

2021-2023



LAWSON STATE
COMMUNITY COLLEGE

**STUDENT CATALOG &
HANDBOOK**



www.lawsonstate.edu



Academic Calendars for 2022-2023

Calendar Dates for Fall 2022 Regular Term	
Last Days for Registration for Fall/Faculty Duty Days	August 11-12, 2022
2022 Professional Development Days/Faculty Duty Days	August 15-16, 2022
Faculty Duty Day	August 17, 2022
Classes Begin (First Day of Classes)	August 18, 2022
Drop-Add Period	August 18-24, 2022
Labor Day (State Holiday)	September 5, 2022
Strategic Planning (Departmental)	October 14, 2022
Veterans Day (State Holiday)	November 11, 2022
State Professional Development Days	November 21-23, 2022
Thanksgiving (State Holiday)	November 24-25, 2022
Last Day to Withdraw Without Penalty	November 30, 2022
Final Exams	December 8-14, 2022
Last Day for Students	December 14, 2022
Final Grades (Graduating Students Only)	December 15, 2022
Graduation/Fall Commencement Exercises	December 16, 2022
Final Grades Due	December 16-19, 2022
Christmas Holidays (Students)	December 15, 2022-January 8, 2023
Christmas (Faculty)	December 19, 2022-January 4, 2023
Christmas (Staff/Non-instructional Personnel)	December 21-27, 2022 and January 2, 2023
Duty Days for Non-instructional personnel	December 28-30, 2022
88 Duty Days, 78 Instructional Days, 9 Holidays (Labor Day, Veterans Day, Thanksgiving Days, Christmas Eve, Christmas, and 3 Local Holidays)	
Fall 2022 Mini-Term 1	
Classes Begin (First Day of Classes)	August 18, 2022
Drop-Add Period	August 18-19, 2022
Last Day to Withdraw Without Penalty	October 5, 2022
Final Exams	October 12, 2022
Last Day for Students	October 12, 2022
Final Grades Due	October 14, 2022
Fall 2022 Mini-Term 2	
Classes Begin (First Day of Classes)	October 13, 2022
Drop-Add Period	October 13-14, 2022
Last Day to Withdraw Without Penalty	November 30, 2022
Final Exams	December 14, 2022
Last Day for Students	December 14, 2022
Final Grades (Graduating Students Only)	December 15, 2022
Final Grades Due	December 16-19, 2022
Calendar Dates for Spring 2023 Regular Term	
Professional Development Day 1	January 5, 2023
Professional Development Day 2/Strategic Planning TAP2	January 6, 2023
Last Days for Registration for Spring 2023	January 9-10, 2023
Faculty Duty Day	January 11, 2023
Classes Begin (First Day of Classes)	January 12, 2023
Drop-Add Period	January 12-19, 2023
Dr. Martin Luther King (State Holiday)	January 16, 2023
Strategic Planning TAP 2 (Continued, Departmental/Unit)	February 13, 2023
Spring Break (Students and Faculty)	March 27-31, 2023
Spring Break (Staff/Non-instructional Personnel)	March 30-31, 2023
Last Day to Withdraw Without Penalty	April 24, 2023
Final Exams	May 3-9, 2023
Last Day for Students	May 9, 2023
Final Grades (Graduating Students Only)	May 10, 2023
Faculty Duty Days/TAP3 Planning	May 10-15, 2023
Graduation/Spring Commencement Exercises	May 12, 2023
Final Grades Due	May 15, 2023
87 Duty Days, 78 Instructional Days, 4 Holidays (New Year's, Dr. Martin Luther King Observance, 2 Local Spring Break Days)	



Academic Calendars for 2022-2023

Spring 2023 Mini-Term 1	
Classes Begin	January 12, 2023
Drop-Add Period	January 12-13, 2023
Last Day to Withdraw Without Penalty	March 1, 2023
Final Exam	March 8, 2023
Last Day for Students	March 8, 2023
Final Grades Due	March 10, 2023
Spring 2023 Mini-Term 2	
Classes Begin (First Day of Classes)	March 9, 2023
Drop-Add Period	March 9-10, 2023
Last Day to Withdraw Without Penalty	April 24, 2023
Final Exam	May 9, 2023
Last Day for Students	May 9, 2023
Final Grades (Graduating Students Only)	May 10, 2023
Final Grades Due	May 15, 2023
Spring Interim Term One Week (Note: Not Eligible for Financial Aid)	
Interim Classes (One Week of Classes Daily– 45 Contact Hrs)	May 15-19, 2023
Final Exam Day	May 20, 2023
Calendar Dates for Summer 2023 Regular Term	
Last Day for Registration for Summer 2023	May 18-19, 2023
Faculty Duty Day	May 19, 2023
Classes Begin	May 22, 2023
Drop-Add Period	May 22-24, 2023
Memorial Day	May 29, 2023
Juneteenth Holiday	June 19, 2023
Independence Day Holiday	July 4, 2023
Planning Hearings	July 17-21, 2023
Last Day to Withdraw Without Penalty	July 24, 2023
Final Exam	July 31 - August 2, 2023
Last Day for Students	August 2, 2023
Faculty Duty Days	August 3-4, 2023
Final Grades Due	August 4, 2023
54 Duty Days, 50 Instructional Days, 3 Holidays (Memorial Day, Juneteenth Holiday, Independence day)	
Summer 2023 Mini-Term 1	
Classes Begin	May 22, 2023
Drop-Add Period	May 22-23, 2023
Memorial Day	May 29, 2023
Juneteenth Holiday	June 19, 2023
Last Day to Withdraw Without Penalty	June 20, 2023
Final Exam	June 27, 2023
Last Day for Students	June 27, 2023
Final Grade Due	June 29, 2023
Summer 2023 Mini-Term 2	
Classes Begin	June 28, 2023
Drop-Add Period	June 28-29, 2023
Independence Day	July 4, 2023
Last Day to withdraw without Penalty	July 24, 2023
Final Exam	August 2, 2023
Last Day for Students	August 2, 2023
Faculty Duty Days	August 3-4, 2023
Final Grades Due	August 4, 2023
	Approved by Faculty, March 2022
	Approved by Cabinet April 2022
	Revised by cabinet June 2022

Academic Calendars 2021-2022

FALL SEMESTER 2021 Regular Term (1)

August 12 Professional Development (Instructional & Non-instructional)
 August 13 Faculty Duty Day
 August 16-17 Late Registration
 August 18 Faculty Duty Day
August 19 Regular Term Classes Begin - STUDENTS' FIRST DAY
 August 18 Late Registration Fees Assessed
 August 19-25 Drop-Add (Begins and Ends)
 August 21 Saturday Classes Begin
August 26 Students dropped for non-payment
 September 6 Labor Day (State Holiday)
September 7 Students dropped - No Shows
September 10 Last Day to Withdraw/Receive Partial Refund (Regular)
 September 9 SGA Officers/Honor Societies- PTK & KBD Induction
 October 15 Mid-Term Progress Reports Due
 October 21 Miss Lawson State Coronation
October 25 60% Completion Date-Title IV Funds (Regular Term)
November 1 Registration for Spring Semester Opens
 November 9 General Faculty and Staff Meeting (Location-TBA)
 November 11 Veteran's Day (State Holiday) College Closed
 November 22-23 ACCA Professional Days
 November 22-24 Local Professional Day (Total Personnel)
 November 25-26 Thanksgiving (State Holidays) College Closed
 November 29 Classes Resume
 December 2 Last Day to Withdraw from Classes
 December 8 Final Examination - Saturday Classes Only
 December 9-15 Final Exams (Regular Term)
December 10 Fall Commencement Exercises (Graduation Day)
December 15 STUDENTS' LAST DAY
 December 16 and 17 Faculty Duty Days
 December 17 Final Grade Reports Due by Noon
 December 20-21 Non-Instructional Duty Days (STAFF)
 December 22-28 Christmas Holidays (State/Local) College Closed
 December 29-31 Non-instructional Duty Days (STAFF)

Fall 2021 Mini-Term I (M1)

August 19 Mini-Term I Classes Begin **TERM FIRST DAY**
 August 19 Late Registration (Fees Assessed)
 August 19 Drop-Add: Mini-term I Classes (one day only)
August 26 Students dropped for non-payment
September 2 Last Day to Withdraw/Receive Partial Refund (M1 Only)
 September 6 Labor Day Holiday (State) College Closed
September 7 Students dropped - No Shows
September 16 Mid-term Progress Report (M1)
September 21 60 % Completion Date for Title IV Funds (M1 Only)
 October 6 Last Day to Withdraw from Mini-Term I (M1)
October 13 Final Exam Day for Mini-Term I (M1) TERM LAST DAY
 October 15 Final Grade Reports Due by Noon (M1)

Fall 2021 Mini -Term II (M2)

October 14 Classes Begin **TERM FIRST DAY**
 October 14 Late Registration (Fees Assessed)
 October 15 Drop/Add Mini-term II Classes (one day only)
October 18 Students dropped for non-payment
October 25 Students dropped - No Shows
October 27 Last Day of Partial Refund for Mini II (M2 Only)
 November 11 Veteran's Day- (State Holiday) College Closed
November 16 60% Completion Date for Title IV Funds (M2 Only)
 November 10 Mid-term Progress Report (M2)
 November 25-26 Thanksgiving (State Holidays) College Closed
 December 3 Last Day to Withdraw from Classes (M2)
December 15 Final Exam Day for Mini- Term II (M2) TERM LAST DAY
 December 17 Grade Reports Due Noon (M2)

SPRING SEMESTER 2022 Regular Term (1)

January 1 New Year's Holiday (State) College Closed
 January 3 Duty Day for Non-instructional Personnel (STAFF)
 January 4 Local Professional Day (Total Personnel)
 January 5-6 Late Registration
 January 7 Faculty Duty Day
January 10 Regular Term Classes Begin - STUDENTS' FIRST DAY
 January 10 Late Registration (Fees Assessed)
 January 10-14 Drop/Add (Begins and Ends)
 January 16 Saturday Classes Begin
 January 17 Dr. M. L. King, Jr. (State Holiday) College Closed
January 18 Students dropped for non-payment
January 26 Students dropped - No Shows
February 2 Last Day to Withdraw and Receive Partial Refund (Regular)
March 1 Registration for Summer Term Opens
 March 7 Mid-Term Progress Reports Due
 March 10 General Faculty and Staff Meeting (Location-TBA)
March 16 Completion Date-Title IV Funds (Regular Term)
 March 28-April 1 Spring Break (Faculty and Students)
 March 28-30 Duty Days (STAFF)
 March 31-April 1 Staff Spring Break - (Local Holidays) College Closed
 April 4 Classes Resume
 April 4 Registration Summer Term Opens
 April 7 Honors and Awards Day (Arthur Shores Building)
 April 21 Last Day to Withdraw from Classes
 April 29 and May 2-5 Final Examination s for Regular Term
 April 30 Saturday Classes Final Exam Day
May 4 Registration for Fall Semester Opens
May 5 STUDENTS' LAST DAY
 May 6, 9-13 Faculty Duty Days
 May 10 Faculty Duty Day/All Grade Reports Due by Noon
 May 11-12 Local Professional Development Days (FACULTY)
May 13 Commencement Exercises (Total Personnel)

Spring 2022 Mini-Term I (M1)

January 10 Classes Begin TERM FIRST DAY
January 10 Late Registration (Fees Assessed)
January 10 Drop/Add Mini-term I Classes (one day only)
January 17 Dr. M. L. King, Jr. (State Holiday) College Closed
January 18 Students dropped for non-payment
January 26 Students dropped - No Shows
January 21 Last Day of Partial Refund for Mini I (M1 Only)
February 10 60% Completion Date-Title IV Funds (M1 Only)
 February 8 Mid-term progress Report (M1)
 February 24 Last Day to Withdraw from Mini-Term I (M1)
March 4 Final Exam Day for Mini-Term I (M1) TERM LAST DAY
 March 7 Grade Reports Due for Mini-Term I (M1)

Spring 2022 Mini-Term II (M2)

March 7 Classes Begin **TERM FIRST DAY**
 March 7 Late Registration (Fees Assessed)
March 9 Students dropped for non-payment
March 17 Students dropped - No Shows
March 18 Last Day of Partial Refund for Mini term II (M2 Only)
 March 28-April 1 Spring Break (Faculty and Students)
 March 28-30 Duty Days (STAFF)
 March 31-April 1 Staff Spring Break (Local Holidays) College Closed
April 11 Mid-term Progress Report (M2)
April 13 Completion Date-Title IV Funds (M2 Only)
 April 25 Last Day to Withdraw from Classes (M2)
May 5 Final Exam Day for Mini-Term II (M2) TERM LAST DAY
 May 11 Final Grade Reports Due by Noon 12:00 p.m. (M2)

Academic Calendars 2021-2022

INTERIM SESSION MAY 17-22 (M3)

May 16 Interim Session (6-Day Term; Runs 8:30 – 5:30 P.M.)
 May 16 Class Begins
 May 20 Class Ends
 May 21 Final Exam for Interim Course (Saturday)
 May 23 Grade Reports Due by Noon

SUMMER SEMESTER 2022 -REGULAR TERM (1)

May 4 Registration for Fall Semester Continues
 May 19 Late Registration for Summer Term
 May 20 Faculty Duty Day
 May 20 Late Registration (Fees Assessed)
May 23 Regular Term Classes Begin – STUDENTS' FIRST DAY
 May 23-25 Drop/Add (Begins and Ends)
 May 30 Memorial Day (State Holiday) College Closed
May 31 Students dropped for non-payment
June 7 Students dropped – No Shows
June 14 Last Day to Withdraw and Receive Partial Refund (Regular)
 June 29 Mid-Term Progress Report Due
 July 4 Independence Day Observance (State Holiday) College Closed
July 5 60% Completion Date - Title IV Funds (Full Term)
 July 25 Last Day to Withdraw from Classes (Regular Term)
 July 29 and August 1-2 Final Examination Days
August 2 STUDENTS' LAST DAY
 August 3 and 4 Faculty Duty Days
 August 4 Final Grade Reports Due by Noon –Faculty Duty Day

SUMMER 2022 MINI-I TERM (M1)

May 23 Term 1 Classes Begin **TERM FIRST DAY**
 May 23 Late Registration (Fees Assessed)
 May 30 Memorial Day (State Holiday) College Closed
May 31 Students dropped for non-payment
June 7 Students dropped – No Shows
June 7 Last Day to Withdraw and Receive Partial Refund (M1 Only)
June 14 60% Completion Date-Title IV Funds (M1 Only)
 June 20 Last Day to Withdraw from Classes (M1)
 June 27 Final Examination Day for Mini-Term I (M1) **TERM LAST DAY**
 June 29 Grade Reports Due by Noon

SUMMER 2022 MINI-TERM II (M2)

June 28 Classes Begin TERM FIRST DAY
 June 28 Late Registration (Fees Assessed)
June 30 Students dropped for non-payment
 July 4 Independence Day Observance (State Holiday) College Closed
July 8 Students dropped – No Shows
July 12 Last Day to Withdraw and Receive Partial Refund (M2 Only)
July 19 60% Completion Date -Title IV Funds (M2 Only)
 July 26 Last Day to Withdraw from Classes (M2)
 August 2 Final Examination Day (M2) **TERM LAST DAY**
 August 3 and 4 Faculty Duty Days
 August 4 Grade Reports Due by Noon (M2)

Institutional Strategic Planning Dates

TAP1: October 15, 2021
TAP2: February 11, 2022
TAP3: July 18-22, 2022 (Planning Hearings)

Holiday Listing and Official College Closings

September 6 Labor Day (State Holiday) College Closed
 November 11 Veteran's Day (State Holiday) College Closed
 November 25-26 Thanksgiving (State Holidays) College Closed
 December 22-28 Christmas Holidays (State/Local) College Closed
 December 31 (New Year's observance (State Holiday) College Closed
 January 17 Dr. M. L. King, Jr. (State Holiday) College Closed
 March 28-April 1 Spring Break - Faculty/Students
 March 31-April 1 Spring Break - STAFF (Local) College Closed
 May 30 Memorial Day (State) College Closed
 July 4 Independence Day (State) College Closed

Student Activities (See Student Activity Calendar for full listing)

September 9 SGA Officers Installation & Phi Theta Kappa and Kappa Beta Delta Honor Societies' Inductions
 October 21 Miss Lawson State Coronation
 December 10 Commencement Exercises (Fall Graduation)
 April 7 Honors and Awards Day
 May 13 Commencement Exercises (Spring Graduation)

Professional Development/General Faculty/ Staff Meeting Dates

August 12 Local Professional Development (Total Personnel)
 November 9 General Faculty and Staff Meeting (Bessemer Campus)
 November 22-23 ACCA/ State Professional Development Days
 November 22-24 Local Professional Development
 January 4 Local Professional Day (Total Personnel)
 March 10 General Faculty and Staff Meeting (Bessemer Campus)
 May 13 Commencement Exercises for Class of 2021

Fall Semester

Faculty Duty Days 87	Non-instructional Days
Regular Term Instructional Days 78	
Mini Term I (M1) Instructional Days 39	
Mini Term II (M2) Instructional Days 39	

Spring Semester

Faculty Duty Days 88	Non-instructional Days
Regular Term Instructional Days 78	
Mini Term I (M1) Instructional Days 39	
Mini Term II (M2) Instructional Days 39	

Summer Term

Faculty Duty Days 54	Non-instructional Days
Regular Term Instructional Days 50	
Mini Term I (M1) Instructional Days 25	
Mini Term II (M2) Instructional Days 25	

Grand Total Faculty Duty Days 229

PLEASE READ

Disclaimer: This calendar is subject to change at the approval of the President's Cabinet in order to meet institutional and system changes. Please check the College's web site (www.lawsonstate.edu) for the most current and accurate calendars.

Approval Dates: Committee: 02/ 12 /2021 Cabinet 03/ 01/2021

Faculty-Staff Received: 3/11/21



TABLE OF CONTENTS

Table of Contents

I.	Academic Calendar.....	2-3
II.	Student Catalog and Handbook.....	5
III.	Non-Discrimination Policy.....	6
IV.	Accreditation.....	7-8
V.	About Lawson State.....	9
	a. Mission, Value and Goals.....	10
	b. College-wide Student Learning Outcomes.....	12
VI.	Lawson's History.....	13
VII.	Alabama Community College Board of Trustees.....	14
VIII.	Foundation Board Members.....	15
IX.	Student Services Handbook.....	16
X.	Division of Student Services.....	17
XI.	Admissions.....	21
XII.	Records.....	29
XIII.	Student Life, Activities and Organizations.....	44
XIV.	General Student Policies.....	54
XV.	Title IX: Sexual Harassment Complaint Procedures.....	59
XVI.	Financial Aid Information.....	68
XVII.	Tuition and Fee Chart.....	78
XVIII.	Student Handbook: Complaints, Grievance, Grade Appeals.....	79
XIX.	Student Complaints, Grievance and Grade Appeal Procedures.....	80
XX.	Complaint Process.....	85
XXI.	Grade Disputes, Appeals and Challenges.....	99
XXII.	Code of Conduct.....	112
XXIII.	Types of Student Violations and Sanctions.....	118
XXIV.	Due Process Rights for Students.....	131
XXV.	Instructional Programs.....	139
XXVI.	Instructional Services and Degree Offerings.....	140
XXVII.	General Education Programs.....	141
XXVIII.	Instructional Service Awards (Degree Listing)	145
XXIX.	Business and Informational Technologies (Degree Plans)	147-164
XXX.	Career Technical Programs (Degree Plans)	165-195
XXXI.	College Transfer—General Studies & Liberal Arts, eCollege.....	196
XXXII.	General Studies Degree Plans.....	207-272
XXXIII.	Health Professions.....	273-288
XXXIV.	Course Descriptions.....	289-343
XXXV.	Directory.....	340-343
XXXVI.	Maps & Directions.....	344-346



2021-2023

STUDENT CATALOG & HANDBOOK

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

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



NON-DISCRIMINATION POLICY

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

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

This nondiscrimination policy covers employment, admissions, training, organization affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended in 2008. Inquiries regarding compliance with these statutes may be directed to the Acting Title IX Coordinator, Janine Jones at 205-929-6396) or the Director of Human Resources (Elma Bell) at 205-929-6313.



ACCREDITATIONS

LAWSON STATE COMMUNITY COLLEGE



STUDENT CATALOG AND HANDBOOK 2021-2023

Birmingham Campus Address Lawson State Community College 3060 Wilson Road, SW Birmingham, AL 35221 205.925.2515	Bessemer Campus Address Lawson State Community College 1100 Ninth Avenue SW Bessemer, AL 35022 205.925.2515
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ACCREDITATIONS

T. A. Lawson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of T. A. Lawson 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).

OTHER ACCREDITITNG AGENCIES

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



ABOUT LAWSON STATE

Mission, Values, Goals & More



Mission Statement:

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

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

4 Core Values:

CV#1: Student Success:

Recruitment, Persistence, Graduation, Career Development

CV#2: Excellence:

Leadership, Instruction, Processes, Customer Service

CV#3: Innovation:

Technologies, Creativity, Curriculum, Community Development, Partnerships

CV#4: Integrity:

Stewardship, Accountability, Ethical Practices

Institutional Goals 2017-2022



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

Strategies:

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

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

Strategies:

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

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

Strategies:

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

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

Strategies:

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

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

Strategies:

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

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

Strategies:

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

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

Strategies:

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

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

Strategies:

1. Community events that reflect the various cultures.
 2. One Stop Community Center.
 3. Community partnerships.
 4. Community service activities.
 5. Advisory Boards.
 6. Alumni outreach.
 7. Access to campus facilities.
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*APPROVED BY THE ADMINISTRATIVE CABINET OF LAWSON STATE
COMMUNITY COLLEGE: AUGUST 8, 2017*



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

SLO #1: Communicate Effectively

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

SLO #2: Reason Quantitatively

(apply mathematical principles to address and solve problems)

SLO#3: Think Critically

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

SLO#4: Develop Information and Visual Literacy

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

About Lawson State Community College



LAWSON'S HISTORY

T. A. Lawson State Community College, originally known as Wenonah State Technical Junior College, was established by the Legislative Act Number 93, May 3, 1963. Wenonah State Technical Institute was established in 1949 as a result of the Wallace-Patterson Trade School Act of 1947 and the first class was admitted in 1950. The first president assumed the responsibilities of that office on October 30, 1964, and the initial classes began on September 30, 1965. In 2005, the college officially merged with Bessemer State Technical College but maintained its name.

Lawson State has experienced three name changes:

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

ABOUT THE COLLEGE LOCATIONS

Lawson State Community College, has two campuses—one in the city of Birmingham and the other in the city of Bessemer. Lawson State serves students from the entire area of Jefferson County and surrounding counties.

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

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

Building A is located at the main entrance to the campus and provides facilities for administrative offices, Student Services, Financial Aid Services,

Admissions, Testing, ADA Services and the Cafeteria. Instructional programs in this building are Licensed Practical Nursing, Dental Assisting, Computer Science, Industrial Electronics, Office Administration, Accounting, and General Education courses. The Library/Learning Resource Center, and Student Support Services programs are also located in this building.

Building B is adjacent to Building A. Programs occupying the building are Graphics and Prepress Communications, Air Conditioning/Refrigeration, Welding, Drafting, Commercial Art, and Automotive technician programs.

Building C is located south of Building B and houses some Automotive Service Technician programs.

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

Building J is an extension and houses Automotive mechanics

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

The **Millsap Industrial Training Center** designed to provide classroom and laboratory instruction for apprenticeship and multi-craft training for business and industry. The Machine Took, OpenStop AdultCareeEducation, and WorkSkills Training, and the State Vocational Rehabilitation Office are located in this building.

The **Ethel H. Hall** building houses Mechatronics, Robotics, and Manufacturing Programs. It also houses the President Office, Dean of Career Technical Programs, and Assistant Dean for Career Technical Programs and the Assistant Dean for Workforce Development.

The **North Campus** is composed of a cluster of buildings housing Building Construction, Plant Operations and Security.

The **Birmingham Campus** is located at 3060 Wilson Road, SW (the southwest section of Birmingham,) Alabama. The campus is readily accessible to students via Interstate 1-59/20 W, I-65S and U.S. Highway 11 South. The Birmingham Campus, along with Wenonah High School, Jones Valley School (K-8), and Wenonah Elementary School, helps to form an educational complex that offers opportunities for high-level educational achievement.

About Lawson State Community College

Lawson State serves students from the entire area of Jefferson and surrounding counties. Lawson State, along with Wenonah High School and Jones Valley School (K-8), helps to form an educational complex that offers opportunities for high-level educational achievement.

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

Arthur Shores Fine Arts (Gym) is comprised of the Department of Physical Education, and the music, art and athletic programs. It houses the athletic complex, including a weight room and pool.

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

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

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

Administration (Building A) is comprised of the administration offices which include the Office of the Vice President' of Instruction, the Office of the Vice President of Administrative Services, the Human Resources Office and the Business Office.

The Academic Success Center is comprised of the Office of Student Services, SPACE Center (Student Success Lab); Testing Center, Financial Aid Services, Cashier, Records Office, Admissions Office, Learning Support Labs, ADA Services, Study Quads, Vice President for Students Services Office, Associate and/or Assistant Dean of Students Office, Student Activities Director's Office, Advising Center, Counselors, Bookstore, Safety and Security, Cafeteria, Campus Police, Cafeteria, and the Recreation Room

Alabama Center for Advanced Technology and Training (ACATT)--Perry W. Ward Building is comprised of the President's Office, the Business and Information Technologies Department, the Small Business Center, the Swift App Development Labs, a copy center, mail room, Teleconferencing Room, Assistant Learning Technology, Executive Meeting Hall, ATN, etc.

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

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

One-Stop Career Center is comprised of WIA Clients, LITCA Program and Adult Education,.

Ethel Hall Health Professions Building is comprised of the Department of Health Professions to include Nursing and Nursing Assistant and Emergency Medical Services.

