no later than the last day of classes in the term in which the event occurred.

11. Repetition of Courses

Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student's transcript, and each attempt resulting in an official grade will be used in computing the grade point average except in the case of implementation of the grade adjustment policy. No course in which the last grade received was an "F" may be counted toward graduation. Also, a course may be counted only once toward fulfillment of credit hours for graduation. The student should be aware that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes. Institutional Scholarships will not pay for a repeat of successfully completed courses.

12. Course Forgiveness Policy

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. A course may be counted only once toward fulfillment of credit hours for graduation. Course forgiveness does not influence aid nor transfer GPA. When a course is repeated one time, the last grade awarded (excluding grades of "W") replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

This policy applies to Southern Union State Community College courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness for courses by completing a "Request for Course Forgiveness" form in Student Records.

13. Transient Form (SU Students)

Southern Union students wishing to take courses at

another postsecondary institution and receive transfer credit must receive a Transient Form. To apply for a transient form, a student must meet the following criteria:

- a. In compliance with the Family Educational Rights and Privacy Act, transient forms are provided upon the student's written request. Re-quests must be done in person through an academic advisor.
- b. Students must be currently enrolled at Southern Union with a minimum cumulative GPA of 2.0.
- c. Students must be planning to return to Southern Union the next term after the transient status.
- d. Requests should be made at least one week prior to need.
- e. Requests may be denied for students who have a financial or other obligation to the college. It is the student's responsibility to have an official transcript forwarded to the Admissions Office at Southern Union after completing courses at another institution. Course credit earned as a transient student does not influence Southern Union cumulative GPA.

Class Attendance Policy

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first day of the semester. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for makeup. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be distributed on the first day of class.

Administrative Withdrawal for Failure to Attend Class

Before the published drop date (last day to withdraw with a

“W”), a student may be dropped (withdrawn) administratively from any course for failure to attend class when the student has missed more than 20% of the total hours that the class meets. However, no student may be administratively withdrawn after the last day to withdraw with a “W” as published in the college calendar. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification, but must be clearly stated in the course syllabus. Administrative withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information. Students who are administratively withdrawn from a class will also be withdrawn from all co-requisite classes, if any. Instructors using the Administrative Withdrawal Policy shall include and clearly define the policy in the course syllabus.

Administrative Withdrawal Appeal

- Students who have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
- Faculty members will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.
- If a student is to be allowed to return to class, the faculty member must submit a request to the student records office for the student to be re-enrolled.
- If a student is not allowed to return to class, the student may file a written appeal to the appropriate department chair who will notify the student within five working days as to the outcome of the appeal.
- If the matter cannot be resolved at the department chair level, the student may make a written appeal to the appropriate instructional dean. The decision of the instructional dean will be communicated to the student within five working days from the date the written appeal is received.

Attendance policies for Hybrid and Online courses are the same as other courses. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Examinations and Grading

1. Examinations

Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate Dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not

permitted unless the student satisfies the faculty member and the Dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance.

2. Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 70-79	2 quality points per credit
D - 60-69	1 quality points per credit
F - 59 and below	0 quality points per credit

Grades in the Health Sciences Division (excluding physical education, CPR, emergency services dispatcher, and fire science) are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 75-79	2 quality points per credit
D - 60-74	1 quality points per credit
F - below 60	0 quality points per credit

In all college divisions, the following grade options apply.

W - Withdrawal	No credit; a grade of “W” is assigned to a student who officially withdraws from a class or from the College on or before the date specified in the college calendar. If the withdrawal is re- requested after the date specified in the calendar, the student must be passing at the time of withdrawal and receive permission of the appropriate dean of instruction in order to withdraw passing (W). Only under extenuating circumstances will a student be allowed to withdraw passing (W) after the published deadline. Students who withdraw from a course after the date specified in the college calendar and who are failing at the time of the withdrawal will receive the grade of “F.”
	No credit; used for verifiable unavoidable reasons. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/ faculty consultation.
I - Incomplete	Courses for which a grade of “I” (incomplete) has been awarded must be completed by the end of the subsequent term. Unless the deficiency is made up within the following term, the mark “I” automatically becomes “F.”
AU - Audit	No credit; a grade of “AU” is assigned for the completion of college credit courses audited by students. A student may change from credit to audit at any time prior to the last day of registration, but must meet all class requirements except tests in order to receive a grade of “AU.”

The College may use grades of “S” and “U” for institutional credit courses, Training for Business/ Industry courses, and internship experiences

(cooperative education, practicums, sponsored work experiences, and other sponsored but not directly supervised instruction).

3. **Grade Reports**

At the close of each term, an individual report showing the scholastic record of each student is accessible on-line at www.suscc.edu. These grades are a part of the student's permanent record and will be recorded on his/her official transcript. At the option of the instructor, midterm progress reports may be sent to students who are in danger of failing a course. Midterm alerts are posted on a student's campus email account via BISONmail.

4. **Grade Point Average (GPA)**

The student's academic standing or quality point average is obtained by dividing his/her total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as hours attempted each time a grade is awarded except in cases of academic bankruptcy and course forgiveness.

A student must earn a total grade point average of 2.0 in order to be eligible for graduation. Grades earned in courses carrying institutional credit are not computed for graduation GPA.

Any course for which the student has previously registered may be repeated. However, a course may be counted only once toward fulfillment of credit hours required for graduation.

Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an official or an unofficial transcript, the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. Southern Union State Community College transcripts include the student's complete record at Southern Union.

Transcript Requests

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.

- In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts

of a student's work except upon the student's written request, except in a case where educational or governmental offices have a lawful need for the information.

- Students may obtain an unofficial copy of their Southern Union transcript through the website at www.suscc.edu or in the Records Office.
- Requests for official transcript(s) can be submitted online at www.suscc.edu.
- Official transcript requests are processed as they are received.
- Written transcript requests should be sent to the following address:
Southern Union State Community College
Office of Admissions/ Registrar
P.O. Box 1000
Wadley, Alabama 36276
- Written requests forms can be located on Southern Union website. The Records office does not issue official transcripts from other institutions. The student must request any required transcripts where the course work was taken.

Academic Honors

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievements. These academic honors include the President's List and the Dean's List which are compiled at the end of each term. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the term GPA; however, developmental courses will not count toward the minimum course load requirement for eligibility for the President's or Dean's Lists.

President's List:

Requirements for the President's List are (1) a term grade point of 4.0 and (2) completion of a minimum term course load of 12 semester hours of college-level work.

Dean's List:

Requirements for Dean's List are (1) a term grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum term course load of 12 semester credit hours of college-level work.

Academic Appeal Procedure

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or

an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Appeal process, a student must file the Academic Appeal Form **within ten (10) days of the College's scheduled faculty duty days** after the student has received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's scheduled faculty duty days** after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

Appeal Procedure

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

1. Initiation of Appeal

To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

The completed form and evidence must be submitted in person or by email to the Assistant to the Dean of Academic, Health Sciences, or Technical Services, as

appropriate. The *ten (10) scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The dean's assistant will log the appeal into the database and give a copy of the student's form to the course instructor.

2. Instructor Response

The instructor will prepare a written response *within (10) scheduled faculty duty days* of the receipt of the grade appeal and submit the response to the appropriate Dean's secretary or assistant.

The Instructional Dean's Assistant/Secretary will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant/ Secretary to the Instructional Dean or the response will be sent to the SUSCC email address.

3. Department Chair/Program Director Response

If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant/ secretary *within (10) scheduled faculty duty days* of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

The dean's assistant/secretary will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the secretary/assistant *within (10) scheduled faculty duty days*.

The chairperson/director has the authority to call in the instructor, to ask for the assistance of another SUSCC instructor or seek the opinion of an expert in the subject area under review. The assistant/secretary will deliver the response from the department chair/program director to the student in the same manner indicated above.

4. Dean's/Academic Appeal Committee Decision

If the student still believes there is a problem, he/she

has (10) *scheduled faculty duty days* from notification of the chair/director's response to request in writing a review by the instructional dean.

The student has the choice for the appeal to be considered either by the instructional dean or by the Academic Appeal Committee. The preference of the student should be indicated on the Academic Appeal Form, Final Level. The Committee will have a representative from the instructional area but not the department or discipline in question, unless a subject matter expert is requested by the committee. If a choice is not indicated, the decision of whether to use a committee will be made by the instructional dean.

The dean's assistant/secretary will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Appeal Committee.

If chosen, the committee will review documents and make a recommendation to the dean. The dean's assistant/secretary will deliver the response from the dean/Appeal Committee to the student in the same manner indicated in step 2 listed above. The instructional dean/Appeal Committee's written decision can not be appealed under the Academic Appeal Policy.

**The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

Grade Appeal Decision: Subsequent Terms

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)>

I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully

responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

Once the student has exhausted all the SUSCC appeal processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours or coursework at the college since the most recent semester for which the academic bankruptcy is being requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
7. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Standards of Academic Progress

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

- Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional

credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

1. **Definition of Terms Related to Standards of Progress Policy**

Grade Point Average (GPA)

The grade point average based on all hours attempted during any one term at the institution based on a 4-point scale.

Cumulative Grade Point Average (CGPA)

The grade point average based on all hours attempted at the institution based on a 4-point scale.

Clear Academic Status

The status of a student whose cumulative grade point average (CGPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation

- a. The status of a student whose academic status the previous term was Clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or
- b. The status of a student who was on Academic Probation the previous term and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose GPA for the term was 2.0 or above; or
- c. The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon appeal).

Suspension

One Term Academic Suspension

The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

One Calendar Year Academic Suspension

The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

Appeal of Academic Suspension

The process by which a student suspended for one term or one year (whether a “native” student or a transfer student) may request readmission through the Academic Suspension Appeals Committee.

Students on suspension for one year may file an Academic Suspension Appeal with the Admissions Committee. The appeal should include an Academic Suspension Appeal Form (available online or in the Record’s office), a detailed summary of consideration, supporting documentation, and a current unofficial copy of the student’s college transcript.

2. Standards of Progress Policy

Required GPA levels for students according to number of hours attempted at the institution:

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

3. Intervention for Student Success

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

4. Application of Standards of Progress

- a. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student’s status is Clear.
- b. When a student’s cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.
- c. 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 term GPA is 2.0 or above, the student remains on Academic Probation. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the term GPA is below 2.0, the

student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.

- d. The student who is suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves one semester academic suspension re-enters the institution on Academic Probation.
- e. A student who is on Academic Probation after being suspended for one term (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose term GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted. A student who is on Academic Probation after being suspended for one term (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose term GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.
- f. Students who have been suspended for one year must serve at least one semester of the suspension before an appeal can be filed. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED—ONE YEAR/READMITTED UPON APPEAL.

Note: *Students wishing to return to Southern Union after being placed on one-year academic suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves the calendar year suspension re-enters the institution on*

Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

5. **Transfer Students**

- a. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
- b. A transfer student who is admitted on Academic Probation retains the status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the term in which the student 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 is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
- c. If, at the conclusion of the term in which the 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.
- d. Transfer students on suspension may file an Academic Suspension Appeal with the Dean of Students which should include an Academic Suspension Appeal Form (available online), a detailed summary of consideration, supporting documentation, and a current unofficial copy of the student's college transcript.

6. **Appeal Process for Readmission**

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Academic Suspension Appeals Committee with supporting documentation no later than one week prior to the first day of class. During the meeting of the Academic Suspension Appeals Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic Suspension Appeals Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency will be the standards by which such decisions are measured.

Non-Traditional College Credit

1. **College-Level Examination Program (CLEP)**

Students who obtain the credit-granting score required on the College Level Examination Program (CLEP) exams may earn credits and course exemptions up to 40% of the total required for program completion. CLEP measures prior knowledge in a wide variety of disciplines that have been acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP examinations are given at specific testing centers throughout the state. The College policy standards regarding CLEP may be obtained from an instructional dean or the registrar.

2. **Advanced Placement**

Credit by Advanced Placement (AP credit) may be obtained by high school students who present acceptable scores on the College Entrance Examination Board test. A score of 3 or higher on Advanced Placement subject examinations is accepted by all Alabama public community colleges for credit for a minimum of one course in the subject area corresponding to the test. A minimum score of 4 on the English Language/Composition Advanced Placement test is required to receive credit for English Composition I (ENG 101). Additional Advanced Placement credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

3. **Articulated Credit**

The purpose of Articulated Credit is to provide high school students who have successfully completed approved career technical courses at their high schools a continuing articulated program that builds on past learning experience and eliminates unnecessary duplication of instruction.

Articulation Criteria

- a. A current Statewide Career/Technical Education Course Articulation Agreement (the "articulation agreement") is in effect for the postsecondary course for which articulation credit is sought.
- b. The secondary course(s) applicable to the articulation agreement are certified under the Alabama State Department of Education Business and Industry Certification (BIC) standards.
- c. Teachers of the secondary courses for which articulation credit is sought must have been certified by the Alabama State Department of Education to teach those courses at the time the student passed the course(s).

- d. At the time the student passed the secondary course(s) for which articulation credit is sought, teachers of those courses must have met the instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulation credit is requested.
- e. The student must have earned a letter grade of "B" (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
- f. The student must be admitted to the college from which articulation credit is granted.
- g. A student may receive articulation credit only for courses creditable to his or her declared program of study.
- h. Articulation credit must be requested by the student no later than 16 months following high school graduation.
- i. Secondary coursework completed in grades 11 and 12 is eligible for articulation credit. Students may receive statewide articulation credit for coursework completed in the 10th grade where the student continues and completes coursework in the same program area through the 11th and 12th grades.
- j. Articulation credit is not available in postsecondary courses for which there is an age requirement that was not met by the student at the time the student passed the secondary course(s) for which articulation credit is sought.
- k. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
- l. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures. This form is available in the offices of the Dean of Technical Education and Workforce Development and the Dean of Academics.

4. Credit for Military Training and Educational Experiences

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education (ACE). Credit may be awarded if Southern Union offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Southern Union. Students must submit an official military transcript to the College Records office for evaluation. Military transcripts can be obtained through the Joint

Services Transcript website at www.jst.doded.mil. Once military transcripts are received the student should contact an academic adviser for a full evaluation of prior credit.

5. Nursing and Emergency Medical Services Non-Traditional Credit Option

Students transferring in to the ADN Program who have completed the LPN Program and are currently licensed in Alabama will be awarded 15 non-traditional hours after successful completion of the NUR 209 Concepts for Healthcare Transition Students. Students transferring into the ADN program who have completed the Paramedic program and are currently licensed as a paramedic can be awarded 15 non-traditional hours at the completion of the NUR 209 Concepts for Healthcare Transition Students. Students transferring in to the EMS Program from a non-accredited EMT Program will be awarded 10 hours of non-traditional credit upon completion of EMS 108 Directed Studies course (if they are entering the Advanced Medical Emergency Technician level), or EMS 156 Advanced Medical Technician Clinical (if they are entering the Paramedic level)

6. Air Force Reserve Officer Training Corps (AFROTC) Course

Air Force ROTC is an educational program designed to prepare young men and women for becoming Air Force officers while completing a four-year degree. Through an agreement with Auburn University, Southern Union students may take basic AFROTC classes for credit at the University. However, to earn a commission, the student must transfer to Auburn to complete a four-year degree and advanced AFROTC classes. A student must contact the AFROTC office at Auburn University prior to enrollment.

7. Credit Awarded Through Non-Traditional Means

Southern Union recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to credit awarded for prior learning, military training credit, and local and state-wide articulation agreements. Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education. Credit awarded through nontraditional means may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PREP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through

other statewide programs identified by the Alabama Community College System.

Process Overview

- a. The student must be admitted to the institution and meet all requirements for the program in which credit for prior learning is being sought.
- b. The student must make application to the institution for prior learning through the PLA contact for the program in which the credit is being sought.
- c. The PLA contact will guide the student through the process and will be the point of contact for all questions concerning PLA.
- d. A portfolio evaluation will be required for prior learning assessment.
The student must compile a portfolio that includes a detailed summary of individual experiences applicable to college-level learning. The portfolio should include a description of experiences, and the skills learned from these experiences. The portfolio must contain a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer statements).
- e. A program area instructor will evaluate the portfolio for student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.
- f. Upon completion of portfolio evaluations, the candidate will be informed of recommendations for award of credit or coursework needed. A \$25.00 portfolio assessment fee is required for each portfolio evaluation.
- g. All documentation of the PLA process, including evaluation results, will be maintained in the student's file by the Records Office.

Continuing Education Courses

Southern Union awards CEU credit for appropriate continuing education courses. One CEU, as defined by the Southern Association of Colleges and Schools, is 10 hours of participation in an organized continuing education experience under capable and qualified instructors. The selection of continuing education courses is based on interests and needs of the area served by the College. Such courses will vary from term to term as demand dictates.

Records of all CEU's awarded to an individual are kept by the College. All records are considered confidential and are

kept in a secure area. This information is readily available to an individual or to legally constituted authority. Acknowledgment of these records will be made upon written request by the individual seeking to have his/ her records released. Upon the receipt of a written request the Student Records Office will issue an official statement providing the specifics of the CEU's that were awarded. Information released will include:

- Name and address of the college.
- Name and Social Security Number (or other numerical identification) of the individual participant.
- Title of all programs or activities completed.

Instructional Divisions

Programs of Study

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Southern Union State Community College is authorized to award the Associate in Science (AS) degree, the Associate in Applied Science (AAS) degree, the Associate in Occupational Technologies (AOT) degree as well as certificates in specified occupational areas.

Students desiring to earn an Associate in Science degree and then continue their education at a senior institution should schedule an appointment with an academic advisor. The academic advisor can provide information to the student concerning the college and program in which they wish to transfer. Southern Union State Community College provides transfer guides and agreements for state colleges and universities through the STARS system.

Students must accept the final responsibility of becoming familiar with the requirements of the senior college to which they may transfer. The student is advised that in many cases changing from one major to another, at the same transfer school, may result in the student having to take additional courses. Because requirements frequently change between printings of catalogs, students should consult program advisors at their transfer schools.

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

immediate employment after successful completion of a two-year program. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from one to four semesters.

Every effort is made to ensure that courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses. Course and program availability is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program.

General Education Core Competencies

The following competencies are the expected outcomes for graduates of degree programs at Southern Union State Community College.

COMMUNICATION: Degree graduates will demonstrate the ability to effectively communicate in academic, work, community, and social settings.

CRITICAL THINKING: Degree graduates will demonstrate the ability to evaluate information, apply reasoning to make a decision, and employ an action.

Statewide Transfer and Articulation Reporting System (STARS)

STARS helps Southern Union students make the transition to any public four-year college or university in Alabama while retaining all course credits. This web-accessible database system provides guidance and direction to streamline the transfer process. A Transfer Guide/Agreement outlines the first two years of coursework relative to the major of choice. If the STARS Guide is followed and the student retains a copy of the official STARS Agreement, the guide will be honored by all Alabama public institutions of higher education that offer a program in the specified discipline for four years from the

date of printing by the student, as recorded on the guide. For more information, consult your academic advisor or visit the STARS website at www.stars.troy.edu.

To ensure proper interpretation of the STARS Guides/Agreements, students who have completed postsecondary course work at other institutions should request an evaluation of their courses by their intended transfer college before registering for classes at Southern Union. While Southern Union makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements. In addition to following the transfer guide, students are advised to personally contact their transfer school to verify specific admissions and course requirements for their major.

Southern Union provides academic advisors on all campuses to assist students in planning transfer programs. Students should consult with *academic advisors before registering each term*.

Academic Division

Dr. Linda North, Dean of Academics

The Academic Division at Southern Union State Community College offers the Associate in Science (AS) and Associate in Applied Science (AAS) degrees. Students may also earn certificates in some curriculum areas. Academic Division departments include Business, Child Development, Fine Arts, Language Arts, Mathematics, Science, and Social Science. The Learning Resource Centers and Adult Education are also part of the Academic Division.

Since the College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the College's academic courses, dependent upon an individual's program of study, are transferable to other colleges and universities. All academic courses are taught by fully qualified instructors with a low student to teacher ratio.

Program Awards

1. Associate in Science (AS)

The Associate in Science degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or a specialized professional field.

2. Associate in Applied Science (AAS)

The Associate in Applied Science degree is an undergraduate award signifying successful

completion of a prescribed course of study (60 to 76 semester credit hours) designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. Associate in Applied Science degrees are offered in the following programs:

Business Management and Entrepreneurship
 Business Management and Entrepreneurship - Accounting
 Child Development
 Information Systems
 Office Management and Support Technology
 Office Management and Support Technology - Medical Office Specialist

3. **Certificate (CER)**

The Certificate prepares students for employment in specific occupational fields. A student who completes the requirements of a prescribed course of study (30 to 60 semester credit hours) as outlined in the Catalog is awarded a Certificate. Certificates are offered in the following programs:

Business Management and Entrepreneurship
 Business Management and Entrepreneurship - Accounting
 Child Development
 Information Systems
 Office Management and Support Technology
 Office Management and Support Technology - Medical Office Specialist

4. **CTE Short-Term Certificate (STC)**

The CTE Short-Term Certificate is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business or industry. CTE Short-Term Certificates are not designed for transfer to a senior institution. CTE Short-Term Certificates are offered in the following programs:

Business Foundations
 Business Management and Entrepreneurship
 Business Management and Entrepreneurship - Accounting
 Child Development
 Child Development Associate
 Criminal Justice
 Information Systems
 Information Systems - App Development with Swift
 Information Systems - Computer Network Support
 Information Systems - Hardware and Software Support

Office Management and Support Technology
 Office Management and Support Technology - Medical Office Specialist

5. **General Education Short-Term Certificate**

The General Education Short-Term Certificate is an undergraduate award signifying completion of a prescribed course of study (28-29 semester credit hours) designed to assist students in developing an academic foundation to earn credit toward the Associate in Science degree.

Distance Education

The Distance Education program at Southern Union offers students the opportunity to choose quality, affordable courses that conveniently fit their lifestyle. Courses offered by distance education are the same quality as those taught traditionally in a classroom setting. Tuition and fees are equivalent to those for traditional courses, except for the addition of remote final exam proctoring fee required in all online, virtual, and some hybrid/blended courses. Students may enroll in distance education courses in the same manner they enroll in other classes. Distance Education classes follow the same semester timelines as other courses.

Three primary forms of distance education courses are available at Southern Union: hybrid/ blended, online, and virtual.

- **Hybrid/Blended:** A hybrid course is a combination of online and classroom-based courses with a majority of the course content delivered electronically. Testing may be required on campus or proctored remotely using a variety of digital means, which may include using a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.
- **Online:** The entirety of the course content is delivered electronically through the college's learning management system (LMS). There are no required on-campus meetings. Tests are proctored remotely using a variety of digital means, which may include a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.
- **Virtual:** The virtual classroom uses a shared online space where students and instructors interact in real-time (synchronously). Online content delivery with regularly scheduled class meetings through online conferencing software such as Zoom, Canvas Conferences, or Google Meet is required. Attendance at meetings is not optional. Tests are proctored

remotely using a variety of digital means, which may include using a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.

Students enrolled in distance education courses should have access to a reliable off-campus computer running an updated operating system and capable of downloading any software applications necessary for completing their course. Computers must be equipped with a working webcam and microphone, and connected with high-speed internet service. A list of required technology and technical skills for distance education students is located under the Distance Education webpage at www.suscc.edu. The use of mobile devices for completing course requirements is not recommended. At times it may not be possible to use a mobile device for certain requirements (see the list of minimum technology required for online learning on the Distance Education webpage at www.suscc.edu.)

Distance education courses are not self-paced, and assignment deadlines are scheduled throughout the semester. Completing courses by distance education requires computer literacy and reading comprehension (see the list of minimum technical skills required on the Distance Education webpage at www.suscc.edu).

Canvas Learning Management System and Other Course Technologies

The Canvas Learning Management System is utilized for all Southern Union courses. Canvas is used entirely in the delivery of many distance education courses. In a traditional classroom, Canvas does not replace regularly scheduled class meetings; instead, it is used as a supplement to the class. Students in any Southern Union course may be required to use Canvas and other forms of technology to complete course requirements.

Every Southern Union campus has an open computer lab in the Learning Resource Center (library) with Internet access for students' use during operating hours. The College provides high-speed Wi-Fi service on each campus for students to connect their personal computers while completing coursework. Laptops are available for loan on an individual basis. If you are interested in applying for a laptop loan, complete the Student Technology Request form available on Southern Union's website.

Students may access the Canvas LMS through a link at www.suscc.edu and use their SUSCC student email address and password to log in to Canvas. For more detailed login information, click on the Online Services link on the SU webpage. After registration, a link for each course in which

the student is registered will appear in Canvas by the published first day of class for the semester. Students are responsible for accessing Canvas courses on the published first day of class.

Security in Online Courses

Upon enrollment in any college course at Southern Union, a user account is created in the Canvas LMS for students to use to complete course requirements. Each student is issued a unique student number and email address to use in accessing student accounts. It is the student's responsibility to keep this information secure and avoid sharing login information with anyone. Students are advised to change the default password for additional security.

For more information about security in Distance Education, please refer to www.suscc.edu and click on Programs of Study/Distance Education, or contact the Distance Education office at (334) 745-6437, extension 5516 or 5378.

Students Residing Outside of Alabama

Many states have regulations that require Southern Union to seek authorization to offer distance education courses to students who reside in those states. To assure that Southern Union meets these regulations, the college is a member of NC-SARA (www.nc-sara.org). At this time, all of the United States, except California and some territories, have entered into a reciprocity agreement through NC-SARA. Students residing in a location that is not an NC-SARA member should contact the Distance Education department before enrolling in online classes.

Professional Licensure Notice

Students who reside outside of Alabama and are seeking professional licensure (for example: nursing, teaching, cosmetology, radiologic technology, etc.) in a different state should be aware that Southern Union cannot confirm whether a course or program of study meets requirements for professional licensure in that state. Therefore, the student should contact the appropriate state licensing board to determine whether Southern Union's course and/or program meets requirements for licensure in that state.

Video Conference Courses

Video conference courses use remote conferencing technology that allows students to enroll in a course hosted on another campus. Interactive video conference courses are conducted like traditional courses with

regularly scheduled class meetings. The video conference system enables users at multiple locations to interact as if the instructor and all classmates are in the same room.

Adult Education Program

The Adult Education (AE) Department and the General Education Development (GED) Testing Division assist Alabamians in achieving the basic skills and credentials they need to be productive workers, family members, and citizens. The Adult Education Department provides GED test preparation, English-language learner classes (ELL) for students not proficient in the English language, and workforce training. The GED Testing Division supervises all official GED testing, issues diplomas and transcripts, and serves as a liaison between the Adult Education Department and the GED Testing Service.

The Adult Education Program at Southern Union State Community College is designed to provide assistance to adults who are seeking to achieve one or more of the following goals

- Earn a GED or high school diploma (high school diploma option for qualifying students only)
- Improve academic skills
- Improve English Language (EL) skills
- Earn the Career Readiness Certificate through WorkKeys testing
- Participate in Career Pathways to earn certificates or gain technical skills
- Earn a high school diploma through the Non-Traditional High School Diploma Option program

Adult Education classes are open entry and open exit. Students work at their own pace rather than in accordance with a set term limit. Instructors provide each learner with an individualized plan of instruction. This plan is based on the Test of Adult Basic Education (TABE) which each person is required to complete before entering classes. Classes are open to adults age 18 or above, as well as 16 or 17-year old individuals who have the proper documentation of withdrawal from public, private, church, or home schools.

Classes are available both mornings and evenings and are located on all Southern Union campuses as well as other locations in Chambers, Clay, Lee and Randolph counties. Online classes are also available for those who score ninth-grade level or above on the TABE. For more information about Adult Education schedules, locations, and registration, please call 334-749-8480.

Administration, Faculty, and Support Personnel

Organization and Administration

Southern Union State Community College is under the supervision and direction of the elected Board of Trustees through the Chancellor of the Alabama Community College System.

ACCS Board of Trustees

Governor Kay Ivey, President

Mr. Jimmy Baker, Chancellor

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Congressional District 3
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Mr. Matthew Woods
Congressional District 4
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Congressional District 5
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Mr. Milton Davis, Chairman
Congressional District 6
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Mr. Llevelyn Rhone
Congressional District 7
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Greensboro, AL 36744
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Dr. Yvette Richardson
Ex Officio
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Montgomery, AL 36104
(205) 527-7186

Mr. Blake McAnally
Vice-Chairman
P.O. Box 2419
Decatur, AL 35602
(256) 566-4009

Information on the Alabama Community College System
Board of Trustees can be found online at [www.accs.edu/
about-accs/board-of-trustees](http://www.accs.edu/about-accs/board-of-trustees).

College Leadership

Todd Shackett - 2018
President
B.S., GMI Engineering & Management Institute
M.S., Mechanical Engineering, Rensselaer Polytechnic
Institute
M.S., Operations Management, Rensselaer Polytechnic
Institute
Certificate, Executive Management, Stanford University

Jordan, Ben - 1993
Vice President of Financial and Administrative Services
A.S., Southern Union State Junior College
B.S., The University of Alabama
M.B.A., Auburn University
C.P.A., State of Alabama

Baldwin, Darin - 2011
Dean of Technical Education and Workforce Development
B.S., M.S., Ed.S., Ph.D., Auburn University

Branch, Gary, Jr. - 1994
Dean of Student Affairs
B.A., The University of Alabama at Birmingham
M.A., University of North Alabama

Brown, Shondae - 2005
Director of Public Relations
A.S., Southern Union State Community College
B.A., The University of Alabama
M.P.A., University of West Georgia

Davis, Rhonda - 1997
Dean of Health Sciences
A.D.N., Southern Union State Junior College
B.S.N., Auburn University
M.S.N., Troy State University
Additional Graduate Studies, The University of Alabama

Holmes, Jimmy - 2010
Director of Public Safety/Chief of Campus Police
A.S., Southern Union State Community College
B.S., Columbia Southern University
Alabama Peace Officers Basic Training, Jacksonville State
University Florida Peace Officers Equivalency, Daytona
Beach Community College

Hughley, Sandra - 2009
Executive Director of Human Resources/
A.A.S., Central Alabama Community College Senior
Personnel Officer
B.B.A., Faulkner University

North, Linda - 2004
Dean of Academics
B.S.N., Troy State University
M.S.N., The University of Alabama at Birmingham
Ed.S., Troy State University at Montgomery
Ph.D., The University of Alabama

Associate Deans

Brown, Robin Brooks - 1994
Associate Dean of Institutional Effectiveness
A.S., Southern Union State Junior College
B.S., M.Ed., Auburn University

Griffin, Derika - 2007
Associate Dean of Students
B.A., Spelman College
M.P.A., Troy University

Pigg, Edward K. - 2000
Associate Dean of Institutional Research
B.S., Auburn University and Academic Advancement
M.S., Troy State University - Phenix City

Spratlin, Steve - 1991
Associate Dean of Instruction
B.S., The University of Alabama
M.B.A., LaGrange College
Additional Graduate Study, The University of Alabama

Faculty

Adkins, Vickie - 2002

Department Chairperson, Mathematics
B.S., The University of Alabama
M.Ed., Auburn University

Aglan, Mary - 2020

Science
B.S., Michigan Technological University
M.S., Case Western Reserve University
M.Ed., Auburn University

Aldridge, Todd - 2016

Language Arts
B.A., Central Michigan University
M.A., Ph.D., Auburn University

Allen, Ezell - 2019

Mathematics
B.S., Alcorn State University
M.S., Tennessee State University
Ph.D., University of Memphis

Armbruster, Heather A. - 2018

Science
B.S., Sweet Briar College
M.S., Auburn University

Arrington, Hannah - 2020

Mathematics
B.S., The University of Alabama
M.Ed., The University of West Alabama

Baker, Christopher - 2020

Advanced Manufacturing
A.S., Central Alabama Community College

Barks, Beth - 1985

Business
B.I.E., M.I.E., Auburn University

Bearden, Jeremy - 2018

Language Arts
B.A., M.A., The University of Alabama at Birmingham

Branch, Joy - 2003

Social Science
B.S., University of North Alabama
M.Ed., Auburn University at Montgomery
M.S., Auburn University

Bonner, Jackson - 2019

Social Science
B.A., Auburn University
M.A., University of West Alabama

Boyd, Valarie - 2013

Mathematics
A.S., Southern Union State Community College
B.S., M.S. Ed., Jacksonville State University

Brown, Mary John - 2005

Nursing
B.S.N., Auburn University
M.S.N., Troy University

Buckalew, Doss L. - 2005

Department Chairperson, Business
B.S., M.S.E., Auburn University
Additional Graduate Study, University of North Alabama

Burdette, M. David - 2001

Air Conditioning and Refrigeration
Diploma, Opelika State Technical College
A.S., Southern Union State Community College
B.S., Athens State University

Burney, Curtis - 2019

Science
B.S., United States Air Force Academy
M.S., Cornell University
Ph.D., Louisiana State University

Burton, Brooke - 2020

Nursing
M.S., Auburn University

Caldwell, Anthony - 2019

Emergency Medical Services
B.S., M.S., Jacksonville State University

Caldwell, Melanie B. - 2018

Program Director, Medical Assistant Technology
A.D.N., Southern Union State Community College
B.S.N., M.S.N., Jacksonville State University

Calhoun, Cindy - 2011

Program Director, Child Development
B.S., M.Ed., Auburn University

Camp, Lisa - 2019

Mathematics
B.S., Auburn University
M.S., Columbus State University

Carlisle, John - 2016

Librarian/Cataloger
B.A., Auburn University at Montgomery
M.A., The University of Alabama

Catchings, Brent - 2000

Department Chairperson, Social Science
A.S., Southern Union State Community College

B.S., M.Ed., Auburn University
 M.B.A., Auburn University at Montgomery
 Additional Graduate Studies, Auburn University, AUM, & Florida State University

Caypless, Tonya - 2007
 Nursing
 A.D.N., Southern Union State Community College
 B.S.N., M.S.N., Jacksonville State University

Clifton, William - 2015
 Technical Education Department Chair/
 B.S, M.S., Troy University Plastics Engineering Technology

Cook, Debra - 1999
 Mathematics
 B.S., Jacksonville State University
 M.S., Troy State University

Crosby, James Derrick - 2013
 Welding Technology
 Diploma/Certification, Columbus Technical College
 NTI Certification, Georgia State University
 CWI/CWE Certificates, American Welding Association

Darden, Chandra - 2020
 Nursing
 B.S., Auburn University
 B.S., M.B.A., Auburn University at Montgomery
 M.S.N., University of North Alabama
 D.N.P., Auburn University at Montgomery

Downs, Christopher - 2017. Emergency Medical Services
 A.S., A.A.S., Southern Union State Community College
 B.S., Auburn University

Duck, Barry - 2015
 Industrial/Electricity Electronics
 A.S., Central Alabama Community College
 B.S., Faulkner University
 State Electrical Contractor No. 1175

Duncan, Jessica - 2015
 Emergency Medical Services
 A.A.S., Trenholm State Technical College
 B.S., Troy University

Earley-Andrews, Darlene - 1988
 Social Science
 B.S., M.S.C., Auburn University
 Additional Graduate Study, Troy State University

Farrow, Tera - 2007
 Adult Ed. Instructor
 M.Ed., Auburn University at Montgomery

Fincher, Sonja M. - 1997 .Dance
 B.A., The University of Alabama
 M.A., Jacksonville State University

Foster, Clint - 2017
 Science
 B.S., M.S., Troy University
 Ph.D., Auburn University

Gudauskas, Carol - 2010
 Mathematics
 B.S., M.Ed., Auburn University

Glidewell, Horace (Buddy) - 2011
 Radiologic Technology
 B.S., Midwestern State University

Hayes, Joseph - 2002
 Science
 B.S., M.Ed., Auburn University

Hayes, Malorie - 2020
 Science
 B.S., M.S., Southeastern Louisiana University
 Ph.D., Auburn University

Herndon, Mary Catherine - 2006
 Program Director, Radiologic Technology
 A.A.S., Southern Union State Community College
 B.S., Florida Hospital College
 M.A., The University of Alabama

Hickman, Kristi - 2006
 Language Arts
 B.A., Auburn University
 M.S., Auburn University at Montgomery

Hickman, Sam - 2020
 Language Arts
 B.A., M.A., Auburn University

Horn, Pam - 2015
 Language Arts
 B.A., M.A., The University of Alabama at Birmingham
 Ph.D., Auburn University

Howell, Sarah - 2014
 Nursing
 A.S., Central Alabama Community College
 A.D.N., Southern Union State Community College
 B.A., Auburn University
 B.S.N., M.S.N., Jacksonville State University
 D.N.P., Educational Leadership, American Sentinel University

Huff, Stephanie - 2003
 Nursing

Diploma, Opelika State Technical College
A.D.N., Southern Union State Community College B.S.N.,
Auburn University
M.S.N./F.N.P., Troy State University
D.N.P., University of Kentucky

Hughes, Anne - 2020
Clinical Education Coordinator
A.S., Darton State College
B.S., Columbus State College

Huval, Justin - 2021
Mathematics
B.S., Troy University
M.S., Auburn University

Jackson, Jeffery -2021
Language Arts
B.A., Clark Atlanta University
M.S., Graduate Certificate, Auburn University
Graduate Certificate, Southern Polytechnic State University

James, Frederick - 2011
Science
B.S., Paine College
Ph.D., Meharry Medical College

Johnson, Ben - 2020
Business
B.S.B.A, Auburn University
M.B.A., Jacksonville State University

Johnson, Heather - 2021
Language Arts
B.A., Wheaton College
M.A., The University of Alabama

Johnson, Mary - 2021
Mathematics
B.S., B.S., Auburn University
M.Ed., North Carolina State University

Jones, Brandi - 2020
Nursing
A.S., A.D.N., Southern Union State Community College
B.S.N., Auburn University at Montgomery
M.S.N., Auburn University

Jones, Kim - 2013
Language Arts
B.S., M.Ed., Auburn University
Ed.S., Columbus State University
Ph.D., Auburn University

Kiser, Mike - 2008
Truck Driving
B.S., Auburn University

Koerper, Gregory - 2002
Science
B.S., Jacksonville State University
M.S., University of South Alabama

Laseter, Emily - 2014
Language Arts
B.A., Auburn University
M.L.A., Auburn University at Montgomery

Leatherman, Jeffrey - 2018
Program Director, Physical Therapist Assistant
D.P.T., The University of Montana

Lester, Timothy - 2015
Program Director, Surgical Technology
A.S., B.S., Columbus Technical College
M.S., New England College of Business

Manos, Steve - 2009
Engineering Graphics and Design
B.S., Auburn University

Martin, Janice - 2009
Nursing
B.S.N., Auburn University
M.S.N./F.N.P., The University of Alabama at Birmingham

McClendon, Martha (Betty) - 2015
Language Arts
B.S., M.S., Auburn University

McCoy, Brandi - 2010
Nursing
A.D.N., Southern Union State Community College
B.S.N., Jacksonville State University
M.S.N., Auburn University

McCormick, Alvin - 2012
Manufacturing Technology
B.S., Athens State University

McDonald, M. Greg - 2014
Automotive Services Technology
A.S., Broward Community College

Murray, Teheitha - 2014
Business
A.S., Gadsden State Community College
B.S., M.B.A., Jacksonville State University

Owen, Stephen - 2003
 Department Chairperson, Science
 B.S., University of South Alabama
 M.Ed., Auburn University

Packer, William - 2018. Industrial Maintenance
 A.A.S., Gadsden State Community College
 B.M.E., Auburn University

Perry, Paige Feibelman - 2010
 Mathematics
 A.S., Lurleen B. Wallace Community College
 B.S. Ed., Auburn University
 M.S. Ed., Troy University

Pike, Richard - 2016
 Emergency Medical Services
 A.A.S., Southern Union State Community College
 B.S., Troy University
 M.S., Jacksonville State University

Powell, Amanda - 2020
 Language Arts
 B.A., Tuskegee University
 M.A., Auburn University

Ray, Nickolas - 2012
 Emergency Medical Services
 A.A.S., A.D.N., Southern Union State Community College
 B.S., University of South Alabama

Rayfield, William W., III - 2014
 Music
 A.S., Southern Union State Community College
 B.M.E., Birmingham Southern College
 M.M., Columbus State University
 Ed.D., University of Memphis

Reed, Anna - 2014
 Language Arts
 B.A., Auburn University
 B.A., M.A., The University of Alabama at Birmingham

Reed, Christopher - 2006
 Nursing
 A.D.N., Southern Union State Community College
 B.S.N., The University of Alabama at Birmingham
 M.S.N., Troy University

Reynolds, Mindy G. - 2000
 Social Science
 B.S., Auburn University
 M.Ed., Auburn University at Montgomery

Rhodes, Christopher - 2020
 Health and Wellness
 B.S., M.Ed., Auburn University

Rogers, Amy - 2012
 Health and Wellness Coordinator
 B.S., M.Ed., Ed.D., Columbus State University

Sadler, Gail - 1985
 Cosmetology
 A.A.S., Southern Union State Junior College
 B.S., Athens State College
 M.S., Troy State University

Sanders, Ronald A. - 1992
 Science
 B.S., Samford University
 M.S., The University of Alabama in Huntsville

Shiver, Lisa - 2003
 Department Chairperson, Nursing
 A.D.N., Northeast State Community College
 B.S.N., Auburn University
 M.S.N., The University of Alabama at Birmingham
 D.N.P., The University of Alabama

Simpson, Steven A. - 2005
 Program Director, Emergency Medical Services
 A.A.S., Wallace Community College, Dothan
 B.B.A., Troy University, Dothan

Stokes, Stacie - 2018
 Nursing
 B.S.N., M.S.N., Auburn University

Thomas, Aletia - 2003
 Social Science
 B.S., Auburn University at Montgomery
 M.Ed., Alabama State University
 Ph.D., The University of Alabama

Turner, Lisa - 2016
 Business
 B.S., Auburn University
 M.S., Troy University

Van Horn, Cayce - 2016
 Language Arts
 B.A., Columbus State University
 M.A., Auburn University
 M.S., Florida State University

Vernon, Phillip - 2007
 Science
 B.S., Auburn University
 M.S., Auburn University at Montgomery

Ed.S., Troy State University
Additional Graduate Study, The University of Alabama at
Birmingham

Wagner, Erik - 2010
Truck Driving Wheelers,

Melissa - 2019
Nursing
B.S.N., Auburn University
M.S.N., Troy University

Wiley, Phillip - 2010
Social Science
B.A., M.S., Auburn University

Williams, Michael L. Jr. - 2009
Fine Arts
B.G.S., University of Louisiana at Lafayette
M.A., Louisiana Tech University

Wimbish, Michelle - 2006
Director of Learning Resource Center
B.S., Tuskegee University
M.S., Clark Atlanta University S.L.I.S., University of South
Carolina
M.S., Troy University

Wright, Marquita - 2010
Cosmetology
A.O.T., Southern Union State Community College

Yarbrough, Mandy - 2018
Mathematics
B.S., Auburn University
M.S., Troy University

Yates, Kendall - 2019
Therapeutic Massage
Certificate, A.S., Southern Union State Community College
B.A., Auburn University
M.S., Troy University

Administrative and Support Personnel

Abernathy, John - 2003
Maintenance, HVAC Technician
Short Certificate - Air Conditioning and Refrigeration,
Southern Union State Community College

Allen-Cumbie, Shannon - 2021
Food Services

Worker Bartlett, Jason - 2019
Food Services Manager
A.A.T., Trenholm State Technical College

Battle, Earnestine - 2018
Maintenance Battle,

Ebony - 2020
Assistant Women's Basketball Coach

Belcher, Amanda - 2020
Residential Hall Associate
Certificate, Southern Union State Community College

Bennett, Brandon - 2014
Maintenance
A.S., Southern Union State Community College

Bennett, Nichole - 2016
Records Clerk
A.S., Southern Union State Community College

Benz, Larissa - 2019
Adult Education ELL Instructor/Coordinator
M.A., Tawria University of Management and Commerce

Birchfield, Cynthia - 1992
Receptionist

Blakey, Christopher - 2020
Assistant Baseball Coach/Maintenance
A.S., Wallace State Community College
B.S., University of North Alabama

Bradley, Dave - 2013
Maintenance

Bramlett, Nancy - 1992
Director of Distance Education
A.S., Southern Union State Community College
B.S., M.B.A., Troy State University

Brazell, Jamie - 2017
Testing Center Associate
B.A., Huntingdon College

Brooks, Chiquita - 2016
Advisor/Recruiter
A.S., Southern Union State Community College
B.S., Alabama State University

Burroughs, Randy - 2013
Assistant Chief, Campus Police
Alabama Peace Officers Basic Training, Jacksonville State
University
Firearms Instructor, FBI

Caldwell, Deana - 2017
Accounting Clerk/Cashier
B.S., Auburn University

Caldwell, Shawn - 2016
Records Clerk
A.S., Chattahoochee Valley Community College
B.B.A., Faulkner University

Calloway, Justin - 2019
Maintenance

Camp, Abra - 2019
Multimedia Specialist
A.S., Southern Union State Community College
B.A., LaGrange College

Carr, Breanna - 2021
Health Sciences Clerk
A.A.S., Southern Union State Community College

Carter, Ruby - 1981
Receptionist
A.A.S., Southern Union State Junior College

Character, Tiffanie - 2021
Assistant Registrar
B.S., Jacksonville State University

Clanton, Melinda - 2013
Assistant to the Dean of Health Sciences
A.S., Pearl River Community College
B.S., Huntingdon College
M.S., Faulkner University

Cope, Madisen - 2017
Advisor/Recruiter
B.A., Auburn University
M.Ed., Mercer University

Crapps, Kristi - 2019
Financial Aid Specialist
A.S., Central Alabama Community College
B.S.B.A., Auburn University
M.S., Capella University

Crenshaw, Will - 2014
Network/Computer Technician
B.S.B.A., Auburn University

Crowe, Cathy - 1996
Learning Resource Center Technician

Cupp, Christine - 2016
Assistant Accountant/Accounts Receivable
B.B.A., Columbus State University
M.B.A., Troy University

Daniel, Whitney - 2020
Residential Hall Associate
B.S., Auburn University

Davis, Brad - 2007
Assistant Director of Management Information Systems
A.S., Central Alabama Community College
B.S.B.A., Auburn University at Montgomery

Delashaw, Bobby - 2017
Maintenance

Dutton, Travis - 2016
Campus Police Officer
Alabama Peace Officers Standards and Training

Etris, Michelle - 2019
Assistant to the Dean of Technical Education
A.A., Wallace Community College and Workforce Development
B.S., Auburn University

Everett, Aaron - 2019
Head Baseball Coach
B.S., University of Tennessee at Martin

Everett, Joanna - 2020
Cheer Coach
B.S., M.S., University of Tennessee Knoxville

Fields, Rhonda - 2016
Adult Education Secretary
B.S., Auburn University

Franklin, Christopher - 2021
Director of Enrollment Management & Recruiting
B.A., M.A., Ed.D., The University of Alabama

Frith, Eddie - 2010
Maintenance/HVAC Technician
Occ. Cert., Southern Union State Community College
B.A., American Public University System

Gamill, Annie - 2016
Adult Ed. Student Case Manager
B.S., Mississippi Valley State University
M.S., Tuskegee University

Garner, Michael - 2017
Assistant Women's Softball Coach

Gray, Kenneth - 2019
Advisor/Recruiter
B.B.A., M.S., Columbus State University

Grubbs, Vertrina - 2013
Coordinator of Student Life
B.S., Auburn University
M.S., Troy University

Halsey, Joseph - 2014
Records Clerk
A.S., Southern Union State Community College
B.A., M.P.A., M.A., Jacksonville State University

Head, Cedric - 2017
Food Services Worker

Herring, LeMont - 2010
Women's Head Basketball Coach
A.S., Southern Union State Community College

Herring, Stanley - 2011
Maintenance

Hodnett, Joseph - 2013
Maintenance Manager
Certificate, Southern Union State Community College

Holley, Patricia - 1997
Learning Resource Center Technician

Holmes, Kim - 2005
Assistant Accountant
A.A., Southern Union State Community College
B.S., Auburn University

Howell, Carol - 1999
Academic Advisor/Recruiter
A.S., Central Alabama Community College
B.S., Auburn University

Huguley, Amy Anita - 2004
Coordinator of Financial Aid
A.A.S., Southern Union State Community College
B.S., M.B.A., Troy University

Hutchinson, David - 2016
Network/Computer Technician
B.S., Auburn University

Jackson, Ametrice - 2010
Head Volleyball Coach

Johnson, Sandra - 1999
Lab Manager
Certificate, Southern Union State Community College

Jones, Angela - 2016
Human Resources Clerk
A.A.S., Central Alabama Community College
B.S., M.S.M., Faulkner University

Jones, Johnnie - 2001
Maintenance

Jones, Larry - 1999
Maintenance

Jones, Norma J. - 1996
Receptionist
Diploma, Opelika State Technical College

Kilgore, Chase P. - 1989
Assistant Accountant
A.S., Southern Union State Junior College

Kirby, Marty - 2002
Director of Accounting
B.S., Jacksonville State University
C.P.A. State of Alabama
M.B.A., Troy State University

Knight, Patsy - 2015
Food Services Worker

Lacy, Maria - 1999
Maintenance

Laye, Tyler - 2017
Director of Academic Programs
B.S., Auburn University
M.B.A., Auburn University at Montgomery

Leikvold, Gregory - 2019
Director of Workforce Development
B.S., United States Military Academy

Lewis, Caitlyn - 2021
Director of Food Services
A.S., Jefferson State Community College

Lockwood, Alecia - 1994
Assistant to the Dean
A.A.S., Southern Union State Junior College of Student Affairs

Lockwood, Shawn - 1997
MIS Technician
A.S., Southern Union State Community College
B.S., B.A., Auburn University at Montgomery

Long, Palmer - 2020
Maintenance
Short Certificate - Welding, Southern Union State Community College

Lovelace, Amber - 2011
Registrar
A.A.S., Southern Union State Community College
B.B.A., M.B.A., Faulkner University

Lynch, Nicole - 2020
Assistant to the Dean of Academics
B.A., Point University
M.Ed., Auburn University

Marbury, Lubecca - 2012
Human Resources Assistant
B.B.A., M.S.M., Faulkner University

Mathews, Cydney - 2008
Coordinator of Student Success/Retention
B.A., Alabama State University
M.S., Troy University

McQuaker, Jamie - 2021
Golf Coach/Recruiter/Advisor
A.S., Midland College
B.S., Columbus State University

Meigs, Joshua - 2018
Maintenance
Certificate, Southern Union State Community College

Menifee, Vernechia - 2000
Maintenance

Mickle, Stefanie - 2020
Food Services Worker

Mitchell, Shawn - 2020
Technical Education Career Coach
B.A., The University of Arizona Global Campus

Mitchum, Ronnie - 2004
Maintenance

Morsch, Kathy - 1995
Financial Aid Specialist
A.S., Southern Union State Junior College

Osborn, Alison - 2002
Administrative Assistant to the President
A.A., Southern Union State Junior College
B.S., Troy University

Osby, Demetra - 2018
Health Science Clerk
A.S., B.S., Columbia Southern University
M.B.A., University of West Alabama

Pollard, Jamey - 2014
Maintenance

Pope, Ashley - 2014
Records Clerk
A.S., A.A.S., Central Alabama Community College

Racine, Jesse - 2019
Maintenance

Railey, Stephanie - 2004
Coordinator of Student Life
A.S., Southern Union State Community College

Richardson, Mercedes - 1999
Administrative Assistant
Diploma, West Georgia Technical College
A.S., Southern Union State Community College
B.S., Troy University - Phenix City

Sewell, Eric - 2016
Director of Technical Education
B.S., M.Ed., Auburn University

Siskey, Ronnie - 2008
Maintenance Manager

Silva, Allyson - 2015
Head Women's Softball Coach/Advisor
A.A.S., Southern Union State Community College
B.S., Point University

Skinner, Alyson - 2015
Advisor/Recruiter
B.S., Auburn University

Smith, Regina - 2016
Assistant Volleyball Coach

Spratlin, Tammy R. - 1992
Financial Aid Specialist
A.S., Southern Union State Junior College

Sprayberry, Jimmy Dale - 2000
Maintenance

Stapler, Whitney - 2021
Library Assistant - Aquisitions
A.A.S., Southern Union State Community College
B.S., M.Ed., University of West Georgia

Stewart, April - 2012
Athletics Secretary
A.S., Southern Union State Community College

Stewart, Lynn - 2005
Assistant Accountant
A.S., Southern Union State Junior College
B.A., Auburn University

Stewart, Michelle - 2004
Financial Aid Specialist
A.A., Southern Union State Junior College

Taunton, Jeremy - 2005
Coordinator, Recruiting/Academic Advisor
A.S., Southern Union State Community College
B.S., M.Ed., Auburn University

Thomas, Rosario - 2017
Financial Aid/Veteran Affairs Specialist
A.S., Southern Union State Community College
B.S., Huntingdon College

Todd, Debra Y. - 2000
Tutor/Lab Assistant

Todd, Melissa - 2009
Director of Financial Aid
A.A.S., Gadsden State Community College
B.B.A., Faulkner University
MSHRM, Troy University

Waldrep, Anita - 1987
Receptionist
A.S., Southern Union State Community College

Wang, Mei - 2014
Network/Computer Technician
A.S., West Georgia Technical College
B.S., DeVry University
M.A., LaGrange College

Watkins, Marquise - 2020
Campus Police Officer Alabama Peace Officers Standards
and Training

Weaver, Wanda - 2017
Food Services Worker

Whaley, Robbie - 1988
Coordinator of Testing Services
A.A.S., Southern Union State Junior College
B.B.A., Faulkner University

Wheeles, Joannie Marchell - 2014
Food Services Worker

Whitehead, Justin - 2012
Director of Maintenance
B.S., Auburn University

Williams, Jitka - 2010
Assistant Accountant
B.S., Czech University of Life Sciences

Wilson, Michael Kent - 2019
Campus Police Officer
Alabama Peace Officers Standards and Training

Young, Darrell - 2019
Maintenance

Zachery, Tonetta - 2020
Maintenance

DPE or OWD

Holcomb, Tamara - 1994
Education Specialist I

Williams, Annie L. - 2001
Business Manager

College Committees

The faculty, staff, and students of Southern Union State Community College participate in the governance of the College through standing committees on which they are appointed to serve. All college committees are advisory in nature, and all actions of the committees are subject to the review and approval of the President.