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

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

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

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

About Lawson State Community College



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Lawson State COMMUNITY COLLEGE

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STUDENT SERVICES

(STUDENT HANDBOOK)

Division of Student Services

Lawson State Community College
3060 Wilson Road, SW
Birmingham, Alabama 35221
Phone: 205-929-6361

GENERAL INFORMATION

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

MISSION AND GOALS

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

Student Services long range goals are:

- To aid students in developing their full potential.
- To help students develop decision-making abilities which will aid them in their personal and academic planning.
- To help students achieve an understanding and acceptance of themselves.
- To provide financial services and options to students.

- To provide orientation, counseling and academic support services that promotes student success.
- To support academic advising for all students.
- To coordinate student retention measures.
- To provide a dynamic student life experience enhanced by social, cultural, service and athletic activities.

ORIENTATION – ORI 101

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

Transfer students with fewer than 12 semester hours of transfer credit are required to enroll in ORI 101 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more of transfer credit are required to enroll in ORI101-T which is an abridged version of ORI101.

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

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

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Lawson State Community College implementation of the policy on Expressive Activities by the Campus Community is as follows:

Purpose

A. A primary function of Lawson State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, Lawson State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.

B. It is not the proper role of Lawson State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

D. Lawson State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.

E. Lawson State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Lawson State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.

F. Lawson State Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

II. Speech and Expression in Outdoor Areas, Invited Speakers, and Security.

A. For purposes of this policy, the "Campus Community" includes Lawson State Community College's students, administrators, faculty, and staff as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Lawson State Community College's campus which enjoy general access during regular hours of College operation, subject to the limitations described below.

Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

C. Outdoor areas where expressive activities are not allowed include: areas of restricted access as identified by the College, which may include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols, as well as energy or maintenance control areas.

D. Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols.

E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Lawson State Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

F. Conduct that may materially and substantially disrupt the functioning of Lawson State Community College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;

- 5. Following, badgering, or forcibly detaining individuals;
 - 6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
 - 7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
 - 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
 - 9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
 - 10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
 - 11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
 - 12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.
- G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.
- H. Lawson State Community College will provide police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity.
- I. Lawson State Community College may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. Fees for facility usage are available in Facilities Office and the Office of Public Relations and Community Affairs.

To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are

- expected to provide sufficient notice to the Chief of Police at least one week, but no less than 48 hours in advance of the event. Such arrangements enable Lawson State Community College to ensure the event takes place in a safe and constructive manner.
- J. Individuals and groups who engage in expressive activity in outdoor areas on Lawson State Community College property are subject to College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. The College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.
 - K. Lawson State Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Lawson State Community College who violate this subsection shall be handled through the College *Student Code of Conduct*.
 - L. Nothing in this policy shall be construed to prevent Lawson State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:
 - 1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
 - 2. Expressions that a court has deemed unprotected defamation.
 - 3. Harassment.
 - 4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
 - 5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
 - 6. An action that unlawfully disrupts the function or security of the institution.
 - 7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should be addressed by use of the College's official complaint process listed on the College's website.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Lawson State Community College, may not conduct commercial transactions or engage in commercial speech on Lawson State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

Official student organization may request to conduct fundraising activities by submitting a *Fundraising Request Form* to the Dean of Students. No such fundraising activities may proceed until approval is granted.

IV. Policy Distribution.

This policy will be included in new student, new faculty, and new staff orientation programs. Lawson State Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and our website.

V. Relationship to Other Policies.

This policy shall supersede and nullify any previous Lawson State Community College policies that could regulate speech on Lawson State Community College campus. However, this policy is not intended to supersede, nullify, or amend any Lawson State Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

VI. Annual Report.

Lawson State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Lawson State Community College sees fit to include.

VII. Distribution of Materials

Handbills, leaflets, and similar materials available free of charge may be distributed by campus or sponsored speakers, if distribution does not interfere with the orderly operation of Lawson State's affairs or the free flow of traffic, and if content is not inconsistent with policies associated with any accrediting or governing

agency associated with Lawson State.

VIII. News Releases and Off-Campus Publicity

Requests for news releases and off-campus publicity regarding upcoming events on campus must be submitted to the Office of Public Relations and Community Affairs.

IX. Poster and Flyer Registration

All posters and flyers relating to students must be approved by the Office of Public Relations and Community Affairs. All displayed posters must bear a stamp indicating approval. Unregistered posters, signs, and announcements are subject to removal. The College reserves the right to refuse to register any poster, flyer, or sign that is deemed inappropriate for public display. Event posters and flyers should be displayed for a period not to exceed seven days before the event that they publicize. All posters should be removed the afternoon following the advertised event. In case of weekend functions, all posters should be removed the following Monday. Non-event posters also have a seven-day limit. Posters and flyers should be displayed only on designated bulletin boards. No bulletins or posters will be placed on doors, glass, ceil-tex, or painted surfaces. Under no circumstances may materials be distributed on vehicles' windshields.



ADMISSIONS

ADMISSIONS

OFFICE OF ADMISSIONS & ENROLLMENT MANAGEMENT

**DORIAN WALUYN, DIRECTOR OF ADMISSIONS &
ENROLLMENT MANAGEMENT**
dwaluyn@lawsonstate.edu

Hours of Operation

Monday - Thursday	Friday
8:00 a.m. – 6:00 p.m.	8:00 a.m. – 5:00 p.m.

Bessemer Campus
Student Services Center
1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3414
FAX: (205) 424-5119

Birmingham Campus
Student Success Center
3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309
FAX: (205) 925-3716

The Office of Admissions / Enrollment Management and the Records Office provide efficient student enrollment services. The Office of Admissions / Enrollment Management coordinate all aspects of student recruitment and the admission of qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

REGISTRATION

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

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

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

GENERAL ID POLICY

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

1. One of the following forms of identification: an unexpired Alabama driver's license or instruction permit; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; Resident Alien card – Pre-1997; Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond; U.S. Alien Registration Receipt Card (Form I-151) prior to 1978; BIA or tribal identification card with photo; I- 797 Form with expiration date, or voter identification card from a state that verifies lawful presence.
2. All international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment. (SEE SECTION ON ADMISSION OF INTERNATIONAL STUDENTS).

Applicants who fail to satisfy the requirements of items 1 or 2 will not be admitted to Lawson State Community College. This information is also available on the *Admissions* page of the College's website (<http://www.lawsonstate.edu>).

Further, applicants may submit the documentation identified in items 1 or 2 in person. Those applicants unable to present identification in person may submit a legible copy by U.S. mail or via electronic submission consistent with local institutional policy.

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

REQUIRED ADMISSION DOCUMENTATION

Degree seeking students: Admission application, primary form of identification, proof of high school graduation, official transcript – high school or GED, official transcript(s) – all other colleges attended, ACT scores (for placement purposes only). Students who have achieved a minimum Baccalaureate degree are only required to submit a transcript from the granting

institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning an award or fulfilling pre-requisites.

Non-degree seeking students: (High School Graduate / GED Recipient) - admission application, primary form of identification, proof of graduation, official transcript - high school or GED®, official transcript - all other colleges (if attended), students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

Non-degree seeking students: (Non-High School Graduate / No GED) - Admission application, primary form of identification, official transcript - high school (if attended), official transcript - all other colleges attended (if attended), required assessment score (State Board Policy 801.05: Admission: Non-High School Graduate), Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

In keeping with the mission of the Lawson State Community College and the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria: the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to- benefit based on an assessment approved by the federal government.

Students admitted under the “Ability to Benefit” provision may enroll in one of the following programs at the short certificate award level: Home Health Aide, Nurse Assistant, and Plumbing. However, such students may proceed beyond the short certificate award if the GED (General Equivalency Diploma), the Alabama High School Diploma, or its equivalent is acquired.

ADMISSION STATUS TYPES

There are two types of admission acceptance status: 1) *unconditional* and 2) *conditional*. Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local

institution calendars, will prevent a student from future registration and official transcript release.

ADMISSION CLASSIFICATION

First Time: A student who has no prior post-secondary experience, attending any institution for the first time.

Transfer: A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with our without credit. Acceptance of transfer credits is based upon Lawson State Community College policy.

Transient: A student enrolled at another college or university who is taking classes at an Alabama Community College System institution for the express purpose of transferring back to the home college or university.

Accelerated: A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

Dual Enrollment and Dual Credit: A secondary education student who is earning college credit while still in school. Dual enrollment credit may be applied toward a high school diploma.

International: A student who is a citizen of another country.

Admission to Lawson State Community College does not ensure admission to any individual program or course.

First-time Student Admission

A student, who has no prior post-secondary experience, attending any institution for the first time, must submit an application for admission, appropriate ID, and an official copy of the high school transcript or GED score report.

A first-time student who does not have on file the official high school transcript or GED score report and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester.

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

Transfer Student Admission

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must have submitted an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Transcripts from all previously attended institutions are required for recipients of federal student aid. *A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.*

A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. However, potential transfer credit deemed equivalent to Lawson State Community College courses may be applied to our curricula once official transcripts have been received from each college or university a student previously attended.

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

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

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

Transient Student Admission

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

Accelerated High School Program Admission

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

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

- a. The student has successfully completed the 10th grade;
- b. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 2.5 grade point average and recommends the student be admitted under this policy;
- c. The student may enroll only in courses for which high school prerequisites have been completed.
- d. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.

Dual Enrollment / Dual Credit for High School Student Admission

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

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

- a. The student must meet the entrance requirements of the college as stipulated in Alabama Community College System Policy and Procedure for Dual Enrollment for Dual Credit for high school students;
- b. The student must have a minimum 2.5 grade point average in completed high school courses;
- c. The student must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/ private tutor, parochial, or church/ religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

- d. The student must be in grade 10, 11, or 12.
- e. Students registering for any college-level English or math courses must take the state-approved placement assessment to determine their academic preparedness for college-level courses. Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grade should not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th grade year of high school, or submit ACT scores which exempt them from the test (20 or higher on ACT English, Reading, and Mathematics.)
- f. Students must meet all applicable pre-requisites prior to enrolling in courses.
- g. Developmental courses (those numbered below 100) are not offered through dual enrollment.

Continuous Eligibility

Students who meet the criteria for initial admission to Dual Enrollment for Dual Credit Program as specified in the Alabama Community College System Procedure for Dual Enrollment for Dual Credit for High School Students, section 2, will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

ADMISSION FOR INTERNATIONAL STUDENTS

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

- 1. A completed admission application
- 2. A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. *Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution (*International transfer students only). These documents must be reviewed by Educational Credential Evaluators, Inc. www.ece.org,

World Education Services, Inc. www.wes.org or by a member-agency of the National Association of Credential Evaluation Services (NACES) www.naces.org in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.

- 3. Original transcripts from all US institutions attended (International transfer student only).
- 4. A signed notarized statement verifying financial support. Please note that **the College offers no financial assistance or scholarships for international students.**
- 5. Copy of the student's current Form I-20 (International transfer student only).
- 6. Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
- 7. Copy of student's Visa and Passport with current photo. Current and valid passport or other official documentation verifies lawful presence.
- 8. A medical health history with proof of vaccination signed by a physician. (Form is on the website.)
- 9. Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers.
- 10. A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the

British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

11. Transient or transfer international students must submit a *Transient/Transfer Clearance Form* signed by the foreign student advisor at the institution from which the prospective student comes. Further, transfer students must submit a copy of the Form I-20 from the institution from which the student transfers.

An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System institution.

Other non-immigrant students must meet all ACCS admission requirements as well as provide documentation of immigration status as prescribed by the institution.

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

SENIOR CITIZEN ADMISSION

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

READMISSION REQUIREMENTS

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

- Submit an updated *Application for Admission* if the student has not attended a fall or spring term within the academic year. An updated *Application* will not be required for students who enrolled during spring but did not enroll for the following summer term.
- Submit ID as appropriate if previously submitted ID is expired.
- Request transcripts from other colleges and universities attended since leaving LSCC. Transcripts should be sent to the Office of Admissions & Enrollment Management at Lawson State Community College, if such transcripts are not in the student's academic record.
- Submit Selective Service Verification if appropriate.

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

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

CHANGE OF PROGRAM

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

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

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Transfer credit will be evaluated and recorded by the Records Office once all official transcripts are on file. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward an official transcript to our office as quickly as possible to facilitate this process. Students may check their transfer credits online through their Lawson State Community College MyLawson accounts. Transfer credit will be awarded based on the following criteria.

1. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own degree and certificate programs. A course completed at other regionally or duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
2. A transfer student from a collegiate institution not accredited by the appropriate regional association or duly accredited post-secondary institution may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
3. A transfer grade of "D" will not be accepted.
4. Courses included in the Approved Alabama General Studies Committee General Course Listing for which Lawson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.
5. The transfer course must be 6 or more quarter hours or 4 semester hours to satisfy the requirements of a 4 semester hour course at Lawson State; 4 or more quarter hours or 3 or more semester hours to satisfy the requirements of a 3 semester hour course at Lawson State; 3 or more quarter hours or 2 semester hours to satisfy the requirements of a 2 semester hour course at Lawson State; 2 or more quarter hours or 1 semester hour to satisfy the requirement of

a 1 semester hour course at Lawson State. Exceptions must be requested by the student and approved by the advisor, appropriate chairperson/associate dean/dean and the dean of instruction.

6. The criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. International students who earned credits at foreign colleges or universities may submit official, evaluated documents for consideration of credit. The following credentialing services may be used: World Education Services, Inc. www.wes.org or Educational Credential Evaluators, Inc. www.ece.org. Evaluations should be forwarded to LSCC directly from one of these providers. Those without prior college credit must have high school documents evaluated / translated.
7. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire College Certifications.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

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

**CREDIT AWARDED BY
NON-TRADITIONAL MEANS**

- College credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency).
- Credit awarded through nontraditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Department.
- The College will accept for credit a score of 3 or higher on Advanced Placement® subject examinations.
- Credit awarded through nontraditional means for non-academic transfer courses may be awarded through portfolio review by a prior learning assessment specialist through Instructional Services, through statewide articulation agreement for career and technical students or other statewide programs identified by the Department.
- Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Lawson State Community College.
- Nontraditional credit is not applicable for the 25 percent semester credit hours that a student completing a program must be earn at Lawson State.
- A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits (but no academic grade) for beginning courses.

STANDARDS OF PROGRESS FOR TRANSFER STUDENTS

- A transfer student who is admitted on *Clear* academic status is subject to the same standards of academic progress as a native student. Grades accrued at other regionally accredited postsecondary institutions, including other Alabama Community College System institutions, are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at Lawson State.
- If the Cumulative GPA at Lawson State is below 1.5 at the conclusion of the semester in which the transfer student has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE SEMESTER.
- If the cumulative GPA at Lawson State is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours, the student's status will become Clear.

**TRANSFERRING TO ANOTHER COLLEGE
FROM LAWSON STATE**

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

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

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

RESIDENCY

The in-state tuition rate plus applicable fees shall be established by the Alabama Community College System Board of Trustees. The out-of-state tuition rate shall be 2.00 times the in-state tuition rate plus applicable fees. International students must pay the out-of-state tuition rate plus applicable fees. Each institution may implement an optional deferred tuition payment plan for students.



STUDENT RECORDS

RECORDS

MRS. LORI CHISEM, REGISTRAR
lchisem@lawsonstate.edu

Bessemer Campus
Student Services Center

1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3410
FAX: (205) 424-5119

Birmingham Campus
Academic Success Center

3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309
FAX: (205) 925-3716

Hours of Operation

Monday - Tuesday	Wednesday-Friday
8:00 a.m. – 7:00 p.m.	8:00 a.m. – 5:00 p.m.

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

REGISTRATION

Registration is held each semester according to scheduled dates on Academic Calendar and procedures for registration are published on the college's website. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

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

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

SCHEDULE OF CLASSES



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

ENROLLMENT CLASSIFICATIONS

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

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

COURSE LOAD

Students are classified according to the following minimum schedule:

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

STUDENT COURSE OVERLOAD

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. The Vice President or designee must approve a student's course overload. **No student will be approved for more than 24 credit hours in any one term for any reason.** Students may access the form online under records forms via college website or in the Records Office on either campus.

All hours including physical education, internship and seminars will be counted toward the maximum load.

Each credit hour taken usually requires a minimum of two hours of outside study each week. Students should carefully balance their course load and other obligations (i.e. employment, child/family care, etc.)

AUDITING A COURSE

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

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

ADDING AND DROPPING COURSES

Students may drop and add a course during the drop and add period through their registration portal (MyLawson). Students who wish to change their schedule after the drop and add period is over **MAY BE** approved to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate approvals must be secured and/or appropriate email notification must be submitted to the Records Office before it is official and processed.

STATUTE OF LIMITATIONS FOR COURSES

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

WITHDRAWAL FROM A COURSE

A student may withdraw from a course and receive a grade of "W" at any time during a given semester prior to the designated last day to withdraw. (See Academic Calendar on website for withdrawal deadline dates and semester schedule.)

Students who withdraw from a course are strongly encouraged to speak with an Academic Advisor and/or Student Financial Services or Veterans Affairs prior to withdrawing. Any student who withdraw may submit a request to reverse the withdrawal within 5-10 business days after submittal.

NOTE: Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student's responsibility to officially withdraw. If a student remains enrolled/registered in a course, he or she will be issued a grade at the end of the term. Again, it is the sole responsibility of the student to withdraw from a course.

ADMINISTRATIVE WITHDRAWAL OR DROP FROM A COURSE OR THE COLLEGE

The College may drop or withdraw students from any course for the following reasons:

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1. Failure to complete registration properly
 2. Failure to fulfill conditions of registration if allowed to register on a conditional basis
 3. Failure to pay applicable fees
 4. Disciplinary action
 5. Misrepresentation of required information
 6. Failure to attend class
-

This process may be necessary in cases where student cannot properly withdraw due to lack of access. In such cases, the College will extend a good faith effort to initiate an administrative withdrawal to minimize any negative impact on the student's cumulative GPA. Reasons for initiating such action may include the student's inability to withdraw due to mental illness, physical illness, or incarceration.

GRADES AND RELATED MARKS

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

*Grading Scale for the Programs:		
A	Excellent	(90 – 100)
B	Good	(80 – 89)
C	Average	(70 – 79)
D	Poor	(60 – 69)
F	Failure	(59 and below)
AU	Audit	
I	Incomplete	Grade will be issued in 6 weeks, following the term and completion of missing work
W	Withdrawal	

***NOTE:** Some programs and/or courses (i.e., nursing) may require a higher numeric range than the standard noted above.

A, B and C are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study. Senior colleges and universities may or may not grant credit for a course in which the student has made a grade of "D".

Lawson State does permit grades of "D" in elective areas (Areas I-IV) that are not considered courses directly connected to the student's major; this DOES NOT include MTH100 or ENG101 (where grades of "C" must be earned). If a grade of "D" is earned for an Area V major class, the class will have be repeated. Students must earn a grade of "C" or higher for classes listed under (Area V) that are in their major. Please note that grades of "D" may not transfer to senior colleges.

F is the letter grade assigned to students who fail to meet minimum course requirements.

W is a letter grade assigned when a student withdraws from a course/courses after the designated drop/add period. The grade of **W** is assigned to a student who officially withdraws from a course(s) by the date designated in the semester schedule and Academic Calendar on the website. Students must notify the Records Office of their intent to withdraw from a course, courses, or programs using the electronic process (e-Withdrawal). Students may also visit the office on either campus for assistance with completing the electronic withdrawal.

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services. A student should never withdraw from a course without seeking advice from their instructor/advisor and a Student Financial Services Specialist.

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

Regardless of the circumstances, a grade of "I" must be changed by the designated date each semester or it will be converted automatically to an F. At LSCC, if a student is seeking federal financial aid, all "I" grades must be removed prior to the awarding of federal financial aid.

AU as a grade indicates audit and is a course

GRADE POINTS

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

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

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F are assigned. *Marks of W, I, and AU do not affect the grade point average but may affect financial aid.*

A final grade is the instructor's evaluation of the student's work and achievement throughout the course. Grades and marks are given at the discretion of the instructor. Factors upon which the final grade may be based are class participation, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. At the beginning of each course, it is the responsibility of each instructor to notify students in writing the grading practices that will be used. Grade changes may occur if legitimate calculation errors are made. The *Change of Grade Form* must be completed and submitted to the Records Office for processing.

REVERSE TRANSFER POLICY

Reverse transfer assists students who earned credits that applied towards an associate degree while enrolled at a community college but who did not complete sufficient credits to earn their associate degree. These students then pursued their education at a four-year institution. This agreement is designed to facilitate the transfer of credits earned by students at a four-year institution back to the community college to complete their associate degree. This policy also allows for transfer of credits between two-year colleges as well. Student consent for FERPA purposes will be obtained prior to any reverse transfer data exchange.

Students will be eligible for reverse transfer when they have met the following criteria:

- Have earned at least 25% of the credit hours required for their degree from Lawson State Community College.

- Have earned at least 3 semester credit hours from the transfer institution.
- Adhere to all policies and guidelines related to student admissions and transfer at both the transfer institution and Lawson State Community College.

WHAT THE GRADE MEANS

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

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

STANDARDS OF ACADEMIC PROGRESS

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

Exceptions

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

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

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

REQUIRED GPA LEVELS ACCORDING TO HOURS ATTEMPTED AT LAWSON STATE

The following applies to the required GPA for attempted hours:

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

INTERVENTION FOR STUDENT SUCCESS

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

APPLICATION OF STANDARDS OF PROGRESS

- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is "Clear."
- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **suspended—one semester**.
- The student who is suspended for one semester may

appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the Transcript will read **Suspended—One Semester/Readmitted Upon Appeal**.

- The student who is readmitted upon appeal re-enters the institution on academic probation.
- A student who is on academic probation, after being suspended for one semester, will remain on academic probation until the required GPA for the total number of hours attempted is sufficient.
- A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester GPA of 2.0, will be placed on a one year suspension. **The student may appeal a one term or one-year suspension.**

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

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

Definition of Terms: Standards of Progress

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

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

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

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

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

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

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

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

ACADEMIC BANKRUPTCY

A student at Lawson State may declare academic bankruptcy **only once**. The student may request in writing, to the Records Office, declaration of academic bankruptcy under the following conditions: Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student’s cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Records/Registrar’s Office.
2. Upon receipt of the student’s request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student’s cumulative GPA.

5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of “C”, “S”, or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

When a student receives a declaration of academic bankruptcy, a permanent notation of “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected.

Approval of the academic bankruptcy status at a college does **not** guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

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

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

Certain courses within many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence. Students may not have an opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these sequential courses may be dismissed from the program at the end of the semester in which the failure occurs.

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

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

GROUND FOR STUDENT DISMISSAL

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

HONORS LIST

President's List

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

Dean's List

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

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

A student must:

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

REQUIREMENTS FOR GRADUATION IN CERTIFICATE PROGRAMS

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College

4. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

RECEIPT OF A CERTIFICATE

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

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

The College award degrees and certificates to students in respective divisions each year. A graduation fee is charged to each graduating student.

The specific date of the commencement exercise is listed in the College calendar (in front of this catalog) as well as in the Academic Calendar via website.

Graduation with Honors

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

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

Graduation with Honors for Certificate

- Graduation with Distinction
(3.50 to 4.00)

Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at the college conferring the degree.

REPEATING COURSES

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

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average.

Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for graduation. Repeating courses may or may not affect federal financial aid. For more information, contact the Office of Student Financial Services.

CHANGE OF PROGRAM/MAJOR

Students may change their program of study by completing a *Change of Major Form*, which is available in the Records forms section of the College's website. The student should communicate with their current program advisor before submitting the form. The student's permanent record will reflect a change of program upon submission of the electronic form to the Office of Student Records.

Note: Students on scholarships should contact Student Financial Services before making the change as some program/major changes MAY cause you to lose your scholarship.

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

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

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

RETENTION OF STUDENT RECORDS**TRANSCRIPTS OF GRADES**

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

Lawson State Community College does not re-issue transcripts from other colleges and schools. Official Lawson State transcripts will include totals of courses taken at the College, as well as, some courses transcribed as a part of the record of transfer students. However, students should make official transcript requests of the institution at which credit was originally earned.

Transcripts are sent by mail or electronically through our third-party (Parchment) and must be requested through their student account. Alumni/Former students can access the transcript portal via the link on the College's website.

Electronic requests are processed within 24-48 business hours. No transcript will be furnished for any student or alumnus who has a financial obligation to Lawson State such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records. Students who attended prior to 1990 may experience longer processing periods, as older records were stored on microfilm and on other forms of media.

Transcripts also may be requested from the College's website homepage at <http://www.lawsonstate.edu>. Click on "Get Your Official Transcripts Online" Red Button on the homepage or Quick Links Transcript Requests under Registration. *Students may also visit the office on either campus for assistance with completing the electronic transcript requests process.*

NOTE: Students who attended the former Bessemer State Technical College should also use the electronic process for requesting transcripts. *Further, most records of students who attended Lawson State Community College prior to 1990 are archived on microfilm and require additional processing.*

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Lawson State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Lawson State Community College students to their rights relative to educational records by publishing the policy in the current student catalog and distributing copies of the policy at fall registration.

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

Student Access to Records

A. *The student has the following rights:*

- To be provided with a list of the types of educational records maintained in the College.
- To inspect and review contents of these educational records.
- To be given responses by the Registrar or other college records officers to reasonable requests for explanation and interpretation of these records.

- To request amendment of any part of these records considered by the student to be inaccurate or misleading.
- To be afforded hearings, should the request to amend the records be declined.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- To file a complaint with the U.S. Department of Education concerning alleged failures by Lawson State Community College to comply with the requirements of FERPA.

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

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

Procedures for Access

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

will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Registrar.

Amendment of Education Records

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

Release of Directory Information

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

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

If a student does not wish the directory information released, he or she may indicate by notifying the Registrar in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester.

Directory information will not be disclosed to private or profit making entities other than employers, prospective employers or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to an institution,

agency or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made.

Release of Educational Records

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

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

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

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

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

- School officials within the institution who have been determined by the College to have a legitimate educational interest.
- School officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, and a student serving on an official College committee.
- A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.
- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.
- Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the

student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.

- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.