During the academic year, each committee meets on a regular schedule and on a call basis as necessary. An appointed secretary keeps minutes of the actions of the committee and distributes copies to the members of the committee, the President, the Deans of Instruction, the Dean of Students, and the Dean of Student Development as appropriate.

Committee items requiring administrative action are communicated to the appropriate administrator, and a written response is returned to the committee indicating the action taken on the committee's recommendation. Ad hoc committees are formulated and members are appointed by the President as deemed necessary.

Copies of the committee structure are available from the President's Office.

Degrees & Certificates

Advanced Manufacturing

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in [ORI 106](#).

Additive Technician

The Associate in Applied Science Degree in Advanced Manufacturing with a concentration in Additive Machine Repair will prepare graduates for employment as technician in Additive Manufacturing through classroom and hands on instruction.

Type: Associate in Applied Science (AAS)

Basic CAD Term

Item #	Title	Credits
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
ADM 291	MSSC SAFETY	3
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 124	BASIC TECHNICAL DRAWING	3
	MTH 100 or MTH 110	3
	Humanities and Fine Arts Elective	3

Additive Manufacturing Term

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
ENG 101	ENGLISH COMPOSITION I	3

Basic Electrical Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
	Natural Science or Mathematics Elective	3

Industrial Motor Controls Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3

Industrial Systems Term

Item #	Title	Credits
INT 215	TROUBLESHOOTING TECHNIQUES	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 117	AC/DC MACHINES	3
	Social and Behavioral Sciences Elective	3
Total credits:		73

Computer Numerical Controlled (CNC) Machining

The Associate in Applied Science in Advanced Manufacturing with a concentration in Computer Numerical Control (CNC) Machining is designed to prepare

individuals for employment in the industry as a CNC machinist. CNC Machinists produce precision metal parts, using machine tools such as lathes, drill presses, and milling machines. Also, machinists and tool programmers set up and operate a wide variety of machine tools, using their knowledge of the working properties of metals. They plan and carry out the operations needed to make machined products that meet precise specifications. Students in the Advanced Machining program manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Increasingly machines used to produce metal parts are computer numerically controlled (CNC) with 3, 4 and 5 axis programming. Students in this program are required to participate in 3rd party credentialing such as NIMS and NOCTI activities prior to graduation. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS 2	
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
MTT 243	CNC TURNING LAB I	3
Total credits:		72

Computer Numerical Controlled (CNC) Machining

Type: Certificate (CER)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS 2	
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 127	METROLOGY	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3

Fifth Term

Item #	Title	Credits
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
MTT 243	CNC TURNING LAB I	3
Total credits:		54

Conventional Machining

This short-term certificate is designed to provide skills in conventional or manual machining. Students who earn this Short Term Certificate will have an in-depth knowledge of manual metal working equipment; including but not limited to, manual knee mills, engine lathes and surface grinders. They will also gain skills in figuring feed and speeds calculations when using different types of ferrous

and non ferrous materials as well as a basic understanding of blueprints. This short term certificate program is subject to Title IV clock to credit hour conversion.

Type: Short Term Certificate

Item #	Title	Credits
MSP 104	BASIC MACHINING CALCULATIONS 2	2
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
Total credits:		13

Die Mold Maintenance and Repair and Tool Making

This short-term certificate is designed to provide advanced skills in die, mold maintenance and repair. Trainees will be required to have certain prerequisite skills in order to be accepted into the program. They must possess machine tool technology experience and/or have completed a two-year degree program in this skill set and some years of experience in machining. When they complete this program they will be highly skilled machinists and very well trained tool-makers and entry level Die Repair and Mold Repair Techs. Students who earn this Certificate will have in-depth knowledge of die, mold maintenance and repair. This certificate is subject to Title IV clock to credit hour conversion.

Type: Short Term Certificate

Item #	Title	Credits
CNC 217	Tooling and Machining Data	3
CNC 233	Advanced Tool and Die	3
CNC 234	Precision Machining Practices	3
CNC 235	Basic Die Construction	3
CNC 161	Die Maintenance and Repair	3
MSP 142	Advanced Machining Calculations	3
MTT 205	Mold Maintenance and Repair	3
MTT 162	Precision Grinding	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
Total credits:		27

Industrial Systems

The Associate in Applied Science in Advanced Manufacturing with a concentration in Industrial Systems provides students with a solid foundation in mathematics

and science and includes courses in manufacturing such as: mechatronics, ergonomics and safety, statistics, machining, and quality control. Students in this program will earn a short term certificate in manufacturing mechatronics as they complete the foundation courses for an engineering degree in Industrial Systems.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	ART 100 or MUS 101 or THR 120	3
MTH 125	CALCULUS I	4
CHM 111	COLLEGE CHEMISTRY I	4
EGR 100	Engineering Orientation	0
EGR 101	Engineering Foundations	1

Second Term

Item #	Title	Credits
ENG 102	ENGLISH COMPOSITION II	3
PSY 200	GENERAL PSYCHOLOGY	3
MTH 126	CALCULUS II	4
PHY 213	GENERAL PHYSICS I WITH CALCULUS	4
CIS 294A	Special Topics: Introduction to Computing for Engineers & Scientists - MATLAB	2

Third Term

Item #	Title	Credits
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 153	PRECISION MACHINING FUNDAMENTALS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3

Fourth Term

Item #	Title	Credits
PHY 214	GENERAL PHYSICS II WITH CALCULUS	4
MTH 227	CALCULUS III	4
MTH 237	LINEAR ALGEBRA	3
MTH 270	Probability and Statistics Concepts	3
AUT 197	Special Topics Machining	2

Fifth Term

Item #	Title	Credits
AUT 232	Sensors Technology and Application	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
IET 299A	Occupational Safety Ergonomics	3
IET 299B	Methods Engineering and Work Measurement	3
Total credits:		72

Mechatronics

Type: Certificate (CER)

Industrial Safety Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Basic Electricity Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Industrial Motors Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 153	PRECISION MACHINING FUNDAMENTALS I	3
INT 206	INDUSTRIAL MOTORS I	3
	Natural Science or Mathematics Elective	3

Industrial Motor Controls Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Humanities and Fine Arts Elective	3
Total credits:		57

Mechatronics

The Associate in Applied Science in Advanced Manufacturing with a concentration in Mechatronics is designed to develop multi-craft technicians trained to diagnose and repair a variety of problems that can occur with electrical and mechanical systems found in today's high tech manufacturing and industrial environments. Students will be trained to perform preventative and predictive maintenance on a variety of systems to include, but not limited to, electric, hydraulic, pneumatic, and mechanical power transmission. Students completing the Manufacturing Technology program will be required to participate in third party credentialing from NOCTI and OSHA. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Type: Associate in Applied Science (AAS)

Industrial Safety Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Basic Electricity Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Industrial Motors Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 153	PRECISION MACHINING FUNDAMENTALS I	3
INT 206	INDUSTRIAL MOTORS I	3
	Natural Science or Mathematics Elective	3

Industrial Motor Controls Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Humanities and Fine Arts Elective	3

Industrial Systems Term

Item #	Title	Credits
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
	Social and Behavioral Sciences Elective	3
Total credits:		72

Stackable Short Term Certificate: Additive Manufacturing

Type: Short Term Certificate

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
Total credits:		12

Stackable Short Term Certificate: Basic CAD

Item #	Title	Credits
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
ADM 291	MSSC SAFETY	3
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 124	BASIC TECHNICAL DRAWING	3
Total credits:		10

Stackable Short Term Certificate: Basic Electrical

Type: Short Term Certificate

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
Total credits:		12

Stackable Short Term Certificate: Basic Gas Metal Arc Welding

Type: Short Term Certificate

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
Total credits:		9

Stackable Short Term Certificate: Basic Shielded Metal Arc Welding

Type: Short Term Certificate

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
Total credits:		12

Stackable Short Term Certificate: CNC Milling

Type: Short Term Certificate

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3
Total credits:		9

Stackable Short Term Certificate: CNC Turning

Type: Short Term Certificate

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS	2
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 127	METROLOGY	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3

Total credits: 33

Stackable Short Term Certificate: Industrial Motor Controls

Type: Short Term Certificate

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
Total credits:		15

Stackable Short Term Certificate: Industrial Systems

Type: Short Term Certificate

Item #	Title	Credits
INT 215	TROUBLESHOOTING TECHNIQUES	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 117	AC/DC MACHINES	3
Total credits:		9

Stackable Short Term Certificate: SMAW Carbon Pipe

Type: Short Term Certificate

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	Humanities and Fine Arts Elective	3
Total credits:		12

Stackable Short Term Certificate: SMAW Groove

Type: Short Term Certificate

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
Total credits:		9

Welding

The Associate in Applied Science in Advanced Manufacturing with a concentration in Welding is designed to prepare individuals for employment in the field of welding. The program is a competency based program that includes both theory and hands-on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials. This includes, but may not be limited to, oxy-fuel cutting, carbon arc cutting, shield metal arc welding, gas tungsten arc welding, flux cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. Students will also be trained in blueprint reading and interpreting weld symbols and joints. After completion of the program, the student will have covered skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test. Students completing the Welding Technology program will also be required to participate in AWS Sense third party credentialing as part of the curriculum. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Type: Associate in Applied Science (AAS)

GMAW Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

SMAW Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

SMAW Groove Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3
	Natural Science or Mathematics Elective	3

GTAW Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	Humanities and Fine Arts Elective	3

SMAW Term

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
	Social and Behavioral Sciences Elective	3
Total credits:		72

Welding

Type: Certificate (CER)

GMAW Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

SMAW Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

SMAW Groove Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3

GTAW Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3

SMAW Term

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
Total credits:		54

Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration program is designed to prepare individuals for employment as heating, ventilation, air conditioning, refrigeration technicians

(HVACR). The program places an extreme emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory and their applications to specific types of HVACR equipment. Students receive training in troubleshooting and service techniques needed to install, service, and repair many types of equipment. Specific equipment training includes, but is not limited to, residential and light commercial air conditioning, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration. Students will also receive training in laws governing proper refrigerant handling procedures per the Environmental Protection Agency (EPA) Regulations. Students completing the air conditioning and refrigeration program will be required to participate in credentialing activities such as EPA Section 608 Refrigerant Handling, R-410a Refrigerant Safety Certification, Industry Competency Exam (ICE), and NOCTI

Air Conditioning and Refrigeration

Type: Associate in Occupational Technology Degree

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Humanities and Fine Arts Elective	3

Fifth Term - Option One

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3

Fifth Term - Option Two

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
	Social and Behavioral Sciences Elective	3
Total credits:		69

Air Conditioning and Refrigeration

Type: Certificate (CER)

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Humanities and Fine Arts Elective	3
Total credits:		51

Air Conditioning and Refrigeration

*Stackable Short Term Certificate: HVAC Helper - 18 hours

*Stackable Short Term Certificate: Refrigeration Helper - 21 hours

Type: Short Term Certificate

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3

Total credits:

18-21

Associate Degree Nursing

Nursing

Notes:

- Classes in italics may be taken prior to entering nursing or taken in consecutive nursing semesters.
- BIO 201 is a prerequisite for BIO 202.
- NUR 114 and NUR 115 are co-requisites. NUR 115 may only be taken with NUR 114, or after the successful completion of NUR 114.

Type: Associate in Applied Science (AAS)

First Term

Note: After completion of NUR 112 with a "C" or higher, students may apply to take the Certified Nursing Assistant Examination and obtain license as a CNA in Alabama.

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7

Second Term

Note: After completion of NUR 113 with a "C" or higher, students may apply to take the Medication Aide Certification Exam (MACE) to become a Certified Medication Aide in the State of Alabama.

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
NUR 113	NURSING CONCEPTS I	8

Third Term

Item #	Title	Credits
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Fifth Term

Note: After completion of NUR 114 and NUR 115 with a “C” or higher, students may apply to take the NCLEX-PN Examination and obtain license as a LPN in Alabama.

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities Elective	3
Total credits:		66

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

Automotive Service Technology

Note: all technical students are required to enroll in ORI 106

Type: Associate in Occupational Technology Degree

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
AUM 133	MOTOR VEHICLE AIR CONDITIONING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ELT 117	AC/DC MACHINES	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
	Social and Behavioral Sciences Elective	3
Total credits:		69

Automotive Service Technology

Type: Certificate (CER)

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
Total credits:		48

Automotive Service Technology

Note: all technical students are required to enroll in ORI 106

Type: Short Term Certificate

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
Total credits:		21

Aviation Maintenance Technology

Aviation Maintenance Technology with a concentration in Airframe and Powerplant is a program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all aircraft components of the aircraft with the exception of avionics and instruments. The Airframe concentration includes instruction in layout and fabrication of sheet metal, fabric, wood, and other materials into structural members, parts, and fittings, and replacement of damaged or worn parts such as control cables and hydraulic units. The concentration in Powerplant prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft powerplant and related systems. Instruction includes engine inspection and maintenance, lubrication and cooling, electrical and ignition systems, carburetion, fuels and fuel systems, propeller and fan assemblies.

Aviation Maintenance Technology - Airframe Concentration

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 100	TECHNICAL PREPARATION	5
AMT 101	BASIC ELECTRICITY	5
AMT 102	MATERIALS AND PROCESSES	5
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
AMT 110	NON-METALLIC STRUCTURES AND WELDING	5
AMT 111	AIRCRAFT SHEET METAL STRUCTURES	5
AMT 112	AIRFRAME SYSTEMS I	5
MTH 110	FINITE MATHEMATICS	3

Third Term

Item #	Title	Credits
AMT 113	AIRFRAME SYSTEMS II	5
AMT 114	AIRFRAME SYSTEMS III	5
HIS 101	HISTORY OF WESTERN CIVILIZATION I	3

Fall Term

Item #	Title	Credits
AMT 115	AIRFRAME SYSTEMS IV	5
	ART 100 or MUS 101 or THR 120	3
	Natural Science or Mathematics	4
	Elective (4 Credits)	
Total credits:		61

Aviation Maintenance Technology - Powerplant Concentration

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 100	TECHNICAL PREPARATION	5
AMT 101	BASIC ELECTRICITY	5
AMT 102	MATERIALS AND PROCESSES	5
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
AMP 120	ENGINE THEORY AND PROPELLERS	5
AMP 121	RECIPROCATING ENGINE SYSTEMS	5
AMP 122	RECIPROCATING ENGINE OVERHAUL	5
MTH 110	FINITE MATHEMATICS	3

Third Term

Item #	Title	Credits
AMP 123	RECIPROCATING ENGINE INSPECTION	5
AMP 124	TURBINE ENGINE THEORY AND INSPECTIONS	5
HIS 101	HISTORY OF WESTERN CIVILIZATION I	3
Item #	Title	Credits
AMP 125	TURBINE ENGINE SYSTEMS OVERHAUL	5
	ART 100 or MUS 101 or THR 120	3
	Natural Science or Mathematics	4
	Elective (4 Credits)	
Total credits:		61

Business

Business Management & Entrepreneurship

Note: Classes may be taken in any semester if prerequisites are met.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 285	PRINCIPLES OF MARKETING	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
	SPH 106 or SPH 107	3
Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

Fourth Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
	BUS 271 or MTH 265	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Program Electives

Select from one of the following program electives:

Item #	Title	Credits
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 296	BUSINESS INTERNSHIP	3

Total credits: 61

Business Management & Entrepreneurship Accounting

Notes: Classes may be taken in any semester if prerequisites are met.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	ECO 231 or ECO 232	3
OAD 131	BUSINESS ENGLISH	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
CIS 117	DATABASE MANAGEMENT SOFTWARE APPLICATIONS	3
OAD 218	OFFICE PROCEDURES	3

Fourth Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 248	MANAGERIAL ACCOUNTING	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT 3 OF BUSINESS	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Program Electives

Select from one of the following program electives:

Item #	Title	Credits
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
Total credits:		61

Business Management & Entrepreneurship

Note: Classes may be taken in any semester if prerequisites are met.

Type: Certificate (CER)

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT 3 OF BUSINESS	3
BUS 285	PRINCIPLES OF MARKETING	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

Third Term

Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
	BUS 271 or MTH 265	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
Total credits:		45

Business Management & Entrepreneurship Accounting

Note: Classes may be taken in any semester if prerequisites are met.

Type: Certificate (CER)

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
OAD 218	OFFICE PROCEDURES	3

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
OAD 131	BUSINESS ENGLISH	3

Third Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
CIS 117	DATABASE MANAGEMENT SOFTWARE APPLICATIONS	3
Total credits:		42

Information Systems

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

Type: Certificate (CER)

First Term

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 199	NETWORK COMMUNICATIONS	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3
CIS 251	C++ PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3

Third Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 222	DATABASE MANAGEMENT	3
CIS 256	ADVANCED JAVA	3

Fourth Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
Total credits:		45

Business Foundations

Note:

- Classes may be taken in any semester if prerequisites are met.
- OAD 101* may be challenged

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
Total credits:		12

Business Management & Entrepreneurship

Note: Classes may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
Total credits:		12

Business Management & Entrepreneurship Accounting

Note: Classes may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT3 OF BUSINESS	3
OAD 131	BUSINESS ENGLISH	3
Total credits:		27

Information Systems App Development with Swift

Note: Courses may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3

Second Term

Item #	Title	Credits
CIS 220	APP DEVELOPMENT WITH SWIFT	3

Third Term

Item #	Title	Credits
CIS 151	GRAPHICS FOR THE WORLD WIDE WEB	3
CIS 227	APP DEVELOPMENT WITH SWIFT II	3
Total credits:		12

Information Systems Computer Network Support

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 251	C++ PROGRAMMING	3
CIS 256	ADVANCED JAVA	3

Second Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
Total credits:		27

Information Systems Hardware and Software Support

Type: CTE Short-Term Certificate (STC)

- *CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
Total credits:		9

Central Services and Sterile Processing Technician Program

Central Services and Sterile Processing Technicians are a vital support to all patient care services in many health care facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery.

Training includes preparing special packages of equipment for specialty procedures. Central Supply is also the main inventory storage area of the hospital and technicians are responsible for processing, quality assurance, and storing the equipment and instrumentation so that it is available when needed.

Upon completion of the program, students can expect to find employment in hospitals and various outpatient surgical centers.

Students require 400 hours of hands-on experience which allows the student to practice what they have learned. Hands-on experience must be completed within the program or within 6 months of provisional certification.

Enrollment Requirements:

1. Application for the program
2. Current immunizations including, but not limited to: HB Vaccination, negative TB Testing, influenza vaccination, background check and drug screen.
3. Ability to meet Essential Functions/Technical Standards.
4. Students will require surgical scrubs for the clinical rotation portion of the program, as well as comfortable, non-canvas shoes.

Central Services and Sterile Processing Technician

Length of Program: 10-15 weeks in classroom. This does not include all of the 400 hours of hands-on experience required.

Credentials Earned: Certified Registered Central Services Technician (CRCST) following passage of the Central Service Technician Program and the Central Services Technician certification exam.

Type: Award of Achievement

Total credits: 0

Child Development

The child development program is designed to prepare students for employment in a variety of childcare facilities. It provides those already working with young children an opportunity to upgrade skills and competencies. It also provides professional education and practical experience for those who wish to gain entry into this field. The Associate in Applied Science degree exceeds the Alabama state minimum standard qualifications for director, program director, and teacher in a licensed childcare center. Students returning after a six or more consecutive term absence (including summer terms) are required to fulfill the current degree requirements.

Child Development

Notes:

- Courses may be taken in any semester if prerequisites are met.
- **Speech/foreign language courses do not meet this humanities/fine arts requirement.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PSY 200	GENERAL PSYCHOLOGY	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3
PHS 111	PHYSICAL SCIENCE I	4

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
CHD 210	EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT	3
BUS 100	INTRODUCTION TO BUSINESS	3
HED 231	FIRST AID	3
Total credits:		67

Child Development

Note: Courses may be taken in any semester if prerequisites are met.

Type: Certificate (CER)

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
CIS 146	MICROCOMPUTER APPLICATIONS	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
Total credits:		45

Child Development

Note: Courses may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3

Second Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
Total credits:		27

Child Development Associate

The following series of courses meets the educational requirement for students who are already employed in the field of child development and are seeking the Child Development Associate credential awarded by the Council for Professional Recognition.

Type: CTE Short-Term Certificate (STC)

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
Total credits:		9

Computer Science

Information Systems

Note: Courses may be taken in any semester if prerequisites are met.

Type: Associate in Applied Science (AAS)

First Term

CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3
CIS 251	C++ PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 222	DATABASE MANAGEMENT	3
CIS 256	ADVANCED JAVA	3
BUS 215	BUSINESS COMMUNICATION	3
	MTH 100 or Higher-Level Math	3

Fourth Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
	CIS 277 or BUS 296	3
	ECO 231 or ECO 232	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4
Total credits:		61

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict

industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of “C” in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.
- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

Cosmetology

with Minor in Business Management and Supervision

Type: Associate in Occupational Technology Degree

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 145	HAIR SHAPING LAB	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 164	FACIAL MACHINE	3
COS 167	STATE BOARD REVIEW	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 285	PRINCIPLES OF MARKETING	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3
Total credits:		72

Cosmetology

Type: Certificate (CER)

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 164	FACIAL MACHINE	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES 3	
COS 164	FACIAL MACHINE	3
COS 167	STATE BOARD REVIEW	3
Total credits:		48

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor. This short term certificate is not eligible for Title IV funding

Cosmetology Instructor Training

Type: Short Term Certificate

Item #	Title	Credits
CIT 211	TEACHING AND CURRICULUM DEVELOPMENT	3
CIT 212	TEACHER MENTORSHIP	3
CIT 214	LESSON PLAN METHODS AND DEVELOPMENT	3
CIT 221	LESSON PLAN IMPLEMENTATION	3
CIT 222	AUDIO VISUAL MATERIALS AND METHODS	3
CIT 223	AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS	3
CIT 224	SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION	3
CIT 225	SPECIAL TOPICS IN COSMETOLOGY	3
Total credits:		24

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information. C

Criminal Justice

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PED 103	WEIGHT TRAINING (Beginning)	1

Second Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
CRJ 140	CRIMINAL LAW AND PROCEDURE	3
CRJ 150	INTRODUCTION TO CORRECTIONS	3
PED Elective (Activity)		1

Third Term

Item #	Title	Credits
CRJ 160	INTRODUCTION TO SECURITY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200 or SOC 200		3
Total credits:		29

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of [PSY 200](#), [SPH 107](#), and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the

curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. verification of attendance at a Health Sciences Information session.
2. unconditional admission to the College.
3. minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union
5. official transcripts from all postsecondary institutions attended.
6. eligibility for [ENG101](#), [MTH 100](#) and meet the reading requirement of the College.
7. age of 18 years or older within one (1) year of course completion.
8. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
9. application for the Emergency Medical Technology Program.

AEMT Level requires:

1. completion of 1-7 as listed for EMT level.
2. current National Registry license for EMT.
3. application for the Advanced Emergency Medical Technician Program.

Paramedic Level requires:

1. completion of 1-8 listed above for EMT and AEMT level admission requirements.
2. minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.

3. a current Alabama license as an AEMT, or successfully completed AEMT from an accredited college.
4. if seeking a long certificate, completion of [BIO 111](#) – Survey of the Human Biology (previously [EMS189](#)) or [BIO 201](#) Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. application to the Paramedic Program.

Progression Requirements

1. a 2.0 cumulative GPA.
2. acceptance by ALL clinical agencies for clinical experience.
3. updated health records by deadline.
4. minimum grade of “C” in all required courses as listed in curriculum.
5. fulfillment of all course prerequisites.
6. if seeking a long certificate, completion of [ENG 101](#), [MTH 100](#) or higher math, and [BIO 202](#) (if [BIO 201](#) elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. no more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. a 2.0 cumulative grade point average at Southern Union.
2. no more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. readmission will depend on classroom and clinical space availability and is not guaranteed.
4. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. completed program readmission form, submitted by deadline.

- no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union's program.

- Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
- Previous Southern Union students must have a minimum 2.0 at SUSCC.
- Must be a student in good standing and eligible to return to the EMS program.
- Provide a letter of eligibility from the Dean/Director of the previous program.
- Complete at least 25% of the total program at the accepting institution.
- Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route, must take [EMS 156](#), Advanced Emergency Medical Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.
- If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and [EMS 108](#) as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit

Emergency Medical Technician (EMT)

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	

Second Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT 3	
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
	Humanities Elective	3

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 200	GENERAL PSYCHOLOGY	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
Total credits:		71

Emergency Medical Technician (EMT)

Type: Certificate (CER)

First Term

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	

Second Term

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT 3	
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
Total credits:		58

Emergency Medical Technician (EMT)

Type: Short Term Certificate

First Term

Stackable Short-Term Certificate: EMT - 10 hours

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

Second Term

Stackable Short-Certificate: AEMT - 9 hours

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT 3	
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2

Fifth Term

Stackable Short-Term Certificate: EMP - 29 hours

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
Total credits:		46

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large format printers, laser cutters and 3D printers. Students are required to participate in third party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Engineering and Design

Type: Associate in Applied Science (AAS)

Basic CAD Term

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 111	FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY	3
ADM 205	ADVANCED MOLDING	3
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
	MTH 100 or MTH 110	3

3D Modeling Term

Item #	Title	Credits
DDT 233	INTERMEDIATE 3D MODELING	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
ENT 217	MACHINE DESIGN	3
ENG 101	ENGLISH COMPOSITION I	3

Additive Manufacturing Term

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 164	ADDITIVE MANUFACTURING PROCESSES '96 Metals	3
	Natural Science or Mathematics Elective	3

Reverse Engineering Term

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 123	PLASTIC MATERIAL PROCESSES	3
ADM 261	REVERSE ENGINEERING	3
ENT 217	MACHINE DESIGN	3
	Humanities and Fine Arts Elective	3

Civil/GIS Term

Item #	Title	Credits
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 133	Basic Surveying	3
DDT 228	GEOGRAPHIC INFORMATION SYSTEMS	3
	Social and Behavioral Sciences Elective	3
Total credits:		70

Stackable Short Term Certificate: 3D Modeling

Type: Short Term Certificate

Item #	Title	Credits
DDT 233	INTERMEDIATE 3D MODELING	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
ENT 217	MACHINE DESIGN	3
Total credits:		12

Stackable Short Term Certificate: Additive Manufacturing

Type: Short Term Certificate

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
Total credits:		9

Stackable Short Term Certificate: Basic CAD

Type: Short Term Certificate

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 111	FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY	3
ADM 205	ADVANCED MOLDING	3
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
Total credits:		10

Stackable Short Term Certificate: Civil/GIS

Type: Short Term Certificate

Item #	Title	Credits
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 133	Basic Surveying	3
DDT 228	GEOGRAPHIC INFORMATION SYSTEMS	3
Total credits:		9

Stackable Short Term Certificate: Reverse Engineering

Type: Short Term Certificate

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 123	PLASTIC MATERIAL PROCESSES	3
ADM 261	REVERSE ENGINEERING	3
ENT 217	MACHINE DESIGN	3
Total credits:		12

General Education

General Education Core

Type: Associate in Science (AS)

Area I: Written Composition

Study in this area addresses effective written communication skills, which are essential in a literate society.

- [ENG 101](#) and [ENG 102](#) (A minimum grade of C is required.)

Area II: Humanities and Fine Arts*

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, art and art history, dance, ethics, foreign languages, music and music history, philosophy, religious studies, speech, and theater.

- **Must complete a minimum of three (3) semester hours in Literature. [ENG 251](#) and/or [ENG 252](#) or [ENG 271](#) and/or [ENG 272](#)
- Must complete a minimum of three (3) semester hours in Fine Arts. [ART 100](#), [MUS 101](#), [THR 120](#) or [THR 126](#)
- The remaining six (6) semester hours to be selected from the following: [ART 100](#), [ENG 251](#), [ENG 252](#), [ENG 271](#), [ENG 272](#), [GRN 101](#), [GRN 102](#), [HUM 101](#), [IDS 102](#), [MUS 101](#), [REL 151](#), [REL 152](#), [SPA 101](#), [SPA 102](#), [SPH 106](#), [SPH 107](#), [THR 120](#), and [THR 126](#).

Area III: Natural Sciences and Mathematics

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. In addition to mathematics, disciplines in the natural sciences include, but are not limited to, astronomy, biological sciences, chemistry, earth science, geology, physical geography, physical science, and physics.

- Must complete a minimum of three (3) semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher.
- Must complete eight (8) semester hours in the Natural Sciences which must include laboratory experience. Choose from the following courses: AST 220, BIO 101†, BIO 102, or BIO 103†, BIO 104, CHM 104†, CHM 111†, CHM 112, GLY 101, GLY 102, PHS 111, PHS 112, PHY 201, PHY 202, or PHY 213, PHY 214

† BIO 101 and BIO 103 or CHM 104 and CHM 111 cannot be taken together to fulfill the science requirements of Area III.

Note: BIO 201, BIO 202, BIO 220 are not natural sciences and will not fulfill the Area III requirement for an Associate in Science degree.

Area IV: History, Social, and Behavioral Sciences*

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. In addition to history, disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

- **Must complete a minimum of three (3) semester hours in History. A maximum of six (6) semester hours are allowed in Area IV. Additional hours will count in Area V. HIS 101 and/or HIS 102 or HIS 201 and/or HIS 202
- Must complete a minimum of six (6) semester hours from among other disciplines in the Social and Behavioral Sciences. Choose from the following courses: ECO 231, ECO 232, GEO 100, POL 211, PSY 200, PSY 210, or SOC 200

Area V: Pre-Professional, Major, and Elective Courses*

Area V is designated for courses appropriate to the degree/major requirements of the individual student.

Students completing courses that have been approved for the General Education Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year colleges and universities. (See an academic advisor or <http://stars.troy.edu>)

**ENGINEERING EXCEPTIONS: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced from 12 SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accreditation standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 hours in Area V.*

***Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need to follow the sequence requirements according to the students' major and transfer plans.*

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

*Note: The courses that are approved as part of the Alabama General Education Curriculum for Areas I - IV are denoted with an * in the Course Descriptions section of this Catalog.*

Total credits:

60-64

General Education

Maximum Credit Hours: 29 Credit Hours

Type: CTE Short-Term Certificate (STC)

Item #	Title	Credits
	Area I: Written Composition	6
	Area II: Humanities and Fine Arts	6
	Area III: Natural Sciences and Mathematics	7-8
	Area IV: History, Social, and Behavioral Sciences	9
	Total credits:	28-29

Health and Wellness Short Certificate Programs

There is no application process to obtain one or more of the Health and Wellness Short Certificates. Each certificate can be earned individually or within an Associates in Science Degree by applying those courses to area V. Each certificate focuses on different aspects of health and wellness by guiding students to take courses that prepare them for those different respective fields.

In addition to the general admission requirements of the College, the student must also abide by the following to be able to receive the short certificates:

1. Inform your advisor of the certificate that you wish to pursue.
2. Have unconditional admission to the College on clear academic status.
3. Be 18 years of age upon completion of certificate.
4. Have 2.0 cumulative grade point average (GPA) at Southern Union.
5. Send transcripts from all postsecondary institutions attended (minimum 2.0 cumulative GPA is required).
6. Meet and comply with standards and policies in the current College Catalog and Student Handbook.

Kinesiology/Exercise Science Certificate

Type: CTE Short-Term Certificate (STC)

- Any 1-hour PED course can be substituted for PED 105

Item #	Title	Credits
HED 226	WELLNESS	3
HED 231	FIRST AID	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
HPS 105	MEDICAL TERMINOLOGY	3
	HEC 140 or PED 224	3
HED 232	CARE AND PREVENTION OF ATHLETIC INJURIES	3
PED 223	METHODS OF INSTRUCTION	3
PED 105	PERSONAL FITNESS	1

Total credits: 23

Physical Education/ Coaching Certificate

The Physical Education/Coaching Certificate (23 hrs) is for the student wishing to continue their education at a four-year institution for physical education, teaching, or coaching. The courses in this certificate offer basic insight into classroom/player management, student/athlete discipline, responsibilities of teachers/coaches as well as how to physically prepare students/athletes for sports and competition.

Type: CTE Short-Term Certificate (STC)

Item #	Title	Credits
HED 226	WELLNESS	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 200	FOUNDATIONS OF PHYSICAL EDUCATION	3
EDU 100	EXPLORING TEACHING AS A PROFESSION	3
PED 216	SPORTS OFFICIATING	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
	Total credits:	23

Wellness and Personal Trainer Certificate (21 hrs)

The Wellness and Personal Trainer Certificate (21 hrs) is for the student wishing to have a more comprehensive understanding of health and fitness, conventional, complementary and alternative therapies are covered. Students will be certified as a personal trainer through the American Council on Exercise (ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

Type: CTE Short-Term Certificate (STC)

Item #	Title	Credits
HED 226	WELLNESS	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3
	HEC 140 or PED 224	3
HED 221	PERSONAL HEALTH	3
PED 223	METHODS OF INSTRUCTION	3

Wellness and Personal Trainer Certificate (29 hrs)

The Wellness and Personal Trainer Certificates (29 hrs) is for the student wishing to continue their education at a four-year institution. Students will be certified as a personal trainer through the American Council on Exercise (ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

Type: CTE Short-Term Certificate (STC)

Survey of Human Biology may be substituted for BIO 201 and BIO 202.

Item #	Title	Credits
	HEC 140 or PED 224	3
PED 100	FUNDAMENTALS OF FITNESS	3
HED 221	PERSONAL HEALTH	3
HED 222	COMMUNITY HEALTH	3
HED 231	FIRST AID	3
PED 223	METHODS OF INSTRUCTION	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
	Any approved HED or PED Course	3
	Total credits:	29

Industrial Electricity/Electronics Technology

The Industrial Electricity Technology Program is designed to help students acquire skills needed to become an industrial electrician or an entry level electrician/electrician's helper. Students are also introduced to the theories and principles of the operation and installation of electrical equipment, machines, and the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. Students are involved in an in-depth study of the National Electrical Code and preparation for credentialing testing. Students are required to participate in third party credentialing such as CET and third party assessments such as NOCTI prior to completion of this curriculum.

This program is designed to complement local electrical contractors' apprenticeship training program and has a series of stackable short term certificates focused on

specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Industrial Electricity Technology

Type: Associate in Applied Science (AAS)

Basic Electricity Term

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	MTH 100 or MTH 110	3

Solid State Term

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 115	INDUSTRIAL CONTROLS	3
ILT 231	National Electric Code	3
ILT 209	MOTOR CONTROLS I	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ELT 110	WIRING METHODS	3
ELT 131	WIRING 1 COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
ELT 206	OSHA SAFETY STANDARDS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTATION LAB 2	
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
	Social and Behavioral Sciences Elective	3
Total credits:		72

Robotics and Automated Controls

This short-term certificate is designed to provide skills in robotics, PLCs, and automated assembly systems. Students who earn this Certificate will have in-depth knowledge of FANUC robotics, Allen-Bradley PLCs, and the integration of both through an automated work cell. They will also gain the skills needed to repair computer hardware and set up computer networks. Students will have the knowledge required to work as technicians in manufacturing facilities that use robotics and extensive automation. This certificate program is subject to Title IV clock to credit hour conversion.

Type: Short Term Certificate

Item #	Title	Credits
	ILT 160 or INT 101	3
ILT 161	AC FUNDAMENTALS	3
ILT 194	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
ILT 209	MOTOR CONTROLS I	3
ILT 211	TROUBLESHOOTING TECHNIQUES	3
ILT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
ILT 148	AUTOMATIC CONTROLS SYSTEMS	3
ILT 196	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
Total credits:		24

Stackable Short Term Certificate: Basic Electricity

Type: Short Term Certificate

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
Total credits:		12

Stackable Short Term Certificate: Commercial Industrial Wiring

Type: Short Term Certificate

Item #	Title	Credits
ELT 110	WIRING METHODS	3
ELT 131	WIRING 1 COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
Total credits:		9

Stackable Short Term Certificate: Industrial Instrumentation

Type: Short Term Certificate

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTATION LAB 2	
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
Total credits:		9

Stackable Short Term Certificate: Industrial Motor Controls

Type: Short Term Certificate

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 115	INDUSTRIAL CONTROLS	3
ILT 231	National Electric Code	3
ILT 209	MOTOR CONTROLS I	3
Total credits:		12

Stackable Short Term Certificate: Solid State

Type: Short Term Certificate

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 122	Advanced AC/DC Machines	3
Total credits:		12

Medical Assistant Technology

Medical Assistant

Type: Associate in Applied Science (AAS)

Academic Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	SPH 106 or SPH 107	3
IDS 102	ETHICS	3
	MTH 100 or Higher-Level Math	3
	BIO 111 or BIO 201 & BIO 202	4-8
PSY 200	GENERAL PSYCHOLOGY	3
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
MAT 216	PARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 211	CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 230	Medical Assisting Practicum	1
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1

Electives

Choose a minimum of 3 credits hours.

Item #	Title	Credits
NAS 100	LONG TERM CARE NURSING ASSISTANT	4
OAD 101	BEGINNING KEYBOARDING	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
Total credits:		58-65

Medical Assistant

Type: Certificate (CER)

Academic Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
IDS 102	ETHICS	3
	MTH 100 or Higher-Level Math	3
	BIO 111 or BIO 201 & BIO 202	4-8

Courses

Item #	Title	Credits
	SPH 106 or SPH 107	3
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
MAT 216	PARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 211	CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1
MAT 230	Medical Assisting Practicum	1
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
Total credits:		52-59

Administrative Medical Assistant

Type: Short Term Certificate

Item #	Title	Credits
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
	MAT 121 or OAD 214	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 211	CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
MAT 216	PARMACOLOGY FOR THE MEDICAL OFFICE	4
Total credits:		25-28

Multicare Technician

Type: Short Term Certificate

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE 3 MEDICAL ASSISTANT	
MAT 125	LABORATORY PROCEDURES I FOR 3 THE MEDICAL ASSISTANT	
HED 231	FIRST AID	3
MAT 211	CLINICAL PROCEDURES II FOR THE3 MEDICAL ASSISTANT	
MAT 215	LABORATORY PROCEDURES II FOR 3 THE MEDICAL ASSISTANT	
MAT 218	EKG TECHNICIAN	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
Total credits:		21

Phlebotomy Technician

Type: Short Term Certificate

Item #	Title	Credits
MAT 125	LABORATORY PROCEDURES I FOR 3 THE MEDICAL ASSISTANT	
MAT 215	LABORATORY PROCEDURES II FOR 3 THE MEDICAL ASSISTANT	
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
Total credits:		9

Nursing Assistant

The Nursing Assisting course ([NAS 100](#)) is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course ([NAS 102](#)) is designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100 and NAS 102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100 and NAS 102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements. Non-college credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements:

1. Application for the Nursing Assisting / Medication Aide.
2. Negative drug screen.
3. Negative T.B. skin test within 1 year.
4. Current immunizations, including but not limited to, Tetanus and Hepatitis B.
5. Ability to meet essential functions.
6. Clear criminal background check.
7. Current CPR certification at the American Heart Association Healthcare Provider level.
8. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant/Home Health Aide (NAS/HHA) program requires:

1. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at www.suscc.edu.
2. unconditional admission to the College.
3. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
4. official transcripts from all postsecondary institutions attended.
5. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
6. application for the Nurse Assistant/Home Health Aide Program.
7. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
8. ability to meet all health/ clinical requirements as stated in current Nurse Assistant/Home Health Aide Student Handbook.

Nursing Assistant / Medication Aide

Type: Award of Achievement

Item #	Title	Credits
NAS 100	LONG TERM CARE NURSING ASSISTANT	4
NAS/HHA 120	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE	7
Total credits:		10

NAS/HHA Certification

Type: Certificate (CER)

Item #	Title	Credits
NAS/HHA 120	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE	7
NAS/HHA 121	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE (CLINICAL)	3
NAS/HHA 130	BASIC ELECTROCARDIOGRAM INTERPRETATION	2
HPS 105	MEDICAL TERMINOLOGY	3
ORI 101	ORIENTATION TO COLLEGE	2

Optional Course

Item #	Title	Credits
NAS/HHA 115	CPR & BASIC FIRST AID	2
Total credits:		19

Office Management

Office Management & Support Technology

- Notes: Classes may be taken in any semester if prerequisites are met. *
- OAD101 and OAD103 may be challenged. **Speech/foreign language courses do not meet this humanities/fine arts requirement

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
	Natural Science Elective (4 Credits)	4

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 218	OFFICE PROCEDURES	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Program Elective	3

Program Elective

Select from one of the following program electives.

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
Total credits:		61

Office Management & Support Technology Medical Office Specialist

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 211	MEDICAL TERMINOLOGY	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
CIS 146	MICROCOMPUTER APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
PSY 200	GENERAL PSYCHOLOGY	3
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
BUS 215	BUSINESS COMMUNICATION	3
	Program Elective	3

Program Elective

***Select from one of the following program electives:

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 296	BUSINESS INTERNSHIP	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Total credits:	61

Office Management & Support Technology

Notes:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

Type: Certificate (CER)

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 218	OFFICE PROCEDURES	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3
	Total credits:	45

Office Management & Support Technology Medical Office Specialist

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged

Type: Certificate (CER)

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
Total credits:		46

Office Management & Support Technology

Notes: Classes may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3

Second Term

Item #	Title	Credits
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 218	OFFICE PROCEDURES	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
Total credits:		21

Office Management & Support Technology Medical Office Specialist

Note: Classes may be taken in any semester if prerequisites are met.

Type: CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Second Term

Item #	Title	Credits
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
Total credits:		19

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

“Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA’s work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure

patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding to patient/client and environmental emergency situations.” (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health, inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. “APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements.” (APTA, 2011)

Source: American Physical Therapy Association (January 2011). Today’s Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at <http://www.apta.org>.

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective November 3, 2020, Southern Union State Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone 703-706-3245; email accreditation@apta.org. If needing to contact the program/institution directly, please call 334-756-4151, ext. 5254 or email Jeff Leatherman, MS, PT, DPT, Program Director at jleatherman@suscc.edu.

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted initial

accreditation. Graduation from a CAPTE accredited PTA education program or its equivalency and passage of the National Physical Therapy Exam (NPTE) is required for licensure.

Graduation from this program does not guarantee licensure as a PTA, and it is the student’s responsibility to be aware of the licensure requirements in each state. Complete information on practice acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at www.suscc.edu.
2. Unconditional admission to the college.
3. Meet the essential functions required for the PTA program.
4. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.
5. Completion of prerequisite academic core courses with a minimum grade of “C” or higher meeting a 2.5 core GPA.
6. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
7. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
8. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
9. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of "C" (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
 - a. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue

in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.

- b. Remediation While in Good Standing:
 - i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
 - ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 - a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
 - a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy Association's (APTA) Guide for Conduct of the PTA, 3.) the APTA's Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning"
 - a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
 - a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
 - i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
 - ii. If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
 - a. Students are immediately dismissed when any of the following occur:
 - i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
 - ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
 - iii. Receipt of one or more "D" or "F" grades in academic coursework.
 - iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
 - v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinstate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be

required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.

2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

Physical Therapist Assistant (PTA)

Type: Associate in Applied Science (AAS)

General Education Phase (Semesters 1-2)

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 102	INTRODUCTION TO BIOLOGY II	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
HPS 105	MEDICAL TERMINOLOGY	3
IDS 102	ETHICS	3

PTA Technical Phase (Semesters 3-5)

Item #	Title	Credits
PTA 220	FUNCTIONAL ANATOMY & KINESIOLOGY	3
PTA 222	FUNCTIONAL ANATOMY & KINESIOLOGY LAB	2
PTA 250	THERAPEUTIC PROCEDURES I	4
PTA 202	COMMUNICATION SKILLS	2
PTA 240	PHYSICAL DISABILITIES I	2
PTA 241	PHYSICAL DISABILITIES II	2
PTA 251	THERAPEUTIC PROCEDURES II	4
PTA 230	NEUROSCIENCE	2
PTA 232	ORTHOPEDICS FOR THE PTA,	2
PTA 260	CLINICAL EDUCATION I	1
PTA 200	PT ISSUES AND TRENDS	2
PTA 201	PTA SEMINAR	2
PTA 263	CLINICAL AFFILIATION I,	3
PTA 268	CLINICAL PRACTICUM	5
Total credits:		65

Plastics Engineering Technology

Plastics Engineering Technology

Type: Associate in Applied Science (AAS)

Basic Molding Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	MTH 100 or MTH 110	3

Mold Setter Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 112	INDUSTRIAL MAINTENANCE SAFETY PROCEDURES	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Mold Design Term

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
	Natural Science or Mathematics Elective	3

Molding Process Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
	Humanities and Fine Arts Elective	3

Advanced Molding Term

Item #	Title	Credits
ADM 205	ADVANCED MOLDING	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
	Social and Behavioral Sciences Elective	3

Total credits:

72

Stackable Short Term Certificate: Basic Molding

Type: Short Term Certificate

Item #	Title	Credits
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
Total credits:		9

Stackable Short Term Certificate: Mold Process Technician

Type: Short Term Certificate

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
ADM 205	ADVANCED MOLDING	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
Total credits:		18

Stackable Short Term Certificate: Mold Setter

Type: Short Term Certificate

Item #	Title	Credits
INT 112	INDUSTRIAL MAINTENANCE SAFETY PROCEDURES	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
Total credits:		9

Practical Nursing

Mobility Option for Licensed Practical Nurses

LPNs may earn the Associate in Applied Science Degree in Nursing (ADN) in three semesters by successfully completing one term of transition* courses and the final two semesters of the Nursing Program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by The Accreditation Commission for Education in Nursing.

*Note: Policies subject to change due to statewide standardization of nursing programs.

Admission Requirements for LPN to ADN Mobility Program

In addition to the general admission requirements for the College, admission to the LPN to ADN Mobility option requires:

1. applicant meets all Nursing Program general admission requirements.
2. an unencumbered or nonrestricted license as a Practical Nurse in Alabama.
3. completion of prerequisite general education courses with minimum grade of "C."
 - a. Course are;
 - i. BIO 201
 - ii. BIO 202
 - iii. ENG 101
 - iv. MTH 100
 - v. PSY 210
 - vi. SPH 107
 - b. * BIO 201 is a prerequisite to BIO 202
 - c. **Total Prerequisites Required: 20 Credit hours**
4. receipt of application for the Mobility Option.
5. An official score on ACT National or ACT Residual with a minimum composite score of 18.

Paramedic to ADN Mobility

Paramedics may earn the Associate in Applied Science Degree in Nursing (ADN) in three semesters by successfully completing one term of transition courses and the final two

semesters of the Nursing Program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by The Accreditation Commission for Education in Nursing.

*Note: Subject to change due to statewide standardization of nursing programs

Admission Requirements for Paramedic to ADN Mobility Program

In addition to the general admission requirements for the College and the nursing program, admission to the Associate Degree Nursing Mobility program for paramedics requires:

1. applicant meets all Nursing Program general admission requirements.
2. an unencumbered or nonrestricted license as a Practical Nurse in Alabama.
3. completion of prerequisite general education courses with minimum grade of "C."
 - a. Course are;
 - i. BIO 201
 - ii. BIO 202
 - iii. ENG 101
 - iv. MTH 100
 - v. PSY 210
 - vi. SPH 107
 - b. * BIO 201 is a prerequisite to BIO 202
 - c. **Total Prerequisites Required: 20 Credit hours**
4. receipt of application for the Mobility Option.
5. An official score on ACT National or ACT Residual with a minimum composite score of 18.
6. Documentation of successful completion of a Certified Nursing Assistant (CNA) course.

After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on the preadmission examination score and quality points from selected college courses. Students may be eligible to earn additional points (maximum up to 10 points). See program application for details.

LPN to ADN Mobility

See prerequisite listing under Admission Requirements.

Type: Associate in Applied Science (AAS)

First Term

After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 hours for the course for a total of 25 hours.

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Third Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7

Track II Option

(for graduates of Alabama Community College System PN programs)

Licensed Practical nurses who have completed the standardized statewide CBC practical nurse curriculum (semesters 1-3) from a college inside the Alabama Community College System within two (2) years may apply for the LPN to ADN Track II Option. Students admitted to this program will not be required to take NUR 209 and will enter into the second term of the mobility curriculum. Applicants for this option must meet admission requirements as required for the LPN and ADN mobility program listed above. Qualified applicants are admitted as clinical space permits.

Total credits:	46
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Paramedic to ADN Mobility

Type: Associate in Applied Science (AAS)

First Term

After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 credit hours for the course for a total of 25 hours.

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Term

Item #	Title	Credits
NUR 211	ADVANCED NURSING CONCEPTS	7
BIO 220	GENERAL MICROBIOLOGY	4

Third Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities Elective	3
Total credits:		46

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Radiologic Technology

Type: Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
RAD 111	INTRODUCTION TO RADIOGRAPHY 2	
RAD 112	RADIOGRAPHY PROCEDURES I	4
RAD 113	PATIENT CARE	2
RAD 114	CLINICAL EDUCATION I	2

Second Term

Item #	Title	Credits
	BIO 111 or BIO 201 & BIO 202	4-8
RAD 122	RADIOGRAPHIC PROCEDURES II	4
RAD 125	IMAGING EQUIPMENT	3
RAD 124	CLINICAL EDUCATION II	5

Third Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
RAD 135	EXPOSURE PRINCIPLES	3
RAD 136	RADIATION PROTECTION AND BIOLOGY	2
RAD 134	CLINICAL EDUCATION III	5

Fourth Term

Item #	Title	Credits
ENG 102	ENGLISH COMPOSITION II	3
	SPH 106 or SPH 107	3
PSY 200	GENERAL PSYCHOLOGY	3
RAD 212	IMAGE EVALUATION AND PATHOLOGY	2
RAD 214	CLINICAL EDUCATION IV	8

Fifth Term

Item #	Title	Credits
RAD 227	REVIEW SEMINAR	2
RAD 224	CLINICAL EDUCATION V	8
	Humanities Elective	3
Total credits:		75

Post-Radiologic Technology Certificate - Computed Tomography

This program prepares students in the use of x-ray energy and computer processing techniques to demonstrate sectional anatomic images for interpretation for diagnosis and treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual will be registry eligible in computed tomography. Didactic courses will be taught online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in ORI 111 Online Learning Basis.

Admission Requirements

1. unconditional admission to Southern Union State Community College.
2. official college transcripts from all previous Postsecondary institutions.
3. application for Medical Imaging Program.
4. documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or ARRT registry eligible

Clinical Experience Requirements

The following information must be on file before registering for the first semester of the program and by the scheduled deadline.

1. Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
2. Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
3. Submit Healthcare Provider verification of current CPR certification at the American Heart Association BLS-C level.
4. Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

Type: Certificate (CER)

First Term

Item #	Title	Credits
RAD 250	ADVANCED PATIENT CARE	3
RAD 251	CROSS-SECTIONAL ANATOMY	3
RAD 263	CT IMAGING PROCEDURES	5

Second Term

Item #	Title	Credits
RAD 264	CT PHYSICS - INSTRUMENTATION & IMAGING	5
RAD 265	CT CLINICAL EDUCATION	4
RAD 266	PATHOLOGY CORRELATION FOR CT/MR	4
Total credits:		24

Post-Radiologic Technology Certificate - Magnetic Resonance Imaging

This program prepares students in the use of strong magnetic fields and radio waves to obtain cross-sectional anatomical images of the human body to assist in diagnosis or treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual will be registry eligible in magnetic resonance imaging. The program sequence is two (2) semesters. Didactic courses will be online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in ORI 111 Online Learning Basics.

Admission Requirements

1. unconditional admission to Southern Union State Community College.
2. official college transcripts from all previous Postsecondary institutions.
3. application for Medical Imaging Program.
4. documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or ARRT registry eligible

Clinical Experience Requirements

The following information must be on file before registering for RAD 266, RAD 285, or RAD 265.

1. Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
2. Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
3. Submit Healthcare Provider verification of current CPR certification at the American Heart Association BLS-C level.
4. Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

Type: Certificate (CER)

First Term

Item #	Title	Credits
RAD 250	ADVANCED PATIENT CARE	3
RAD 251	CROSS-SECTIONAL ANATOMY	3
RAD 283	MR IMAGING PROCEDURES	5

Second Term

Item #	Title	Credits
RAD 284	MR PHYSICAL PRINCIPLES	5
RAD 285	MAGNETIC RESONANCE CLINICAL EDUCATION	4
RAD 266	PATHOLOGY CORRELATION FOR CT/MR	4
Total credits:		24

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and

team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 254000 U.S. HWY 19 North, Suite 158, Clearwater, Florida, 33763, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. unconditional admission to the College.
2. verification of Attendance at a Health Sciences Information Session.
3. 2.5 GPA calculated on last 24 semester credit hours of completed coursework and enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in [ENG 101](#), [ENG 102](#), [BIO 201](#), [BIO 202](#), ([BIO 111](#) or [BIO 103](#)), ([SUR 108](#) or [HPS 114](#)), ([SPH 106](#) or [SPH 107](#)), [HPS 105](#), [PSY 200](#) and [MTH](#)

[100](#). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. cumulative GPA of 2.0.
2. minimum grade of "C" in all required courses.
3. satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.
4. current health insurance.
5. current CPR certification at the American Heart Association, Health Care Provider level.
6. clear drug screen.
7. clear background check

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. proof of competency in any previous coursework as required by the program.
3. cumulative GPA of 2.0 at SUSCC.
4. application for readmission to program.
5. applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

Surgical Technology

Type: Associate in Applied Science (AAS)

Prerequisites

Item #	Title	Credits
	BIO 103 or BIO 111	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3

Semester I: Summer

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
PSY 200	GENERAL PSYCHOLOGY	3
ENG 102	ENGLISH COMPOSITION II	3
	SPH 106 or SPH 107	3
	SUR 108 or HPS 114	2

Semester II: Fall

Item #	Title	Credits
SUR 101	INTRODUCTION TO SURGICAL TECHNOLOGY	3
SUR 102	APPLIED SURGICAL TECHNIQUES	4
BIO 220	GENERAL MICROBIOLOGY	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

Semester III: Spring

Item #	Title	Credits
SUR 111	CLINICAL PROCEDURES	5
SUR 105	SURGICAL PRACTICUM II	5
SUR 106	ROLE TRANSITION IN SURGICAL TECHNOLOGY	1
	Humanities Elective	3

Optional Courses

Item #	Title	Credits
SUR 204	SURGICAL PRACTICUM III	4
SUR 205	SURGICAL PRACTICUM IV	5
	Total credits:	60-69

Therapeutic Massage

This program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.

Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us

Georgia website: www.sos.georgia.gov/plb/massage.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Verification of attendance at Health Science information session.
2. Unconditional admission to the college on clear academic status.
3. Student be minimum of 17 years of age.
4. 2.0 cumulative grade point average (GPA) at Southern Union.
5. Application for the Therapeutic Massage Program by published deadline.
6. Appropriate placement scores or grade of C or [ENG 101](#) and [MTH 100](#).
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
8. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
9. Clear criminal background check.
10. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)

2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll.

Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

Therapeutic Massage

Type: Certificate (CER)

First Term

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	2
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Second Term

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
Total credits:		28

Wastewater Management

Water Quality and Wastewater Treatment Management

The short term certificate in water and wastewater treatment management combines those skills acquired in electrical and industrial Process Control with engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage, waterpower, and wastewater treatment systems. This certificate is subject to Title IV clock to credit hour conversion.

Type: Short Term Certificate

Item #	Title	Credits
WMT 100	Water Supply and Wastewater Control	3
WMT 101	Introduction to Water Treatment Processes	3
WMT 102	Introduction to Wastewater Treatment Process	3
WMT 120	Sanitary Chemistry and Biology	3
WMT 213	Water and Wastewater Instrumentation and Controls	3
WMT 214	Basic Hydraulics for Water and Wastewater Technology	3
WMT 291	Municipal Internship	3
Total credits:		21

Courses

Advanced Manufacturing

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in [ORI 106](#).

ADM 101: PRECISION MEASUREMENT

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints, and apply basic reverse engineering techniques.

Credits: 3

Lab Hours: 1

Theory Hours: 2

ADM 112: ORIENTATION TO ADDITIVE MANUFACTURING

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting, and finishing on commonly used material such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes printing a 3D object.

Credits: 1

Lab Hours: 0

Theory Hours: 1

ADM 116: INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA. The course focuses on how to navigate within the software, how to create three-dimensional solid models using industry best practices, and how to create and manipulate assemblies made from these parts. Students learn the process of designing models with CATIA from conceptual sketching, to solid modeling, assembly design, and drawing production. Upon completion of this course, users will have acquired the skills to confidently work with CATIA. Students will gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 123: PLASTIC MATERIAL PROCESSES

This course in plastic materials and processes includes the basic principles and methodology of various material types and manufacturing processes. Comparison of selecting the best type of manufacturing for product will be discussed. Student will learn proper instruction on safety operations, set-up and maintenance and production of parts on a Fused Deposition Manufacturing (FDM) printer or Rapid Prototype (RP) System. Emphasis is directed on 3D modeling software program (such as Solid works) and Insight software 2/3Dsketches. RP manufacturing technologies, FSM usages and processing with various types of manufactured plastics. Upon completion, students should be able to discuss and understand the significance of materials properties and structure, basic rapid photo typing and express and interpret material specifications and be able to select the best process for the type of product being produced.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ADM 147: MOLD DESIGN

Students learn to identify the components of a mold such as mold base, sprue bushing, runner system, gates, vents, cavities, inserts and ejection system. Students learn the purpose of each component of a mold. Student learn common materials used to build a mold.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 160: ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES

In this class students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

Credits: 3

Lab Hours: 1

Theory Hours: 2

ADM 161: SPECIALIZED SOFTWARE TECHNIQUES

In this class students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as '93Materialize'94.

Credits: 3

Lab Hours: 1

Theory Hours: 2

ADM 162: ADDITIVE MANUFACTURING PROCESS

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up, routine maintenance and production on the AM system. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), Poly Jet and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including, but not limited to, ABS, PC, PCABS, ULT, PPS, and Nylon and explain what the benefits are for basic AM. They should be able to demonstrate the how to take the AM system apart from start to finish and be able to select the best process for the type of product being produced.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ADM 164: ADDITIVE MANUFACTURING PROCESSES '96 Metals

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a '93part'94 from start to finish on the AM system and be able to select the best process for the type of product being produced.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ADM 205: ADVANCED MOLDING

Students learn advanced applications in molding, including fill time, cycle time, melt temperature, part size and weight, pressure and clamp pressure. Students learn solutions for common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 261: REVERSE ENGINEERING

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ADM 291: MSSC SAFETY

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 292: MSSC QUALITY PRACTICES AND MEASUREMENT

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 293: MSSC MANUFACTURING PROCESSES AND PRODUCTION

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ADM 294: MSSC MAINTENANCE AWARENESS

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration program is designed to prepare individuals for employment as heating, ventilation, air conditioning, refrigeration technicians (HVACR). The program places an extreme emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory and their applications to specific types of HVACR equipment. Students receive training in troubleshooting and service techniques needed to install, service, and repair many types of equipment. Specific equipment training includes, but is not limited to, residential and light commercial air conditioning, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration. Students will also receive training in laws governing proper refrigerant handling procedures per the Environmental Protection Agency (EPA) Regulations. Students completing the air conditioning and refrigeration program will be required to participate in credentialing activities such as EPA Section 608 Refrigerant Handling, R-410a Refrigerant Safety Certification, Industry Competency Exam (ICE), and NOCTI

ASC 111: REFRIGERATION PRINCIPLES

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 112: HVACR SERVICE PROCEDURES

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

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 113: REFRIGERATION PIPING PRACTICES

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

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 119: FUNDAMENTALS OF GAS HEATING SYSTEMS

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 120: FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 121: PRINCIPLES OF ELECTRICITY FOR HVAC

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVAC/R circuits and circuit components.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 122: HVACR ELECTRICAL CIRCUITS

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 123: HVACR ELECTRICAL COMPONENTS

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 128: LOAD CALCULATIONS

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ASC 132: RESIDENTIAL AIR CONDITIONING

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 134: ICE MACHINES

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustments procedures, preventive maintenance, repairs, and installation procedures. Upon completion, students should be able to install, service and repair commercial ice machines.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 147: REFRIGERATION TRANSITION AND RECOVERY

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. Upon completion, students should be prepared to take the [EPA 608](#) certification examination.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

Permission of instructor.

ASC 148: HEAT PUMP SYSTEMS

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 192: HVACR APPRENTICESHIP/INTERNSHIP

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

ASC 203: COMMERCIAL REFRIGERATION

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ASC 210: TROUBLESHOOTING HVAC/R SYSTEMS

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Art

ART 100: ART APPRECIATION

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

Credits: 3

ART 101: ART WORKSHOP I

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

Credits: 3

ART 102: ART WORKSHOP II

This course is a continuation of [ART 101](#).

Credits: 3

Prerequisites:

ART 101 and/or as required by program.

Associate Degree Nursing

NUR 112: FUNDAMENTAL CONCEPTS OF NURSING

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

Credits: 7

Prerequisites:

Admission to program

NUR 113: NURSING CONCEPTS I

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

Credits: 8

Prerequisites:

NUR 112, BIO 201, MTH 100 or higher

NUR 114: NURSING CONCEPTS II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

Credits: 8

Prerequisites:

NUR 113, ENG 101, BIO 202, PSY 210

NUR 115: EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

Credits: 2

Prerequisites:

NUR113, PSY 210, ENG 101, BIO 202

NUR 209: CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

Credits: 10

Prerequisites:

Admission to nursing program.

NUR 211: ADVANCED NURSING CONCEPTS

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

Credits: 7

Prerequisites:

SPH 106 or 107, NUR 114 & NUR 115 or NUR 209

NUR 221: ADVANCED EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

Credits: 7

Prerequisites:

BIO 220, NUR 211, BIO 220, NUR 211

Astronomy

AST 220: INTRODUCTION TO ASTRONOMY

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

AUM 101: FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

This course provides basic instruction in Fundamentals of Automotive Technology.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 112: ELECTRICAL FUNDAMENTALS

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion students should be able to calculate, build, and measure circuits.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 121: BRAKING SYSTEMS

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 122: STEERING & SUSPENSION

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 124: AUTOMOTIVE ENGINES

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 130: DRIVE TRAIN AND AXLES

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 133: MOTOR VEHICLE AIR CONDITIONING

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 162: ELECTRICAL AND ELECTRONIC SYSTEMS

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on trouble-shooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 181: SPECIAL TOPICS

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, students should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

Credits: 1

Lab Hours: 2

Theory Hours: 0

Prerequisites:

Permission of instructor.

AUM 220: ADVANCED AUTOMOTIVE ENGINES

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seats.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

AUM 124 or permission of instructor.

AUM 224: MANUAL TRANSMISSION AND TRANSAXLE

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 230: AUTOMATIC TRANSMISSION AND TRANSAXLE

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 239: ENGINE PERFORMANCE

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUM 244: ENGINE PERFORMANCE AND DIAGNOSTICS

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

Credits: 3

Lab Hours: 5

Theory Hours: 1

Prerequisites:

AUM 239 or permission of instructor.

AUM 246: AUTOMOTIVE EMISSIONS

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

AUM 239 or permission of instructor.

AUM 291: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

Aviation Maintenance Technology

Aviation Maintenance Technology with a concentration in Airframe and Powerplant is a program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all aircraft components of the aircraft with the exception of avionics and instruments. The Airframe concentration includes instruction in layout and fabrication of sheet metal, fabric, wood, and other materials into structural members, parts, and fittings, and replacement of damaged or worn parts such as control cables and hydraulic units. The concentration in Powerplant prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft powerplant and related systems. Instruction includes engine inspection and maintenance, lubrication and cooling, electrical and ignition systems, carburetion, fuels and fuel systems, propeller and fan assemblies.

AMP 120: ENGINE THEORY AND PROPELLERS

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers.

Credits: 5

AMP 121: RECIPROCATING ENGINE SYSTEMS

This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.

Credits: 5

AMP 122: RECIPROCATING ENGINE OVERHAUL

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine.

Credits: 5

AMP 123: RECIPROCATING ENGINE INSPECTION

This course is a study of engine instruments, electrical systems, ignition systems and aircraft Powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.

Credits: 5

AMP 124: TURBINE ENGINE THEORY AND INSPECTIONS

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.

Credits: 5

AMP 125: TURBINE ENGINE SYSTEMS OVERHAUL

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot, and repair turbine engine systems; remove and install engines in test cell and airframes; explain engine analysis and troubleshooting techniques; and describe correct procedures for rigging and running a turbine engine.

Credits: 5

AMT 100: TECHNICAL PREPARATION

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.

Credits: 5

AMT 101: BASIC ELECTRICITY

This course provides a study in electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.

Credits: 5

AMT 102: MATERIALS AND PROCESSES

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings.

Credits: 5

AMT 110: NON-METALLIC STRUCTURES AND WELDING

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces and to wood, composite, and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite structures, and make repairs to steel structures using various welding methods.

Credits: 5

AMT 111: AIRCRAFT SHEET METAL STRUCTURES

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; inspect and repair sheet metal structures.

Credits: 5

AMT 112: AIRFRAME SYSTEMS I

This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and inspect, troubleshoot, and repair lighting, communication, and navigation systems.

Credits: 5

AMT 113: AIRFRAME SYSTEMS II

This course introduces aircraft inclement weather control, fire protection and fuel systems as well as cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems.

Credits: 5

AMT 114: AIRFRAME SYSTEMS III

This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems.

Credits: 5

AMT 115: AIRFRAME SYSTEMS IV

This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble and rig aircraft structures and determine conditions of airframes, airframe systems, and components.

Credits: 5

Biology

BIO 101: INTRODUCTION TO BIOLOGY I

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structures, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. Laboratory is required.

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

BIO 102: INTRODUCTION TO BIOLOGY II

Introduction to Biology II is the second of a two-course sequence designed for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. Laboratory is required.

Credits: 4

Prerequisites:

BIO 101 with a minimum grade of C.

BIO 103: PRINCIPLES OF BIOLOGY I

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required.

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

BIO 104: PRINCIPLES OF BIOLOGY II

This course is an introduction to basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

Credits: 4

Prerequisites:

BIO 103 with a minimum grade of C.

BIO 111: SURVEY OF HUMAN BIOLOGY

This course is for non-science majors and covers an overview of human body functions with an emphasis on major organ systems. It covers the scientific method, cellular structures, bioenergetics, cell reproduction, and Mendelian and molecular genetics. Laboratory is required.

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

BIO 201: HUMAN ANATOMY AND PHYSIOLOGY I

This course covers the structure and function of the human body. Included is an orientation of the human body, a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

BIO 202: HUMAN ANATOMY AND PHYSIOLOGY II

This course covers the structure and function of the human body. Included is a study of basic nutrition and metabolism, basic principles of fluids, electrolytes, and acid-base balance; the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits: 4

Prerequisites:

BIO 201 with a minimum grade of C.

BIO 220: GENERAL MICROBIOLOGY

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro technique distribution, culture, identification, and control. Laboratory is required.

Credits: 4

Prerequisites:

BIO 103 with a minimum grade of C or BIO 202 with a minimum grade of C.

BIO 250: DIRECTED STUDIES IN BIOLOGY I

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits: 1

BIO 251: DIRECTED STUDIES IN BIOLOGY II

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits: 1

Prerequisites:

BIO 250 with a minimum grade of C.

Business

BUS 100: INTRODUCTION TO BUSINESS

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

Credits: 3

BUS 146: PERSONAL FINANCE

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

Credits: 3

BUS 210: INTRODUCTION TO ACCOUNTING

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

Credits: 3

BUS 215: BUSINESS COMMUNICATION

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

Credits: 3

Prerequisites:

Eligible for ENG 101 or OAD 131 with a minimum grade of C.

BUS 241: PRINCIPLES OF ACCOUNTING I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

Credits: 3

Prerequisites:

MTH 100 with a minimum grade of C.

BUS 242: PRINCIPLES OF ACCOUNTING II

This course is a continuation of [BUS 241](#). In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

Credits: 3

Prerequisites:

BUS 241 with a minimum grade of C.

BUS 245: ACCOUNTING WITH QUICKBOOKS

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up accounts, summarizing data, generating financial reports and banking transactions.

Credits: 3

Prerequisites:

BUS 241 with a minimum grade of C.

BUS 248: MANAGERIAL ACCOUNTING

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting system.

Credits: 3

Prerequisites:

BUS 242 with a minimum grade of C.

BUS 263: LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

Credits: 3

BUS 271: BUSINESS STATISTICS I

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

Credits: 3

Prerequisites:

MTH100 with a minimum grade of C.

BUS 272: BUSINESS STATISTICS II

This course is a continuation of [BUS 271](#). Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

Credits: 3

Prerequisites:

BUS 271 with a minimum grade of C.

BUS 275: PRINCIPLES OF MANAGEMENT

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

Credits: 3

BUS 276: HUMAN RESOURCE MANAGEMENT

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

Credits: 3

BUS 279: SMALL BUSINESS MANAGEMENT

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

Credits: 3

BUS 285: PRINCIPLES OF MARKETING

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

Credits: 3

BUS 296: BUSINESS INTERNSHIP

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Credits: 3

Prerequisites:

Permission of instructor.

Chemistry

CHM 104: INTRODUCTION TO INORGANIC CHEMISTRY

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for [CHM 111](#). Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

Credits: 4

Prerequisites:

MTH 100 with a minimum grade of C and eligible for ENG 101.

CHM 111: COLLEGE CHEMISTRY I

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 structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

Credits: 4

Prerequisites:

MTH 112 with a minimum grade of C and eligible for ENG 101.

CHM 112: COLLEGE CHEMISTRY II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

Credits: 4

Prerequisites:

CHM 111 with a minimum grade of C.

CHM 221: ORGANIC CHEMISTRY I

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits: 4

Prerequisites:

CHM 112 with a minimum grade of C.

CHM 222: ORGANIC CHEMISTRY II

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits: 4

Prerequisites:

CHM 221 with a minimum grade of C.

Child Development

The child development program is designed to prepare students for employment in a variety of childcare facilities. It provides those already working with young children an opportunity to upgrade skills and competencies. It also provides professional education and practical experience for those who wish to gain entry into this field. The Associate in Applied Science degree exceeds the Alabama state minimum standard qualifications for director, program director, and teacher in a licensed childcare center. Students returning after a six or more consecutive term absence (including summer terms) are required to fulfill the current degree requirements.

CHD 100: INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN

This course introduces the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observation of the young child in early childhood settings.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 201: CHILD GROWTH AND DEVELOPMENT PRINCIPLES

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 202: CHILDREN'S CREATIVE EXPERIENCES

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences, in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 203: CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 204: METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 205: PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 206: CHILDREN'S HEALTH AND SAFETY

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 208: ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 209: INFANT AND TODDLER EDUCATION PROGRAMS

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 210: EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 211: CHILD DEVELOPMENT SEMINAR

This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

Prerequisites:

Eligible for ENG 101.

CHD 214: FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS

This course provides students information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CHD 215: SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. Students must have permission of the Department Chair.

Credits: 3

Prerequisites:

Permission of advisor.

CHD 224: SCHOOL-AGE CHILDCARE

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care needs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

Credits: 3

Prerequisites:

Eligible for ENG 101.

Computer Science

CIS 113: SPREADSHEET SOFTWARE APPLICATIONS

This course provides students with hands-on experience using spreadsheets software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

Credits: 3

CIS 117: DATABASE MANAGEMENT SOFTWARE APPLICATIONS

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

Credits: 3

CIS 130: INTRODUCTION TO INFORMATION SYSTEMS

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

Credits: 3

CIS 146: MICROCOMPUTER APPLICATIONS

This course is an introduction to computer science applications, including word processing, spreadsheets, database management, and presentation software. This course will help prepare students for professional certifications.

Credits: 3

Prerequisites:

Eligible for ENG 101.

CIS 151: GRAPHICS FOR THE WORLD WIDE WEB

This course provides an overview to the theory, tools, and techniques necessary for creating high-quality graphics using various design software tools. At the completion of this course students will be able to apply various software packages to create graphics for Web applications in raster or vector format.

Credits: 3

CIS 157: INTRODUCTION TO APP DEVELOPMENT WITH SWIFT

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with tools, techniques, and concepts needed to build a basic iOS system.

Credits: 3

CIS 199: NETWORK COMMUNICATIONS

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs and WANs, Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. The class will help prepare students for the CCNA and Network+ certifications sponsored by CompTIA.

Credits: 3

CIS 207: INTRODUCTION TO WEB DEVELOPMENT

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

Credits: 3

CIS 220: APP DEVELOPMENT WITH SWIFT

This is the first of two courses designed to teach specific skills related to app development using Swift.

Credits: 3

Prerequisites:

CIS 157 with a minimum grade of C.

CIS 222: DATABASE MANAGEMENT

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

Credits: 3

CIS 227: APP DEVELOPMENT WITH SWIFT II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

Credits: 3

Prerequisites:

CIS 220 with a minimum grade of C.

CIS 246: ETHICAL HACKING

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

Credits: 3

Prerequisites:

CIS 199 with a minimum grade of C or permission of instructor.

CIS 251: C + + PROGRAMMING

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macro, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3

CIS 255: JAVA PROGRAMMING

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3

CIS 256: ADVANCED JAVA

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.

Credits: 3

CIS 268: SOFTWARE SUPPORT

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Credits: 3

Lab Hours: 1

Theory Hours: 2

Prerequisites:

CIS 130 with a minimum grade of C.

Co-Requisites:

CIS 269

CIS 269: HARDWARE SUPPORT

This course provides students with hands-on practical experience in installing and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Credits: 3

Lab Hours: 1

Theory Hours: 2

Prerequisites:

CIS 130 with a minimum grade of C.

Co-Requisites:

CIS 268

CIS 277: NETWORK SERVICES ADMINISTRATION

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

Credits: 3

Prerequisites:

CIS 199 with a minimum grade of C.

CIS 284: CIS INTERNSHIP

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's '93real world'94 work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the '93real world'94 work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a '93real world'94 work experience.

Credits: 3

Prerequisites:

Permission of instructor.

CIS 293: SPECIAL TOPICS

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

Credits: 1

Lab Hours: 1

Theory Hours: 0

CIS 294A: Special Topics: Introduction to Computing for Engineers & Scientists - MATLAB

Credits: 2

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece

enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of "C" in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.
- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

COS 111: INTRODUCTION TO COSMETOLOGY

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Co-Requisites:

COS 112, 137, 145.

COS 112: INTRODUCTION TO COSMETOLOGY LAB

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice, concepts learned in the theory component from [COS 111](#).

Credits: 3

Lab Hours: 6

Theory Hours: 0

Co-Requisites:

COS 111, 137, 145.

COS 113: THEORY OF CHEMICAL SERVICES

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 114, 115, 116.

COS 114: CHEMICAL SERVICES LAB

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

COS 111 112, 137, 145 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 113, 115, 116.

COS 115: HAIR COLORING THEORY

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

COS 111, 112, 137, 145 with minimum grade of "C" of instructor.

Co-Requisites:

COS 113, 114, 116.

COS 116: HAIR COLORING LAB

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 113, 114, 115.

COS 117: BASIC SPA TECHNIQUES

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 118, 163, 164.

COS 118: BASIC SPA TECHNIQUES LAB

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 117, 163, 164.

COS 123: COSMETOLOGY SALON PRACTICES

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

Credits: 3

Lab Hours: 9

Theory Hours: 0

Prerequisites:

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 167, 125.

COS 125: CAREER AND PERSONAL DEVELOPMENT

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 123, 167.

COS 137: HAIR SHAPING AND DESIGN THEORY

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Co-Requisites:

COS 111, 112, 145.

COS 145: HAIR SHAPING LAB

This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

Credits: 3

Lab Hours: 8

Theory Hours: 0

Co-Requisites:

COS 111, 112, 137.

COS 163: FACIAL TREATMENTS

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 117, 118, 164.

COS 164: FACIAL MACHINE

This is a course designed to provide a practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 117, 118, 163.

COS 167: STATE BOARD REVIEW

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

Credits: 3

Lab Hours: 6

Theory Hours: 1

Prerequisites:

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Co-Requisites:

COS 123, 125.

COS 191: CO-OP

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

Credits: 3

Lab Hours: 9

Theory Hours: 0

Prerequisites:

Permission of instructor.

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor. This short term certificate is not eligible for Title IV funding

CIT 211: TEACHING AND CURRICULUM DEVELOPMENT

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

Credits: 3

Lab Hours: 0

Theory Hours: 3

CIT 212: TEACHER MENTORSHIP

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

Credits: 3

Lab Hours: 9

Theory Hours: 0

CIT 214: LESSON PLAN METHODS AND DEVELOPMENT

During this course students have the opportunity to further apply knowledge and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for [CIT 221](#). If used as a suitable substitute, this course becomes a core class.

Credits: 3

Lab Hours: 6

Theory Hours: 1

CIT 221: LESSON PLAN IMPLEMENTATION

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

Credits: 3

Lab Hours: 7

Theory Hours: 0

CIT 222: AUDIO VISUAL MATERIALS AND METHODS

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

Credits: 3

Lab Hours: 0

Theory Hours: 3

CIT 223: AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

Credits: 3

Lab Hours: 6

Theory Hours: 0

CIT 224: SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

Credits: 3

Lab Hours: 0

Theory Hours: 3

CIT 225: SPECIAL TOPICS IN COSMETOLOGY

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information. C

CRJ 100: INTRODUCTION TO CRIMINAL JUSTICE

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

Credits: 3

CRJ 110: INTRODUCTION TO LAW ENFORCEMENT

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

Credits: 3

CRJ 117: COMMUNITY RELATIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

Credits: 3

CRJ 140: CRIMINAL LAW AND PROCEDURE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

Credits: 3

CRJ 146: CRIMINAL EVIDENCE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

Credits: 3

CRJ 147: CONSTITUTIONAL LAW

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

Credits: 3

CRJ 150: INTRODUCTION TO CORRECTIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

Credits: 3

CRJ 160: INTRODUCTION TO SECURITY

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

Credits: 3

CRJ 177: CRIMINAL AND DEVIANT BEHAVIOR

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

Credits: 3

CRJ 208: INTRODUCTION TO CRIMINOLOGY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

Credits: 3

CRJ 209: JUVENILE DELINQUENCY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.

Credits: 3

CRJ 216: POLICE ORGANIZATION & ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

Credits: 3

CRJ 217: POLICE ORGANIZATION AND ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.

Credits: 3

CRJ 220: CRIMINAL INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

Credits: 3

CRJ 227: HOMICIDE INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

Credits: 3

CRJ 237: FORENSIC PHOTOGRAPHY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

Credits: 3

CRJ 290: SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

Credits: 3

Dance

DNC 110: INTRODUCTION TO DANCE STYLES

Introduction to dance styles.

Credits: 2

DNC 111: ELEMENTARY MODERN DANCE I

A studio course in modern dance technique at the elementary level.

Credits: 2-3

DNC 112: ELEMENTARY MODERN DANCE II

This course is a continuation of [DNC 111](#), preparing the student for intermediate modern dance.

Credits: 2-3

Prerequisites:

DNC 111 or permission of instructor.

DNC 121: ELEMENTARY BALLET I

A studio course in classical ballet at the elementary level.

Credits: 2

DNC 122: ELEMENTARY BALLET II

The development of classical theory and practical ballet, at the elementary level.

Credits: 2

Prerequisites:

DNC 121 or permission of instructor.

DNC 140: FITNESS DANCE I

This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/sculpting exercises, which have been specifically designed to develop the dancer's body, will be used in class.

Credits: 1-2

DNC 141: FITNESS DANCE II

This course is a continuation of [DNC 140](#).

Credits: 1-2

Prerequisites:

DNC 140 or permission of instructor.

DNC 142: FITNESS DANCE III

This course is a continuation of [DNC 141](#).

Credits: 1-2

Prerequisites:

DNC 141 or permission of instructor.

DNC 143: BALLET TECHNIQUE I

Intensive training in classical ballet for students intending to major or minor in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard.

Credits: 3

DNC 144: BALLET TECHNIQUE II

This course is a continuation of [DNC 143](#).

Credits: 3

Prerequisites:

DNC 143 or permission of instructor.

DNC 151: ELEMENTARY JAZZ I

A studio course that introduces the varied movement styles and rhythm of the jazz idiom.

Credits: 2

DNC 152: ELEMENTARY JAZZ II

This class is a blend of modern jazz and ballet technique focusing on breath, alignment and stylized freedom of movement.

Credits: 2

Prerequisites:

DNC 151 or permission of instructor.

DNC 160: DANCE WORKSHOP I

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation.

Credits: 1-2

Prerequisites:

Determined by instructor.

DNC 161: DANCE WORKSHOP II

This course is a continuation of [DNC 160](#).

Credits: 1-2

Prerequisites:

DNC 160 or permission of instructor.

DNC 162: DANCE WORKSHOP III

This course is a continuation of [DNC 161](#).

Credits: 1-2

Prerequisites:

DNC 161 or permission of instructor.