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

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

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

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended 2008. *Disability Services 504 Coordinator for students is Dr. Renay Herndon (Bessemer Campus, Building A, Room 183; rherndon@lawsonstate.edu, 205.929-3419).*

Mrs. Janine Jones assists with providing disability services on the Birmingham campus (ASC (Academic Success Center Suite 220 ; jjones@lawsonstate.edu, 205.929-6396)

ACADEMIC ADVISEMENT

The College uses a dual system of academic advisement. Upon admission, each newly admitted student is randomly assigned a program advisor from among the faculty within the instructional department that corresponds with the student's declared program study. However, professional staff within Student Services, including Counselors, Student Services Specialists, and other professionals provide initial advising and assistance.

with the scheduling of classes during scheduled appointments or pre-enrollment orientation. During the early or pre-registration period of the first semester of enrollment and each subsequent semester, the student should consult their assigned faculty program advisor for an overall review of their degree plan and appropriate class selection.

COUNSELING SERVICES

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

Counselors and Student Services Specialist provide personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

If services are needed, please contact one of the Counseling Services staff that is listed below:

► Renay Herndon, Ph.D. – Counselor (Coordinate Counseling, New Student Advising, Assessment, and ADA Services)
Building A, Room 183 (Bessemer Campus) (205) 929-3419

► Janine McCoy, MPA – Student Services Specialist (Counseling, New Student Advising, Testing Services, Special Events, and ADA Services)
ASC (Academic Success Center, Suite 220 (Birmingham Campus) (205) 929-6396

► Moore, Kimberly, MS – Student Services Specialist (Counseling, New Student Advising, and Testing Services)
Building A, Room 184 (Bessemer Campus) (205) 929-3420

ASSESSMENT SERVICES

Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students shall not be allowed to enroll for more than four

credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in Associate Degree, diploma, or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through one of the following methods:

- ACT (American College Test)
- High School GPA and Math and English performance (Course Applicable Placement)
- ACCUPLACER (computerized assessment instrument)

Accordingly, the student will be placed in the appropriate English or Math course as indicated by the assessment results, or other placement options. The following exemptions from the assessment requirement may apply for:

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

It is the student's responsibility to have ACT, SAT, or ACCUPLACER scores on file with the assessment coordinator or the Admissions Office at Lawson State. Assessment services on the Birmingham Campus is located in ASC (Academic Success Center), Suite 220. Assessment services on the Bessemer Campus is located in Building A, Room 182.

Other tests and assessments that are offered:

- American College Test (ACT National)
- Ability to Benefit Test (ACT ATB)
- American College Test (ACT On-Campus)

- ETS (Educational Testing Services: Proficiency Profile)
(*assessed through various approved instruments)

Please visit **The Testing and Assessment Link** under **Student Services** at www.lawsonstate.edu for additional information or visit the Testing and Assessment Services Office on either campus.

ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with *Section 504, as amended 2008*, of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment.

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

Policies for Use of Service Animals/Guide Dogs

Service Animals / Guide Dogs

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

safety of others may be excluded regardless of training or certification.

Assistive Technology Use and Check out Policy

In accordance with the American with Disabilities Act (ADA, as amended 2008), the use of assistive technology is permitted in the college's classrooms and in its facilities. The college is committed to providing accommodation to those students who follow the policy and procedures for registering with our Disability Counselors.

Accommodations may include Assistive Technology that students will need to retain in their possession. Please adhere to the following procedures:

- Student must check out devise at beginning of semester and check it back in at the end of the semester.
- Student is responsible for reasonable care and maintenance of equipment.
- If equipment is loss or show signs of damage it is the student's responsibility to report it to the Disability Counselor.
- If a student cannot afford the care and maintenance of an equipment, it is the student's responsibility to inform the Disabilities Counselor and request assistance with funds to maintain equipment.

Tape Recording Policy

Tape Recording Lectures In subpart E of Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act Rehabilitation Act, as amended, states... "A recipient may not impose upon students with disabilities other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of students with disabilities in the recipient's education program or activity. Therefore, to comply with Section 504, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses, and activities. Recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation. Instructors have the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor. In accordance with the American with Disabilities Act (ADA, as amended), tape recorders are permitted in the college's classrooms and in its facilities.

Note Taking Policies and Procedures

In accordance with the American with Disabilities Act (ADA, as amended 2008), note takers are permitted in the college's classrooms and in its facilities. The ADA

Coordinator determines if the accommodation of note taking is appropriate. Generally, the determination is based on the student's documentation. Disability Services will provide ADA students with note takers and necessary note taking supplies. The student will provide the instructor with a letter of accommodation. After receipt of the letter, the ADA student or instructor may recommend candidates for note taking. However, the final decision regarding selection of a note taker will be decided by the ADA Coordinator.

The note taker provides the ADA student with the notes at the end of each class. If copies need to be made (note taker is in the same class as ADA student) the ADA Coordinator will make copies. (Unless other arrangements have been made to provide the notes in a different format). If a note taker is not identified the instructor and the student must notify ADA SERVICES as soon as possible so that other arrangements can be made.

***Note takers do not provide any other service to the student except for taking notes nor do they provide personal information regarding themselves.**

All students requesting assistance should contact:

- Janine McCoy Jones, Student Services Specialist
ADA Services (Birmingham Campus)
ASC (Academic Success Center), Suite 220
- Renay Herndon, Counselor
ADA Coordinator (Bessemer Campus)
Student Services Center
Building A, Room 183

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only). Additional ADA information and forms are located under the Student Services. Additional ADA information and forms are located under the Disability Services Link under Students Services at www.lawsonstate.edu.

PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken English, and Mathematics courses may be required to take the same assessment that is administered to new students at Lawson State Community College.

ACT WORKKEYS ASSESSMENT

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Testing Site. The Workkeys Assessment is administered

in several areas within the college. The goal is to provide diverse options for administering the assessment and to ensure a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

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

S.P.A.C.E. CENTER
(Student Persistence through Assistance and Collaborative Efforts)

The **SPACE** Center is a comprehensive center designed to provide a structured means of ensuring that students are aware of and utilize the services and assistance provided by the College. Services include tutoring, counseling, academic advisement, mentoring, technology-based services, student financial services assistance, academic support activities and programming, non-academic support and referrals, faculty/staff awareness activities, collaboration and resource sharing, and special programs and community-based activities. These supportive services enhance persistence, student learning, and overall student success. Counselors and other College personnel proactively assist students in utilizing these services.

CONTACT PERSONS—For further information regarding the SPACE Center contact:

- *Ms. Lesley Harper*, Student Persistence Counselor
lharper@lawsonstate.edu; 205-929-6383

CAREER & COLLEGE TRANSFER SERVICES

The Career and College Transfer Services Office functions as a bridge between the student's academic preparation and the

world of work. The Office sponsors: one-on-one career counseling, interview preparation, resume assistance, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to visit the campus, interviewing applicants, mailing students credentials to prospective employers, publicizing campus interviews and other invaluable career-related resources to current students and alumni. Students also have access to thousands of local and domestic registered employers via an online career portal. Through this and other resources, students can search and apply for employment and internship opportunities to major companies. Students also have access to career-center podcasts and resume builder templates.

Further, the Office facilitates college transfer fairs, as well as private visits from various in-state and out-of-state colleges and universities. Students receive assistance with preparation of transfer admissions packets, scholarship applications, and college searches.

CONTACT PERSONS—For further information regarding Career Services contact:

- Akilah Haley, MSL, Career Services/College Transfer Coordinator; Building A; Office:
Email: ahaley@lawsonstate.edu; 205-929-3514

TRIO PROGRAMS

TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are identified students with disabilities, low income, or first-generation college students. Participants are selected according to their potential for academic success. TRIO at LSCC is comprised of two programs: Upward Bound and Student Support Services. The ultimate goal of each TRIO program is to assist participants in postsecondary education with being successful. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

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

- *Vacant*, Coordinator of Upward Bound 205-929-6339
- *Ms. LaSharron Harris*, Director of Student Support Services-Bessemer Campus; lharris@lawsonstate.edu; 205-929- 3518
- *Ms. LaTasha Nix*, Director of Student Support Services-Birmingham Campus; lnix@lawsonstate.edu; 205-929-6397.



STUDENT LIFE, ACTIVITIES & ORGANIZATIONS

STUDENT LIFE ACTIVITIES & ORGANIZATIONS

STUDENT ACTIVITIES

Lawson State Community College is dedicated to the total development of the individual. Therefore, the variety of activities at Lawson State represents a diversity of student interests. These activities are under the direction of the Division of Student Services.

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

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

STUDENT GOVERNMENT

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

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

The SGA exists to promote student leadership, growth and development; to serve as the voice of the student body at our multi-campus institution; to coordinate beneficial student activities on both campuses which promote student leadership, boost morale, health and wellness, cultural diversity, and community service; do hereby establish the Student Government Association.

CAMPUS ORGANIZATIONS

Ambassadors, a service-oriented organization and student public relations team, the Lawson State Community College Ambassadors provide hours of assistance to the college and the community. As beacons of Lawson State, the Ambassadors create an image of opportunity, and serve as examples for fellow students, both academically and socially. In addition, the Ambassadors promote excellence and represent Lawson State with pride at all times.

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

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

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

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

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

Child Development Club is to provide and promote professional development of leadership and service to our college and community. The club cultivates fellowship and networking among Child Development students, and other enrolled students interested promoting the welfare and education of young children. Our Club's focus is to create a community of lifelong learners and educators who respect and value the dignity, worth and uniqueness of each child's physical, cognitive and psychosocial development.

The Criminal Justice Club exists to share and promote scholarly interests and endeavors in Criminal Justice; to promote the education of the college community and the general community at-large regarding political and social issues that impact all of us; to strengthen educational, professional/career and social networks for members of the CJC; to schedule visits and field trips to various social science related venues; to assist all CJC members in preparing for continued education and to host educational events including speakers, voter education/ registration campaigns, and sponsor service projects for forum for discussing local, state, national, and international career opportunities after Lawson State.

The Honors College is designed to attract and develop tomorrow's civic, political, scholastic and corporate leaders. The four pillars are as follows: Scholarship, Leadership, Global Citizenship and Community Service. Ultimately, the Honors College is simply a platform that allows its students to express themselves in their own unique way, and through critical reflection of self, the students are better prepared to shape their own destinies and discover how they can have the most profound impact on a global society.

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

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

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

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

Mu Beta Chi Phi is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College's science-mathematics students. Ideas and experiences are shared with the College family and with other students and teachers. The

clubs further purpose is to assist in developing greater awareness of the academic areas and their relationship to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

National Association of Home Builders (NAHB) student chapters program is dedicated to enriching the educational experience of students by offering them first-hand exposure to the real world of the building industry through NAHB membership, educational programming, and networking opportunities.

Working with a faculty adviser and drawing on the mentors and industry leaders in their local home builders association, student chapters can compete in national competitions, win scholarships, enjoy discounts on trade shows, and enjoy all the benefits of membership in NAHB.

The National Technical Honor Society strives to bring well deserved recognition, scholarship opportunities, and career opportunities to students who excel in one of the 108 career and technical educational fields as their profession. Not only do NTHS students embody all the attributes and talent which is in demand today, these students also embrace a clear vision for tomorrow's workforce and their role in it.

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

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

Phi Theta Kappa Honor Society has as its objective to promote, recognize, and encourage scholarship among students with superior achievement at two-year college. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Psychology Club provides additional educational and networking opportunities for students with an interest in all areas of the Psychology field. Members engage in discussions about current issues and advancements in

psychology, as well as ways to get involved in the field!

Among the events the club hosts on campus are opportunities to interact with therapy dogs, activities that help students de-stress and awareness-raising of suicide prevention. The Psychology Club is open to students from any major, and only an interest in psychology is needed!

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

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

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

ALL-COLLEGE ANNUAL STUDENT ACTIVITIES

Students are advised and encouraged to participate in annual activities designed to set the cultural, spiritual, moral, and academic tone of the institution. Such activities include: SGA Election, Installation of SGA Officers, Convocations, Annual Christmas Musical, Black History Month, Career/Wellness Fair, L-Week, Blood Drives, Martin Luther King, Jr. Celebration, Vocational Education Week, Homecoming, Miss Lawson State Coronation, Honors Convocation, and Commencement.

CONTACT PERSONS—For further information regarding Student Activities contact:

Student Engagement Manager
205-929-2072

ALUMNI ASSOCIATION

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

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

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

Contact Persons—For further information contact:

Ms. Akiliyah L. Haley
Career Services/College Transfer Coordinator
1100 9th Avenue, SW. Bessemer, AL 35022
Email: ahaley@lawsonstate.edu
Phone: 205-929-3514

RECREATION AND ATHLETICS

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

STUDENT HEALTH SERVICES

Lawson State Community College is committed to providing direct, basic health information and screenings to students. Wellness is an integral component of our student health services. Every effort is made to increase health awareness among students with each contact, health pamphlets, health fairs, and films relating to health issues (AIDS, alcohol, drugs, teenage pregnancy, etc.).

While the College does not provide on campus medical care, Campus Police should be contacted. The student's parents, spouse, guardian or any other person designated will be contacted as soon as possible to inform them of the student's condition and to secure other vital information needed for emergency responders. Expenses incurred for emergency care beyond that provided by Lawson State Community College's insurance provider is the responsibility of the student.

STUDENT ID CARDS

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

STUDENT FACILITIES

The Academic Success Center on the Birmingham campus houses an auditorium, cafeteria, recreation room, an open atria on the first and second floors. It also has a satellite office for Safety and Security Department and the Chief of Police. The second floor houses Student Services, the Dean of Students Office, Testing, SPACE Center, group study rooms and individual study spaces, conference rooms, as well as the Freshman Academy.

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

LEARNING LIVING RESIDENTIAL FACILITY

Living on campus gives the student an opportunity to meet other students and develop bonds that last a lifetime. The Learning Living Residential Facility consists of 120 spaces available to students on a first-come, first-served basis.

All students interested in living in campus housing facilities must completed an application for admission and have been admitted to the College through the Admissions Office. A housing application must be accompanied by a \$200.00 non-refundable application processing fee. This fee is not a deposit.

Students may enter into a 10-Month Contract which covers fall & spring semesters. Individual semester contracts are not available for the fall semester only. However, the contracts of students who are not enrolled for the spring semester may not reside on campus and thereby forfeit their room assignments. Students arriving for the spring semester may enter into a one semester contract if space is available. Housing is available during the summer term based on availability.

MOTOR VEHICLE INFORMATION**General Campus Parking and Traffic Regulations**

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

parking spaces available to as many vehicles as possible, and, to assure a safe, smooth traffic flow on the campus.

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

Vehicle Registration/Parking Decals

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

Parking decals are valid for one year only. All decals expire yearly at the end of the Summer Semester and must be renewed annually. Parking decals are not transferable from one vehicle to another or from one individual to another. All parking decals must be permanently affixed to the driver's side of the front window of all motor vehicles, except motorcycles and motorbikes. The parking decal must be easily seen. Only a current decal should be displayed.

Parking decals should be removed if a motor vehicle is sold or traded. All changes in motor vehicle ownership must be reported to the Office of the Chief of Police. The individual under whose name a vehicle is registered, and to whom a parking decal is issued, will be responsible for all violations, regardless of who is driving the vehicle.

Parking and Traffic Restrictions/Regulations

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

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

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

Fines and Citations

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

Standing Violation Fines:

No Decal	\$10.00
Parking in a Prohibited Zone	\$10.00
Double Parking/Blocking Traffic	\$10.00
Improper Parking	\$10.00
Warning	No Fine
Handicap Parking Violation	\$50.00

Moving Violation Fines:

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

Enforcement of Disciplinary Actions

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

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

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

All fines for citations issued on the Bessemer campus must be made through the City of Bessemer

Appeal

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

Termination of Parking Authorization

Authorization to park on campus will be terminated when:

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

SAFETY AND SECURITY

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

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

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

LSCC COUGAR ALERT EMERGENCY NOTIFICATION SYSTEM

As part of LSCC's ongoing effort to safeguard students, faculty and staff, the College has implemented a new emergency communications system. Known as **Cougar Alert**, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Everyone who has a Lawson State Community College e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is optional, **enrollment is strongly encouraged**. The information you supply is considered confidential and will not be shared or used for other purposes. **You will only be contacted through the system in the event of an emergency**. Once you have signed up for **Cougar Alert** you will be eligible for notifications after 24 hours.

Emergency Assistance

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

Emergency Messages

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

Emergency Procedures

Evacuation Plan

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

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

Fire Evacuation Procedures

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

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

When a fire occurs:

1. Report the fire to the Campus Police/ Office or Switchboard Operator by dialing "0" from any college telephone. The college dispatcher will notify the Fire Department.
2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. **DO NOT LOCK DOORS!**

4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
6. Do not return to an evacuated building unless instructed to do so by the Campus Police, Security Officer or designee.

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

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

Tornado Evacuation Procedures

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

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

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

For persons with disabilities, the landings inside of each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency

personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.

Inclement Weather

Policy Statement

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

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

Authorization to Close the College

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

Instructional Days Missed Due to College Closing

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

Notification Procedures

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

Safety, Precautions & Procedures

Protection of Valuables

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

Safety Goggles

Alabama Law: SS16-1-7

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

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

College Policy:

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

Student Incident Procedures

Lawson State Community College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus. All student accidents, injuries, and severe illnesses must be reported as soon as possible to the instructor or nearest college personnel immediate notification provides the opportunity for an on-the-scene investigation, insures prompt preventive action, and also provides the individuals with assistance in matters of medical attention and insurance.

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

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

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

Utility Failure

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

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



GENERAL STUDENT POLICIES

[SEE STUDENT HANDBOOK
FOR MORE INFORMATION]

GENERAL STUDENT POLICIES

FOLLOWING PROPER CHANNELS OF COMMUNICATION

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

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

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

For additional information, contact the Dean of Students.

OFFICIAL COMMUNICATIONS

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

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

CHILDREN ON CAMPUS

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

time, activities that minor children may be invited to attend are scheduled at LSCC.

In addition, in the interest of safety, if a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at all times while on the College campus. It is not permissible for any person to leave a child in custodial care on the premises of Lawson State. It is recommended that Lawson State students, and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other college activity that may prevent their personal supervision of their children.

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

COMPUTER CRIME ACT

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

DRESS CODE

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

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

8. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
9. Dress must be in good taste and appropriate for the occasion or setting.
10. Pajamas, stocking caps, wave caps or "do-rags", hair rollers and bedroom slippers shall not be worn while in public or in common areas of the college.
11. Females must not wear undergarments as shirts or skirts or shorts; dresses, shorts, and skirts must be worn at an appropriate length and in consideration of the activities attending on campus and/or representing the college; females must not wear low cut shirts or blouses which overexpose.

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

DRUG- AND ALCOHOL-FREE CAMPUS

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

- The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.
- The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
- The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting a college counselor.
- The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.
- Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection,

nor should anything in this policy be construed in such a way as to conflict with statutory law.

COMMUNITY RELATED VISITORS

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

ELECTRONIC DEVICES

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

EQUAL OPPORTUNITY STATEMENT

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

FEDERAL STATUTES RELATING TO NONDISCRIMINATION

Lawson State Community College complies with the following nondiscriminatory regulations:

1. *Titles VI and VII of the Civil Rights Act of 1964*, as amended in 1972 and 1991.
2. *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibits discrimination on the basis of sex. Section 106.8 provides protection against acts of sexual harassment.
3. *Section 504 of the Rehabilitation Act of 1973*, as amended (29 U.S.C., subsection 794), which prohibits discrimination on the basis of a disability.
4. *Pregnancy Discrimination Act of 1978*.
5. *The Americans with Disabilities Act of 1990 (ADA)*, which provides that no otherwise qualified person

shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Lawson State Community College endeavors to provide reasonable accommodations to qualified students with a disability.

For more information, contact the Coordinator of ADA, Section 504, Title II, and Title IX (Deputy) for Employees: Ms. Elma Bell, Human Resources Director or Coordinator of ADA, Section 504, and Title II for Students: Dr. Renay Herndon, Counselor – Bessemer Campus or Mrs. Janine Jones, Student Services Specialist – Birmingham Campus; Coordinator of Title IX for Students: Janine Jones, Student Services Specialist

NON-DISCRIMINATION POLICY

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

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

This nondiscrimination policy covers employment, admissions, training, organizational affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended in 2008. If you have questions regarding compliance with these statutes or you need to file a complaint, please contact the Dean of Students or the Director of Human Resources.

ACCEPTABLE USE POLICY

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

of these resources are responsible for adhering to local, state, federal, and international laws. All users of the college's Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

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

LIFE THREATENING ILLNESSES

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

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

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

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

STUDENT CODE OF CONDUCT

Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution both as ground (traditional) and online students. Upon enrollment, students also fall under the *Lawson State Community College Code of Conduct* and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

SEE SECTION on *Complaints, Grievances, Grade Appeals & Code of Conduct, including Due Process*

TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION

Lawson State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Lawson State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Title IX Acting Coordinator: Janine Jones, Student Services Specialist; 3060 Wilson Road, SW, Birmingham, AL 35221 Email: jjones@lawsonstate.edu Phone: 205-929-6396

Title IX Deputy Coordinator: Elma Bell, Human Resources Director; 3060 Wilson Road, SW, Birmingham, AL 35221; Phone: 205-929-6313; Email: ebell@lawsonstate.edu

and/or

Assistant Secretary; U.S. Department of Education
Office for Civil Rights; Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100; Telephone: 800-421-3481; Fax: 202-453-6012; TDD: 800-877-8339
Email: OCT@ed.gov (mailto: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at <http://www.lawsonstate.edu> under the Title IX webpage.

POLICY

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: “Consent” must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or a

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

- (a) A person commits the crime of sexual abuse in the first degree if:
- (1) He subjects another person to sexual contact by forcible compulsion; or
 - (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- (b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

- (a) A person commits the crime of sexual abuse in the second degree if:
- (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
 - (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- (b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

- (a) A person commits the crime of rape in the first degree if:
- (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
 - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
 - (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- (b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

- (a) A person commits the crime of rape in the second degree if:
- (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
 - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- (b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

- (a) A person commits the crime of sodomy in the first degree if:
- (1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
 - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
 - (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

- (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
- (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a)(10)).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm

(13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [link to Title IX webpage]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the

Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. SUPPORTIVE MEASURES

Supportive measures mean non-disciplinary non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. Standard of Evidence for Determining Responsibility for the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be

signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. DISMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College. Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant,

Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness. During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors⁸⁴ and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Lawson State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the

Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- (i) provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it

- precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- (ii) obtains the parties' voluntary, written consent to the informal resolution process; and
 - (iii) does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- L. **RETALIATION PROHIBITED.** Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- M. RANGE OF POSSIBLE SANCTIONS – On final determination of responsibility the following sanctions may be imposed against a respondent:
- For Students**
- A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.
1. Warning (Level 1 Sanction): Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:
 - a. Any further violation of college regulations will subject him/her to further disciplinary action.
 - b. He/she must maintain exemplary conduct during the period of restriction.
 - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
 - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
 2. Community Service (Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.
 3. Online Courses (Behavioral Remediation)--(Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc.)
 4. Written Work (Remedy)-- (Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to produce written pieces of work that specifically address the infraction and the harm that it caused.
 5. Probation (Level 2 Sanction): A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
 - a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
 - b. He/she may not hold any office, elective or appointive, in any student organization.
 - c. The probation restriction is generally not less than one academic semester/term.
 6. Immediate Temporary Suspension (Level 3 Sanction):: Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching-learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.
 7. Suspension (Level 3 Sanction):: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
 8. Dismissal (Level 3 Sanction):: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote. The college recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation where a sanction may be imposed. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.

For Employees

Oral warning

1. Written warning
2. Letter of reprimand,
3. Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation
4. Mandatory referral for psychological assessment and compliance with any resulting treatment plan
5. Restriction of responsibilities
6. Reassignment or transfer to another department
7. Suspension without pay
8. Final written warning
9. Dismissal/termination of employment
10. No trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
11. No contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

For Individuals other than employees or student

1. A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
2. A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.lawsonstate.edu.



FINANCIAL AID INFORMATION

STUDENT FINANCIAL SERVICES

MS. CASSANDRA R. HOLLINS, DIRECTOR
3060 Wilson Road, SW
Birmingham, Alabama 35221

Phone: 205-929-6380
Fax: 205-424-5119
Email: creneehollins@lawsonstate.edu

MRS. SHARON WILLIAMS, ASSISTANT DIRECTOR
1100 9th Avenue, SW
Bessemer, AL 35022

Phone: 205-929-3423
Fax: 205-424-5119
E mail: sdwilliams@lawsonstate.edu

OFFICE OF STUDENT FINANCIAL SERVICES HOURS OF OPERATION

Monday –Thursday

8:00 a.m. – 7:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

GENERAL INFORMATION

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

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study Program (FWSP)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson State is, however, approved for deferment of previous loans. Students attending Lawson State are eligible to participate in an affordable tuition payment plan offered through TouchNet. For additional information contact TouchNet at 1-800-869-8329, or visit the college's website or the Business Affairs Office.

APPLYING FOR FINANCIAL AID PRIORITY DATE

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

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

QUALIFYING FOR FEDERAL FINANCIAL AID

Students applying for Federal Financial Assistance must:

- Generally have a financial need; the financial need is determined by the U. S. Department of Education, which will determine the student's **Expected Family Contribution** (EFC) from the application submitted.

- Have a high school diploma, GED, have passed an independently administered test approved by the U.S. Department of Education, or **complete 6 credit hours which count toward a degree or certificate program at the institution, not using federal funds (effective July 1, 2011)**, or meet other standards established by your state that are approved by the U.S. Department of Education, or complete a high school education in a home setting that is treated as a home school or private school under state law.
- Be a U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility). Submit signed copies of certain financial documents for the student and student's spouse or student's parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for the process called verification.
- Have a valid social security number.
- Not be in default on a federal loan or owe a refund on a Grant received for attendance at any postsecondary institution.
- Not have received grants or loans in excess of the annual or aggregate limits.
- Have certified Selective Service registration status (if appropriate).
- Have all official transcripts on file.
- Must be enrolled as a student in an eligible program, making satisfactory academic progress.
- Not be convicted of drug possession or drug sale while receiving federal student aid.