DNC 191: POINTE TECHNIQUE I

Designed for the female dance student. Participants learn pointe technique. This class is the study of pointe work technique focusing on barre and center exercises to strengthen the student's metatarsal, legs and torso. The class will offer an increased ballet vocabulary specific to dancing on pointe.

Credits: 1

Prerequisites:

DNC 122 or permission of instructor.

DNC 192: POINTE TECHNIQUE II

Designed for the intermediate female dance student, this class further develops pointe technique. Barre and center work will strengthen the student's legs and torso, increasing vocabulary and complexity of combination. Introduction to classical ballet repertory will be included in this class.

Credits: 1

Prerequisites:

DNC 191 or permission of instructor.

DNC 231: THEATER DANCE I

This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater.

Credits: 3

Prerequisites:

Determined by instructor.

DNC 232: THEATER DANCE II

This course is a continuation of [DNC 231](#).

Credits: 3

Prerequisites:

DNC 231 or permission of instructor.

DNC 233: THEATER DANCE III

This course is a continuation of [DNC 232](#).

Credits: 3

Prerequisites:

DNC 232 or permission of instructor.

DNC 234: CHOREOGRAPHY I

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

Credits: 1-3

DNC 235: CHOREOGRAPHY II

This course is a continuation of [DNC 234](#).

Credits: 1-3

Prerequisites:

DNC 234 or permission of instructor.

DNC 243: BALLET TECHNIQUE III

Ballet technique at advanced level emphasizing performance quality, musicality, and classical style.

Credits: 3

Prerequisites:

DNC 144 or permission of instructor.

DNC 244: BALLET TECHNIQUE IV

A continuation of [DNC 243](#).

Credits: 3

Prerequisites:

DNC 243 or permission of instructor.

DNC 260: DANCE WORKSHOP IV

This course is a continuation of [DNC 162](#).

Credits: 1-2

Prerequisites:

DNC 162 or permission of instructor.

DNC 261: DANCE WORKSHOP V

This course is a continuation of [DNC 260](#).

Credits: 1-2

Prerequisites:

DNC 260 or permission of instructor.

DNC 262: DANCE WORKSHOP VI

This course is a continuation of [DNC 261](#).

Credits: 1-2

Prerequisites:

DNC 261 or permission of instructor.

DNC 267: JAZZ DANCE I

This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including the varied movement styles and rhythms of this dance form.

Credits: 3

Prerequisites:

Determined by instructor.

DNC 268: JAZZ DANCE II

This course is a continuation of [DNC 267](#).

Credits: 3

Prerequisites:

DNC 267 or permission of instructor.

DNC 269: JAZZ DANCE III

This course is a continuation of [DNC 268](#).

Credits: 3

Prerequisites:

DNC 268 or permission of instructor.

DNC 270: JAZZ DANCE IV

This course is a continuation of [DNC 269](#).

Credits: 3

Prerequisites:

DNC 269 or permission of instructor.

DNC 271: JAZZ DANCE V

This course is a continuation of [DNC 270](#).

Credits: 3

Prerequisites:

DNC 270 or permission of instructor.

DNC 272: JAZZ DANCE VI

This course is a continuation of [DNC 271](#).

Credits: 3

Prerequisites:

DNC 271 or permission of instructor.

Economics

ECO 231: PRINCIPLES OF MACROECONOMICS

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.

Credits: 3

ECO 232: PRINCIPLES OF MICROECONOMICS

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.

Credits: 3

Education

EDU 100: EXPLORING TEACHING AS A PROFESSION

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

Credits: 3

Emergency Medical Paramedics

EMP 189: APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body. Class includes a 2 hour lab.

Credits: 4

Prerequisites:

Admission to the EMT-Paramedic Program

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of [PSY 200](#), [SPH 107](#), and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. verification of attendance at a Health Sciences Information session.
2. unconditional admission to the College.

3. minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union
5. official transcripts from all postsecondary institutions attended.
6. eligibility for [ENG101](#), [MTH 100](#) and meet the reading requirement of the College.
7. age of 18 years or older within one (1) year of course completion.
8. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
9. application for the Emergency Medical Technology Program.

AEMT Level requires:

1. completion of 1-7 as listed for EMT level.
2. current National Registry license for EMT.
3. application for the Advanced Emergency Medical Technician Program.

Paramedic Level requires:

1. completion of 1-8 listed above for EMT and AEMT level admission requirements.
2. minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.
3. a current Alabama license as an AEMT, or successfully completed AEMT from an accredited college.
4. if seeking a long certificate, completion of [BIO 111](#) – Survey of the Human Biology (previously [EMS189](#)) or [BIO 201](#) Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. application to the Paramedic Program.

Progression Requirements

1. a 2.0 cumulative GPA.
2. acceptance by ALL clinical agencies for clinical experience.
3. updated health records by deadline.
4. minimum grade of “C” in all required courses as listed in curriculum.
5. fulfillment of all course prerequisites.
6. if seeking a long certificate, completion of [ENG 101](#), [MTH 100](#) or higher math, and [BIO 202](#) (if [BIO 201](#) elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. no more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. a 2.0 cumulative grade point average at Southern Union.
2. no more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. readmission will depend on classroom and clinical space availability and is not guaranteed.
4. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. completed program readmission form, submitted by deadline.
6. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union’s program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Provide a letter of eligibility from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route,

must take [EMS 156](#), Advanced Emergency Medical Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

8. If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and [EMS 108](#) as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit

EMS 100: CARDIOPULMONARY RESUSCITATION I

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

EMS 105: FIRST RESPONDER

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

Credits: 3

Prerequisites:

Determined by instructor.

EMS 107: EMERGENCY VEHICLE OPERATOR AMBULANCE

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspections, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

Credits: 1

Prerequisites:

Must present a valid driver's license and program approval.

EMS 108: DIRECTED STUDIES IN EMS

This course offers independent study or computer assisted instruction under faculty supervision and/ or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period. Students transferring into the AEMT level who have completed a non-accredited EMT program must take [EMS 108](#) Directed Studies in EMS I as a corequisite to [EMS 156](#). Upon completion of [EMS 108](#) with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

Credits: 1

EMS 118: EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

Credits: 9

Prerequisites:

Admission to program.

Co-Requisites:

EMS 119

EMS 119: EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the [EMS 118](#), Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

Credits: 1

Prerequisites:

Admission to program.

Co-Requisites:

EMS 118

EMS 120: VEHICLE EXTRICATION

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon completion, students should be able to effectively extricate to a person from a wrecked vehicle.

Credits: 2

EMS 121: VEHICLE RESCUE

This course is a continuation of [EMS 120](#) and provides students with concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma, patient injuries, assessment, management, extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. Upon course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during the rescue of patients from vehicles.

Credits: 3

Prerequisites:

Program approval

EMS 150: EMT-BASIC REFRESHER

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

Credits: 2

Prerequisites:

Completion of a NSTC course for EMT-Basic or program approval.

EMS 153: EMS DISPATCHER

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher. This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving requests for emergency medical services and allocating community resources in response to such requests. Upon course completion, students should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call and dispatch appropriate personnel utilizing a scenario in a simulated situation.

Credits: 3

Prerequisites:

Program approval.

EMS 155: ADVANCED EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and [EMS 156](#) must be taken as a co-requisite.

Credits: 7

Prerequisites:

Admission to program.

Co-Requisites:

EMS 156

EMS 156: ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in [EMS 155](#). This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and [EMS 155](#) must be taken as a co-requisite. Students transferring into the paramedic program who have completed a non-accredited AEMT program must take [EMS 156](#), Advanced Emergency Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of [EMS 156](#) with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

Credits: 2

Prerequisites:

Admission to program.

Co-Requisites:

EMS 155

EMS 189: APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

Credits: 4

Prerequisites:

Completion of all required developmental classes (English, reading, or math).

EMS 241: PARAMEDIC CARDIOLOGY

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

Credits: 3

Prerequisites:

Admission to program. BIO 111 (EMS 189) or BIO 201

Co-Requisites:

EMS 241, 242, 244, & 257.

EMS 242: PARAMEDIC PATIENT ASSESSMENT

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

Credits: 3

Prerequisites:

Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.

Co-Requisites:

EMS 241, 242, 244, & 257.

EMS 244: PARAMEDIC CLINICAL I

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electrotherapy, I.V./I.O. initiation and medication administration.

Credits: 1

Prerequisites:

Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.

Co-Requisites:

EMS 241, 242, 244, & 257.

EMS 245: PARAMEDIC MEDICAL EMERGENCIES

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

Credits: 3

Prerequisites:

EMS 241, 242, 244, & 257.

Co-Requisites:

EMS 245, 246, 247 & 248.

EMS 246: PARAMEDIC TRAUMA MANAGEMENT

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

Credits: 3

Prerequisites:

EMS 241, 242, 244, & 257.

Co-Requisites:

EMS 245, 246, 247 & 248.

EMS 247: PARAMEDIC SPECIAL POPULATIONS

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits: 2

Prerequisites:

EMS 241, 242, 244, & 257.

Co-Requisites:

EMS 245, 246, 247 & 248.

EMS 248: PARAMEDIC CLINICAL II

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits: 3

Prerequisites:

EMS 241, 242, 244, & 257.

Co-Requisites:

EMS 245, 246, 247 & 248.

EMS 253: PARAMEDIC TRANSITION TO THE WORKFORCE

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

Credits: 2

Prerequisites:

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Co-Requisites:

EMS 254, 255 AND 256.

EMS 254: ADVANCED COMPETENCIES FOR PARAMEDIC

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

Credits: 2

Prerequisites:

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Co-Requisites:

EMS 253, 254, 255 AND 256.

EMS 255: PARAMEDIC FIELD PRECEPTORSHIP

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

Credits: 5

Prerequisites:

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Co-Requisites:

EMS 253, 254, 255 AND 256.

EMS 256: PARAMEDIC TEAM LEADERSHIP

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

Credits: 1

Prerequisites:

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Co-Requisites:

EMS 253, 254, 255 AND 256.

EMS 257: PARAMEDIC APPLIED PHARMACOLOGY

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Credits: 2

Prerequisites:

Admission to program. BIO 111 (EMP 189) or BIO 201.

Co-Requisites:

EMS 241, 242, 244 & 257.

EMS 265: PARAMEDIC REFRESHER

This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

Credits: 3

Prerequisites:

Completion of a NSTC course for the Paramedic or program approval.

EMS 266: ADVANCED CV LIFE SUPPORT

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

Program approval.

EMS 267: INTERNATIONAL TRAUMA LIFE SUPPORT

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

Program approval.

EMS 269: PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

LPN, RN, Paramedic, or program approval.

EMS 273: EKG INTERPRETATION

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

Credits: 2

Prerequisites:

Program approval.

EMS 275: PRE-HOSPITAL ALS PROTOCOLS

Pre-hospital Advanced Life Support (ALS) Protocols is designed for EMT-Intermediates and Paramedics to familiarize them with the current Advanced Life Support protocols as approved by the Alabama Department of Public Health. This course includes review of ALS protocols as well as utilization of simulated case studies and situations to assist students in their performance in patient assessment and adherence to the protocols. Completion of student competencies are required for successful course completion.

Credits: 2

Prerequisites:

Program approval.

EMS 280: BASIC LIFE SUPPORT INSTRUCTOR

This course provides students with concepts related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

Successful completion, with the past 12 months, of all areas of basic life support training (CPR).

EMS 281: ADVANCED CV LIFE SUPPORT INSTRUCTOR

This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

EMS 266 and program approval.

EMS 282: BASIC TRAUMA LIFE SUPPORT INSTRUCTOR

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive documentation of course completion.

Credits: 1

Prerequisites:

EMS 267 and program approval.

EMS 284: PEDIATRIC MEDICAL LIFE SUPPORT INSTRUCTOR

This course provides students theory and practice in teaching pediatric medical life support. Topics include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; pediatric trauma; and use of medications. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a pediatric medical life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits: 1

Prerequisites:

EMS 269 and program approval.

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large format printers, laser cutters and 3D printers. Students are required to participate in third party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

DDT 104: BASIC COMPUTER AIDED DRAFTING

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using '93hands-on'94 applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 111: FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 116: INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course, you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

Credits: 3

Lab Hours: 0

Theory Hours: 3

DDT 124: BASIC TECHNICAL DRAWING

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 125: SURFACE DEVELOPMENT

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersections and handle them simply as applications of the concepts learned in this class.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, 111, DDT 124, DDT 128 or permission of instructor

DDT 127: INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN

This course covers intermediate-level concepts and application of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 128: INTERMEDIATE TECHNICAL DRAWING

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view drawings with advanced dimensioning, basic tolerancing and pictorial drawings.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124 or permission of instructor.

DDT 132: ARCHITECTURAL DRAFTING

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 133: Basic Surveying

Credits: 3

DDT 150: THEORY OF RESIDENTIAL DRAWING AND DESIGN

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

DDT 104, 111, 124, 128 or permission of instructor.

DDT 212: INTERMEDIATE ARCHITECTURAL DRAFTING

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans, including various architectural details.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 132 or permission of instructor.

DDT 213: CIVIL DRAFTING, PLAT MAPS

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.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 220: ADVANCED TECHNICAL DRAWING

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawing to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 222: ADVANCED ARCHITECTURAL DRAFTING

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial application.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 225: STRUCTURAL STEEL DRAFTING

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 materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 228: GEOGRAPHIC INFORMATION SYSTEMS

This course is designed as an introduction to the world of G.I.S. and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce '93intelligent'94 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 G.I.S. drawings.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 231: ADVANCED CAD

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 233: INTERMEDIATE 3D MODELING

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course, students should be able to create advanced 3D models and perform stress analysis/interference checking.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

DDT 260: PORTFOLIO

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized, and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

Credits: 3

Lab Hours: 4

Theory Hours: 1

DDT 271: DRAFTING INTERNSHIP

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

Credits: 3

Lab Hours: 6

Theory Hours: 0

EGR 100 : Engineering Orientation

Credits: 0

EGR 101: Engineering Foundations

Credits: 1

ENT 217: MACHINE DESIGN

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or assembly using computer-aided design/drafting software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to properly design machine components and systems.

Credits: 3

Lab Hours: 2

Theory Hours: 1

English

ENG 099: INTRODUCTION TO COLLEGE WRITING

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired [ENG 101](#) class. The material covered or practiced in the [ENG 099](#) course is complementary to and supportive of material taught in [ENG 101](#) and the needs of the [ENG 099](#) student.

Credits: 1

Prerequisites:

Appropriate placement score.

Co-Requisites:

[ENG 101](#)

ENG 101: ENGLISH COMPOSITION I

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.

Credits: 3

Prerequisites:

Exempted by scores or appropriate placement scores in writing or successful completion of required developmental courses.

ENG 102: ENGLISH COMPOSITION II

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.

Credits: 3

Prerequisites:

[ENG 101](#) with a minimum grade of C.

ENG 131: APPLIED WRITING (TECHNICAL)

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

Credits: 3

Prerequisites:

Exempted by scores or appropriate placement scores in writing or successful completion or required developmental courses.

ENG 251: AMERICAN LITERATURE I

This course is a survey of American literature from its beginning to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits: 3

Prerequisites:

ENG102 with a minimum grade of C.

ENG 252: AMERICAN LITERATURE II

This course is a survey of American literature from the mid-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.

Credits: 3

Prerequisites:

ENG102 with a minimum grade of C.

ENG 271: WORLD LITERATURE I

This course is a survey of world literature from its beginning to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are being reflected in them.

Credits: 3

Prerequisites:

ENG 102 with a minimum grade of C.

ENG 272: WORLD LITERATURE II

This course is a survey of the world literature from the mid-seventeenth 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.

Credits: 3

Prerequisites:

ENG 102 with a minimum grade of C.

ENR 098: WRITING AND READING FOR COLLEGE

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course includes a lab component.

Credits: 4

Prerequisites:

Appropriate placement score.

Fire Science

FSC 100: BASIC FIREMANSHIP

This course is an introduction to the basics of Fire Science, including fire chemistry salvage, hydraulics, laying hose, laddering, and overhaul work.

Credits: 2

FSC 101: INTRODUCTION TO THE FIRE SERVICE

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

Credits: 3

FSC 103: HAZARDOUS MATERIALS I

This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.

Credits: 3

FSC 104: HAZARDOUS MATERIALS II

This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

Credits: 3

FSC 111: FIRE HYDRAULICS

This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems and underwriters' requirement for pumps.

Credits: 3

FSC 200: FIRE COMBAT TACTICS AND STRATEGY

This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems.

Credits: 3

FSC 210: BUILDING CONSTRUCTION FOR THE FIRE SERVICE

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

Credits: 3

FSC 240: FIRE CAUSE DETERMINATION

This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence.

Credits: 3

FSC 250: FIRE PREVENTION INSPECTION

This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.

Credits: 3

FSC 270: FIRE PROTECTION SYSTEMS

This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.

Credits: 3

FSC 292: ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION

This course covers the responsibility of supervisors; organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.

Credits: 3

FSC 293: FIRE SERVICE ADMINISTRATION

This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personal management, and of records, reports, and evaluation.

Credits: 3

French

FRN 101: INTRODUCTORY FRENCH I

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

Credits: 4

Prerequisites:

Eligible for ENG 101.

FRN 102: INTRODUCTORY FRENCH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

Credits: 4

Prerequisites:

FRN 101.

FRN 201: INTERMEDIATE FRENCH I

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

Credits: 4

Prerequisites:

FRN 102.

Geography

GEO 100: WORLD REGIONAL GEOGRAPHY

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.

Credits: 3

Geology

GLY 101: INTRODUCTORY GEOLOGY I

Introduction to Geology I is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.

Credits: 3

Prerequisites:

Eligible for ENG 101 and MTH 100.

GLY 102: INTRODUCTORY GEOLOGY II

Introduction to Geology II is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as Geologic time, Earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.

Credits: 3

Prerequisites:

GLY 101 and/or as required by program.

German

GRN 101: INTRODUCTORY GERMAN I

An introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

Credits: 4

Prerequisites:

Eligible for ENG 101.

GRN 102: INTRODUCTORY GERMAN II

A continuation of [GRN 101](#), an introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

Credits: 4

Prerequisites:

GRN 101.

Health Education

HED 221: PERSONAL HEALTH

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

Credits: 3

HED 222: COMMUNITY HEALTH

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

Credits: 3

HED 226: WELLNESS

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting, which are all taught through the different dimensions of wellness.

Credits: 3

HED 231: FIRST AID

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.

Credits: 3

HED 232: CARE AND PREVENTION OF ATHLETIC INJURIES

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

Credits: 3

HED 266: INTRODUCTION TO HEALTH OCCUPATIONS

This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

Credits: 3

Health Sciences

HPS 101: CARDIOPULMONARY RESUSCITATION I

This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR.

Credits: 1

HPS 105: MEDICAL TERMINOLOGY

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

Credits: 3

HPS 113: SPANISH FOR THE HEALTHCARE PROFESSIONAL

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

Credits: 3

HPS 113: SPANISH FOR HEALTHCARE PROFESSIONALS

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

Credits: 3

HPS 114: BASIC PHARMACOLOGY

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.

Credits: 2

HPS 116: OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES

This course provides a comprehensive overview of the major systems of health care other than the traditional allopathic or western medical system. Included is a comparison of the various characteristics and philosophies behind complementary and alternative therapies. Upon completion, the student will be able to verbalize the difference between the traditional health care system and the major complementary and/or alternative therapies.

Credits: 3

History

HIS 101: HISTORY OF WESTERN CIVILIZATION I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern western world. It covers the history of the West from its earliest beginnings to the early modern era.

Credits: 3

HIS 102: HISTORY OF WESTERN CIVILIZATION II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its early modern era to the present.

Credits: 3

HIS 201: UNITED STATES HISTORY I

This course surveys United States history from the pre-Columbian period to the Civil War era.

Credits: 3

HIS 202: UNITED STATES HISTORY II

This course surveys United States history from the Civil War era to the Modern era.

Credits: 3

Home Economics

HEC 140: PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

Credits: 3

Humanities

HUM 100: HUMANITIES FORUM

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities.

Credits: 1

HUM 101: INTRODUCTION TO HUMANITIES

This course offers the student an introduction to the humanities through independent visits to art, music, literature, history, and drama presentations and subsequent assignments.

Credits: 3

HUM 299: PTK HONORS I, II, III

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

Credits: 1

Prerequisites:

Permission of instructor.

Industrial Electricity/ Electronics Technology

The Industrial Electricity Technology Program is designed to help students acquire skills needed to become an industrial electrician or an entry level electrician/electrician's helper. Students are also introduced to the theories and principles of the operation and installation of electrical equipment, machines, and the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. Students are involved in an in-depth study of the National Electrical Code and preparation for credentialing testing. Students are required to participate in third party credentialing such as CET and third party assessments such as NOCTI prior to completion of this curriculum.

This program is designed to complement local electrical contractors' apprenticeship training program and has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

ELT 110: WIRING METHODS

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ELT 117: AC/DC MACHINES

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ELT 122: Advanced AC/DC Machines

Credits: 3

ELT 131: WIRING 1 COMMERCIAL AND INDUSTRIAL

This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

Credits: 3

Lab Hours: 1

Theory Hours: 2

ELT 132: COMMERCIAL AND INDUSTRIAL WIRING II

This course is a continuation of [ELT 131](#) and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

Credits: 3

Lab Hours: 1

Theory Hours: 2

ELT 206: OSHA SAFETY STANDARDS

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

Credits: 3

Lab Hours: 0

Theory Hours: 3

IET 299A: Occupational Safety Ergonomics

Credits: 3

IET 299B: Methods Engineering and Work Measurement

Credits: 3

ILT 104: INDUSTRIAL INSTRUMENTATION

This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ILT 105: INDUSTRIAL INSTRUMENTION LAB

This lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

Credits: 2

Lab Hours: 4

Theory Hours: 0

ILT 109: ELECTRICAL BLUEPRINT READING I

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ILT 114: INSTRUMENTATION OPERATION AND CALIBRATION

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

Credits: 3

Lab Hours: 3

Theory Hours: 2

ILT 115: INDUSTRIAL CONTROLS

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drivers, AC variable frequency drives, thyristors, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ILT 118: CONSTRUCTION WIRING NEC

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ILT 139: INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits: 3

Lab Hours: 5

Theory Hours: 1

ILT 148: AUTOMATIC CONTROLS SYSTEMS

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulic, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

Instructor approval.

ILT 160: DC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ILT 161: AC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ILT 162: SOLID STATE FUNDAMENTALS

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ILT 163: DIGITAL FUNDAMENTALS

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/ computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ILT 164: CIRCUIT FABRICATION

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

Credits: 1

Lab Hours: 2

Theory Hours: 0

ILT 165: INDUSTRIAL ELECTRONIC CONTROLS I

This course provides a study of industrial electronics controls. Topics include photoelectric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

Credits: 3

Lab Hours: 2

Theory Hours: 2

ILT 166: MOTORS AND TRANSFORMERS I

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion, students should be able to test motors, transformer types, and test for input and output voltage.

Credits: 3

Lab Hours: 2

Theory Hours: 2

ILT 167: AC/DC MACHINERY AND CONTROLS I

This course provides the student with knowledge in AC/DC machinery and controls. Topics include characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables students to be tested, troubleshoot and repair AC/DC machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.

Credits: 3

Lab Hours: 2

Theory Hours: 2

ILT 169: HYDRAULICS/ PNEUMATICS

This course provides an introduction to hydraulics/ pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/ pneumatics.

Credits: 3

Lab Hours: 2

Theory Hours: 2

ILT 192: CO-OP IN ILT

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

ILT 194: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits: 3

Lab Hours: 3

Theory Hours: 2

ILT 196: ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits: 3

Lab Hours: 3

Theory Hours: 2

Prerequisites:

As required by program.

ILT 198: ELECTRONIC CIRCUITS I

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ILT 209: MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits: 3

Lab Hours: 4

Theory Hours: 1

ILT 210: MECHATRONICS

This course covers the components that make up a mechatronics system. Students will learn the functions of the electrical components, electrical drives and mechanical components and the roles that they play in the system. The student is also introduced to basic PLC networking with Ethernet-type devices. Students will also be introduced to other types of networking protocols and network security. Students gain knowledge in the selection of PLC equipment used to control mechatronics systems. By understanding the complete system, students will learn and apply troubleshooting strategies to identify, localize and (where possible) to correct malfunctions.

Credits: 3

Lab Hours: 2

Theory Hours: 1

ILT 211: TROUBLESHOOTING TECHNIQUES

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

Credits: 3

Lab Hours: 5

Theory Hours: 1

ILT 216: INDUSTRIAL ROBOTICS

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ILT 217: INDUSTRIAL ROBOTICS LAB

This lab covers the principles, concepts and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

Credits: 2

Lab Hours: 5

Theory Hours: 0

ILT 218: INDUSTRIAL ROBOTICS CONCEPTS

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to ready and interpret circuitry for proper troubleshooting, and ability to perform preventative maintenance.

Credits: 3

Lab Hours: 3

Theory Hours: 2

ILT 231: National Electric Code

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.

Credits: 3

Lab Hours: 0

Theory Hours: 3

ILT 240: SENSORS TECHNOLOGY AND APPLICATIONS

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test and troubleshoot industrial electronic sensors.

Credits: 3

Lab Hours: 3

Theory Hours: 2

ILT 263: CERTIFICATION PREP LAB

This course prepares students to sit for industry certification examinations and is to be taken in the final semester of the program. The course may be repeated to prepare students for different certification examinations as determined by the college.

Credits: 1

Lab Hours: 2

Theory Hours: 0

Interdisciplinary Studies

IDS 102: ETHICS

This interdisciplinary course will introduce the basic concepts, types, and schools of moral theory, and illustrate how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors.

Credits: 3

IDS 200A-200D: COLLEGE SCHOLARS BOWL WORKSHOP

This course offers the student preparation, practice, and participation in the College Scholars Bowl program and competition. [IDS 200](#) may be repeated for credit.

Credits: 1

Prerequisites:

Permission of instructor.

IDS 299: INTRODUCTION TO COMMUNITY AND CIVIC ENGAGEMENT

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. [IDS 299](#) may be repeated for credit.

Credits: 1

Prerequisites:

Permission of instructor.

Machine Shop Technology

CNC 142: APPLIED GEOMETRY AND CNC MACHINE

This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion students should be able to solve problems required for planning, making, and checking of machined parts.

Credits: 3

Lab Hours: 0

Theory Hours: 3

CNC 156: JIG AND FIXTURE CONSTRUCTION PRINCIPLES

This course provides a basic study in the construction and application of jigs and fixtures. Emphasis is placed on types and functions, basic design and construction, and design economic considerations of jigs and fixtures. Upon completion, students should be able to design and build jigs, fixtures, and tooling.

Credits: 3

Lab Hours: 2

Theory Hours: 1

CNC 161: Die Maintenance and Repair

Credits: 3

CNC 213: ADVANCED COMPUTER NUMERICAL CONTROL MILLING

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining center.

Credits: 3

Lab Hours: 2

Theory Hours: 1

CNC 217: Tooling and Machining Data

Credits: 3

CNC 223: COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Credits: 3

Lab Hours: 2

Theory Hours: 1

CNC 233: Advanced Tool and Die

Credits: 3

CNC 234: Precision Machining Practices

Credits: 3

CNC 235: Basic Die Construction

Credits: 3

MSP 101: BASIC MACHINING TECHNOLOGY

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Credits: 5

Lab Hours: 8

Theory Hours: 1

MSP 102: INTERMEDIATE MACHINING TECHNOLOGY

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinder. Emphasis is placed on setup and operation of machining tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Credits: 5

Lab Hours: 8

Theory Hours: 1

Prerequisites:

MSP 101.

MSP 104: BASIC MACHINING CALCULATIONS

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

Credits: 2

Lab Hours: 2

Theory Hours: 1

Prerequisites:

Permission of instructor.

MSP 105: LATHES

This course covers the operation and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

Permission of instructor.

MSP 107: MILLING MACHINES

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

MSP 101 or permission of instructor.

MSP 110: HANDBOOK FUNCTIONS

This course covers the use of the machining handbook. Topics include formulas, tables and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools.

Credits: 3

Lab Hours: 0

Theory Hours: 3

MSP 111: INTRODUCTION TO COMPUTER NUMERICAL CONTROL

This course introduces the concepts and capabilities of computer numerical control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

Credits: 2

Lab Hours: 2

Theory Hours: 1

Prerequisites:

MSP 101, MSP 104.

MSP 112: BASIC COMPUTER NUMERICAL CONTROL TURNING

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Credits: 3

Lab Hours: 6

Theory Hours: 1

Prerequisites:

Permission of Instructor.

MSP 113: BASIC COMPUTER NUMERICAL CONTROL MILLING

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

Permission of instructor.

MSP 121: BASIC BLUEPRINT READING FOR MACHINISTS

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

Credits: 2

Lab Hours: 2

Theory Hours: 1

MSP 125: INTRODUCTION TO MACHINING TECHNOLOGY

This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.

Credits: 3

Lab Hours: 2

Theory Hours: 1

MSP 127: CAM

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining process.

Credits: 6

Lab Hours: 8

Theory Hours: 2

MSP 142: Advanced Machining Calculations

Credits: 3

MSP 157: TOOLMAKERS TECHNOLOGY

This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datum, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion, students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

Credits: 3

Lab Hours: 4

Theory Hours: 1

Prerequisites:

Permission of Instructor.

MSP 171: INTERMEDIATE BLUEPRINT READING

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

Credits: 2

Lab Hours: 2

Theory Hours: 1

Prerequisites:

Permission of instructor or MSP 121.

MSP 212: COMPUTER NUMERICAL CONTROL LAB

This course introduces the programming, set-up and operation of CNC turning centers and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.

Credits: 3

Lab Hours: 8

Theory Hours: 0

Prerequisites:

MSP 101, MSP 104.

Co-Requisites:

MSP 111.

MSP 293: CO-OP IN MACHINE SHOP TECHNOLOGY

Student works on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

MTT 109: ORIENTATION TO COMPUTER ASSISTED MANUFACTURING

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands, and file management 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

MSP 101, MSP 104.

MTT 127: METROLOGY

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.

Credits: 3

Lab Hours: 1

Theory Hours: 2

MTT 128: GEOMETRIC DIMENSIONING AND TOLERANCE I

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

Credits: 3

Lab Hours: 0

Theory Hours: 3

MTT 140: BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

Credits: 3

Lab Hours: 2

Theory Hours: 1

MTT 162: Precision Grinding

Credits: 3

MTT 205: Mold Maintenance and Repair

Credits: 3

MTT 243: CNC TURNING LAB I

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

Credits: 3

Lab Hours: 3

Theory Hours: 0

Manufacturing Technology

INT 101: DC FUNDAMENTALS

This course provides an in-depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

Credits: 3

Lab Hours: 1

Theory Hours: 2

INT 103: AC FUNDAMENTALS

This course provides an in-depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits: 3

Lab Hours: 1

Theory Hours: 2

INT 112: INDUSTRIAL MAINTENANCE SAFETY PROCEDURES

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, student will be able to implement health and safety practices in an industrial production setting.

Credits: 3

Lab Hours: 0

Theory Hours: 3

INT 113: INDUSTRIAL MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits: 3

Lab Hours: 4

Theory Hours: 1

INT 117: PRINCIPLES OF INDUSTRIAL MECHANICS

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Credits: 3

Lab Hours: 3

Theory Hours: 2

INT 118: FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventative maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventative maintenance functions on hydraulic and pneumatic systems.

Credits: 3

Lab Hours: 2

Theory Hours: 2

INT 119: PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

Lab Hours: 2

Theory Hours: 1

INT 120: CONCEPTS OF DIRECT CURRENT

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

Credits: 5

Lab Hours: 4

Theory Hours: 3

INT 122: CONCEPTS OF ALTERNATING CURRENT

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot the AC circuits.

Credits: 5

Lab Hours: 4

Theory Hours: 3

INT 128: PRINCIPLES OF INDUSTRIAL ENVIRONMENTAL CONTROLS

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the [EPA 608](#) certification examination.

Credits: 3

Lab Hours: 3

Theory Hours: 2

INT 129: INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

Credits: 3

Lab Hours: 6

Theory Hours: 1

INT 132: PREVENTIVE AND PREDICTIVE MAINTENANCE

This course focuses on the concepts and applications of preventative and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventative maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

Credits: 3

Lab Hours: 3

Theory Hours: 2

INT 139: INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits: 3

Lab Hours: 2

Theory Hours: 1

INT 153: PRECISION MACHINING FUNDAMENTALS I

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

Credits: 3

Lab Hours: 3

Theory Hours: 2

INT 158: INDUSTRIAL WIRING I

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Credits: 3

Lab Hours: 5

Theory Hours: 1

INT 161: BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS

This course is designed to provide the student with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

Credits: 3

Lab Hours: 0

Theory Hours: 3

INT 184: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits: 3

Lab Hours: 3

Theory Hours: 2

INT 192: INDUSTRIAL MAINTENANCE TECHNOLOGY CO-OP

In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

INT 206: INDUSTRIAL MOTORS I

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

Credits: 3

Lab Hours: 6

Theory Hours: 1

INT 211: INDUSTRIAL MOTORS II

This course focuses on advanced information regarding industrial electrical motors. Upon completion, students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors.

Credits: 3

Lab Hours: 6

Theory Hours: 1

INT 215: TROUBLESHOOTING TECHNIQUES

This course is designated 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.

Credits: 3

Lab Hours: 5

Theory Hours: 1

INT 284: ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits: 3

Lab Hours: 1

Theory Hours: 2

Mass Communication

MCM 102: WRITING FOR THE MASS MEDIA

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.

Credits: 3

Prerequisites:

Permission of instructor.

MCM 113: STUDENT PUBLICATIONS**Credits:** 1**MCM 114: STUDENT PUBLICATIONS****Credits:** 1**MCM 115: STUDENT PUBLICATIONS****Credits:** 1**MCM 213: STUDENT PUBLICATIONS**

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits: 1**MCM 214: STUDENT PUBLICATIONS**

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits: 1**MCM 215: STUDENT PUBLICATIONS**

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits: 1

Mathematics

MTH 098: ELEMENTARY ALGEBRA

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This is a hybrid course. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits: 4**Prerequisites:**

Appropriate placement score in mathematics.

MTH 099: SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA

The material covered in this course is parallel to and supportive of the material taught in [MTH 100](#). Emphasis is placed on providing students with additional academic support to facilitate success in the paired [MTH 100](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits: 1**Prerequisites:**

MTH 098 with a minimum grade of C or appropriate placement score in mathematics.

Co-Requisites:

MTH 100

MTH 100: INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits: 3**Prerequisites:**

MTH 098 with a minimum grade of C or appropriate placement score.

Co-Requisites:

If required, MTH 099. (MTH 099 is required for students who completed MTH 098.)

MTH 109: SUPPORT FOR FINITE MATHEMATICS

The material covered in this course is parallel to and supportive of the material taught in [MTH 110](#). Emphasis is placed on providing students with additional academic support to facilitate success in the paired [MTH 110](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits: 1**Prerequisites:**

MTH 100 with a minimum grade of C or appropriate placement score in mathematics.

Co-Requisites:

MTH 110

MTH 110: FINITE MATHEMATICS

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). This course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits: 3**Prerequisites:**

MTH 098 with a minimum grade of C or appropriate placement score.

Co-Requisites:

If required, MTH 109.

MTH 111: SUPPORT FOR PRECALCULUS ALGEBRA

The material covered in this course is parallel to and supportive of the material taught in [MTH 112](#). Emphasis is placed on providing students with additional academic support to facilitate success in the paired [MTH 112](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits: 1

Prerequisites:

MTH 100 with a minimum grade of C or appropriate placement score.

Co-Requisites:

MTH 112

MTH 112: PRECALCULUS ALGEBRA

This course emphasizes the algebra of functions '96 including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits: 3

Prerequisites:

MTH 100 with a minimum grade of C or higher or appropriate placement score.

Co-Requisites:

If required, MTH 111.

MTH 113: PRECALCULUS TRIGONOMETRY

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections and product-sum functions.

Credits: 3

Prerequisites:

MTH 112 with a minimum grade of C or appropriate placement score.

MTH 115: PRECALCULUS ALGEBRA & TRIGONOMETRY

This course is a one-semester accelerated combination of Precalculus Algebra ([MTH 112](#)) and Precalculus Trigonometry ([MTH 113](#)). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, vectors, complex numbers and polar graphs.

Credits: 4

Prerequisites:

MTH 100 with a minimum grade of C or appropriate placement scores and permission from the department chair.

MTH 116: MATHEMATICAL APPLICATIONS

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. This course covers integers, percent, interest, ratio, and proportion, measurement systems, linear equations and problem solving. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits: 3

MTH 120: CALCULUS AND ITS APPLICATIONS

This course is intended to give a broad overview of calculus. It includes limits, differentiation and integration of algebraic, exponential, logarithmic, and multi-variable functions and applications to business, economics and other disciplines. The course may also include Lagrange Multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

Credits: 3

Prerequisites:

MTH 112, MTH 113, or MTH 115 with a minimum grade of C or appropriate placement score.

MTH 125: CALCULUS I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Credits: 4

Prerequisites:

MTH 113 or MTH 115 with a minimum grade of C or appropriate placement score.

MTH 126: CALCULUS II

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates and parametric equations, lines and planes in space, and vectors in the plane and in space.

Credits: 4

Prerequisites:

MTH 125 with a minimum grade of C.

MTH 227: CALCULUS III

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

Credits: 4

Prerequisites:

MTH 126 with a minimum grade of C.

MTH 231: MATH FOR THE ELEMENTARY TEACHER I

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

Credits: 3

Prerequisites:

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 232: MATH FOR THE ELEMENTARY TEACHER II

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry and transformations.

Credits: 3

Prerequisites:

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 237: LINEAR ALGEBRA

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares and the diagonalization of symmetric matrices.

Credits: 3

Prerequisites:

MTH 126 with a minimum grade of C.

MTH 238: APPLIED DIFFERENTIAL EQUATIONS I

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

Credits: 3

Co-Requisites:

MTH 227

MTH 265: ELEMENTARY STATISTICS

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.

Credits: 3

Prerequisites:

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 270: Probability and Statistics Concepts

Credits: 3

Medical Assistant Technology

MAT 111: CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education.

Credits: 3

Lab Hours: 1

Theory Hours: 2

MAT 125: LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations.

Credits: 3

Lab Hours: 1

Theory Hours: 2

MAT 211: CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures.

Credits: 3

Lab Hours: 1

Theory Hours: 2

MAT 215: LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT

This course includes the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed.

Credits: 3

Lab Hours: 1

Theory Hours: 2

MAT 216: PHARMACOLOGY FOR THE MEDICAL OFFICE

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contradictions, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught.

Credits: 4

Lab Hours: 1

Theory Hours: 3

MAT 218: EKG TECHNICIAN

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography.

Credits: 3

MAT 228: MEDICAL ASSISTANT REVIEW COURSE

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

Credits: 1

Lab Hours: 0

Theory Hours: 1

MAT 229: MEDICAL ASSISTANT PRACTICUM

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinical or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions.

Credits: 3

Lab Hours: 3

Theory Hours: 0

MAT 230: Medical Assisting Practicum

Credits: 1

MAT 239: PHLEBOTOMY PRECEPTORSHIP

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for the laboratory testing and to interact with health care personnel, patients, and the general public.

Credits: 3

Lab Hours: 3

Theory Hours: 0

Music

MUL 101: CLASS PIANO I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 102: CLASS PIANO II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 111: CLASS VOICE I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 112: CLASS VOICE II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 161: CLASS FRETTED INSTRUMENTS I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 162: CLASS FRETTED INSTRUMENTS II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 170: MUSIC WORKSHOP I

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits: 1-3

Prerequisites:

As required by program.

MUL 171: MUSIC WORKSHOP II

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits: 1-3

Prerequisites:

As required by program.

MUL 172: MUSICAL THEATRE WORKSHOP I

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits: 1-2

Prerequisites:

As required by program.

MUL 173: MUSICAL THEATRE WORKSHOP II

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits: 1-2

Prerequisites:

As required by program.

MUL 180: CHORUS I. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 181: CHORUS II. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 182: Vocal Ensemble I. (The Southern Union Gospel Choir)

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 183: Vocal Ensemble II. (The Southern Union Gospel Choir)

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 184: SHOW CHOIR I. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 185: SHOW CHOIR II. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 201: CLASS PIANO III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 202: CLASS PIANO IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 211: CLASS VOICE III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 212: CLASS VOICE IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 261: CLASS FRETTED INSTRUMENTS III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 262: CLASS FRETTED INSTRUMENTS IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

Prerequisites:

As required by program.

MUL 270: MUSIC WORKSHOP III

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits: 1-3

Prerequisites:

As required by program.

MUL 271: MUSIC WORKSHOP IV

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits: 1-3

Prerequisites:

As required by program.

MUL 272: MUSICAL THEATRE WORKSHOP III

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits: 1-2

Prerequisites:

As required by program.

MUL 273: MUSICAL THEATRE WORKSHOP IV

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits: 1-2

Prerequisites:

As required by program.

MUL 280: CHORUS III. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 281: CHORUS IV. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 282: Vocal Ensemble III. (The Southern Union Gospel Choir)

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 283: Vocal Ensemble IV. (The Southern Union Gospel Choir)

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 284: SHOW CHOIR III. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUL 285: SHOW CHOIR IV. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1-2

Prerequisites:

Permission of instructor.

MUP 101: PRIVATE PIANO I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 102: PRIVATE PIANO II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 111: PRIVATE VOICE I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 112: PRIVATE VOICE II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 201: PRIVATE PIANO III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 202: PRIVATE PIANO IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 211: PRIVATE VOICE III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUP 212: PRIVATE VOICE IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1-2

Prerequisites:

As required by program with permission of instructor.

MUS 101: MUSIC APPRECIATION

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and aural perception of the elements of music.

Credits: 3

MUS 111: MUSIC THEORY I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits: 4

Prerequisites:

As required by program.

MUS 112: MUSIC THEORY II

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and fourpart triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits: 4

Prerequisites:

MUS 111

MUS 203: MUSIC HISTORY I

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers, and representative works.

Credits: 3

MUS 204: MUSIC HISTORY II

This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of period style characteristics, forms, composers, and representative works.

Credits: 3

MUS 211: MUSIC THEORY III

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits: 1-4

Prerequisites:

MUS 112

MUS 212: MUSIC THEORY IV

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

Credits: 1-4

Prerequisites:

MUS 211

Nursing Assistant

The Nursing Assisting course ([NAS 100](#)) is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course ([NAS 102](#)) is designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100 and NAS 102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100 and NAS 102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements. Non-college credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements:

1. Application for the Nursing Assisting / Medication Aide.
2. Negative drug screen.
3. Negative T.B. skin test within 1 year.
4. Current immunizations, including but not limited to, Tetanus and Hepatitis B.
5. Ability to meet essential functions.
6. Clear criminal background check.
7. Current CPR certification at the American Heart Association Healthcare Provider level.
8. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant/Home Health Aide (NAS/HHA) program requires:

1. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at www.suscc.edu.
2. unconditional admission to the College.
3. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
4. official transcripts from all postsecondary institutions attended.
5. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
6. application for the Nurse Assistant/Home Health Aide Program.
7. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.

8. ability to meet all health/ clinical requirements as stated in current Nurse Assistant/Home Health Aide Student Handbook.

NAS/HHA 115: CPR & BASIC FIRST AID

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

Credits: 2

NAS/HHA 120: FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

Credits: 7

Prerequisites:

Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.

Co-Requisites:

NAS/HHA 121.

NAS/HHA 121: FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE (CLINICAL)

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

Credits: 3

Prerequisites:

Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.

Co-Requisites:

NAS/HHA 120.

NAS/HHA 130: BASIC ELECTROCARDIOGRAM INTERPRETATION

This course provides students with the basic knowledge to interpret electrocardiograms. Students learn to identify the different categories of dysrhythmias on an EKG strip/monitor and acquire the technical skills to perform a 12 lead EKG in the clinical setting. An overview of the electrical conduction of the heart and cardiac circulation is included to assist students to identify common and life threatening dysrhythmias. This course includes both class and lab: 15 hours of lecture 30 hours of lab.

Credits: 2

NAS 100: LONG TERM CARE NURSING ASSISTANT

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. 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.

Credits: 4

Prerequisites:

Determined by instructor.

Office Management

OAD 101: BEGINNING KEYBOARDING

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of basic business documents such as memos, letters, reports, and tables.

Credits: 3

OAD 103: INTERMEDIATE KEYBOARDING

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of business documents.

Credits: 3

Prerequisites:

OAD 101 with minimum grade of C or permission of instructor.

OAD 125: WORD PROCESSING

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.

Credits: 3

Prerequisites:

OAD 103 with minimum grade of C or permission of instructor.

OAD 131: BUSINESS ENGLISH

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.

Credits: 3

OAD 138: RECORDS/INFORMATION MANAGEMENT

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

Credits: 3

OAD 200: MACHINE TRANSCRIPTION

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

Credits: 3

Prerequisites:

OAD 103 with minimum grade of C or permission of instructor.

OAD 201: LEGAL TERMINOLOGY

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.

Credits: 3

OAD 211: MEDICAL TERMINOLOGY

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

Credits: 3

OAD 212: MEDICAL TRANSCRIPTION

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Students will learn/maintain standards of ethical/ professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

Credits: 3

Prerequisites:

OAD 103 and 211 with minimum grade of C or permission of instructor.

OAD 214: MEDICAL OFFICE PROCEDURES

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

Credits: 3

Prerequisites:

OAD 215 with a minimum grade of C.

OAD 215: HEALTH INFORMATION MANAGEMENT

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

Credits: 3

OAD 216: ADVANCED HEALTH INFORMATION MANAGEMENT

This course is designed as a continuation of [OAD 215](#) Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records.

Credits: 3

Prerequisites:

OAD 215 with a minimum grade of C.

OAD 218: OFFICE PROCEDURES

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communication and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

Credits: 3

OAD 233: TRENDS IN OFFICE TECHNOLOGY

This course is designed to address current trends in office technology. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

Credits: 3

OAD 242: OFFICE INTERNSHIP

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

Credits: 3

Prerequisites:

Permission of instructor.

Orientation

ORI 101: ORIENTATION TO COLLEGE

This course is a two-credit hour graded course that introduced students to Southern Union State Community College. Whether students choose to take in-person courses, online courses, virtual, or a combination, students will gain knowledge to help them be successful in all courses at the institution. Topics include academic advising, academic records, campus information, career exploration, financial aid, institutional resources, online learning, and personal growth.

Credits: 2

ORI 105: ORIENTATION AND STUDENT SUCCESS

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

Credits: 3

ORI 106: TRANSITION TO COLLEGE AND CAREER

This course is designed to promote student readiness for college and careers through a focus on career pathways. Students will have the opportunity to research, analyze, and explore their career and educational plans while they develop and enhance their technology skills. As a significant part of the course, students will design a personalized career research photo essay, a cover letter, and a resume.

Credits: 1

ORI 111: ONLINE LEARNING BASICS

This course is designed to prepare the student to use a learning management system (LMS). The course covers information concerning the skills required to be successful in an online class. Topics include test-taking requirements, communication with faculty and classmates, submitting assignments, time management for online classes, using a mobile application, and viewing grades. NOTE: Activity classes listed for one hour will meet at least two hours per week. Classes listed for two hours will meet at least three hours per week.

Credits: 1

Physical Education

PED 100: FUNDAMENTALS OF FITNESS

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

Credits: 3

PED 101: SLIMNASTICS (Beginning)

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

Credits: 1

PED 102: SLIMNASTICS (Intermediate)

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

Credits: 1

Prerequisites:

PED 101

PED 103: WEIGHT TRAINING (Beginning)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

Credits: 1

PED 104: WEIGHT TRAINING (Intermediate)

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

Credits: 1

Prerequisites:

PED 103

PED 105: PERSONAL FITNESS

This course is designed to provide students with information to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

Credits: 1

PED 106: AEROBICS

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

Credits: 1

PED 107: AEROBICS DANCE (Beginning)

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.

Credits: 1

PED 108: AEROBIC DANCE (Intermediate)

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.

Credits: 1

Prerequisites:

PED 107

PED 109: JOGGING

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

Credits: 1

PED 113: TUMBLING AND GYMNASTICS (Beginning)

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.

Credits: 1

PED 114: TUMBLING AND GYMNASTICS (Intermediate)

This course is a continuation of [PED 113](#) in tumbling and gymnastics techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus and participate in selected events.

Credits: 1

Prerequisites:

PED 113

PED 118: GENERAL CONDITIONING (Beginning)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

Credits: 1

PED 119: GENERAL CONDITIONING (Intermediate)

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

Credits: 1

Prerequisites:

PED 118

PED 121: BOWLING (Beginning)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

Credits: 1

PED 122: BOWLING (Intermediate)

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

Credits: 1

Prerequisites:

PED 121

PED 123: GOLF (Beginning)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

Credits: 1

PED 124: GOLF (Intermediate)

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

Credits: 1

Prerequisites:

PED 123

PED 126: RECREATIONAL GAMES

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

Credits: 1

PED 131: BADMINTON (Beginning)

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

Credits: 1

PED 132: BADMINTON (Intermediate)

This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton.

Credits: 1

Prerequisites:

PED 131

PED 133: TENNIS (Beginning)

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

Credits: 1

PED 134: TENNIS (Intermediate)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

Credits: 1

Prerequisites:

PED 133

PED 140: SWIMMING (Beginning)

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

Credits: 1

PED 141: SWIMMING (Intermediate)

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

Credits: 1

Prerequisites:

PED 140

PED 153: KARATE (Beginning.)

This course is designed to introduce the martial arts and teach the basic skill of Isshinryu karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata.

Credits: 1

PED 154: KARATE (Intermediate)

This course is a continuation of beginning Karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Isshinryu karate teaches discipline, self-defense and confidence. Upon completion, students should be able to perform line drill techniques and Kata according to their rank.

Credits: 1

Prerequisites:

PED 153

PED 155: SELF DEFENSE

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

Credits: 1

PED 171: BASKETBALL (Beginning)

This course covers the fundamentals of basketball.

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

Credits: 1

PED 172: BASKETBALL

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

Credits: 1

Prerequisites:

PED 171

PED 176: VOLLEYBALL (Beginning)

This course covers the fundamentals of volleyball.

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

Credits: 1

PED 177: VOLLEYBALL (Intermediate)

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits: 1

Prerequisites:

PED 176

PED 178: SOCCER (Beginning)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

Credits: 1

PED 179: SOCCER (Intermediate)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer.

Credits: 1

Prerequisites:

PED 178

PED 180: FLAG FOOTBALL

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

Credits: 1

PED 181: BASEBALL (Beginning)

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

Credits: 1

PED 182: BASEBALL (Intermediate)

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits: 1

Prerequisites:

PED 181

PED 186: SOFTBALL (Beginning)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

Credits: 1

PED 187: SOFTBALL (Intermediate)

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

Credits: 1

Prerequisites:

PED 186

PED 188: YOGA

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

Credits: 1

PED 191: TEAM SPORTS

This covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating and team play. Upon completion, students should be able to participate and implement an intramural program.

Credits: 1

PED 200: FOUNDATIONS OF PHYSICAL EDUCATION

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

Credits: 3

PED 216: SPORTS OFFICIATING

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

Credits: 3

PED 223: METHODS OF INSTRUCTION

This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercises and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.

Credits: 3

PED 224: PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for [HEC 140](#).

Credits: 3

PED 227: ANGLING

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.

Credits: 1

PED 228: FIREARM SAFETY AND UTILIZATION

This course provides a general knowledge and usage of handguns. Opportunities are provided for target practice, emphasizing safety and accuracy.

Credits: 1

PED 238: SAILING

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

Credits: 1

PED 240: SPORT AND RECREATIONAL SCUBA DIVING

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.

Credits: 1

PED 251: VARSITY BASKETBALL

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

Credits: 1

Prerequisites:

Permission of instructor.

PED 252: VARSITY BASEBALL

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits: 1

Prerequisites:

Permission of instructor.

PED 254: VARSITY SOFTBALL

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

Credits: 1

Prerequisites:

Permission of instructor.

PED 257: VARSITY CHEERLEADING

This course provides a specific knowledge and experience of cheerleading skills, with emphasis on tumbling skills, sharpness, stunts, and enthusiasm at the collegiate level.

Credits: 1

PED 258: VARSITY VOLLEYBALL

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits: 1

Prerequisites:

Permission of instructor.

PED 259: VARSITY CROSS COUNTRY

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.

Credits: 1

PED 296: PRACTICUM IN ATHLETIC TRAINING

This course will allow students to achieve real world, hands-on experience while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities. Students will observe, report, and assist in the treatment of athletic injuries.

Credits: 3

Prerequisites:

BIO 201, BIO 202, HED 231, HED 232, BIO 201, BIO 202, HED 231, HED 232

PED 297: PRACTICUM IN ATHLETIC TRAINING

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to assess and intervene with athletic injuries while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities.

Credits: 3

Prerequisites:

PED 296

Physical Science

PHS 111: PHYSICAL SCIENCE I

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

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

PHS 112: PHYSICAL SCIENCE II

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

Credits: 4

Prerequisites:

Eligible for ENG 101 and MTH 100.

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

“Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA's work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding so patient/client and environmental emergency situations.” (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health, inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. “APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements.” (APTA, 2011)

Source: American Physical Therapy Association (January 2011). Today's Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at <http://www.apta.org>.

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective November 3, 2020, Southern Union State Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone 703-706-3245; email accreditation@apta.org. If needing to contact the program/institution directly, please call 334-756-4151, ext. 5254 or email Jeff Leatherman, MS, PT, DPT, Program Director at jleatherman@suscc.edu.

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted initial accreditation. Graduation from a CAPTE accredited PTA education program or its equivalency and passage of the National Physical Therapy Exam (NPTE) is required for licensure.