Finally, a student who is subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell grant. (HEA Sec.401(b)(8) 34 CFR 668.32(c)(2)(ii)

Students who are eligible for federal funds will only receive aid for courses within their designated degree plan and program. Students may receive federal funds for courses successfully passed or transferred only once to improve the grade. Students who receive a "F" may receive federal funds to retake the course until passed, however if the student subsequently passes the course with a D, the student can receive Title IV funds only once to improve the D grade. [Guidance issued 8/26/2011]

Note: Federal regulations require that Federal Pell grant amounts for selected non-degree programs be calculated differently from other programs leading to an Associate Degree.

PELL GRANT LIFETIME ELIGIBILITY

The recently enacted Consolidated Appropriations Act of 2012 set new lifetime eligibility limits for Pell grant recipients. The duration of a student's eligibility to receive a Pell grant is set at 12 semesters (or its equivalent). This includes all grant awards the student has received in the past.

RENEWAL OF FINANCIAL AID

FAFSA Renewal/Early Submission Financial assistance is awarded annually. Starting with the 2017-18 FAFSA students can file as early as October 1 every year rather than January 1, 2017. Eligible students and parents who have a valid e-mail address in the Central Processing System (CPS) will receive an email notice between January and early February.

STUDENT RIGHTS AND RESPONSIBILITIES

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

The student has the right to ask the college:

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

The student has the responsibility to:

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

FINANCIAL AID COURSE LOAD REQUIREMENT

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

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered **three-quarter (3/4) time**, 6 to 8 credit hours are **half (1/2) time**, and 1-5 credit hours are **less than half time**. **Students will not receive federal financial aid for classes outside their program of study.** Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

DISBURSEMENT OF FINANCIAL AID FUNDS

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

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

RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**Definitions:**

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

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

Repayment – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institution.

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

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student who receives Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will also be reported to the U. S. Department of Education for collections and the overpayment of grants will be reported to the National Student Loan Data System as required by federal law. If a student withdraws after 60% of the semester is complete, the student most likely will not owe a repayment. In addition, withdrawal from College affects the Satisfactory Academic Standard of Progress and may affect the future receipt of Federal Financial Aid.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state and some institutional financial aid, students must comply with Lawson State Community College Standards of **Satisfactory Academic Progress (SAP)**.

Therefore, each student must adhere to the following:

- ENROLLMENT STATUS/TIME FRAME – Eligible students may receive Title IV Federal Financial Aid for a period of time. The time allowed MUST not exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance.

QUALITATIVE MEASURES – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

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

- 0 – 21 Hours 1.50 GPA
- 22 – 32 Hours 1.75 GPA
- 33 Hours and Above – 2.0 GPA

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

- 0 – 12 Hours 1.50 GPA
- 13 or more Hours 2.0 GPA

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

Associate or Long Certificate Requirements

- 1.50 and 58% completion rate after attempting 0 -21 credit hours;
- 1.75 and 62% completion rate after attempting 22-32 credit hours;
- 2.00 and 67% completion rate after attempting 33 or more credit hours;

Short Certificate Requirements

- 1.50 and 58% completion rate after attempting 0 -12 credit hours;
- 2.00 and 67% completion rate after attempting 13 or more credit hours.

Example:

Quantitative Standards Complete Percentage

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

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

Failure to Meet Standards of Satisfactory Academic Progress (SAP) Requirements Financial Aid Warning

If the student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning, which allows the student to receive financial aid for one additional semester. Student will be monitored for SAP again at the end of the warning period in order to determine additional eligibility.

Financial Aid Probation

Probations may not be given automatically. If the student fails to achieve the Standards of Satisfactory Academic Progress by the end of the financial aid warning, the student aid is suspended and he/she loses their financial aid eligibility and must submit the Standards of Satisfactory Academic Progress Appeals form to the Financial Aid Appeals Committee for review and approval. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

APPEALS PROCESS

The student may file an appeal by submitting the Satisfactory Academic Appeals Form along with a Plan of Action to the Financial Aid Appeals Committee. The deadline for students to submit the appeals is posted on page one of the Satisfactory Academic Appeals Form and the student must indicate the term he/she is seeking reinstatement of federal aid. The student must submit appropriate documentation support the extenuating circumstances.

If the appeal is approved, the student will be placed on Financial Aid Probation. The student's academic progress will be monitored and reviewed at the end of that semester. The student must complete the term satisfactorily, and follow their academic plan of success. If at the end of that semester, the student does NOT meet the SAP requirements, the student will no longer be eligible for federal aid until the student attends at his/her own expenses and meets ALL SAP Requirements.

(Students are encouraged to contact the Office of Student Financial Services for additional guidance)

Monitoring Progress

Academic progress for students at Lawson State Community College will be monitored at the end of each semester.

Remedial Courses

A Title IV Federal financial aid recipient enrolled in a remedial course may not be paid for more than 30 credit hours of remedial course work (Per federal guidelines). These courses will not be counted in the student's maximum time frame to complete his or her program of study.

Repeated Courses

Will be factored into your completion rate and maximum timeframe calculations. The revised regulations allow students to receive Title IV aid for one-time repeat of a previously passed course.

Should the student subsequently fail the course, any additional attempt of that course cannot be included in the student's enrollment status for Title IV assistance.

Academic Bankruptcy

Bankrupted courses will be factored into the completion rate, maximum time frame and the GPA calculation.

Withdrawals

Will not be factored into the GPA calculation but will be included in the completion rate and maximum time calculations.

Transfer Credits

Count toward maximum attempted credits and your completion ratio. Note: All Transcripts must be received by the Registrar before a student may receive any financial aid disbursement.

**FEDERAL FINANCIAL
AID PROGRAMS****ACADEMIC ATTENDANCE DEFINITION**

The U.S. Department of Education implemented new regulations for "Academic Attendance. The new regulations further outline official recognition of class attendance as "Academic Engagement," which is defined as active participation by a student in an instructional activity related to the student's course of study that- is defined by the institution in accordance with any applicable requirements of its State or accrediting agency. This includes, but is not limited to, attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, when there is an opportunity for interaction between the instructors and students; submitting an academic assignment; taking an assessment or an exam; participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; participating in a study group, group project, or an online discussion that is assigned by the institution; or interacting with an instructor about academic matters.

Academic Engagement does not include, for example, living in institutional housing; participating in the institution's meal plan; logging into an online class or tutorial without any further participation; or participating in academic counseling or advisement. "Academic attendance" and "attendance at an academically-related activity" to include all requirements outlined in our new academic engagement definition can be found under 34 CFR 600.2.

The implementation date for the new regulation is July 1, 2021 with early implementation permitted. Lawson State Community College implemented the new regulation on May 24, 2021, the first day of class for the summer semester.

“Academic attendance” and “attendance at an academically-related activity” to include all requirements outlined in our new academic engagement definition can be found under 34 CFR 600.2.

FEDERAL PELL GRANT

Federal Pell Grant is a part of a federal program that requires interested students to apply directly to the government for funds. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have **not** earned a bachelor’s or professional degree. Any full, three-quarter, or half time student, who is a U.S. Citizen and has not received a bachelor’s degree, is eligible to apply. The amount of each Federal Pell Grant depends on the student’s need, the cost of his or her education and enrollment status (full-time, 12 semester hours or more; three-fourth time, 9-11 semester hours; half-time, 6-8 semester hours; and less than half-time, 1-5 semester hours).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need. **These funds are limited and are distributed to students with the most needs based on the student’s EFC number. A student must be eligible for a Federal Pell Grant in order to be considered for this grant.**

FEDERAL WORK-STUDY (FWS)

The Federal Work-Study Program (FWS) provides part-time employment opportunities for students on and off campus who need the earnings to help meet their costs of postsecondary education. The FWS Program encourages students receiving FWS assistance to participate in community service activities. To be eligible student must be enrolled at least half time and be capable of maintaining satisfactory academic progress.

ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)

Alabama Student Assistance Program (ASAP) are funds awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid.

VOCATIONAL REHABILITATION

The state of Alabama provides certain benefits for students with disabilities through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.

BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS

Before a veteran can be certified for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson State and complete his or her admissions file.
- Provide a Certificate of Eligibility to the Office of Veterans Affairs located in the office of Student Financial Services.
- Complete the Registration/Enrollment process, by meeting with Advisor, selecting and posting courses, complete the payment process.
- Submit the Request for Enrollment Certification.

In-state tuition will be charged for VA beneficiaries (public school compliance: PL 115-251).

Documents pertaining to the Alabama GI Dependent's Scholarship program may be obtained by contacting the Alabama Department of Veterans Affairs. Local offices can be located at: 1515 6th Ave S, Cooper Green Hospital, Birmingham, AL 35233 or Bessemer Courthouse Rm 313, 1801 3rd Ave North, Bessemer, AL 35020.

DOCUMENTATION OF VETERANS

Documents required by the *Department of Veterans Affairs* and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). *Dependents must have a copy of their Certificate of Eligibility and Entitlement.*
- Chapter 33 recipients must have a copy of their Certificate of Eligibility to determine percentage and remaining eligibility.

CERTIFICATION OF VETERANS

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

- Enrollment Certification will be submitted once a student is no longer listed as "Pre-registered", which indicates unpaid.
- Enrollment Certification may be submitted for "Pre-registered" or unpaid students who submit a request for Advanced Payment at least four - six weeks prior to the beginning of a new term. This option is not available for students returning for an immediate subsequent term, nor is it available for Chapter 31 or Chapter 33, Post 911 students.
- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation, e.g. course substitution, in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study

- at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
 - Full-time payment (12 credit hours or more)
 - Three-fourths payment (9-11 credit hours)
 - One-half payment (6-8 credit hours)
 - Reimbursement for tuition and fees (5 or fewer credit hours)
 - Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. **This action may occur without notification to the student.**
 - Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receipt of transfer credit information.
 - Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.

Veterans may notify the Veterans' School Certifying Official when registration is complete by submitting the Request for Enrollment Certification, found on the school's website, in order for enrollment certification to be submitted to the Department of Veterans Affairs.

CLASS ATTENDANCE OF VETERANS

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

WITHDRAWAL FROM CLASS OR CLASSES BY VETERANS

Veterans may adjust their schedule, without penalty, only during the late registration or drop/add period. A veteran (or dependent) who withdraws after this period, must demonstrate extenuating circumstances, e.g. deployment, illness, etc., or the student will suffer loss of payments under the VA educational assistance program. *The Veterans' School Certifying Official must be notified when a change – increase or reduction is made in the class load.*

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INDIVIDUAL REFERRAL PROGRAM

The Workforce Innovation and Opportunity Act (WIOA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and career field. The student may be placed in any selected program where there is available space. However, the applicant must first be certified WIOA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

It is the purpose of the WIOA to establish programs to prepare youths and unskilled adults for entry or re-entry into the labor force. WIOA affords job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment.

The ultimate goals of WIOA training programs are to:

- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

WIOA will pay the following expenses to the extent needed to supplant the shortfall as described below:

- The published tuition rate for the training to be provided as shown in the edition of the College catalog (in effect) during the semester being billed.
- Appropriate fees.
- Required books and training supplies purchased on account through Lawson State's bookstore up to various amounts as per program.
- Repeat courses will be the responsibility of the participant. WIOA funds shall not be used, under any circumstance, to pay for a repeat course (i.e. a failing grade, a dropped course for which the SDA was billed for any portion of training, etc.).
- WIOA funds do not pay for remedial courses, general studies or pre-requisites to a course of study.

STUDENT SERVICES

SCHOLARSHIPS

Lawson State Community College offers numerous scholarships in the form of tuition and/or fee waivers. The college's scholarship application deadline is April 15. For specific information regarding scholarships offered at Lawson State Community College contact the Office of Student Financial Services or visit the college website. Listings of scholarship foundations or companies are available in the Office of Student Financial Services, on the Lawson State Community College website, at local libraries and at various websites on the Internet.

COST TO ATTEND

See next page for tuition and fee chart. This information is also posted on our website under Quick Links. Please view for most recent updates. Tuition and fees are subject to change.

REFUND POLICY

Refund for Complete Withdrawal

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

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

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

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

Refund for Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the appropriate tuition and fees associated with the dropped class. There is no refund due to a student who partially withdraws after the official drop/add period.

Administrative Fee

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

Refund for No Attendance Recorded

Students who have been determined to have no attendance recorded (No-Show) for a traditional or online course at the end of each term will be refunded the appropriate tuition and fees associated with that class. Books and /or supplies are not included. Therefore, a refund will not be granted.

Refund of Textbooks Books and Supplies using Title IV Funds

Students who have used Federal Funds (PELL, SEOG, etc) to purchase returnable books and/or supplies from Follett that creates an account credit balance will be provided a refund by the College upon receipt of credit amount from Follett.

Refund of Books and Supplies with Complete Withdrawal

The on campus bookstore is owned and operated by Follett bookstores. SEE TEXTBOOK REFUND POLICY below.

TEXTBOOK REFUND POLICY

Students who purchase books and/or supplies using cash, check credit/debit cards will adhere to the general refund policy that is set forth by Follett, a third party operating entity. See Follett refund policy at www.bkstr.com, www.lawsonstatebookstore.com, or visit the bookstore on campus.

Students who use Federal Funds (PELL, SEOG, etc.) to purchase returnable books and/or supplies from Follett that create an account credit balance will be provided a refund by the College upon receipt of credit amount from Follett (a third party entity).

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of national crisis may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Refund of Room and Board with Complete Withdrawal

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

Additional Information

- Pertinent dates affecting withdrawal and late registration are on the Academic Calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- Drop/Add period for each semester is published in the Academic Calendar.

LAWSON STATE COMMUNITY COLLEGE

LAWSON STATE COMMUNITY COLLEGE

Tuition and Fees Schedule

Effective: Fall Term 2021-2022

Tuition: \$123 per semester hour
\$ 9 per semester hour for Facilities Renewal Fee
Fees: \$1.00 Bond Surety Fee
\$ 9 per semester hour for Technology Fee
\$10 per semester hour for Special Building Fee
\$10 per semester hour for ACCS Enhancement Fee
\$10 per term for Student Insurance

Room/Board/Meals:

Fall/Spring Term 2,380.00/ term
Summer Term: 1,190.00/term

Semester Hours	Tuition	Bond Surety Fee	Facility Renewal	Technology	Special Building	ACCS Enhancement	Insurance	Total
1	123.00	1.00	9.00	9.00	10.00	10.00	10.00	172.00
2	246.00	2.00	18.00	18.00	20.00	20.00	10.00	334.00
3	369.00	3.00	27.00	27.00	30.00	30.00	10.00	496.00
4	492.00	4.00	36.00	36.00	40.00	40.00	10.00	658.00
5	615.00	5.00	45.00	45.00	50.00	50.00	10.00	820.00
6	738.00	6.00	54.00	54.00	60.00	60.00	10.00	982.00
7	861.00	7.00	63.00	63.00	70.00	70.00	10.00	1,144.00
8	984.00	8.00	72.00	72.00	80.00	80.00	10.00	1,306.00
9	1,107.00	9.00	81.00	81.00	90.00	90.00	10.00	1,468.00
10	1,230.00	10.00	90.00	90.00	100.00	100.00	10.00	1,630.00
11	1,353.00	11.00	99.00	99.00	110.00	110.00	10.00	1,792.00
12	1,476.00	12.00	108.00	108.00	120.00	120.00	10.00	1,954.00
13	1,599.00	13.00	117.00	117.00	130.00	130.00	10.00	2,116.00
14	1,722.00	14.00	126.00	126.00	140.00	140.00	10.00	2,278.00
15	1,845.00	15.00	135.00	135.00	150.00	150.00	10.00	2,440.00
16	1,968.00	16.00	144.00	144.00	160.00	160.00	10.00	2,602.00
17	2,091.00	17.00	153.00	153.00	170.00	170.00	10.00	2,764.00
18	2,214.00	18.00	162.00	162.00	180.00	180.00	10.00	2,926.00
19	2,337.00	19.00	171.00	171.00	190.00	190.00	10.00	3,088.00
20	2,460.00	20.00	180.00	180.00	200.00	200.00	10.00	3,250.00
21	2,583.00	21.00	189.00	189.00	210.00	210.00	10.00	3,412.00
22	2,706.00	22.00	198.00	198.00	220.00	220.00	10.00	3,574.00
23	2,829.00	23.00	207.00	207.00	230.00	230.00	10.00	3,736.00
24	2,952.00	24.00	216.00	216.00	240.00	240.00	10.00	3,898.00
25	3,075.00	25.00	225.00	225.00	250.00	250.00	10.00	4,060.00

*Full Time (12 credit hours or more)

"15 TO FINISH": The College recommends that students take at least 15 credits per term in order to graduate on time in all applicable degree programs.

Out-of-State Residents shall be charged 2.00 times the above Basic Tuition rates; Fees will remain the same per credit hour. credit hour.

\$25.00 Late Registration Fee for any returning student who fails to take advantage of the pre-registration process. NOTE: The school will not charge VA students a late fee or deny access to classes, libraries or other facilities because of the student's inability to meet their financial obligations due to the delayed disbursement of a payment from the Department of Veterans Affairs

***Tuition and fees are subject to change.**



STUDENT HANDBOOK

Complaints, Grievances,
Grade Appeals &
Code of Conduct



Student Complaints, Grievance & Grade Appeal Procedures

Note: Code of Conduct is the Second-half of this Document

Definitions:

A-Z

Academic Injury is determined based on whether an alleged grading error caused a student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change a student is seeking moves a grade from a 82% to an 86%, the Grade Appeal will fail, for the student was not successful in demonstrating that the alleged error had any academic injury, for the grade in the course did not change. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a "B" to a "C", etc...)

Anonymous Complaints: Anonymous complaints are read and the College takes such complaints under advisement. While such complaints are read, no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing Anonymous complaints should not expect any formal reply or cause of action, since the complaint was issued without a name. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College formally.

Appeal: An appeal can be filed if a student is dissatisfied with a Dean's Resolution (under the Grade Appeal or complaint process). Appeals are not automatically granted and are assessed and evaluated based on the evidence put forward by the student requesting the appeal. (See the Grievance Process and the Grade Appeal Process for more information).

Complaint: A student complaint is a College-related problem or condition in which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A complaint also includes discrimination on the basis of race, color, disability, gender, religion, creed, national origin or age.

Complaint Process: Lawson State has a two-tiered Complaint Process. The first, initial stage, called the Informal Complaint Process, moves a complaint through the proper chain-of-command up to the Dean's level. In the end, the Dean issues a final resolution (called a Dean's Resolution) to formally close and address the complaint. Typically, the majority of complaints end on this level. The second tier, called the Formal Complaint Process, only comes into play when a student is dissatisfied with the Dean's Resolution issued. In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

External Agency (Social Networking/Public Display) Complaints: Students are strongly discouraged and cautioned against using Social Networking sites to discuss school-related issues or concerns or to personally vent or attack another student or LSCC personnel member, opposed to following Lawson State's proscribed Informal and Formal Complaint Process. **Please note that issuing false claims via a Social Networking site (i.e., Facebook, blogs, websites, and even email) could potentially make the student subject to legal jeopardy (slander) if the accusations shared proved false or proved to be written with malicious intent to cause harm to the institution's reputation or person's reputation.** Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College.

Formal Complaint Process: The Formal Complaint Process is the second tier of the overall complaint process as LSCC. It only comes into play when a student is dissatisfied with the Dean's Resolution issued (See Informal Complaint Process). In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

Grade Appeal: The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair final grade (based on a calculation error; a misrepresentation of the grading scale; incorrect application of the grading scale; or other error which academically injured the student), while respecting the academic responsibility of the instructor. Grade Appeals cannot be filed unless the student provides evidence of the error. The Vice President for Instructional Services has the final say on all grade appeals.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus)

Grade Dispute: A grade dispute is NOT a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects, test. If you have a dispute as it relates to an individual assignment, project or test, you **MUST** address that matter with the instructor one-on-one. Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, project, etc...unless your dispute meets the following criteria: (a) the grade issued was issued out of unfairness or calculation error; (b) the grade issued was issued out of retaliation; (c) the grade issued was issued due to harassment. In such cases, the student needs to meet with the Department Chair and the instructor to resolve the single grade dispute. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class, the student can provide the **grade dispute evidence** as part of the formal Grade Appeal packet (for consideration).

Grievance: A grievance is filed when a student is not satisfied with the Formal Complaint Process findings and involves a formal hearing by a Grievance Committee. A grievance can only be issued after a student has adhered to the College's formal complaint process and a ***Dean's Resolution*** has been issued (in writing) and the student would like to challenge the decision reached. (See Formal Complaint Process for more information).

Informal Complaint Process: The first or initial stage of LSCC's complaint process is called the Informal Complaint Process. The Informal Complaint Process moves a complaint through the chain-of-command up to the departmental level. Typically, the majority of complaints end at this level. If a student is dissatisfied at this level, he or she can file an official complaint using the Advocate system. In doing so, the formal complaint process is initiated.

Retaliation: Retaliation is punishment received for filing a complaint. Students filing complaints should never fear retaliation. Retaliation for complaints issued is NOT tolerated on the campus of Lawson State. If a student feels he or she is being retaliated against after filing a complaint, they need to file a Retaliation Complaint immediately. **Employees and students are subject to discipline if practicing any form of retaliation against a student or another employee after filing a complaint.**

Resolution: For the purposes of Lawson State Community College's complaint, grievance and appeal procedures, the word "Resolution" refers to any decision reached in the complaint process, after facts, evidence and testimony (in some cases) have been reviewed. Resolutions are always mailed to the individual who filed the complaint.

Unqualified (Third-Party) Complaints: Unqualified complaints are those complaints that come in from non-Lawson State students or unqualified external agencies. Such complaints are read but no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing an unqualified complaint should not expect a

formal reply by the College or cause of action, since the complaint was issued by a third party. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed by the College formally.

Terms (associated with harassment and retaliation) below have been expressly written by the legal team from the University of Alabama. Lawson State Community College has been granted special license to use all terms and wording set forth as outlined below.

Harassment

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012). *See Title IX Section for further definitions and information (under the Student Services section of this catalog handbook).*

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012). *See Title IX Section for further definitions and information (under the Student Services section of this catalog handbook).*

Retaliation (Against Sexual Harassment Claims)

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm tha^{§3}

would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

Retaliation

Retaliation against persons who oppose, complain, seek a grade appeal or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

Sexual Assault (Revised, 2015)

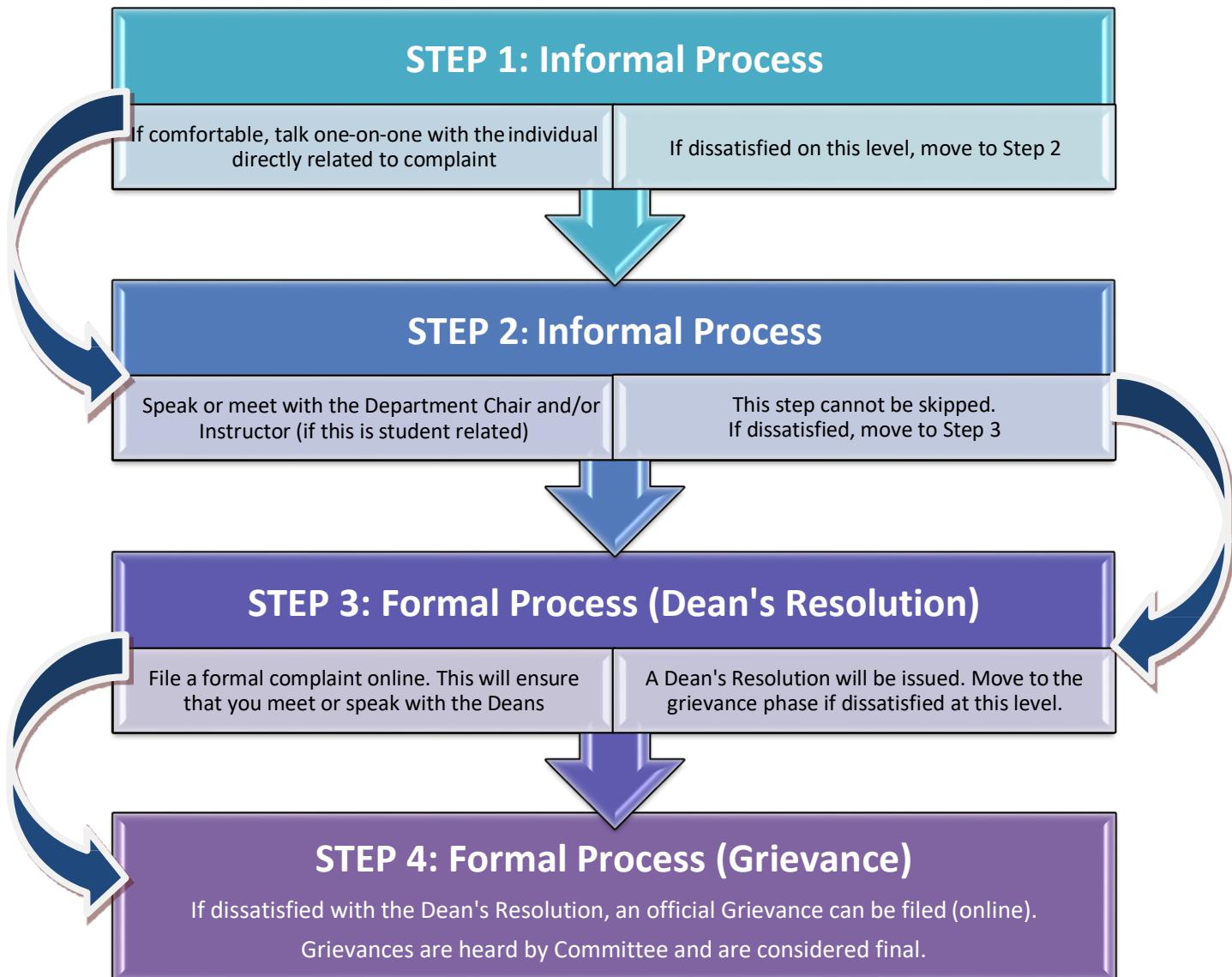
Sexual Assault is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person. Sexual assault is a form of sexual violence, and it includes rape, groping, forced kissing, or the torture of person in a sexual manner.

Sexual Abuse if he or she subjects another person to sexual contact by forcible compulsion; subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated (Title IX Amendments, 1972).

The Complaint Process—from Informal to Formal

NOTE: If you have a Grade Dispute, see Grade Dispute Procedures.

Most complaints issued are resolved informally. Informal complaints related to instructional issues or non-instructional issues all follow the same process that is designed to lead to a fair and vetted resolution of your complaint (informally). All students (whether a ground/on-campus student or online student) are required to follow the Informal Complaint Procedure as outlined (in steps) below. Failure to follow this process can invalidate your complaint.



Steps 1 & 2: The Informal Complaint Process

Note: If dealing with matters of harassment and/or retaliation, you can skip to Step 3 (if you feel uncomfortable working through Steps 1 and 2).

Step 1: Speak with the Individual Privately about Your Concern(s)

Step 1 is the first stage of the Informal Complaint Process.

(If comfortable, speak directly to employee connected or student associated with the complaint in person or over the phone, if you are an online student) Students who wish to file an informal complaint should first discuss the concern with the College employee or student most directly responsible for the condition which brought about the alleged complaint. If no satisfactory resolution is reached at this level or if the student feels uncomfortable, move to Step 2.

Step 2: Speak with the Individual's Department Chair or Your Instructor (if this matter involves another student)

Step 2 is the second stage of the Informal Compliant Process

(Speak with the Department Chairperson or Director of the Office in person or over the phone, if you are an online student). Step 2 requires that the student meet with the first level administrator, the Department Chair (if the complaint falls under Instruction) or a Director, if the complaint falls under Administrative (including the Business of Financial Aid Offices) or Student Services Offices or Library Services.

How to Locate a Department Chair or Office Director

Once on the webpage, follow these steps to find the Supervisor and their contact information

- a. Click on either the **MyLawson** or the **Quick Links** button (from LSCC's main webpage).
- b. From there, click on either the **Complaint Process** button.
- c. Once on that page, look for the "**Find a Supervisor**" button. This will link to the Employee Directory. Department Chairs are listed by the Department, so search for the specific department. Do not involve the Vice Presidents or Deans at this level. If you still encounter problems locating a supervisor, speak with your advisor for assistance.

Students filing informal complaints MUST complete **Step 2** in order to advance to **Step 3**, if warranted. If no satisfactory resolution is reached, the student may move to the next level of authority (the Dean's level, Step 3).

Step 3: The Formal Complaint Process

Step 3: Filing a Formal Complaint

Step 3 moves complaints from informal to formal. Formal complaints are recorded and tracked at the college.

(Formal Complaints MUST be Filed Online)

Filing a formal complaint takes place after the **Informal Process** was not successful for you (but not before). Filing a Formal Complaint is done in writing and online only. Once filed, a formal investigation into your complaint and meetings to discuss your complaint (with a Dean or Deans) will take place.

If the complaint is still unresolved after following **Step 2** (but not before), the student may file a formal complaint online via the Advocate Complaint Reporting System.

How to File a Formal Complaint (Ground & Online Students)

Whether you are a ground (on campus) student or whether you are an online student (distance education student), filing of formal complaints is the same and occurs online ONLY.

To file a formal complaint, you need to access Lawson State's official webpage at www.lawsonstate.edu. Once on the webpage, Click on either the **MyLawson Campus** or the **Quick Links** button. From there, click on either the **Complaint Process or Report a Concern** button. The system will then "walk you through" the filing of a complaint formally online. Be sure to read the information before filing a formal complaint. If you have not followed the Informal steps (first) before filing a formal complaint, it is very likely that you will be redirected after issuing your complaint and asked to complete the

Informal Process first. This is not to frustrate you. Rather, the college is simply trying to resolve the complaint informally first before advancing your complaint formally.

No Computer. How Do I File?

If you are a ground (on campus) student, and you do not have access to a computer at home, file your complaint in either the library or SPACE Center where computer access is plentiful. Again, formal complaints must be in writing in order for the Deans to initiate a formal investigation into your complaint.

NOTE: If you are filing a retaliation or harassment or sexual assault complaint, you do not have to follow the informal process, if you feel uncomfortable. You can move directly to filing a formal complaint online, so the matter can be sped up and advanced to the Dean's level immediately. Lawson State has a no tolerance policy as it relates to harassment, sexual assault and retaliation complaints, so such accusations need to investigated and resolved immediately.

Dean's Resolution (Formal Resolution)

Once you file a formal complaint (online), the Deans will investigate your complaint. Students filing a formal complaint MUST cooperate in all matters related to the investigation of the complaint. This includes meeting with the Deans and providing additional information, upon request. Once the investigation is over, the Deans will issue a formal resolution (called the ***Dean's Resolution***). The formal resolution will be sent by certified and/or registered mail to the student and to any and all parties related to the complaint.

Once the Dean's Resolution has been issued, the complaint will be formally closed by the college. The entire Formal Complaint process is typically completed within 30 business days, from the initial filing of the complaint online. However, some investigations could take longer, depending on the scope of investigation that is launched and the number of individuals involved.

Step 4 & 5: Formal Grievances & Hearing

Step 4: File a Formal Grievance

(Challenging a Dean's Resolution)

Filing a Grievance is a serious step to take and must be based on facts, not opinion or simply disagreeing with findings outlined in the Dean's Resolution. Although extremely rare, if the ***Dean's Resolution*** does not prove to be a satisfactory closure to the student (who filed the original formal complaint), a student may file a formal grievance to the **Grievance Committee**. In doing so, a **Grievance Committee** reviews the Dean's Resolution issued and the original complaint to once again, try to find closure of the complaint.

A Formal Grievance can only be filed if the student has first followed all of the required steps under the Informal and Formal Complaint Process (**Steps 1 through 3**). If the student does not have an official **Dean's Resolution finding in writing** (that is being disputed), then he or she cannot proceed to this step (filing a formal grievance), and as such, must go back and follow the College's Informal and Formal Complaint Process (Steps 1-3).

NOTE: Grade disputes follow a different process. See Grade Disputes/Appeal section for more information.

The Grievance Process continues the **Formal Complaint Process** and begins **ONLY** if a student finds that the Dean's Resolution did not resolve the complaint satisfactorily. The chart below, outlines the Grievance Process (in detail).

Filing a Grievance (Step 4) & The Hearing (Step 5)

Procedures for filing an official grievance are as follows:

Filing Procedures: A student who wishes to file a Grievance to be heard by the college's Grievance Committee (which includes one of the Vice Presidents or designee serving on the committee) must file a formal grievance via the online Advocate system. To file a grievance, go back to either the **MyLawson Campus** or the **Quick Links** page and click on the Complaint button. From there, click on the link to file a Grievance and proceed as instructed.

A Formal Grievance must be submitted online (**within 5-business days of receipt of a Dean's Resolution**). Failure to follow the online process and submit your request within that timeframe will automatically invalidate your request for a hearing and the Dean's Resolution will stand. **NOTE:** If you do not have access to a computer, grievances can be filed in the Dean's of Students Office or the Academic Dean's Office on either campus.

Please note that grade disputes are not handled through this process. If you have grade dispute, please follow the Grade Dispute Complaint Process.

A Grievance Hearing date **must** be provided to the student (via email, letter, phone or text) within 10 to 14 business days of a student filing a Formal Grievance. The hearing should take place no later than 30 to 45 business days following notification to the Grievance Committee (that a hearing has been requested), unless the request comes during a holiday. If a Formal Grievance is filed between semesters (when the College is not operational), expect a delay beyond 30 to 45 business days.

Please note that the Grievance Committee works to adhere to outlined deadlines but students may experience reasonable delays depending on the case load of the Committee to hear all cases.

The Grievance Committee is an ad hoc committee and consists of student(s), faculty members, staff members and administrators and one or both of the Vice Presidents (or designee). It is the responsibility of the College President (or designee) to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality. All Grievance Committee members hold to strict confidentiality rules and are trained on conflict resolution techniques.

The **Grievance Committee (which includes the Vice President's ruling)** will make its findings and send its decision to the grievant (student) and the appropriate Dean (who filed the original Dean's Resolution). Grievance Committee findings are final and binding and officially close the complaint at the college. No further investigation or remedy to the original complaint is required after a Grievance Committee has reached a final resolution of the complaint.

1. A Grievance Hearing is not automatically granted, but all challenges to a Dean's Resolution are reviewed. The Grievance Committee can take the following actions after reviewing the facts presented in a formal grievance:
 - a. **Action 1:** Full Denial. Uphold the decision issued in the Dean's Resolution without granting a formal hearing.
 - b. **Action 2:** Full Reversal. Overturn the decision issued in the Dean's Resolution (without a hearing) and issue a new decision.
 - c. **Action 3:** Modification. Modify the decision in the Dean's Resolution (without a hearing).
 - d. **Action 4:** Grant the Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Grievance Committee (and other third parties, if requested by the Committee).
2. The Grievance Committee will make the final finding (called the **Grievance Committee's Resolution**) and send the decision to the student, Committee members, the Vice Presidents, and the appropriate Dean. The student will receive the final resolution via certified and/or registered mail. The Grievance Committee's decision is final and cannot be appealed at the college.

Step 6: Reporting to External Agencies: If an individual is still dissatisfied following Steps 1-5, they can submit an external complaint to the Alabama Community College System (ACCS), following the outcome of the Grievance Hearing. To file a complaint with the ACCS or with Lawson State's accrediting agency, go to Lawson State's website and click on Quick Links. From there, click on the "Report a Concern/Complaint/Incident" link for students or employees. Once on the Complaint directional page, scroll down to Step 6 and follow the prompts to submit an external complaint or concern. NOTE: Steps 1-5 must be complete before moving to Step 6.

Student Responsibilities: Grievance Procedures & Requirements

If a student submits a formal grievance (challenging a Dean's Resolution), a grievance must be filed online (via the Advocate System) in writing (within 5 business days after the Dean's Resolution has been issued) or the statement can be submitted to the Dean of Students Office or the Academic Dean's Office directly or emailed to help@lawsonstate.edu and contain:

1. The student's name and address;
2. Student's Lawson State email account;
3. The detailed nature of the grievance; why you are filing and what evidence you are presenting in order to counter the Dean's Resolution reached.
4. The corrective action sought (what you would like the college to do); and
5. Submit any relevant information requested to establish grounds for the grievance. Simply disagreeing with the Dean's Resolution, does not establish grounds for a grievance. You must provide a strong rationale for your request to go to hearing.

As previously noted, the Informal and Formal Complaint Process should take no more than 30 days (typically). However, the formal Grievance Process could take a protracted amount of time in large part due to unforeseen legal entanglements. The college does work expeditiously to resolve all complaints in a reasonable amount of time to ensure and protect all parties considered, yet times can vary depending on the type of grievance filed and the complexities that each unique circumstance may yield.

In conducting any Grievance proceeding, administrators representing the College can:

1. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;
2. Require any student or employee to provide a written statement as to why (or under what grounds) do they object to the Dean's Resolution filed;
3. Require any student, witness or employee to appear and testify before the Committee;
4. Require any student, witness or employee to maintain confidentiality as it relates to the information shared during the hearing.
5. Record proceedings (audio or video);
6. Require the signing of affidavits, if deemed necessary
7. Question each individual who testifies; and
8. Copy all documents.

Legal Representation at Hearings

Hearings are not an adversarial proceeding. The Committee shall conduct a Hearing in a professional and cooperative manner, and all participants are expected to do likewise. Students wishing to bring legal counsel, although rare, may do so only if pre-approved by the

Grievance Committee (in advance). In such cases, the student must notify the Grievance Committee no less than 7 business days prior to the hearing. **Pre-approval MUST be sought.** If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. If granted access to a Grievance Committee, legal representatives cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.

Grievance Hearing (Students Rights)

A student has a right to be heard (in writing or in person, if approved) and their complaint (and all evidence collected to support that complaint) vetted. When participating in any Grievance Hearing, students can:

1. **Have legal representatives attend** (*if pre-approved 7 business days prior to the Grievance Hearing*). As previously addressed, students wishing to bring legal counsel must notify the Grievance Committee no less than 7 business days prior to the hearing. If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. Legal representatives, though, cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.
2. **Have a parent or guardian present.** This does not include boyfriends or girlfriends, but legal spouses can attend (for support). Students are permitted to bring a parent or guardian (if they so choose) to a Grievance Hearing or a spouse. If the student is 18 years of age or older, the parent can only engage the student and cannot ask questions of the Committee or disrupt the proceeding in any way. If the parent or guardian violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student. If the parent is a witness to what generated the complaint or is issuing the complaint themselves, then this rule changes and the parent can engage the Committee. This rule also changes if the student is under 18. In such cases, the parent can ask questions of the Committee and be involved in the hearing without restriction. In cases in which the parent or guardian is a witness the

Committee may request that the parent or guardian be interviewed without the student present.

3. **Invite witnesses related to the Complaint to a Grievance Hearing.**

Witnesses must be first-hand witnesses in order to attend a hearing. Meaning, if the witness is only going to report on what he or she was told by the Complainant (student issuing the complaint), then the witness cannot participate in the Grievance Hearing. However, if the individual witnessed the actual incident that led to the complaint, then the witness can participate.

NOTE: All witnesses are subject to questions by the Committee and must be pre-approved by the Committee before attending. Only witnesses listed in the initial complaint can attend a hearing. Witnesses do not participate in Vice Presidents' Appeals process or President's Appeal situations unless requested.

Causes to Dismiss a Complaint or Grievance

There are several reasons that could cause a Complaint or Grievance to be dismissed during the Informal or Formal Complaint Process. **They are as follows:**

- Failure (on the part of a student) to comply with a summons, order or request from a Committee or college representative investigating the complaint.
- Submitting of false statements (of any kind) in a complaint or within a Grievance Hearing will cause a complaint or grievance to be dismissed automatically. Submitting false claims can also lead to disciplinary action being sought against and could potentially lead to legal action being sought if such claims involve filing a false harassment, sexual assault or retaliation report.
- Writing or conspiring with another student or witnesses to issue false claims within the investigation of the formal complaint or during a Grievance Hearing.
- Failure to answer questions as it relates to the complaint or grievance filed.
- Failure to file a grievance within the outlined deadlines (within 5-business days after receiving a written Dean's Resolution).
- Failure to attend a scheduled meeting related to your complaint or grievance on the scheduled date and time provided, a No Show.
- Posting confidential information about the Complaint Process, individuals involved in the complaint, and how the College is handling the complaint on a Social Networking Site or website.

The Reasonable Standard

The College views all student issues, concerns, and complaints seriously. Thus, a student has a right to be heard and their complaint (and all evidence collected to support that complaint) vetted appropriately.

Findings of Complaints and Grievances shall be based on impartiality and recommendations will be based on objectivity, common sense, and good judgment.

Committees (charged with investigating complaints) make recommendations and/or decisions based on the “reasonable” standard. In other words, what would a “reasonable” person do or how would a “reasonable” person react. Using this standard, the Deans (charged with fielding formal complaints) and Grievance Committee members will move forward with a decision.

The Deans and Grievance Committee members also work from a premise of fairness to all parties involved. In order to guarantee fairness, all formal complaints and Grievance Hearings shall ensure that all relevant evidence is obtained from parties during formal complaint investigations and hearings and that all parties are questioned thoroughly and that all information shared during meetings and/or hearings remain confidential.

Other Procedural Matters (within the Formal Complaint Process) Related to Required Cooperation & Dismissal of Complaints

If a student files an informal or formal complaint, the following procedures apply:

(1) The student shall discuss the informal complaint fully at each level in the process in a professional manner. (2) At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. (3) Each level may seek the appropriate authority, if necessary, to resolve the complaint. (4) Complaints can be dismissed if the student is no longer willing to discuss the complaint or if he or she misses at least one scheduled meeting to discuss the complaint or if it is determined that a falsehood has been reported by the student.

NOTE: The Grievance process is outside of the scope of the Informal Complaint Process and may be a protracted process taking anywhere from 30 to 45 business days (typically) to meet full resolution, depending on the complexity of the complaint.

Scope

Student Complaints vs. Student Code of Conduct

Complaints must be filed within 45-days of the alleged incident. The student complaint and grievance processes are not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. Rather, the student complaint and grievance procedures are designed to provide the student with the opportunity to file a complaint or a grievance, as defined above and below, and to provide a process for a fair and fully vetted resolution.

At times, student complaints can overlap and involve violations of the Student Code of Conduct. For example, if a complaint involves a student harassing another student, then the complaint will be investigated (under the Student Complaint Process) and if the Student Code of Conduct is found to be violated, then a sanction will be issued. In such cases, the student will fall under the Student Code of Conduct due process protections and will have the right to appeal the findings or the findings could lead to a Disciplinary Hearing being ordered.

General complaints of all types of nature (i.e., treatment on campus by an employee or student; disagreement with a rule issued by a faculty member that caused academic harm, etc...) are taken seriously and should be issued. A student may also file a complaint concerning a policy, procedure, rule, or grade if the complaint alleges discrimination on the basis of race, color, religion, national origin, sex, disability, or age is the basis for the complaint. This student complaint procedure is not designed to include changes in policy nor does it apply to grading practices. A grade dispute that is not based on an allegation of discrimination is handled under the Grade Dispute and Appeal Process.

NOTE: Recommendations for initiating new policy or changing established policy are handled through normal administrative channels, not the Complaint process.

Harassment & Retaliation Claims

Filing a Harassment or Retaliation Claim

Lawson State has a no tolerance harassment, sexual assault or retaliation policy. Due to the serious nature of any harassment, sexual assault or retaliation claim and obvious risk and potential harm, the standard student grievance procedure is *not* applicable to complaints of this serious nature.

Rather, all students shall report complaints of harassment or retaliation to either the Dean of Students, the Academic Dean, the Title IX Coordinator or Deputy Coordinator for immediate handling. Complaints must be filed within 45-days of the alleged incident. To report a sexual assault

incident of harassment or retaliation, students must formally submit a harassment or retaliation claim online or go directly to any Dean (see listing above).

To file online or in-person, students need to follow the steps outlined on the next page.

Filing a Harassment, Sexual Assault or Retaliation Claim (Online)

Step 1: Log on to www.lawsonstate.edu

Step 2: From the main website, click on the **MyLawson Campus** or the **Quick Links** button and locate the **Complaint Process** link and click it.

Step 3: Once on the page, review the Terms and Conditions (at the bottom of the page) which outline what Harassment, Sexual Assault & Retaliation are specifically. Read the definitions. If you still feel you have a claim, Click on the **Report Harassment or Retaliation or Sexual Assault** link (provided on the page).

If Step 1 was not successful, speak with the individual's direct supervisor or teacher (*if dealing with a complaint against another student*). Click on the "Find a Supervisor" button below to view our employee directory. Department Chairpersons and Directors are identified by title. First, look up the specific department and search (our Employee Directory) for the specific administrator.



Formal Complaint Process (Steps 3, 4 & 5):

Step 3: File a Formal Complaint Online (*including harassment or retaliation complaints*) here:

When you move from Step 2 to Step 3, your complaint moves from an informal complaint to a formal complaint (in writing). If the complaint is not resolved by working with the Department Chair, file an official complaint via Lawson's online complaint system (Advocate). Official complaints can be filed after clicking on the Student Portal or Current Students pages. From there, an investigation into your complaint will be lodged and a Dean's Resolution (aimed to resolve your complaint) will be issued.

Click Here

Step 4: File a Grievance Online

Although extremely rare, if you disagree or want to challenge the Dean's Resolution, you would then file a Grievance. In doing so, a Grievance Committee will "field" your complaint and any and all challenges you have

Step 4: Clicking on the **Report Harassment** link, will take you to Lawson's online Advocate Complaint Reporting System. From there, follow the prompt to submit your harassment or retaliation complaint. The system will prompt you to put your claim in writing, provide witness information (if you have any), and evidence (if you have any). Provide only truthful and accurate information.

Public Incident Report

Information: Students, Faculty and Staff: Welcome to the Lawson State Community College Complaint and Incident Reporting website. For students: Use this site to submit general concerns or complaints; grade challenges; appeals (to decisions rendered); harassment claims and other incidents. For Faculty and/or Staff: Use this site to submit general concerns or complaints; behavior violations; academic dishonesty claims; harassment claims and other incidents.

It is the College's policy to take all reported incidents seriously and work hard to provide fair and equitable resolutions. In order to file an official complaint, concern or incident, it must be in writing and recorded. This site is available 24/7. Response times vary based on information provided. Thus, please give the college ample time to respond; typically this can range from 24 to 72 hours. Responses will be sent via email.

To file an incident, please identify your reporter type in the drop-down box below and complete all required information.

NOTE: Failure to complete and submit the required information will render your complaint or concern invalid in our system. Therefore, we encourage you to pay careful attention as you work through this process. If you have any questions about this form or about our processes for resolving reported issues, please email us at complaints@lawsonstate.edu.

* indicates a required field

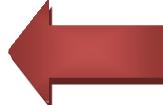
Reporter Type

Please complete this section first before moving forward.

I am reporting a/an* Please indicate what type of report you are wishing to submit.

My relationship to Lawson State Community College* Please indicate whether you are a student, faculty member, staff member, administrator or member of the community.

Has the Matter Been Addressed Informally?* Have you tried to resolve this matter by speaking to the person(s) involved in this situation (i.e., faculty or staff member, administrator, student, etc...) before filing this report? If no, please file this report after you have attempted to resolve the matter informally unless you feel uncomfortable.



NOTE: Filing an intentional false harassment or retaliation claim can lead to disciplinary or civil action being sought. Never file a false claim.

Step 5: One of the Deans at the college will contact you for a formal meeting regarding your harassment or retaliation complaint. It is your responsibility to cooperate fully in the investigation of your complaint. Failure to attend meetings or refusing to discuss the complaint absolves the college from all responsibility to pursue your complaint.

Note: If filing a Title IX claim dealing with sexual assault or sexual harassment, the College has a Title IX Coordinator or Co-Coordinator that handles all such claims. Janine Jones serves as the Title IX Coordinator for all students and Ms. Elma Bell serves as the Deputy Title IX Coordinator.

Contact Information: Janine Jones/ Email: jjones@lawsonstate.edu / Phone: 205-929-6396
Ms. Elma Bell/Email: ebell@lawsonstate.edu/ Phone: 205-929-6313

Filing a Harassment, Sexual Assault or Retaliation in Person **(Secondary Way to File)**

Due to the serious nature of harassment, sexual assault and retaliation complaints, students can report the complaint to the Dean or Title IX Coordinator in person.

Follow these steps:

Step 1: Report to any Dean's office (Academic Dean or Dean of Students Office) to file your report and see the Dean, if available.

Academic Dean: Office is located on both campuses. Birmingham: Library Complex, Building "D". Bessemer campus: Library Complex, Building "A".

Dean of Students: Office is located on both campuses. Birmingham: Office is located in Student Services in the Academic Success Center. Bessemer campus: Office is located in Student Services in the Building "A". Title IX offenses: Report to Janine Jones. Call 205-929-6396 Email: jjones@lawsonstate.edu. For Faculty & Staff, Report to HR. Elma Bell. Email: ebell@lawsonstate.edu / Call 205-929-6333

Step 2: Submit your claim in writing online (at the time of your office visit), providing only truthful and accurate information. Let the Administrative Assistant know you would like to report a harassment or retaliation complaint. They will ensure you have access to a computer to report it at the time of your visit.

Step 3: In some instances, if the Dean is available at the time you come to the office, be prepared to meet on the same day your claim is filed.

You will be contacted within 24 to 48 hours, depending on the day and time of the filing of your harassment / retaliation claim. All harassment and retaliation claims are investigated by the institution and resolved in a timely manner and are fully vetted. Harassment and retaliation claims are handled by Committee.

Due to the seriousness of harassment, sexual assault and retaliation claims, such claims are expedited at the College. Complaints of this nature, then, do not follow the normal grievance or appeal process. They are fast-tracked and given priority at the institution. For more information on harassment or other Title IX offenses, view the Title IX policies under the Student Services section of this handbook.

NOTE: Filing false claims of harassment or retaliation can be viewed as an act of retaliation (on the part of the person filing the claim) and will be thoroughly investigated and could lead to a violation of the Student Code of Conduct. This in no way should discourage an individual from filing a claim. This warning is written expressly to discourage the practice of filing intentional false claims.

Grade Disputes, Appeals & Challenges

Understanding What Qualifies for a Grade Appeal Filing

SPECIAL NOTE: Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer final grades. Thus, the grade appeal process should not be treated or turned into an exploration on the part of the student to find points in order to pass. The grade appeal process does not involve going back and looking at every assignment (and every question within every assignment) and examining every exam question in hopes of finding points. Rather, grade disputes must center on a specific claim of unfairness (directed and applied on the single student) or should center a specific error or arbitrariness (i.e., calculation error, weighting of grades error, gradebook errors) that the student feels the faculty member made in the calculation of the **final grade**. The re-vetting of assignments and old exams is not permissible under the grade appeal process. Students who wish to question an exam, assignment, or project results must do so during the administration or review of an exam (while the class is up and running) and work with the instructor of record for clarification of individual assignment grades at the time they are administered, not beyond. If unresolved, the student must use the informal complaint process to resolve individual grade disputes. Grade Appeals, then, deal with final grades, not specific test questions or assignment questions. Hence, grade appeals are not designed to dissect a course and should not be treated as such.

The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair **final grade** (based on a calculation error; a misrepresentation of the grading scale (as outlined in the syllabus); incorrect application of the grading scale; or other human errors which academically injured the student), while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable to all students and applied equally.
- Disagreement with the establish standards applied in the course to evaluate or calculate final grades or projects is not criteria to appeal a grade unless such standards are professionally unacceptable and are not applied equally within a specific class or if a calculation error can be demonstrated.
- Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer grades. Thus, grade appeals are not designed to go back through the entire class and challenge individual test questions and individual test answers or individual grades on various assignments, projects, etc... in the course unless the student can demonstrate that a calculation error has occurred. Instructors have the

right to assign a grade based on any method that is professionally acceptable and equally applied to all students.