Graduation from this program does not guarantee licensure as a PTA, and it is the student's responsibility to be aware of the licensure requirements in each state. Complete information on practice acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at www.suscc.edu.
2. Unconditional admission to the college.
3. Meet the essential functions required for the PTA program.
4. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.
5. Completion of prerequisite academic core courses with a minimum grade of "C" or higher meeting a 2.5 core GPA.
6. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
7. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
8. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
9. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The

PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of "C" (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
 - a. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
 - b. Remediation While in Good Standing:
 - i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
 - ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade

for the course. Failure to comply with a remediation plan is likely to result in a failing grade.

3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 - a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
 - a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy Association's (APTA) Guide for Conduct of the PTA, 3.) the APTA's Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning"
 - a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
 - a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:

- i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
- ii. If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.

3. Level Three: "Immediate Dismissal"

- a. Students are immediately dismissed when any of the following occur:
 - i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
 - ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
 - iii. Receipt of one or more "D" or "F" grades in academic coursework.
 - iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
 - v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to

achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.

3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

PTA 100: INTRODUCTION TO PHYSICAL THERAPY

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, and sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment. Note: You do not have to be in the PTA Program to take this course. A grade higher than a '93B: in this optional course does award bonus points to a prospective student's PTA application.

Credits: 2

Prerequisites:

None

PTA 120: INTRODUCTION TO KINESIOLOGY

This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements. Note: You do not have to be in the PTA Program to take this course. A grade higher than a "B" in this optional course does award bonus points to a prospective student's PTA application.

Credits: 3

Prerequisites:

None

PTA 200: PT ISSUES AND TRENDS

This is a lecture discussion course consisting of presentations designed to acquaint the student with the latest practice techniques and venues used in the care of patients requiring physical therapy intervention. Presentations will be made by local clinicians as well as by students, based on an independent study conducted during the full time clinical rotation, [PTA 263](#).

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Co-Requisites:

PTA 201, PTA 263, PTA 268

PTA 201: PTA SEMINAR

This course allows the students to self-teach and to learn skills associated with utilization of learning, community, and other resources in the gathering of new knowledge. The ability to communicate effectively in writing and orally, to professional and community groups, is stressed. Presentation Techniques and Teaching Strategies; Guest lectures and community activities are designed to augment the students' clinical experiences. Presentations and experiences will be scheduled at least partially based on student feedback from clinical education.

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Co-Requisites:

PTA 200, PTA 263, PTA 268

PTA 202: COMMUNICATION SKILLS

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.

Credits: 2

Prerequisites:

Admission to the PTA Program

Co-Requisites:

PTA 220, PTA 222, PTA 250, PTA 240

PTA 220: FUNCTIONAL ANATOMY & KINESIOLOGY

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. This is a 3-hour class that will use Canvas. A variety of instructional methods including palpation, Power Point presentations, lecture handouts, and kinesthetic learning will be used to facilitate students' achievement of the objectives.

Credits: 3

Prerequisites:

Admission to PTA Program

Co-Requisites:

PTA 202, PTA 222, PTA 250, PTA 240

PTA 222: FUNCTIONAL ANATOMY & KINESIOLOGY LAB

This laboratory course allows for hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement.

Credits: 2

Prerequisites:

Admission to the PTA Program.

Co-Requisites:

PTA 202, PTA 220, PTA 250, PTA 240

PTA 230: NEUROSCIENCE

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures, functions of the nervous system, basic concepts of human growth and development and identify neurologic pathologies.

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 231, PTA 232, PTA 241, PTA 251, PTA 260

PTA 231: REHAB TECHNIQUES

This laboratory course allows for hands-on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic, neurological, and pulmonary treatment techniques, procedures, analysis, and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic, neurologic, and pulmonary dysfunctions.

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 230, PTA 232, PTA 241, PTA 251, PTA 260

PTA 232: ORTHOPEDICS FOR THE PTA,

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 230, PTA 231, PTA 241, PTA 251, PTA 260

PTA 240: PHYSICAL DISABILITIES I

This course presents the student with a body systems approach to the etiology, pathology, signs/ symptoms and treatment of conditions seen in physical therapy. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied.

Credits: 2

Prerequisites:

Admission to the PTA Program

Co-Requisites:

PTA 202, PTA 222, PTA 250, PTA 220

PTA 241: PHYSICAL DISABILITIES II

This course continues a body systems approach to the study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss PT interventions appropriate to a variety of diagnoses.

Credits: 2

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 231, PTA 232, PTA 230, PTA 251, PTA 260

PTA 250: THERAPEUTIC PROCEDURES I

This laboratory course provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures including modalities and assessments utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits: 4

Prerequisites:

Admission to the PTA Program

Co-Requisites:

PTA 202, PTA 222, PTA 240, PTA 220, PTA 202, PTA 222, PTA 240, PTA 220

PTA 251: THERAPEUTIC PROCEDURES II

This laboratory course is a continuation of [PTA 250](#) which provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits: 4

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240, PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 231, PTA 232, PTA 230, PTA 241, PTA 260

PTA 260: CLINICAL EDUCATION I

Under the direct supervision of a physical therapist or physical therapist assistant, the student will have the opportunity to integrate didactic and laboratory learning by demonstrating selected clinical competencies. Specifically, those competencies related to basic organization, professional interaction, and practice of clinical skills learned in the preceding two academic terms. This is a 60 hour unpaid clinical externship.

Credits: 1

Prerequisites:

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240, PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Co-Requisites:

PTA 231, PTA 232, PTA 230, PTA 241, PTA 251, PTA 231, PTA 232, PTA 230, PTA 241, PTA 251

PTA 263: CLINICAL AFFILIATION I,

This is a minimum 180-hour unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits: 3

Prerequisites:

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260, PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Co-Requisites:

PTA 200, PTA 201, PTA 268

PTA 268: CLINICAL PRACTICUM

This continuation of PT 263 is an additional 300 hours (maximum of 320 hours and minimum of 300 hours) of unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits: 5

Prerequisites:

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260, PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Co-Requisites:

PTA 200, PTA 201, PTA 263, PTA 200, PTA 201, PTA 263

Physics

PHY 201: GENERAL PHYSICS I - TRIGONOMETRY BASED

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.

Credits: 4

Prerequisites:

MTH 113 with a minimum grade of C and eligible for ENG 101.

PHY 202: GENERAL PHYSICS II - TRIGONOMETRY BASED

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.

Credits: 4

Prerequisites:

PHY 201 with minimum grade of C.

PHY 213: GENERAL PHYSICS I WITH CALCULUS

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required.

Credits: 4

Prerequisites:

MTH 125 with a minimum grade of C and eligible for ENG 101.

PHY 214: GENERAL PHYSICS II WITH CALCULUS

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

Credits: 4

Prerequisites:

PHY 213 with a minimum grade of C.

Plastics Engineering Technology

AUT 114: INTRODUCTION TO PROGRAMMABLE CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits: 3

Lab Hours: 3

Theory Hours: 2

AUT 130: FUNDAMENTALS OF INDUSTRIAL HYDRAULICS & PNEUMATICS

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors and components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

Credits: 3

Lab Hours: 2

Theory Hours: 2

AUT 145: INTRODUCTION TO MOLDING

Students learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

Credits: 3

Lab Hours: 0

Theory Hours: 3

AUT 146: INTRODUCTION TO MOLDING LAB

Students learn to safely operate a molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.

Credits: 3

Lab Hours: 6

Theory Hours: 0

AUT 173: MOLD SETTER SKILLS

This course is designed to teach students basic mold setter skills. They will learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUT 175: MOLD SETTER SKILLS LAB

This course is designed to teach students the basic mold setter skills in a laboratory environment. The students will learn the practical application of molding operations, including molding terminology, machine part identification, operating safety, machine controls, and machine startup and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to work safely as a mold setter.

Credits: 3

Lab Hours: 6

Theory Hours: 0

AUT 197: Special Topics Machining

Credits: 2

AUT 200: TOTAL PRODUCTIVE MAINTENANCE

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. This course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.

Credits: 2

Lab Hours: 2

Theory Hours: 1

AUT 212: ROBOT OPERATION AND PROGRAMMING

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

Credits: 3

Lab Hours: 2

Theory Hours: 2

AUT 232: Sensors Technology and Application

Credits: 3

AUT 273: MOLD PROCESSING

This course is designed to teach students basic mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.

Credits: 3

Lab Hours: 4

Theory Hours: 1

AUT 275: MOLD PROCESSING LAB

This course is designed to teach students basic mold processor skills in a laboratory environment. The students will learn the practical application of mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Political Science

POL 103: CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits: 2

POL 104: CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits: 2

POL 105: CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits: 2

POL 211: AMERICAN NATIONAL GOVERNMENT

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

Credits: 3

Psychology

PSY 106: CAREER EXPLORATION

This course is designed for students to explore potential career fields. The course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

Credits: 1

PSY 200: GENERAL PSYCHOLOGY

This course is a survey of the scientific study of psychological, biological, and sociocultural factors that influence behavior and mental processes.

Credits: 3

PSY 210: HUMAN GROWTH AND DEVELOPMENT

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.

Credits: 3

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

RAD 111: INTRODUCTION TO RADIOGRAPHY

This course provides the student with an overview of radiography and its role in health care delivery. Topics include the history of radiography, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

Credits: 2

Prerequisites:

Admission into the program.

RAD 112: RADIOGRAPHY PROCEDURES I

This course provides the student with instruction in anatomy and positioning of the chest and thorax, upper and lower extremities, and abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

Credits: 4

Prerequisites:

Admission into the program.

RAD 113: PATIENT CARE

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/ explain patient care procedures appropriate to routine and emergency situations.

Credits: 2

Prerequisites:

As required by program.

RAD 114: CLINICAL EDUCATION I

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in [RAD 112](#).

Credits: 2

Prerequisites:

Successful completion of all required previous semester courses.

RAD 122: RADIOGRAPHIC PROCEDURES II

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

Credits: 4

Prerequisites:

As required by program.

RAD 124: CLINICAL EDUCATION II

This course provides the student with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits: 5

Prerequisites:

Successful completion of all required previous semester courses.

RAD 125: IMAGING EQUIPMENT

This course provides the student with knowledge of basic physics and fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

Credits: 3

Prerequisites:

Successful completion of all required previous semester courses.

RAD 134: CLINICAL EDUCATION III

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits: 5

Prerequisites:

Successful completion of all required previous semester courses.

RAD 135: EXPOSURE PRINCIPLES

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

Credits: 3

Prerequisites:

Successful completion of all required previous semester courses.

RAD 136: RADIATION PROTECTION AND BIOLOGY

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion, the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

Credits: 2

Prerequisites:

As required by program.

RAD 212: IMAGE EVALUATION AND PATHOLOGY

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

Credits: 2

Prerequisites:

As required by program.

RAD 214: CLINICAL EDUCATION IV

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of this course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits: 8

Prerequisites:

Successful completion of all required previous semester courses.

RAD 224: CLINICAL EDUCATION V

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures in current and previous courses.

Credits: 8

Prerequisites:

Successful completion of all required previous semester courses.

RAD 227: REVIEW SEMINAR

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.

Credits: 2

Prerequisites:

Successful completion of all required previous semester courses.

RAD 250: ADVANCED PATIENT CARE

This course will provide the radiographer with concepts of patient care including patient preparation, patient education, assessment and monitoring, IV procedures for contrast agents and medications, pharmacology, emergency care, radiation safety and biological considerations, safety precautions, and general procedural considerations for CT, MRI, Mammography, Cardiovascular Interventional Technology Sonography.

Credits: 3

Prerequisites:

Admission to the program.

RAD 251: CROSS-SECTIONAL ANATOMY

This course provides the radiographer with knowledge of anatomy of the human body in cross-section. Topics included advanced sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography. Upon completion, the student will be able to identify cross sectional anatomy from CT, MRI, and medical sonography.

Credits: 3

Prerequisites:

Admission to the program.

RAD 263: CT IMAGING PROCEDURES

This course provides a knowledge of computed tomography imaging procedures. Emphasis is on head, chest, spine and pelvis. Upon completion, students will demonstrate and/or explain specific CT imaging procedures relative to the head, chest, spine, and pelvis.

Credits: 5

Prerequisites:

Admission to the program.

RAD 264: CT PHYSICS - INSTRUMENTATION & IMAGING

This course will provide the radiographer with knowledge of computed tomography physics and instrumentation to include system operation and components; image processing and display, image quality, and artifacts.

Credits: 5

Prerequisites:

RAD 250, RAD 251, RAD 263, RAD 250, RAD 251, RAD 263

RAD 265: CT CLINICAL EDUCATION

This course provides the essential clinical experiences for development of skills and competencies of CT imaging procedures, data acquisition, and image processing.

Credits: 4

Prerequisites:

RAD 250, RAD 251, RAD 263, RAD 250, RAD 251, RAD 263

RAD 266: PATHOLOGY CORRELATION FOR CT/ MR

This course is designed to introduce theories of disease causation and pathophysiologic disorders that compromise health systems. Each disease or trauma process is examined from its description, etiology, associated symptoms, clinical manifestations, and diagnosis with appearance on CT and MR images.

Credits: 4

Prerequisites:

RAD 250, RAD 251, and/or RAD 263 or RAD 283

RAD 283: MR IMAGING PROCEDURES

This course provides knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate a knowledge of basic MRI physics.

Credits: 5

Prerequisites:

RAD 250, RAD 251, RAD 284

RAD 284: MR PHYSICAL PRINCIPLES

This course provides knowledge of magnetic resonance imaging procedures. Emphasis is on the essential theory and experiences for development of skills and competencies of MR imaging procedures, data acquisition, and processing.

Credits: 5

Prerequisites:

RAD 250, RAD 251, RAD 250, RAD 251

RAD 285: MAGNETIC RESONANCE CLINICAL EDUCATION

This course provides the essential clinical experiences for magnetic resonance imaging. Emphasis is on the development of skills and competencies of MRI imaging procedures, data acquisition, and image processing. Upon completion, students will be able to demonstrate practical application of MRI imaging procedures.

Credits: 4

Prerequisites:

RAD 250, RAD 251, RAD 283, RAD 250, RAD 251, RAD 283

Religion

REL 151: SURVEY OF THE OLD TESTAMENT

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

Credits: 3

REL 152: SURVEY OF THE NEW TESTAMENT

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.

Credits: 3

Sociology

SOC 200: INTRODUCTION TO SOCIOLOGY

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

Credits: 3

Spanish

SPA 101: INTRODUCTORY SPANISH I

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.

Credits: 4

Prerequisites:

Eligible for ENG 101.

SPA 102: INTRODUCTORY SPANISH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

Credits: 4

Prerequisites:

SPA 101.

Speech

SPH 106: FUNDAMENTALS OF ORAL COMMUNICATION

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

Credits: 3

SPH 107: FUNDAMENTALS OF PUBLIC SPEAKING

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

Credits: 3

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for

graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 254000 U.S. HWY 19 North, Suite 158, Clearwater, Florida, 33763, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. unconditional admission to the College.
2. verification of Attendance at a Health Sciences Information Session.
3. 2.5 GPA calculated on last 24 semester credit hours of completed coursework and enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in [ENG 101](#), [ENG 102](#), [BIO 201](#), [BIO 202](#), ([BIO 111](#) or [BIO 103](#)), ([SUR 108](#) or [HPS 114](#)), ([SPH 106](#) or [SPH 107](#)), [HPS 105](#), [PSY 200](#) and [MTH 100](#). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. cumulative GPA of 2.0.
2. minimum grade of "C" in all required courses.
3. satisfactory level of mental and physical health, including current immunizations, Hepatitis B

vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.

4. current health insurance.
5. current CPR certification at the American Heart Association, Health Care Provider level.
6. clear drug screen.
7. clear background check

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. proof of competency in any previous coursework as required by the program.
3. cumulative GPA of 2.0 at SUSCC.
4. application for readmission to program.
5. applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

SUR 101: INTRODUCTION TO SURGICAL TECHNOLOGY

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Emphasis is placed on the microbiology, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

Credits: 3

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 102: APPLIED SURGICAL TECHNIQUES

This course is the application of principles of asepsis and the role of the surgical technologists. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies and equipment, and participate in mock surgical procedures.

Credits: 4

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 105: SURGICAL PRACTICUM II

This course experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

Credits: 5

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 106: ROLE TRANSITION IN SURGICAL TECHNOLOGY

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

Credits: 1

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 108: PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

A study of basic pharmacology as it relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.

Credits: 2

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 111: CLINICAL PROCEDURES

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits: 5

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 150: CENTRAL STERILE I

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of a Sterile Processing Technician, care of surgical instruments, sterilization procedures, principals of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

Credits: 4-0

Prerequisites:

Determined by the instructor.

SUR 204: SURGICAL PRACTICUM III

This course is the continuation of the study and application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room.

Credits: 4

Prerequisites:

Admission to the program and/or as required by the Department.

SUR 205: SURGICAL PRACTICUM IV

This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to technologist.

Credits: 5

Prerequisites:

Admission to the program and/or as required by the Department.

Theatre Arts

THR 113: THEATRE WORKSHOP I

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits: 1-2

THR 114: THEATRE WORKSHOP II

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits: 1-2

THR 115: THEATRE WORKSHOP III

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits: 1-2

THR 120: THEATRE APPRECIATION

This course is designed to increase appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media. Attendance at theatre productions may be required.

Credits: 3

THR 124: THEATER TECHNOLOGY SCENERY & LIGHTING

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis on tools, materials, and procedure.

Credits: 3

THR 126: INTRODUCTION TO THEATER

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

Credits: 3

THR 131: ACTING TECHNIQUES I

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

Credits: 3

THR 132: ACTING TECHNIQUES II

This course is a continuation of [THR 131](#).

Credits: 3

Prerequisites:

THR 131

THR 136: ACTING FOR FILM AND TELEVISION

This course is a study of acting techniques for visual media, television, and film.

Credits: 1-2

THR 141: INTRODUCTION TO DANCE IN THEATER I

This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.

Credits: 1-2

THR 142: INTRODUCTION TO DANCE IN THEATER II

This course is a continuation of [THR 141](#).

Credits: 1-2

Prerequisites:

THR 141

THR 210: INTRODUCTION TO THEATRICAL DESIGN

Study and application of elements of design in theater setting. Roles of scenic, lighting, and costume designers and the collaborative relationship with their director.

Credits: 3

THR 213: THEATRE WORKSHOP IV

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits: 1-2

THR 214: THEATRE WORKSHOP V

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits: 1-2

THR 215: THEATRE WORKSHOP VI

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits: 1-2

THR 216: THEATRICAL MAKE-UP

This course is a study of the materials and techniques of theatrical make-up.

Credits: 2

THR 236: STAGECRAFT

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

Credits: 3

THR 241: VOICE AND SPEECH FOR THE PERFORMER

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance and written exams.

Credits: 3

THR 251: THEATER FOR CHILDREN I

This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theater.

Credits: 3

THR 252: THEATER FOR CHILDREN II

This course is a continuation of [THR 251](#).

Credits: 3

Prerequisites:

THR 251

THR 281: STAGE MOVEMENT I

This is the first in a two-course sequence which offers the student a basic introduction to movement for stage for those interested in acting or dance. They also include consideration of role development through movement.

Credits: 3

THR 282: STAGE MOVEMENT II

This course is a continuation of [THR 281](#).

Credits: 3

THR 296: DIRECTED STUDIES IN THEATRE

This course deals with problems in theatre and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

Credits: 2

Therapeutic Massage

This program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.

Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us

Georgia website: www.sos.georgia.gov/plb/massage.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Verification of attendance at Health Science information session.
2. Unconditional admission to the college on clear academic status.
3. Student be minimum of 17 years of age.
4. 2.0 cumulative grade point average (GPA) at Southern Union.

5. Application for the Therapeutic Massage Program by published deadline.
6. Appropriate placement scores or grade of C or [ENG 101](#) and [MTH 100](#).
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
8. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
9. Clear criminal background check.
10. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)
2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll. Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

MSG 101: INTRODUCTION TO THERAPEUTIC MASSAGE

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.

Credits: 2

Lab Hours: 0

Theory Hours: 2

Co-Requisites:

MSG 102, 103, 104

MSG 102: THERAPEUTIC MASSAGE LAB I

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapists. Specific topics include Swedish massage, hot and cold therapies, stretching, basic myofascial massage, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Co-Requisites:

MSG 101, BIO 103, BIO 104, MSG 101, BIO 103, BIO 104

MSG 103: ANATOMY AND PHYSIOLOGY

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. As part of this course students will receive instruction on cardio-pulmonary resuscitation. At the conclusion of this course, students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge in associated lab activities.

Credits: 3

Lab Hours: 2

Theory Hours: 2

Co-Requisites:

MSG 101, AMT 102, BIO 104, MSG 101, AMT 102, BIO 104

MSG 104: MUSCULOSKELETAL AND KINESIOLOGY I

This course introduces students to concepts related to the study of muscle movement. As part of the program students learn the interaction of muscles and various bony landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge in associated lab activities.

Credits: 3

Lab Hours: 3

Theory Hours: 2

Co-Requisites:

MSG 101, AMT 102, BIO 103, MSG 101, AMT 102, BIO 103

MSG 105: THERAPEUTIC MASSAGE SUPERVISED CLINICAL I

In this course, students are required to demonstrate competency in specific therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits: 2

Lab Hours: 6

Theory Hours: 0

Prerequisites:

MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104

Co-Requisites:

MSG 202, 203

MSG 200: BUSINESS AND MARKETING PLANS

During this course, students are also taught ethical business and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

Credits: 1

Lab Hours: 0

Theory Hours: 1

Prerequisites:

MSG 105, BIO 202, ASC 203, MSG 105, BIO 202, ASC 203

Co-Requisites:

MSG 201, 204, 205, 206

MSG 201: THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

Credits: 2

Lab Hours: 2

Theory Hours: 1

Prerequisites:

MSG 105, BIO 202, ASC 203, MSG 105, BIO 202, ASC 203

Co-Requisites:

MSG 200, CHD 204, ADM 205, CHD 206, MSG 200, CHD 204, ADM 205, CHD 206

MSG 202: THERAPEUTIC MASSAGE LAB II

Students learn advance massage therapy techniques building upon previously gained knowledge and skills. Specific techniques include deep tissue, neuromuscular, and advance myofascial. Students learn to identify reflexology points and utilize reflexology for massage to the hands, feet, and ears. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104

Co-Requisites:

MSG 105, ASC 203, MSG 105, ASC 203

MSG 203: PATHOLOGY

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

Credits: 3

Lab Hours: 0

Theory Hours: 3

Prerequisites:

MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104

Co-Requisites:

MSG 105, BIO 202, MSG 105, BIO 202

MSG 204: MUSCULOSKELETAL AND KINESIOLOGY II

In this course, students learn advanced study of the muscular-skeletal system. Topics include specific therapeutic approaches to the regions of the shoulders, arms, hips, and legs, examination of these regions, the movements they produce, and common pathological conditions of the shoulders, arms, hips, and legs. Upon completion, the students should be able to identify and discuss the regions of the shoulders, arms, hips, legs, and the movements they produce and common pathological conditions.

Credits: 3

Lab Hours: 3

Theory Hours: 2

Prerequisites:

MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204

Co-Requisites:

MSG 200, BIO 201, ADM 205, CHD 206, MSG 200, BIO 201, ADM 205, CHD 206

MSG 205: THERAPEUTIC MASSAGE SUPERVISED CLINICAL II

In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits: 2

Lab Hours: 6

Theory Hours: 0

Prerequisites:

MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204

Co-Requisites:

MSG 200, BIO 201, CHD 204, CHD 206, MSG 200, BIO 201, CHD 204, CHD 206

MSG 206: NATIONAL CERTIFICATION EXAM REVIEW

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

Credits: 1

Lab Hours: 0

Theory Hours: 1

Prerequisites:

MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204

Co-Requisites:

MSG 200, BIO 201, CHD 204, ADM 205, MSG 200, BIO 201, CHD 204, ADM 205

Wastewater Management

WMT 100: Water Supply and Wastewater Control

Credits: 3

WMT 101: Introduction to Water Treatment Processes

Credits: 3

WMT 102: Introduction to Wastewater Treatment Process

Credits: 3

WMT 120: Sanitary Chemistry and Biology

Credits: 3

WMT 213: Water and Wastewater Instrumentation and Controls

Credits: 3

WMT 214: Basic Hydraulics for Water and Wastewater Technology

Credits: 3

WMT 291: Municipal Internship**Credits:** 3

Welding Technology

WDT 108: SMAW FILLET/OFC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

Credits: 3**Lab Hours:** 2**Theory Hours:** 2**WDT 109: SMAW FILLET/PAC/CAC**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma cutting.

Credits: 3**Lab Hours:** 2**Theory Hours:** 2**WDT 110: INDUSTRIAL BLUEPRINT READING**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

Credits: 3**Lab Hours:** 0**Theory Hours:** 3**Prerequisites:**

Permission of instructor.

WDT 115: GTAW CARBON PIPE

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

Credits: 3**Lab Hours:** 4**Theory Hours:** 1**Prerequisites:**

Permission of instructor.

WDT 119: GAS METAL ARC/FLUX CORED ARC WELDING

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

Credits: 3**Lab Hours:** 2**Theory Hours:** 2**WDT 120: SHIELDED METAL ARC WELDING GROOVE**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

Credits: 3**Lab Hours:** 2**Theory Hours:** 2**Prerequisites:**

WDT 108, 109, 122 & 123 or permission of instructor.

WDT 122: SMAW FILLET/OFC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

Credits: 3

Lab Hours: 6

Theory Hours: 0

WDT 123: SMAW FILLET/PAC/CAC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in a safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

Credits: 3

Lab Hours: 6

Theory Hours: 0

WDT 124: GAS METAL ARC/FLUX CORED ARC WELDING LAB

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

Credits: 3

Lab Hours: 6

Theory Hours: 0

WDT 125: SHIELDED METAL ARC WELDING GROOVE LAB

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

WDT 108, 109, 122 & 123 or permission of instructor.

WDT 155: GTAW CARBON PIPE LAB

This course is designed to provide the students with skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

Credits: 3

Lab Hours: 6

Theory Hours: 0

WDT 193: CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits: 3

Lab Hours: 6

Theory Hours: 0

Prerequisites:

Permission of instructor.

WDT 217: SMAW CARBON PIPE

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

Credits: 3

Lab Hours: 4

Theory Hours: 1

WDT 218: Certification**Credits:** 3**WDT 228: GAS TUNGSTEN ARC WELDING**

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

Credits: 3**Lab Hours:** 2**Theory Hours:** 2**Prerequisites:**

WDT 108, 109, 122 & 123 or permission of instructor.

WDT 257: SMAW CARBON PIPE LAB

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

Credits: 3**Lab Hours:** 6**Theory Hours:** 0**WDT 268: GAS TUNGSTEN ARC LAB**

This course provides student with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

Credits: 3**Lab Hours:** 6**Theory Hours:** 0**Prerequisites:**

WDT 108, 109, 122 & 123 or permission of instructor.

Workplace Skills Enhancement

WKO 107: WORKPLACE SKILLS PREPARATION

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

Credits: 1**Lab Hours:** 2**Theory Hours:** 0**Prerequisites:**

Permission of instructor.

WKO 110: NCCER CORE**Credits:** 3