- All syllabi must outline how grades will be calculated and all instructors must follow what is outlined in the syllabus in terms the final calculation of grades.
- Attempting to challenge a grade based on what occurred in a different class is not grounds for a grade appeal.
- Grade appeals must occur within a reasonable time frame, no more than one semester beyond when the grade was issued.

Instructors have the responsibility to provide careful evaluation and timely assigning of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. Lawson State presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct and should be respected by all parties.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to teaching and grading are valid and permissible and the faculty member has the academic freedom to approach his/her course based on their own professional expertise and judgment.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects (within a course). Rather, it is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed, not individual assignments. Thus, in the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus)

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Lawson State's Student Handbook and Catalog. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of Lawson State's Harassment Policy, which shall be referred to the appropriate office. In such cases, the student needs to report a harassment or retaliation claim with the college (online) formally so both matters can be addressed.

Grade Appeal Policy Procedures

Academic Injury is determined based on whether the alleged error caused the student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of "B" in the course. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a "B" to a "C", etc...). Before filing a Grade Appeal, be sure you have read the "*What Qualifies for a Grade Appeal Filing*" (*at the beginning of this section*). Below are the steps that outline how to file an official grade appeal at Lawson State Community College. Failure to follow these steps and meet all deadlines will void your petition.

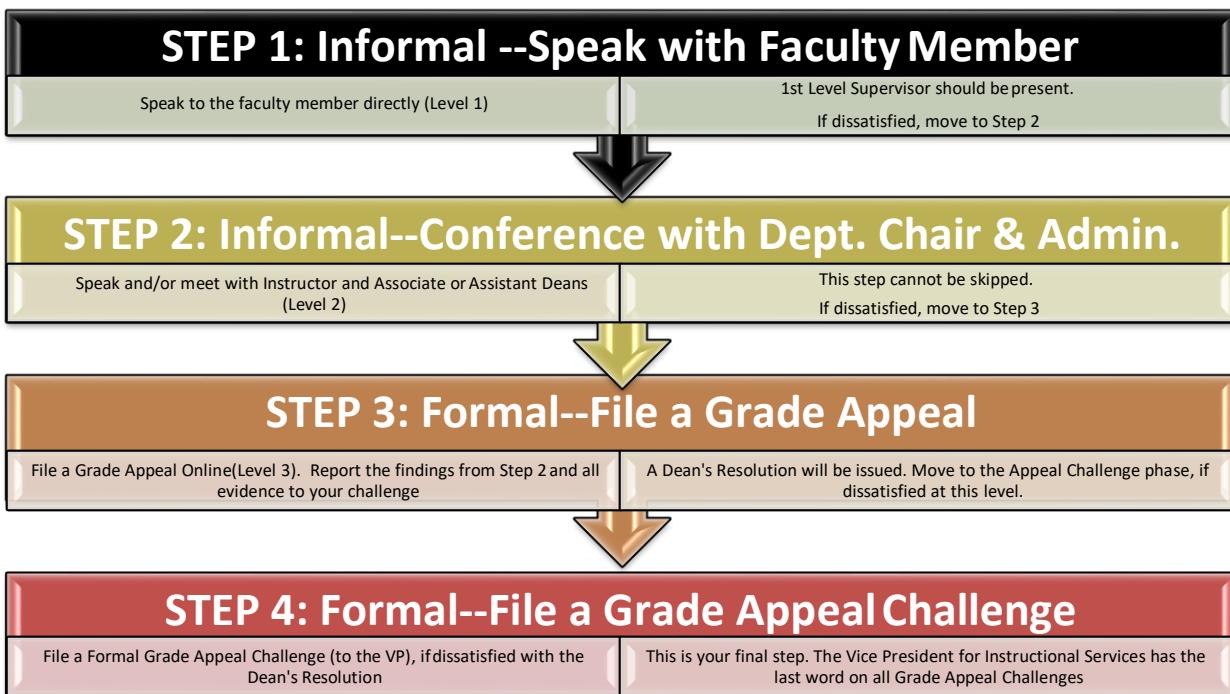
Students must follow the Chain-of-Command and the Grievance Process. Grade Disputes and Appeals are handled by the following individuals: the instructor of record, the Department Chair, the Associate Deans, the Academic Dean and the Vice President for Instructional Services (who renders the final decision on all grading matters). **The Vice President for Instructional Services makes ALL final decisions on all Grade Appeals (Disputes) issues.** Failure to follow the chain-of-command and outlined policy may be grounds for dismissal of your petition for a grade change.

Defining a Grade Dispute

A grade dispute is **NOT** a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects and tests. If you have a dispute as it relates to an individual assignment, project or test, you **MUST** address that matter with the instructor one-on-one (at the time the grade is administered). Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, or project. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class or lowered the student's grade by one letter grade, the student can provide the grade dispute evidence as part of the formal Grade Appeal packet (for consideration).

Filing a Grade Appeal and/or Grade Appeal Challenge

The steps below outline the Grade Appeal process (step-by-step). There are four levels in the Grade Appeal and Grade Appeal Challenge Process: (Level 1, Informal) meet with instructor and Chairperson ; (Level 2, Informal) meet with Instructor and Associate Dean and/or Assistant Dean ; (Level 3, Formal) File an online Grade Appeal. Dean will issue a Dean's Resolution; (Level 4, Formal) File a Grade Appeal Challenge which challenges the Dean's Resolution



Filing a Grade Appeal and Grade Appeal Challenge (Steps Outlined)

As previously noted, Grade Appeals deal with Final Grades, not individual grades unless the challenge deals with an individual grade had enough weight to ultimately cause the student to fail the course (i.e., Final Exam, Project). Before any Grade Appeal can be formally filed at the college, the student MUST be on record of first addressing the matter directly with the faculty member (who issued the grade) and the Department Chairs as well as the Associate or Assistant Dean. In doing so, the student must point out the standard of error (i.e., calculation error, exception area was violated and caused the grade to drop at least one letter grade, error in applying weighted totals to calculate final grade, capricious grading, etc..) made in awarding of the final grade.

Step 1: Faculty (Level 1):

Step 1 is quite simple. Speak directly to the faculty member about the final grade issued and demonstrate your evidence (i.e., syllabus, calculator output) that the grade was improperly calculated and caused you academic injury. Ask instructor to demonstrate (in writing to you) how the grade was calculated to clear up any questions about your final grade. Please keep in mind that individual grades cannot be disputed once grades have been formally issued.

Individual assignment grades MUST be disputed at the time they are issued during the class (as outlined in this manual—See **Grade Disputes**. Students cannot argue individual assignments during a final grade challenge unless the individual assignment occurred at the end of the course (i.e., Final Exam, Final Project) which left the student little time to dispute the grade or if the individual grade (in question) falls under the Exceptions category outlined within this section of the handbook.

If in disagreement with the decision reached by the instructor or if the instructor is no longer employed at the College, **move to Step 2**.

NOTE: A Grade Dispute cannot be lodged over disputes about make-up work provisions. In other words, instructors have the autonomy to make up their own decisions about allowing or not allowing students make-up work (in cases of absenteeism). Students, then, cannot compel a faculty member to allow for make-up, for there is no such thing as an excused absence. Students are expected to attend classes regularly and submit work on time. Anything outside the parameter (submitting work) on time is beyond the parameters of the student. If a student is hospitalized or undergoes a major life changing event (death of an immediate family member

defined as brother, sister, son, daughter, mother, father) and cannot complete the semester, students are strongly encouraged to withdraw from the class and return the next term, unless the event takes place towards the end of the term. If the student has completed at least 75% of the course (at the time of the interruption), speak with the instructor about receiving an Incomplete grade. In such cases, speak to each instructor individually for assistance and guidance.

Step 2: Chairperson (Level 2)—This step cannot be SKIPPED!

Meet with the faculty member and the Department Chair and Associate and Assistant Dean, if available. Provide your evidence and point out the standard of error made in awarding of the final grade.

If in disagreement with the decision reached under Step 2, **move to Step 3**.

Step 3: File an Official Grade Appeal Online (Level 3):

Grade Appeals MUST be filed online and can only be filed if the dispute in question has posed academic injury to the student. Meaning, the grade (due to the circumstances) was decreased by at least one letter grade. If in disagreement with the decision reached after meeting the Department Chair and Associate or Assistant Dean (*which was Step 2*), you are now authorized to file an **Official Grade Appeal Online** at the college. Grade Appeals are reviewed by Instructional Deans based on the evidence submitted. Meetings can be called, but they are typically not necessary in all cases to reach a decision unless the Dean has additional questions. What happens is that your rationale for the grade appeal will be reviewed along with your evidence and the faculty member will be asked to respond (in writing) providing their evidence as well. From there, the Instructional Dean will evaluate both packages of evidence (including the syllabus) and recalculate the grade to determine if any errors were made. In other words, they will test the theory the student puts forth. If more information is needed from either party, the Dean may call a meeting for further clarification or could simply call to address the matter over the phone.

Following a review the evidence presented, a **Dean's Resolution** is issued (by certified mail) which formally closes the **Grade Appeal** petition. If in disagreement with the Dean's Resolution reached, move to **Step 4 (the Grade Appeal Challenge)**, the final step in the Grade Appeal process.

How to File Your Grade Appeal

1. First gather all of the evidence you have to support your grade appeal (copy of syllabus, graded assignments, grade reports from Blackboard, emails to instructor, etc...).

NOTE: If you submit a Grade Appeal without any evidence, it is likely that your appeal will not be successful.
2. Logon Lawson State's website www.lawsonstate.edu
3. Click on **MyLawson Campus** button on the main webpage.
4. Then, Locate and click on the **Grade Appeals** button. This will take you to Lawson's Advocate online reporting system (as pictured below). Follow the prompts to file your **Grade Appeal**.
5. Attach all documentation. If you need to scan documents and you do not have a scanner, visit the **SPACE Center** on either campus.

Grade Appeals (Review of Criteria)

Grade Appeals MUST be filed online and can only be filed if you are challenging the final grade received in a course and you have completed up to Step 2 in the Grade Appeal process.

In filing a Grade Appeal (online), students MUST provide evidence to support their claims that the final grade issued in a particular class was issued in error, was prejudiced or arbitrary. Simple disagreement with a grade is not enough to change an Instructor's recorded grade for a college student. Thus, the student will have to demonstrate actual teacher error (i.e., the teacher did not properly apply the correct weight to the grade; the teacher singled you out and discriminated against you; the grade issued was capricious in nature; the grades entered in the gradebook were incorrect; the teacher did not follow the syllabus as printed in terms of weights or point values; and as such, it caused academic injury to you as a student. Academic Injury is determined based on whether the alleged error caused the student's grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages

(within the same grade category of "A", "B", "C", "D" or "F", the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of "B" in the course. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a "B" to a "C", etc...).

NOTE: Lawson State has the following Associate and Assistant Deans: The Business and Information Technologies Associate Dean, the College Transfer Associate Dean, the Health Professions Associate Dean, and the Career Technical Assistant Dean.

Exceptions to Individual Grade Challenges

As noted, students cannot file Grade Appeals based on individual grades unless a student grade suffered (at least one letter grade) due to the following **unresolved exceptions** (listed below). During the semester, if a student encounters any of the situations below, contact the instructor and Department Chair immediately for correction and remedy. Students should never wait until the end of the term. Challenge the action taken against you immediately. To assist students in this endeavor, it is advisable for students to print off the guidelines below and present a copy of these exceptions to your instructor or Department Chair to make the process of resolving your concerns easier.

If left unresolved by the instructor or Department Chair, a student can include these circumstances in the Grade Appeal for further investigation, particularly if the violation was challenged but still permitted, and it ultimately caused the student academic harm (of at least one letter grade in nature). If the violation did not cause any harm academically (reduction of at least one letter grade), a Grade Appeal (on this basis) should *not* be filed by the student. Grade Appeals deal with final grades, so a student could only use a violation of these exceptions if the violation caused harm to the Final Grade.

Exceptions: Individual grade challenges cannot be submitted as part of a Grade Appeal or Grade Challenge, unless they fall under one of the following situations:

1. **Exception 1:** Student attempted to submit an assignment or project on the same day the assignment was due, but it was refused. NOTE: Instructors can impose a reduction of points if the assignment is not submitted during the class period (if they deem this appropriate), but cannot report that the assignment was not submitted or attempt to issue a zero for assignment (that has been presented the day it was due). Meaning, if the student misses class, but attempts to submit the work (after class but on the same day), a grade should be issued for the assignment. A zero should not be imposed if the assignment was actually turned in during the class period the day the assignment was due (i.e., refusing to take work from a student who arrived 10 minutes late for class, etc...). If the student misses classes but submits the assignment via electronic means (Blackboard) on the same day, the instructor can impose a reduction in points, but cannot mark the assignment as being not submitted. Provisions must be made for students submitting work on the same day it was due (regardless of means of delivery).

NOTE: Although some instructors do allow for late work, this is NOT a requirement of the college. Lawson State holds that all students should respect deadlines for assignments, so students seeking permission to submit late work (as determined by trying to submit an assignment a day after it was due) are dependent on their individual instructor guidelines about such practices, not the college. All such policies, though, must be clearly denoted in the course syllabus and applied equally to all students.

2. **Exception 2:** Student is refused entrance in a class (due to lateness) and as such, the student cannot submit work due or gain access to taking an exam, quiz or assignment. Because college is not compulsory and students pay tuition to access their classes, students cannot be refused access to an exam or quiz or assignments, even if they are late for class. In such cases, the student will be able to take the exam or quiz or participate in any assignments, **but NO additional time** (to complete the exam, quiz or assignment) should be provided. In other words, if 60 minutes have been given for all students to take an exam, and a student shows up 40 minutes late, he or she will only have 20 minutes to complete the exam (unless the instructor grants additional time on their own). Or, if the student missed the giving of the quiz and entered the room after the quiz had been already administered and collected, the late arriving student has NO rights to the quiz and/or assignment missed. Please note the instructor has the right to issue low marks for students who do not participate in class due to attendance issues. Meaning, if the student was not present to participate in class or came late, and as such, could not participate, the instructor can deduct participation points from the student without question or challenge. This is considered a participate grade, not an attendance grade. There is a difference. Grades cannot be given for attending classes, only for participation within a class.
3. **Exception 3:** If an eCollege student is denied the opportunity to reattempt an exam after encountering a documented technical error, the instructor must reissue the exam and cannot penalize the student with proctored evidence of a technical failure occurring while accessing an exam. Such technical difficulties are reported by Proctor U and are official evidence that the student is warranted a retake. Faculty also has access to the recorded technical glitch and can view the tape, if suspicious.

Step 4: File a Grade Appeal Challenge (Level 3):

Students cannot request a Grade Appeal Challenge without a Dean's Resolution being issued in writing. All Dean's Resolutions are submitted to students via certified or registered mail. Grievances governing Grade Appeals are not guaranteed and are handled on the merits of each case filed. Procedures for filing a Grade Appeal Grievance are as follows:

1. If the **Dean's Resolution** does not prove satisfactory to the student, the student may file a Grade Appeal Challenge online within 5 business day (of receipt of the Dean's Resolution).
2. The Grade Appeal Challenge Committee consists of one individual: the Vice President for Instructional Services (although third-parties may be consulted or invited to participate by the Vice President, if a hearing is provided).

NOTE: Failure on the part of the student to file his or her Grade Appeal Grievance request ONLINE within 5 business days (upon receipt of the Dean's Resolution) will invalidate the request and the Dean's Resolution will stand.
There are no exceptions to this policy.

3. Students who wish to file a Grade Appeal Challenge to be heard by the Vice President must establish grounds and submit an official online **Grade Appeal Challenge Request** within 5-business days upon receipt of the **Dean's Resolution**. Simply disagreeing with a Dean's Resolution does not establish grounds for an appeal. An appeal must be based on the student's ability to demonstrate that a grade was awarded based on arbitrariness, prejudice or error (as previously dictated under the Grade Appeal Process).
 - a. **Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.
 - b. **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.
 - c. **Error:** The instructor made a mistake in fact or application of points awarded.
4. Failure to submit a **Grade Appeal Challenge Request** (online) within the specified time period (of 5-business days) following the receipt of a Dean's Resolution will automatically invalidate a student's request for a grade appeal and the **Dean's Resolution** will officially stand.

5. Grade Appeal Challenges are NOT automatically heard, but all challenges are reviewed by the Vice President for Instructional Services. The Vice President can take the following actions after reviewing the facts presented in a grade appeal:
 - a. **VP Action 1:** Full Denial. Uphold the decision issued by the Dean without granting a hearing.
 - b. **VP Action 2:** Full Reverse. Overturn the decision issued by the Dean (without a hearing) and adjust the grade.
 - c. **VP Action 3:** Modification. Modify the decision issued by the Dean (without a hearing).
 - d. **VP Action 4:** Grant the Appeal and move to a formal Vice Presidents' Grade Appeal Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Vice President (and other third parties, if requested).
 - e. **VP Action 5:** Following the hearing, the Vice President can uphold the decision, modify the decision or overturn the decision issued by the Dean.
6. To ensure all parties are protected and all legal matters are thoroughly investigated before conducting a hearing on this level, if a VP Appeal Hearing is granted, the Hearing date **should** be conducted within 45-business days of the initial request for a Vice Presidents' Appeal Hearing.
7. If a VP Appeal Hearing is not granted, the **Vice President's Resolution** must be submitted to the student no later than 45-business days upon receipt of the students Vice President's Appeal Request. The extended time period is in place to sure all matters can be legally vetted and reviewed by external parties prior to issuing a Vice President's Resolution.
8. The Vice President will make his or her formal findings (called the **Vice President's Resolution**) and send their decision to the student, the appropriate Dean and the the Grievance Committee Chair. The Vice President's decision is final and cannot be appealed.

Timeliness & Rationales of Grade Appeals

Under all circumstances, the student shall file an online Grade Appeal within 90 days after the disputed grade has been issued, preferably at the beginning of such term. If a student attempts to file a Grade Appeal two semesters beyond when he or she took the disputed course, the Grade Dispute will **NOT** be valid. In a summer session; however, the grade dispute must be initiated either that summer (if the student is enrolled during the summer) or no later than the end of the following fall semester (if the student was not enrolled during the summer).

The chart below is designed to assist students in understanding these restrictions.

When was the grade issued?	When should I file a grade dispute online (to challenge the grade)?	When is it too late for me to file an online grade dispute?
Grade issued during the fall term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.
Grade issued during the spring term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.
Grade issued during the summer term. Check your Student Suite account for your grade. Grades are NEVER mailed.	Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.	On the 121 st day (or beyond) after a grade has been issued.

Resolutions of Grade Appeals

A student shall receive a written response within 14 business days (following an Official Grade Appeal) with a decision rendered by the Dean. Some appeals can take longer depending on their complexity. The appropriate faculty member and Department Chair shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal shall only be considered if it is being filed within the 120-day deadline (following the receipt of the grade in Student Suite).

A student shall receive a written response within 21 business days (following an Official Grade Appeal Grievance) with a decision rendered by the Dean. More time is given for grievances for Hearing may be requested. The appropriate faculty member and Department Chair and Dean shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal Grievance shall only be considered if it is being filed within the 5 business day deadline (following the receipt of the Dean's Resolution).



Code of Conduct: Lawson State Community College

Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution both as ground (traditional) and online students. Upon enrollment, students also fall under the Lawson State Community Colleges Code of Conduct and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

The following Student Code of Conduct (extracted from the Student Handbook) is relative to conduct on college property and at all college-sponsored activities held off campus as well as any online activities (related to Lawson State and students of Lawson State). Failure to comply with the Code of Conduct (which governs both discipline issues and academic integrity issues) can lead to sanctions (punishments) issued and possibly probation or suspension or (in severe cases) criminal charges levied against a student. Students at Lawson State are entitled to **due process**, if a sanction is imposed.

Below you will find the following:

1. List of Code of Conduct violations and recommended sanctions
2. A detailed breakdown of the Code of Conduct
3. Overview of the Due Process and Appeal Process

Code of Conduct and Code of Conduct Sanctions

Below is a listing of Code of Conduct provisions. Other provisions that fall under the Code of Conduct are listed after this preliminary list and are outlined with a complete listing of sanctions imposed for violating specific codes under the Code of Conduct.

College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards;
2. Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision;
3. Disclosing or otherwise misusing college computer access codes;
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.
5. Sharing of passcodes associated with Lawson State Community College and its online platforms (email, Blackboard, Student Suite) or accessing other student records via unauthorized modes.
6. Gaining unauthorized access into administrative or faculty files, records, etc...

College Sponsored Activities

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

College and Personal Property

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

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:
 - a. occupying any building or campus areas for the purpose of disruption or interference;
 - b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;
 - c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college;
2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment;
3. Failing to comply with a request to report to a faculty or staff member for a conference;
4. Failing to follow department rules, directives of instructors, or failing to carry out assignments;
5. Leaving scheduled classes or training sessions without permission of the instructor;
6. Cheating on tests, individual projects, and/or individual assignments through any means, including electronic means.

Firearms, Drugs, and Alcohol

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

Harassment and Retaliation

Lawson State Community College has a zero tolerance policy against harassment and/or retaliation and takes such actions seriously. With that in mind, please be advised that knowingly filing false harassment or retaliation claims can have serious repercussions.

Harassment

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

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct

that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012). *For more information on Title IX, harassment and other policies related to this topic, see the Title IX section under the Student Services section in this handbook.*

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012). *For more information on Title IX and harassment, see the Title IX section under the Student Services section in this handbook.*

Retaliation (Against Sexual Harassment Claims)

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

Retaliation

Retaliation against persons who oppose, complain, or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

Social Media Guidelines

Be mindful with using the name of Lawson State in all social media online. Remember, your opinion online is your opinion and does not reflect Lawson State nor (as a student) are you authorized to speak for Lawson State. Thus, in your comments, you have an obligation as a LSCC student to make it clear that your opinions are yours and do not represent the college in any way.

1. Students in using social media should always exercise good judgment and common sense.
2. **Protect your privacy.** Do not share passwords to third parties unless you are working with the technical Help Desk to trouble shoot a technical issue with Student Suite, Email or Blackboard. Releasing of passwords could violate subject you to privacy violations and could also jeopardize the security of your personal records here at Lawson State.
3. **Social Media is Not Private.** Be mindful that you are creating a history via your Social Media sites. Thus, create a positive existence that future colleges or companies would be proud of reading about you. Posting of inappropriate statements to include foul language, sexually explicit photos or videos can damage your reputation. Also note that once you put something on the World Wide Web (associated with your name) it does not truly disappear.
4. **Photo and Video.** Never use individual photos or videos of others online without their express person.
5. **Inappropriate Use Violations.** Violating the *Code of Conduct* while using social media may result in disciplinary action.
6. **Treat others with respect.** Social media should NEVER be used to assail, attack or seek retribution against others. Remember, everything you do and say can be tracked. Never embarrass yourself or the college. Consider that employers and colleges use social media as well to determine your readiness to enter their college or join their workforce.
7. **Report Inappropriate Incidents Online:** If a student finds themselves on an inappropriate website while on the campus of Lawson State, they should log off and report the incident immediately, so the college can take steps to rid the “pop up” from the system and trouble shoot the problem.
8. **Electronic or Phone (text) stalking or bullying. Lawson State has a strict harassment.** Bullying and stalking fall under harassing behavior. The college makes no distinction between face-to-face bullying, intimidation, assaulting or stalking or online bullying, text harassing, intimidation, assaulting or stalking if it involves two LSCC students or a LSCC employee. Thus, if a student is involved in this type of serious behavior, he or she is subject to disciplinary action.
9. **YouTube, Posting of Video or Creating of a Lawson State Website.** It is a violation to use Lawson State Community College’s name to post unauthorized videos online or websites (using the college’s name in the title). As a student, the college does NOT grant you the right to use the name or likeness of the institution online. Permission to use the name of Lawson State MUST be granted in advance before posting of video or creating of a website. Contact the Public Relations Office for permission. Never create an unauthorized video or website using the name of Lawson State or Lawson State Community College.

NOTE: Lawson State reserves the right to seek all legal remedy in its efforts to remove the unauthorized use of any social media page, video, content or account that uses the college's name (Lawson State or Lawson State Community College or LSCC). Further, the college will seek to remove all content that is deemed as intentionally inflammatory, baseless, deceitful, or harmful to the institution due to its inaccuracy or flagrant disregard of the truth. In addition, the college will cooperate with law enforcement investigators regarding such approaches to defame or harm the institution and seek legal remedy, if necessary.

Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

TYPES OF VIOLATIONS AND RECOMMENDED SANCTIONS

Types of Academic Infractions that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Cheating Offenses	
Cheating on tests, individual projects and/or individual assignments	1 st Offense (L1): Zero on the Assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2) 3 rd Offense: Suspension (L3) Student sent to a Disciplinary Committee for Due Process Hearing.
Plagiarism: Submitting work as your own that was created from a secondary source without properly paraphrasing or quoting and crediting the source.	1 st Offense (L1): Student must successfully complete an online module regarding academic integrity assigned by Dean. Faculty member must demonstrate that he or she has taught the student how not to plagiarize. Student is given a second attempt to submit the work (plagiarized free).

	<p>2nd Offense: Zero on the Assignment (L1)</p> <p>3rd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>4th Offense: Suspension (L3). Behavior is now viewed as a Condo of Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Using electronic devices to cheat in any form or measure (in traditional or online classes)	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Use of electronic devices or technologies to share information about course work, quizzes or tests in order to support cheating in the classroom	<p>1st Offense: Zero on the Assignment L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Passing along completed work from one student to another (in person or through electronic means)	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.</p>
Submitting work (as your own) that was not produced 100% by student	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Types of Academic Infractions that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Cheating Offenses Continued	
Submitting the graded work produced in one class for another assignment (in a different class).	<p>1st Offense: Zero on the Assignment (L1)</p> <p>2nd Offense: Administrative Withdrawal or Failure in the Class (L2)</p>

	3 rd Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Copying from another student or from an electronic source	1 st Offense: Zero on the Assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)
Purchasing or sharing of work from another student or from an electronic source	1 st Offense: Zero on the Assignment and Automatic Academic Probation (L1). Next cheating infraction of any kind can lead to suspension. (L2) 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Using “crib notes” or hidden notes during a test or quiz. Sharing of laboratory books to complete graded assignments in person or via electronic means	1 st Offense: Zero on the test or quiz or assignment (L1) 2 nd Offense: Administrative Withdrawal or Failure in the Class (L2). 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
Being in possession of an unauthorized exam in person or via electronic means	1 st Offense: Zero on the Test and automatic Academic Probation. (L1) Next cheating infraction of any kind can lead to suspension. (L2) 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Forwarding an exam to another student in person or via electronic means	1 st Offense: Zero on the Test and automatic Academic Probation (L1). Next cheating infractions of any kind can lead to suspension (L2). 2 nd Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)

Code of Conduct Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Documents and Policies:	
Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.	<p>1st Offense: Verbal Warning, Probation and/or Suspension (L1)</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2)</p>
Disclosing records, files, or data in violation of the <i>Family Educational Rights and Privacy Act of 1974</i> and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision	<p>1st Offense: Verbal Warning, Probation and/or Suspension (L1).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).</p>
Disclosing or otherwise misusing or sharing college computer access codes. Attempting to hack or otherwise illegally access college computers, databases or other electronic or digital devices.	<p>1st Offense: Verbal Warning, Probation and/or Suspension (L1).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).</p>
Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds.	<p>1st Offense: Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid (L2). Such sanctions warrant a hearing.</p> <p>2nd Offense: Criminal Prosecution will be sought. All funds must be paid back to the college. Possible suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college	<p>1st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation.</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Gambling in any form on campus or at any social function approved by the college	<p>1st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation.</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).</p>
Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Probation (L2)</p>

	3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Documents and Policies (Continued):	
4. Soliciting and/or selling on campus unless approved by the President	1 st Offense: Verbal Warning (L1) 2 nd Offense: Probation (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.	1 st Offense: Verbal Warning (L1) 2 nd Offense: Probation (L2) 3 rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College and Personal Property	
Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction; Violators may be required to make appropriate financial restitution and can face criminal charges as well.	1 st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
2. Stealing property of the college or other individuals for personal use	1 st Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall

	student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
Eating or drinking in unauthorized areas to include libraries, resource centers, shops, and laboratories.	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Second Verbal Warning (L1)</p> <p>3rd Offense: Loss of Privileges to that location (as appropriate) (L2)</p>
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College and Personal Property (Continued)	
Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus;	<p>1st Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Instruction	
Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:	<p>1st Offense: Verbal Warning. Depending on type of disruption, student can be given probation and/or suspension. Depending on situation, a first offense can range from L1 to L2.</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given suspension (L2) to (L3).</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).</p>
Occupying any building or campus areas for the purpose of disruption or interference	<p>1st Offense: Verbal Warning. However, depending on type of disruption, student can be given probation and/or suspension.</p> <p>*If a residence hall student, student could be subject to dismissal</p>

	<p>from the residence hall, depending upon the severity of the incident. (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
Code of Conduct Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Instruction (Continued)	
Preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;	<p>1st Offense: Automatic 1-year Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)</p>
Failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college	<p>1st Offense: Verbal Warning. However, depending on type of offense committed, student can be given probation and/or suspension. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident.</p>

	<p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)</p>
Failing to comply with a request to report to a faculty or staff member for a conference	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Probation. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2)</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Code of Conduct Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
College Instruction (Continued)	<p>Displaying any inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.</p> <p>1st Offense: Verbal Warning. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given suspension. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2)</p> <p>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or</p>

	<p>publications proposing any actions to disrupt the educational process or teaching-learning environment</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld). (L2) to (L3)</p>
Failing to follow department rules, directives of instructors, or failing to carry out assignments	<p>1st Offense: Verbal Warning (L1)</p> <p>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay) (L2)</p> <p>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Code of Conduction Violations that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Firearms, Drugs and Alcohol	
Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Students are not allowed to be in possession of any type of weapon or firearm while on the physical campus of Lawson State or a college sponsored event. This includes the storage of such weapons or firearms (in vehicles, dormitory or any other physical space).	<p>1st Offense: Automatic Suspension. Leads to a criminal investigation. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, automatic suspension from the Residence Hall. (L3)</p>
Possessing and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.	<p>1st Offense: Verbal Warning. Completion of (Educational) Drug Dangers 101 Course (11)</p> <p>2nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2) to (L3)</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
Distributing, transporting, selling illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or while involved in any college activity.	<p>1st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)</p>

	2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)
Possessing or consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.	<p>1st Offense: Verbal Warning. Completion of (Educational) Alcohol Dangers 101 Course (L1)</p> <p>2nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Distributing or selling alcoholic beverages and or illegal substances while on campus or involved in while attending approved college activities.	<p>1st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
College Sponsored Activities that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
Harassment , Assaulting and Bullying	<p>1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3)</p>
Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.	<p>1st Offense: Probation and/or suspension (depending on the severity of physical assault and the conditions surrounding the assault; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a</p>

	residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3).
Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities. This would include the use of profanity.	<p>1st Offense: Verbal Warning. However, depending on type and severity of the offense committed, student can be given probation and/or suspension (L1) to (L3).</p> <p>2nd Offense: Probation with up to 20 community hours. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
College Sponsored Activities that could be potentially imposed	College Sponsored Activities
Harassment, Assaulting and Bullying (Continued)	
Bullying: The repeated and habitual use of force, threat, or coercion to abuse, intimidate or aggressively impose domination or fear over others (online or face-to-face).	<p>1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
Stalking: The criminal activity consisting of the repeated and unwanted following and harassment of another individual.	<p>1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>

Residence Hall Infractions	
All students residing in the residence hall are expected to govern themselves as outlined in the Residence Hall Handbook. Additional policies and procedures are outlined in the Residence Hall Handbook, as well as additional sanctions. It is the responsibility of all Residence Hall students to abide by the Residence Hall policies and procedures and rules governing student safety and security as well as all Code of Conduct rules governing all students at Lawson State Community College.	

Definitions of Disciplinary Actions or Sanctions

Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

Refusal to Carry Out Sanctions

Some sanctions may require the student to take a short educational course (i.e., Drug Abuse 101) or could require the student to write an essay on a topic (associated with the offense) or require a certain number of community service hours. If a student refuses to complete the requirements of the imposed sanction, the original sanction will move up to the next highest level sanction which will lead to more severe sanction, including suspension or dismissal.

Violation of Code of Conduct & Sanctions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.

1. Warning (Level 1 Sanction):: Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:
 - a. Any further violation of college regulations will subject him/her to further disciplinary action.
 - b. He/she must maintain exemplary conduct during the period of restriction.
 - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
 - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. Community Service (Level 1 Sanction):: Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.
3. Online Courses (Behavioral Remediation)--(Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc...)
4. Written Work (Remedy)-- (Level 1 Sanction): Students may, in response to a student code of conduct violation, may be required to produce written pieces of work that specifically address the infraction and the harm that it caused.
5. Probation (Level 2 Sanction): A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
 - a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
 - b. He/she may not hold any office, elective or appointive, in any student organization.
 - c. The probation restriction is generally not less than one academic semester/term.
6. Immediate Temporary Suspension (Level 3 Sanction):: Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching- learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.

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

8. Dismissal (Level 3 Sanction):: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

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

A student facing suspension or expulsion has the following two options.

DUE PROCESS RIGHTS OF STUDENTS

(1) Option #1: Penalty Without Hearing

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

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

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

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

In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions. Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

(2) Option 2: Formal Hearing

In the event a student wishes a formal hearing:

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

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights. At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer. The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision.

How to Appeal a Formal Hearing:

Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee (online) via the Advocate system. To do so, click on the **MyLawson Campus or Quick Links** page and click on the **Report a Concern/Complaint** button. From there, click on the **Disciplinary Appeal** button within the Advocate system (as pictured on the next page).

If a student would like to challenge the findings of the Discipline Appeal Committee, he or she can file an appeal to the President of the College. During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College. To complete a President's Appeal, click on the **MyLawson Campus** page and click on the **Report a Concern/Complaint** button as pictured below. From there, click on the **President's Appeal** button within the Advocate system (as pictured on the next page).

More about the Appeal Process (and Categories of Appeal)

All students at Lawson State Community College are entitled to due process. Hence, once a sanction is imposed against a student, a student has a right to Appeal the sanction and present their own defense and evidence and challenge the decision reached (regardless if the sanction is a Level 1, Level 2 or Level 3 sanction).

The Appeal Process differs depending on the type of offense committed (either academic dishonesty offense or code of conduct offense) and is divided into two categories of Appeals—**(1)** Appeals of Academic Dishonesty Sanctions; and **(2)** Appeals of Code of Conduct Sanctions.

Appealing Academic Sanctions—Categories of Appeals
Appealing Level 1 Academic Dishonesty Sanctions.
Appealing Level 2 & 3 Academic Dishonesty Sanctions.
Appealing Code of Conduction Sanctions—Categories of Appeals
Appealing Level 1 Code of Conduct Violation Sanctions.
Appealing Level 2 & 3 Code of Conduct Violation Sanctions

Appealing Level 1 (L1) Academic Dishonesty Sanctions

How to Appeal Level 1 Unlike discipline issues, students can appeal Level 1 academic dishonesty sanctions.

Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. Failure to file an Appeal (within 7 business days after a sanction has been issued) indicates acceptance and agreement of the sanction issued and penalty imposed.

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- i. The instructor must report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days

following the documented cheating offense. If not, the sanction cannot be issued against a student.

- ii. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student, if applicable.

Sanctions issued against cheating are assumed factual if a student does not issue an Appeal. Students have 7 business days to challenge a sanction. Once the 7 business days has lapsed, the sanction can be imposed.

If an appeal is filed, the evidence submitted which includes eyewitness accounts (by the instructor or other students) will be reviewed by the appropriate Dean (Academic or College Transfer), and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

Submitting an Appeal:

Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the **MyLawson Campus** page on the LSCC website to submit your **Report a Concern/Complaint**

When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus and within all academic environments (in class and online). Meaning distance education students are held to the same academic integrity standards as face-to-face (ground) students.

Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level.

The Dean's decision on all Level 1 offenses are final. No other method of Appeal is available at this Level.

To begin a **Level 1** Appeal.

1. Go to Lawson State's main webpage (www.lawsonstate.edu)
2. Click on **MyLawson Campus**
3. Click on the **Report a Concern/Complaint** icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....).

Appealing Level 1 (L1) Academic Dishonesty Sanctions

How to Appeal Level 1 Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. No other

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- iii. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student. In other words, if an instructor issues a grade of zero on an assignment (because he or she alleges that a student has cheated on an exam), but fails to report the incident to the college officially (for review and approval by the appropriate Dean—either Academic or College), the sanction will not stand and the original grade earned on the exam will stand.
- iv. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student.

Confiscation of Cheating Evidence: A teacher has the right to confiscate all evidence of cheating from a student (i.e., cheat sheets, crib notes, phones, calculators, etc...) temporarily for up to ONE hour (no more) after the end of the class). It is during this time, that the instructor will be allowed to photograph all evidence of cheating. Once the hour has expired, the instructor must give the student back all evidence of cheating. If a student refuses to give the instructor the evidence (which is viewed as obstruction), then the sanction sought against the student will automatically move the highest level sanction (Level 3) given for the offense committed. Further, such refusal will be used against the student during his or her Due Process hearing.

- v. The evidence submitted (by the instructor) will be reviewed by the appropriate Dean (Academic or College Transfer) and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.
- vi. **Submitting an Appeal:** If the **Level 1** sanction is upheld, the student can challenge the validity of the academic dishonesty charge and the sanction imposed in writing within 10 business days (via the Advocate online appeal process). Appeals submitted after 10 business days will not be considered. Appeals cannot be issued outside of the online reporting system. Students MUST use the College's online reporting system to submit all Appeals. Click on the **MyLawson Campus** page on the LSCC website to submit your **Appeal** by clicking on submit a **Complaint button**.
- vii. When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus.

- viii. Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the

course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. **The Dean's decision on all Level 1 offenses are final.** No other method of Appeal is available on this Level.

To begin a **Level 1** Appeal.

4. Go to Lawson State's main webpage (www.lawsonstate.edu)
5. Click on **MyLawson Campus**
6. Click on the **Report a Concern/Complaint** icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....)

Receiving a Level 2 (L2) or Level 3 (L3) Academic Dishonesty sanction is a serious infraction. It means you have either received your second charge of cheating as a Lawson State student or the severity of your first academic dishonesty alleged act was viewed as so severe (i.e., getting someone other than you to complete your work online) that a Level 2 charge is being sought against you.

All Level 2 and Level 3 academic dishonesty claims (against the student) warrant a hearing (unless waived by the student). In such cases, students will be given two options:

1. Challenge the sanction issued via a Due Process Hearing
2. Penalty Without Hearing: Waive his or her rights to a Due Process Hearing and accept the sanction.

How to Issue an Appeal (Level 2):

If a Level 2 or Level 3 sanction is being sought out against you, and you would like to appeal the sanction (opposed to accepting it) and have a Due Process Hearing, follow these steps to appeal.

To begin a **Level 2 and Level 3** Appeal.

1. Go to Lawson State's main webpage (www.lawsonstate.edu)
2. Click on **MyLawson Campus**
3. Click on the **Report a Concern/Complaint** icon and follow the prompts to file an Level 2 / Level 3 Appeal

**Please note that all students: regular, transfer, transient and dual enrollment students fall under Lawson State's Code of Student Conduct.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

Copies of this publication are available in the Admissions, Business, and Student Services Offices and are also posted online.



INSTRUCTIONAL PROGRAMS (OVERVIEW)

INSTRUCTIONAL SERVICES



DR. BRUCE CRAWFORD,
Vice President for Instructional
Services

Phone: 205-929-6312

ACADEMIC AWARDS

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

Placement in college level English and math courses depends upon placement. Placement is determined by either a score of 17+ on the ACT, a high school GPA (of 2.75 or higher along with passing grade of "C" or higher in English IV or Algebra II) or via placement tests results (Accuplacer). Placement in developmental level courses may be required to encourage student success. Placement in developmental courses requires a 1-credit lab component as well.

COLLEGE TRANSFER

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

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

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

binding unless the student opts to attend a different institution or change his/her major.

CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

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

DEGREE OFFERINGS

ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE DEGREES (AAS) *Degrees may contain 60-64 hours.* ORI 101 is a prerequisite for this degree. (6)

ENG101 — Written Composition I	Written Composition I
ENG102	Written Composition II

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

**Select one full sequence of English. Do not mix types of literature.

***The remaining three (3) semester hours to be selected from Humanities and/or Fine Arts: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance from STARS.*

Area III — Natural Sciences and Mathematics (11)

Area IV — Social and Behavioral Science (12)

*NOTE: Students have the option of completing a complete English series or History series. Once a track is selected, the completion of 3 credit hours in the remaining track will only be needed. See STARS guide for specifics.

Area V — Pre-Professional/Elective Courses (19-23)

- CIS 146 or Higher (3)
- Two PED 1-hour activity courses (2)
- Pre-professional courses (14-18)

Total Semester Transfer Hours (60-64)

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

General Studies Requirements

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

Total General Studies Courses (24-*30)

Field of Concentration Courses (36-46)

Total Credits (60-76)

- ORI 101 is a prerequisite for this degree.

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

CERTIFICATE PROGRAMS (CER)

(Not to Exceed 59 Hours)

General Studies Courses

- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100 or MTH116 (3)
- COM 100 or ENG 101 (3)
- SPC 100 or SPH 106 or SPH107 or SPH116 (3)

Total General Studies Courses (12)

Field of Concentration Courses 30-47

Total Credits (42-59)

- ORI 101 is a prerequisite for this degree.

SHORT CERTIFICATE PROGRAMS (STC)

(Not to exceed 29 Hours)

General Studies Courses

- No General Education Courses Required for Short Certificate degrees

Field of Concentration Courses(16-28)

Total Credits 24-29

- ORI 101 is a prerequisite for this certificate

GENERAL EDUCATION

General Education is designed to develop informed, creative and disciplined minds. It focuses on undergraduate studies and is structured around four goals (student learning outcomes). The learning outcomes emphasize the content areas of communication, literature, mathematics, natural science, social and behavioral science and business and information technologies. Exiting students are expected to transfer to a four-year college majoring in a variety of degrees in the liberal arts or sciences.

GENERAL EDUCATION SLO's (Student Learning Outcomes)

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

Communicate Effectively

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

Reason Quantitatively

(Apply mathematical principles to address and solve problems)

Think Critically

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

Develop Information and Visual Literacy

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

GENERAL EDUCATION DESIGN

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

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

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

The General Education Course Criteria are listed below.

1. General Education courses teach a disciplinary mode of inquiry (e.g., literary analysis, statistical analysis, historical interpretation, philosophical reasoning, aesthetic judgment, the scientific method) and provide students with practice in applying their disciplinary mode of inquiry, critical thinking or problem solving strategies.
2. General Education courses introduce creativity as a process and present examples.
3. General Education considers questions of ethical values.

4. General Education courses explore past, current, and future implications (e.g., social, political, economic, psychological or philosophical) of disciplinary knowledge.
5. General Education courses should encourage consideration of course content from diverse perspectives.
6. General Education courses provide opportunities for students to use computers for word processing, database spreadsheets and graphics.
7. General Education courses require at least one substantive written paper, oral report, or course journal.
8. General Education courses require specific assignments which necessitate use of library resources.
9. General Education courses foster awareness of the common elements among disciplines and the interconnectedness of disciplines.

General Studies offers a variety of *Areas of Concentrations* that students can follow in order to later transfer their credits to a four-year institution. Upon completion of the requirements for a General Studies degree (depending on the Area of Concentration selected), students will be awarded either an Associate in Arts or an Associate in Science degree in **General Studies**.

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

UNDERSTANDING GENERAL STUDIES AREAS

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

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

AREA I - Written Composition

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

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

Area I Course Selections:

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

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

AREA II - Humanities and Fine Arts

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

AA or AS Degrees: 12 credit hours

AOT: 6 credit hours

AAS: 6 credit hours

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

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

Area II Course Selections:

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

Area II – English, Humanities & Fine Arts Options

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

ENG 251	American Literature I	
ENG 252	American Literature II /OR	3-6
ENG 261	English Literature I	
ENG 262	English Literature II/OR	3-6
ENG 271	World Literature	
ENG 272	World Literature	3-6

***Select remaining Area II credits from the listing below.**

SPA 101	Introductory Spanish I	4
ART 100	Art Appreciation	3
HUM 101	Intro. to Humanities	3
MUS 101	Music Appreciation	3
THR 100	Intro. to Theatre	3
PHL 206	Ethics and Society	3
PHL 106	Introduction to Philosophy	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	3

AREA III - Natural Sciences and Mathematics

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

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

AA or AS Degrees: 11 credit hours

AOT: 7 credit hours

AAS: 7-*15 credit hours

*Nursing requires 15 credits under Area III

Area III Course Selections: Natural Science or Mathematics

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

Natural Sciences (Options):

BIO 101	Introduction to Biology I w/Lab <i>and</i>	
BIO 102	Introduction to Biology II w/Lab/OR 8	
BIO 103	Principles of Biology I w/Lab <i>and</i>	
BIO 104	Principles of Biology II w/Lab OR 8	
CHM 104	Intro. to Chemistry <i>and</i>	
CHM 105	Intro. to Chemistry OR 8	
CHM 111	College Chemistry I <i>and</i>	
CHM 112	College Chemistry II OR 8	
GEO 101	Principles of Geology I <i>and</i>	
GEO 102	Principle of Geology II OR 8	
PHS 111	Physical Science I <i>and</i>	

PHS 112	Physical Science II OR	8
PHY 201	General Physics I <i>and</i>	
PHY 202	General Physics II/OR	8
PHY 213	General Physics I with Calculus <i>and</i>	
PHY 214	General Physics II with Calculus/OR 8	
CHM221	Organic Chemistry	
CHM222	Organic Chemistry II	8

Mathematics (Options):

MTH 110	Finite Mathematics	3
MTH 112	Precalculus	3
MTH 113	Precalculus Trigonometry	3
MTH 115	Precalculus Algebra & Trig	4
MTH 120	Calculus and Its Applications	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
MTH 265	Elementary Statistics	3
MTH250	Discrete Mathematics	3
MTH270	Probability & Statistics	3

AREA IV- History, Social, and Behavioral Sciences

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

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

AA or AS Degrees: 12 credit hours

AOT: 3 credit hours

AAS: 3-*6 credit hours

*Nursing requires 6 credits under Area IV

Area IV Course Selections:

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

HIS 101	Hist. of Western Civ. I and	
HIS 102	Hist. of Western Civ. II/OR	3-6
HIS 201	United States History I and	
HIS 202	United States History II	3-6
HIS 121	World History I and	
HIS 122	World History II/ OR	3-6

*Select remaining credits from the listing below. Total credits for Area IV must equal 12 for AS and AA degrees and 8 for AOT and AAS degrees.

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

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

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

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

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

AA or AS Degrees: 8 credit hours

AOT: 5 credit hours

AAS: *0-5 credit hours

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

Area V Course Selections:

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

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

For AA and AS Degrees (Total General Education Requirements)

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

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

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

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

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

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

Modes of Instruction

There are 4 modes of instruction related to course delivery at Lawson State: Ground, Hybrid, Online and Virtual. Descriptions are below.

Ground Course: Taught 100% on campus or at a Clinical or Training Site (if required). **Hybrid:** Taught 50% online (via the Blackboard Learning Management System, and taught 50% on campus. **Online:** Taught completely 100% online via the Blackboard Learning Management System. Students enrolled must have reliable Internet services, a laptop or desktop. Students with limited technical skills are not encouraged to enroll in online classes. **Virtual:** Virtual classes are delivered online, but these classes require the students to login during specific days and times to receive instruction and participate in class via video conferencing tools (like Zoom or Blackboard Collaborate). Students enrolled must have reliable Internet, a computer camera and a laptop or desktop computer and must attend class virtually.

Types of Terms Offered:

Lawson State Offers 5 types of terms:

Regular Term: Runs the full term in the Fall (16 weeks), Spring (16-weeks), and Summer (10 weeks).

Mini-Term: Runs half of a regular term in the Fall (8 weeks), Spring (8 weeks) and Summer (5 weeks).

Mid-Mesters: Run for one month only in the Fall (Oct.&Nov.), Spring in (Feb. & April) and Summer (June & July).

Interim: Is a one week (Monday through Saturday) term that runs between the spring and summer terms. The Interim term is the only terms that runs that is NOT Pell Eligible.

INSTRUCTIONAL SERVICES AWARDS

GENERAL STUDIES & LIBERAL ARTS DEGREE LISTING

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

General Studies: Areas of Concentration

- Addition Recovery Students (UA Only) Advertising (UA)
- Agronomy and Soils
- Animal Science
- Applied Math
- Architecture
- Art Education
- Art History
- Art Studio
- Athletic Training
- Behavioral Science
- Biology
- Biology Education: Secondary (Middle/High School)
- Career Technical Education (Athens Only)
- Chemistry
- Chemistry Education (Middle/High School)
- Child Development
- Clinical Lab Sciences/Medical Technician
- Communication Studies or Speech
- Computer Science
- Consumer Science
- Criminal Justice (General Studies) AS
- Criminal Justice (General Studies) AAS
- Cyber Assurance
- Dentistry Track
- Economics
- Elementary or Early Childhood Education
- Emergency Management
- Emergency Medical Services
- Engineering (Aerospace) Track
- Engineering (Architectural) Track
- Engineering (Biomedical) Track
- Engineering (Biosystems) Track
- Engineering (Chemical) Track
- Engineering (Civil) Track
- Engineering (Computer Engineering) Track
- Engineering (Computer Science) Track
- Engineering (Cyber-Security) Track
- Engineering (Electrical) Track
- Engineering (Industrial & Systems) Track
- Engineering (Materials) Track
- Engineering (Mechanical) Track
- Engineering (Software) Track
- Engineering (Wireless) Track
- English
- English/Language Arts Education Middle/High School
- Environmental Design
- Environmental Science
- Exercise Science and Wellness
- Family and Consumer Sciences
- Food Science
- General Studies

- Geography
- Geography Education Middle/High School
- Global Studies and Human Service
- Graphic Design
- Health Education (Middle/High School)
- Health Informatics
- Health, Recreation, and P.E.
- Health Science
- Health Care Mgmt./Health Services Administration
- History
- History Education Middle/High School
- Horticulture (Auburn Only)
- Hospitality, Sport, and Tourism Management
- Hotel and Restaurant Management
- Human Development and Family Studies
- Human Services
- Industrial Design (AU Only)
- Industrial Hygiene (UNA Only)
- Information Systems (USA Only)
- Information Technology (USA Only)
- Instructional Design and Performance Improvement (USA Only)
- Integrated Marketing Communications (UWA Only)
- Interdisciplinary Arts
- Interior Architecture
- Interior Design (AU and UA Only)
- Journalism
- Kinesiology & Exercise Science
- Laboratory Technology
- Law and Justice (AU Only)
- Applied Mathematics (AU Only)
- Mathematics
- Math Education Middle/High School
- Medicine Track
- Music
- Music Education Middle/High School
- Nursing Track 1 (Seeking 4-year degree)
- Nursing Track 2 (Seeking 2-year degree ONLY)
- Nutrition
- Occupational Therapy Track
- Optometry Track
- Osteopathic Medicine Track
- Pharmacy Track
- Philosophy
- Physical Education
- Physical Therapy Track
- Physics
- Physics Education Middle/High School
- Political Science
- Professional Health Sciences (USA Only)
- Psychology (B.A or B.S)
- Public Health
- Public Relations
- Public Safety and Health Administration (Athens Only)
- Radiologic Sciences (USA Only)
- Recreation Leadership (JSU Only)
- Rehabilitation and Disability Services (AU Only)
- Rehabilitation [Non-Certification]
- Respiratory/Cardio Science (USA Only)
- Science Education Middle/High School
- Social Science
- Social Studies Education Middle/High School

- Social Work
- Social Work Technician (Non-transferable)
- Sociology
- Special Education
- Speech Pathology
- Speech Therapy
- Telecommunications and Film or Broadcasting
- Theatre
- Urban Planning

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE LISTING

- Accounting
- Accounting Technology
- Automotive Service **Ford ASSET**
- Automotive Service **GM ASEP**
- Automotive Service Toyota **T-TEN**
- Automotive Service **Mercedes**
- Automotive Manufacturing
- Building Construction
- Business Administration and Management
- Child Development
- Computer Science (Business Education)
- Computer Science (Math)
- Criminal Justice
- Culinary Arts
- Drafting and Design Technology
- Diagnostic Medical Sonography (Echo Cardiac)
- Electronics Industrial
- Hospitality Management
- Media Production
- Nursing
- Office Administration
- Office Administration (Legal)
- Office Administration (Medical)
- Social Work Technician

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY (AOT)

- Air Conditioning /Refrigeration
- Automotive Mechanic
- Auto Body Repair
- Barbering
- Cosmetology
- Commercial Art & Illustration
- Dental Assistant
- Graphics and Prepress
- Medium/Heavy Truck Technician
- Welding

CERTIFICATES (CER)

- Accounting Technology
- Automotive Manufacturing
- Air Conditioning/Refrigeration
- Automotive Mechanics
- Auto Body Repair
- Barbering
- Commercial Art & Illustration
- Computer Science

- Cosmetology
- Culinary Arts
- Dental Assistant
- Drafting Design Technology
- Dental Assistant
- Electronics (Industiral)
- Graphics and Prepress
- Hospitality Management
- Media Production
- Medium/Heavy Truck Technician
- Practical Nursing
- Pharmacy Technician
- Office Administration--General Technology
- Office Administration--Legal-Paralegal Concentration
- Office Administration--Medical Billing & Coding Concentration
- Welding

SHORT CERTIFICATES (STC)

- Air Conditioning/Refrigeration
- Automotive Body Repair
- AUT: Robotics Specialty
- AUT: Mechatronics Specialty
- Automotive Mechanics
- Banking and Finance
- Barbering
- Building Construction
- Carpentry
- Child Development
- Commercial Art & Illustration
- Computer Science
- Culinary Arts
- Culinary Arts Hospitality Management
- Diesel Medium/Heavy Truck Technician/Truck Driving
- Drafting and Design: Autodesk Training and Certification
- Drafting and Design: Geographic Information Systems (GIS)
- Drafting and Design: Architectural/Mechanical Advanced Design
- Drafting and Design: 3D Printing, Rapid Prototyping, Adv. Manufact.
- Electrical
- Electronics/Electrical Engineering Technology
- Electronics – Automated Manufacturing/Robotics
- Electronics – Industrial
- Emergency Medical Services Technician--Basic
- Emergency Medical Services Technician--Advanced
- Fire Science
- Graphics and Prepress
- Hospitality Management
- Industrial Maintenance
- Logistics and Supply Chain Technology
- Machine Tool
- Machine Tool CNC
- Management and Supervision
- Nursing Assistant
- Office Administration – General Technology
- Office Administration (Legal - Paralegal Concentration)
- Office Administration (Medical Billing and Coding Concentration)
- Plumbing
- Radio/TV Production/Entertainment Media Production
- Real Estate License (Realty South/Alabama Real Estate Commission)
- Swift Programming/App Development
- Welding

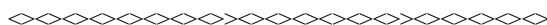


BUSINESS & INFORMATION TECHNOLOGIES (DEGREE PLANS)

DIVISION OF BUSINESS AND INFORMATION TECHNOLOGIES

DEGREES ACCREDITED BY: ACBSP

Accreditation Council for Business Schools and Programs
Kappa Beta Delta International Honor Society



**DR. BRUCE CRAWFORD, VICE PRESIDENT
INSTRUCTIONAL PROGRAMS**

**DR. ROBERT GUNTER, DEAN
CAREER TECHNICAL PROGRAMS**

DR. ALICE TYLER MILTON, ASSOCIATE DEAN
Dr. Perry W. Ward Building – Suite 137

Building A – Office 157

CONTACT INFORMATION:

amilton@lawsonstate.edu

Phone: 205-929-6351

MR. RAND ARMBRESTER, DEPARTMENT CHAIR
Building A - Bessemer Campus

Third Floor - Room 361

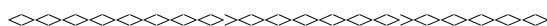
CONTACT INFORMATION:

rarmbrester@lawsonstate.edu

Phone: 205.929.3442

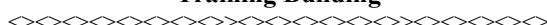
DIVISION:

- Business and Information Technologies Department
- Professional Advisory Board
- Authorized Testing Centers
- Industry Certifications



THE DIVISION IS HOUSED IN THE:

**Dr. Perry W. Ward Advanced Technology &
Training Building**



BUSINESS AND INFORMATION TECHNOLOGIES PARTNERSHIPS/ORGANIZATIONS

DEGREES ACCREDITATION

- ACBSP - Accreditation Council for Business Schools and Programs

TESTING CENTER PARTNERSHIPS

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

ONLINE SERVICES

- BlackBoard – E-Learning / Ground Classes
- Digital / E-Textbooks

INDUSTRY CERTIFICATIONS

Microsoft – (Imagine Academy)

- MOS

CompTIA – Computing Technology Industry Association

- A+
- Network +
- Security +

CISCO

- CCNA

CertiPort

- IC3
- Swift Coding

Python Institute

- PCEP

Medical Billing and Coding

- Medical Billing - CBCS
- Certified Medical Administrative Assistant (CMAA)
- Certified Patient Account Representative (CPAR)
- Community Electronic Health Records (CEHR)

Alabama Real Estate Commission

- Pre-Salesperson License
- Realty South - Online

ACTIVE STUDENT ORGANIZATIONS

- KBD – Kappa Beta Delta Honor Society
 - For ACBSP Accredited Programs
- PBL – Phi Beta Lambda Chapter
 - Participate in State and National Conferences
 - Opened to all majors/departments

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

Associate in Arts Degrees - AA

Online Degrees – (100% Online Program)

- Business Administration
- Business Education

Associate in Arts Degrees - AA

Ground Courses – (Ground, Hybrid, and Online)

- Business Education
- Business Administration

Associate in Applied Science Degrees - AAS

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

Certificates

- Accounting Technology
- Computer Science
- Office Administration – General
- Office Administration – Legal (Paralegal Concentration)
- Office Administration – Medical (Medical Coding/Billing)
- Management and Supervision
- Office Administration – General
- Office Administration – Legal (Paralegal Concentration)
- Office Administration – Medical (Medical Coding/Billing)
- Real Estate

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

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

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

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

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

- Programs that meet the special needs of the community.
- Assistance with campus online courses using BlackBoard.
- On-the-job training through the Division's Internship Program so students can gain work experience before they graduate.
- Various areas of training to business and industry and the community.

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

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

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

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

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

The Division's mission and objectives reflect the application of Lawson State's overall mission to the field of Business. The Division specializes in providing state-of-the-art, highly marketable programs. According to the Occupational Handbook, the Division of Business and Information Technologies can train individuals in more than 200 occupations. The course offerings include numerous courses which also allow persons employed in business to learn new skills or refresh existing skills. The curriculum provides students with a broad understanding of business, a competence in business computer programming, and knowledge of information technology infrastructure.

Moreover, Information Technology is undergoing great changes as technology advances and the need for computer software increases. Simply providing students with skills necessary to enter the computing profession is not sufficient. Because of this, our students are given a solid theoretical foundation with knowledge of information technology infrastructure. Persons desiring noncredit, personal enrichment may audit any course offering which compliments their personal proficiency also.

To better assist students in meeting their classroom goals, the College has computer labs where all computer-related courses meet. The computer labs provide the student with state-of-the-art computer hardware and software that aid in preparing work for all of their classes. Open lab time is available for usage outside of class time as well. Students are encouraged to maximize their use of computers in all of their coursework.

Come and join the faculty, staff, and students in the Division of Business and Information Technologies at Lawson State Community College. Let us help you to become marketable.

Take Classes At Home!

The Department of Business and Information Technologies has two (2) Online AA Degree Programs, Virtual and regular online classes within the other degrees/certificate.



For more information, please contact:
Dr. Alice Tyler Milton
205-929-6351

BUSINESS AND INFORMATION TECHNOLOGIES AA DEGREES - Associate in Arts Degrees General Education Courses

AREA I – WRITTEN COMPOSITION - 6

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

AREA II – HUMANITIES/ FINE ARTS - 12

Humanities

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

Fine Arts Requirements

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

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

AREA III – NATURAL SCIENCE & MATH - 11

Natural Science Requirements

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

NOTE: *REQUIRED FOR Office Admin/Medical Program

Mathematics Requirements (Choose One)

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

NOTE: Check STARS for the Math Course

AREA IV – HISTORY/ SOC BEH SCIENCES - 12

History

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

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

Social, and Behavioral Sciences Requirements

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

NOTE: **ECO Courses REQUIRED for Business Degrees

AREA V - PRE-PROF/MAJOR COURSES - 21

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

**BUSINESS AND INFORMATION TECHNOLOGIES
DEGREES (AAS) AND CERTIFICATES**

General Education Courses

Associate in Applied Science Degrees

Certificates and Short Certificates

AREA I—WRITTEN COMPOSITION – 3

- ENG 101 English Composition I

AREA II—HUMANITIES/ FINE ARTS – 6Humanities

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

AREA III—NATURAL SCIENCE & MATH – 7-10*Short Certificate = 8 Hours of Natural Science – MDS Degree*Natural Science Requirements

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

NOTE: *REQUIRED FOR Office Admin/Medical ProgramMathematics Requirements (Choose One)

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

NOTE: Check STARS for the Math Course**AREA IV—HISTORY/ SOC BEH SCIENCES**History

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

Social, and Behavioral Sciences Requirements

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

AREA V - PRE-PROF/MAJOR COURSES

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

ACCOUNTING**The following applies for the Accounting Areas:**

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

Enroll in ORI 101 your first term at LSCC.

The Accounting Technology Program trains students with skills in preparing, analyzing, and verifying financial documents. Moreover, the Department of Business and Information Technologies assists in giving each student the self-confidence, maturity, and ability to work independently. The programs are designed to give each student excellent skills in mathematical and computer skills, analytic and problem-solving skills, oral and written communication skills, and strong interpersonal skills. As with other industries, technology plays an integral role in the accounting field. Computer applications, database and spreadsheet classes complement the core curriculum with an emphasis on computerized accounting applications. Co-op is required of each student in the Applied Science degree program.

A Certificate in Accounting is excellent preparation for an accounting career and is ideal for those individuals holding a degree from a four-year institution in a field other than accounting, and wishes to change careers into an accounting profession.

A Certificate in Accounting will also provide the opportunity for individuals without a degree to advance by developing expertise and technical skills in the challenging and rewarding field of accounting. The accounting certificate program is designed to open career avenues for those seeking employment in accounting, as well as those wishing to enhance already established careers in other fields.

BE AN ACTIVE STUDENT—BECOME A MEMBER**This organization is opened to ALL majors at the College.**

CONTACTS:
Bessemer Campus:
Mr. Scott Kelley, 205.929.2023

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

ASSOCIATE IN APPLIED SCIENCE DEGREE
Accounting Technology (ACT)

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• ART 100, MUS 101, OR HUM 101	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 112 or MTH 113 Higher Math)	3
Area IV – History, Social, & Behavioral Sciences	3
• ECO 232 Principles of Microeconomics	3
TOTAL GENERAL EDUCATION COURSES	20
Area V—Pre-Professional/College Requirements	
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V—Pre-Professional/Major Courses	40-41
• Computerized Accounting Requirement	3
• BUS 271 Business Statistics 1	3
• BUS 147 Introduction to Finance	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 245 Accounting with QuickBooks	3
• BUS 263 Legal/Social Env. of Business	3
• Management Requirement	3
• BUS 296 Business Internship I	3
• BUS 298 Governmental and Nonprofit Business Accounting	3
• ECO 231 Principles of Macroeconomics I	3
Elective—Choose from the following areas:	3-4
ACC, BUS, CIS, ECO OR RLS	
TOTAL REQUIRED HOURS FOR DEGREE	65-66

Electives for AAS – Accounting				
ACC 129	ACC 149	ACC 150	CIS 147	BUS 248
RLS 101	BUS 150	BUS 272		
Computerized Accounting Requirement Courses				
ACC 129	ACC 149	ACC 150	CIS 147	
Management Requirement Courses				
BUS 275	BUS 276	BUS 279		

--CIS 147 is a Certification Course.

CERTIFICATE
Accounting Technology (ACT)

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	3
• MTH 100 Intermediate Algebra OR Higher (MTH 110 /MTH 112 / MTH 113)	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	22-23
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• BUS 245 Accounting with QuickBooks	OR
• BUS 242 Principles of Accounting II	3
• Elective—Choose from the following areas: ACC, BUS, CIS, ECO OR RLS	6-7
TOTAL REQUIRED HOURS FOR CERTIFICATE	32-33
SHORT CERTIFICATE Accounting Technology (ACT)	
Hour(s)	
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	21-22
• BUS 241 Principles of Accounting I	3
• BUS 215 Business Communication	3
• CIS 146 Microcomputer Applications	3
• BUS 245 Accounting with QuickBooks	OR
• BUS 242 Principles of Accounting II	3
• Electives—Choose from the following areas: ACC, BUS, CIS, RLS	9-10
TOTAL REQUIRED HOURS FOR CERTIFICATE	22-23

Become a Medical Coder

For more information, please contact:

Dr. Alice Tyler Milton
amilton@lawsonstate.edu

BUSINESS

The following applies for the Business Areas:

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

Enroll in ORI 101 your first term at LSCC.

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

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

The Business Administration and Management AAS Program trains students with skills needed to begin an exciting and challenging career in any number of today's business fields. With the growth of the Internet industry and e-commerce opportunities, there is an even greater need for well-rounded business training. In this dynamic age, you will succeed with a diverse, broad-based knowledge of vital

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

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

ASSOCIATE IN ARTS DEGREE Business Administration (BAD)

TRANSFER DEGREE FOR: Business, Management, and Accounting majors.

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement (MTH 110, 112 or Higher)	3
Area IV – History, Social, & Behavioral Sciences	
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>**Must complete at least 3-6 hours in History</i>	
TOTAL GENERAL EDUCATION CREDITS	42

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES	20
Area V—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• TWO 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	15
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 271 Business Statistics I	3
• BUS 272 Business Statistics II	3
• BUS 263 Legal/Social Env. Of Business	3
TOTAL REQUIRED HOURS FOR DEGREE	62

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

TRANSFER DEGREE FOR: Entrepreneurship, Finance, Real Estate, Marketing, Healthcare Management, Economics, Sports Management, Management Information Systems, Legal Studies, Agriculture Business, International Business, Hospitality Management, Financial Analyst, or any other BUSINESS-RELATED area.

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	6
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement	3
(MTH 110, 112 or Higher [See Transfer College's Requirements])	
Area IV – History, Social, & Behavioral Sciences	12
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>Must complete at least -3-6 hours in History</i>	
TOTAL GENERAL STUDIES CREDITS	42

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES	20
Area V—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	15
• Electives	15**
<i>**See college transfer requirements that are applicable to the chosen degree plan (STARS), and see your advisor).</i>	
TOTAL REQUIRED HOURS FOR DEGREE	62

Get Certified In Your Degree Or Certificate Program


Dr. Alice Tyler Milton
205-929-6351

**ONLINE DEGREES
ONLINE AA DEGREES ONLY**

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

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

TRANSFER DEGREE FOR: Business, Management, and Accounting majors.

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	6
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement	3
(MTH 110, 112 or Higher [See Transfer College's Requirements])	
Area IV – History, Social, & Behavioral Sciences	12
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>Must complete at least -3-6 hours in History</i>	
TOTAL GENERAL EDUCATION CREDITS	42

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES **20**

Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	15
• Electives	15**
<i>**See college transfer requirements that are applicable to the chosen degree plan (STARS), and see your advisor).</i>	
TOTAL REQUIRED HOURS FOR DEGREE	62

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES **20**
Area V*—Pre-Professional/College Requirements **5**

• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2

Area V – Pre-Professional/Major Courses	15
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 271 Business Statistics I	3
• BUS 272 Business Statistics II	3
• BUS 263 Legal/Social Env. Of Business	3

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES **20**

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

TRANSFER DEGREE FOR: Entrepreneurship, Finance, Real Estate, Marketing, Healthcare Management, Economics, Sports Management, Management Information Systems, Legal Studies, Agriculture Business, International Business, Hospitality Management, Financial Analyst, or any other BUSINESS-RELATED area.

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	6
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
• SPH 107 Fundamentals of Public Speaking	3
• Humanities & Fine Arts Requirements	9*
<i>*6 Hours required in LIT for degree if only 3 hours in History</i>	
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement	3
(MTH 110, 112 or Higher [See Transfer College's Requirements])	
Area IV – History, Social, & Behavioral Sciences	12
• History, Social, & Beh. Sciences Requirement	6*
<i>*6 Hours required in HIS if only 3 hours in Literature</i>	
• ECO 231 Principles of Macroeconomics	3
• ECO 232 Principles of Microeconomics	3
<i>Must complete at least 3-6 hours in History</i>	
TOTAL GENERAL EDUCATION CREDITS	42

PRE-PROFESSIONAL/PRE-MAJOR/ELECTIVE COURSES 20

Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	15
• Electives	15**
<i>**See college transfer requirements that are applicable to the chosen degree plan (STARS), and see your advisor.</i>	

TOTAL REQUIRED HOURS FOR DEGREE 62

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

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Business Administration and Management (BUS)**

General Education Courses	Hours(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• ART 100, MUS 101, OR HUM 101	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
• ECO 232 Principles of Microeconomics I	3
TOTAL GENERAL EDUCATION COURSES	20
Area V—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major & Elective Courses	40-41
• BUS 100 Introduction to Business	3
• BUS 147 Introduction to Finance	3
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
BUS 298 Governmental and Nonprofit Business Accounting	
• BUS 263 Legal/Social Env. of Business	3
• Management OR Marketing Requirement	3
• BUS 271 Business Statistics	3
• BUS 296 Business Internship I	3
• Computerized Accounting Requirement	3
BUS 191 Introduction to Business Investments	OR
BUS 272 Business Statistics II	
• Computer Science Requirement	3
• ECO 231 Principles of Macroeconomics I	3
• Electives (ACC, BUS, CIS, RLS)	3-4
TOTAL REQUIRED HOURS FOR DEGREE	65-66

Electives for AAS – BUS Degree				
BUS 298	BUS 248	RLS 101	BUS 150	BUS 272
OAD 101	OAD 103	OAD 125	BUS 276	BUS 246
Computerized Accounting Requirement Courses				
ACC 129	ACC 149	ACC 150	CIS 147	BUS 245
Management Requirement Courses				
BUS 275	BUS 276	BUS 279		
Computer Science Requirement Courses				
CIS 207	CIS 149	CIS 147	CIS 157	

--CIS 147, CIS 149, RLS 101 and BUS 245 are Certification Courses.

SHORT CERTIFICATE Management and Supervision (MST)

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	21
• BUS 241 Principles of Accounting	3
• BUS 215 Business Communication	3
• BUS 263 Legal and Social Env. of Business	3
• Management Requirements	6
• CIS 146 Microcomputer Applications	3
• Electives (ACC, BUS, CIS, RLS)	3

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

TOTAL REQUIRED HOURS FOR CERTIFICATE 22

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Ask Your Adviser For More Information
Office-Medical Certifications
CBCS -- CMAA – CPAR, CEHR, etc.

In-House Testing Center (ACATT Building)

COMPUTER SCIENCE

The following applies for the Computer Science Areas:

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

Enroll in ORI 101 your first term at LSCC.

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

The Computer Science – General / Math provides each student with a background in the principles of computing and their applications in software and systems. Students are provided real-life experience together with the development of a sound basis in theory. Students work individually and cooperatively, on projects designed to foster an understanding of basic theoretical principles. Whether you plan to enter the computing industry or only to use computing as a tool for other purposes, the program prepares each student for great preparation for the future. Co-op is required of each student in the degree program. Co-op contributes to the overall skill development which builds self-confidence, maturity, and the ability to work independently.

A Certificate in Computer Science is designed for individuals that seek upgrading or retraining in areas related to computer science.

IT Certifications for Computer Science			
IC3	MOS	Network +	Security +
PCEP	A+	Swift Programming	CCNA

ASSOCIATE IN APPLIED SCIENCE DEGREE Computer Science – Business (CIB)		
General Education Courses		Hour(s)
College Requirements		
• ORI 101 Orientation to College	1	
Area I – Written Composition		
• ENG 101 English Composition I	3	3
Area II – Humanities & Fine Arts		
• ART 100, MUS 101, OR HUM 101	3	3
• SPH 107 Fundamentals of Public Speaking	3	3
Area III – Natural Science & Mathematics		
• Natural Science Requirement	4	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3	3
Area IV – History, Social, & Behavioral Sciences		
• ECO 231 Principles of Macroeconomics I	3	3
TOTAL GENERAL EDUCATION COURSES	20	
Area V*—Pre-Professional/College Requirements		
• CIS 146 Microcomputer	3	3
• Two 1-hour PED Activity Courses	2	2
Area V – Pre-Professional/Major Courses		
• BUS 188 Personal Development	1	1
• BUS 241 Principles of Accounting	3	3
• BUS 215 Business Communication	3	3
• CIS 147 Adv. Microcomputer Applications	3	3
• CIS 149 Introduction to Computers	3	3
• CIS 157 Intro to App Development/Swift	3	3
• CIS 189 Co-op for CIS I	3	3
• CIS 201 Intro to Comp. Prog. Concepts/Lab	3	3
• CIS 202 Python Programming	3	3
• CIS 207 Intro to Web Development	3	3
• CIS 281 Systems Analysis and Design	3	3
• Programming Requirement	3	3
• Electives (BUS/CIS)	6*	6*
(*It is recommended that electives be used for IT certifications)		
TOTAL REQUIRED HOURS FOR DEGREE	65	

GET CERTIFIED: All Business and Information Technologies AAS programs have certifications

Call 205-929-6351
For More Information

In-House Testing Center

ASSOCIATE IN APPLIED SCIENCE DEGREE Computer Science – General (CIS)		
General Education Courses		Hour(s)
College Requirements		
• ORI 101 Orientation to College	1	1
Area I – Written Composition		
• ENG 101 English Composition I	3	3
Area II – Humanities & Fine Arts		
• ART 100, MUS 101, OR HUM 101	3	3
• SPH 107 Fundamentals of Public Speaking	3	3
Area III – Natural Science & Mathematics		
• Natural Science Requirement	4	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3	3
Area IV – History, Social, & Behavioral Sciences		
• ECO 231 Principles of Macroeconomics I	3	3
TOTAL GENERAL EDUCATION COURSES	20	
Area V*—Pre-Professional/College Requirements		
• CIS 146 Microcomputer	3	3
• Two 1-hour PED Activity Courses	2	2
Area V – Pre-Professional/Major Courses		
• BUS 188 Personal Development	1	1
• BUS 215 Business Communication	3	3
• CIS 149 Introduction to Computers	3	3
• CIS 157 Intro to App Development/Swift	3	3
• CIS 189 Co-op for CIS I	3	3
• CIS 201 Intro to Comp. Prog. Concepts/Lab	3	3
• CIS 202 Python Programming	3	3
• CIS 207 Intro to Web Development	3	3
• CIS 281 Systems Analysis and Design	3	3
• Programming Requirement	6	6
• CIS 207 Intro to Web Development	3	3 OR
CIS 171 Linux I		
• CIS 268 Software Support	3	3
• CIS 269 Hardware Support	3	3
• CIS 281 Systems Analysis and Design	3	3
CIS (ONLY) TRACK ELECTIVES		6*
NOTE: The CIS tracks are listed under Short Certificates)		
TOTAL REQUIRED HOURS FOR DEGREE	65	

BE READY FOR THE WORKFORCE—AAS Degree!

AAS Degree, Short and Long Certificates,
Industry Certifications (Up to 7)

See your Adviser!

**CERTIFICATE
Computer Science**

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science and Mathematics	3
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• CIS 146 Microcomputer	3
• CIS 201 Intro to Comp. Prog. Concepts/Lab	3
• CIS 207 Intro to Web Development	3
• Programming Requirement	6
• Electives (CIS Electives ONLY)	9
TOTAL REQUIRED HOURS FOR CERTIFICATE	35

**SHORT CERTIFICATES
Computer Science**

Students seeking the Computer Science Short Certificate should complete the core and then complete the desired track. All courses in the tracks are Area V courses.

**THE BUSINESS AND INFORMATION
TECHNOLOGIES DEPARTMENT**

GET AN IT CERTIFICATION

IT Certifications are an investment in your future. They give your resume more credibility and can make you more marketable to job recruiters.

Most employers offer more pay because they know you are credentialed. The certification validates that you have a specialized competency in the IT areas.

**Call Mr. Scott Kelley for more information at
205-929-3466 OR 205-929-6351**

PRE-COURSES FOR ALL SHORT CERTIFICATES

Short Certificate Core Requirements

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

Total Hours = 4 (Certification Course)**

Microcomputer Application Track

Course No.	Course Name	Hours
CIS 146	Microcomputer Applications	3
CIS 201	Intro to Computer Programming	3
CIS 207**	Intro to Web Development	3
	Elective	3
	Elective	3
	Elective	3

Total Hours = 22 (Certification Course)**

App Development Using Swift Track

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

Total Hours = 16 (Certification Courses)**

Desktop Support Technician Track

Course No.	Course Name	Hours
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 199**	Network Communications	3
CIS 268**	Software Support	3
CIS 269**	Hardware Support	3
	Elective	3
	Elective	3

Total Hours = 25 (Certification Courses)**

Programming Track

Course No.	Course Name	Hours
CIS 201	Introduction to Programming w/Lab	3
CIS 212	Visual Basic Programming	3
CIS 255	Java Programming	3
CIS 285	Object Oriented Programming	3
CIS 222	Database Management Systems	3
CIS 202**	Python Programming	3

Total Hours = 22 (Certification Course)**

Networking Track

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

Total Hours = 25 (Certification Courses)**

Web Technologies Track

Course No.	Course Name	Hours
CIS 201	Intro to Programming w/Lab	3
CIS 146	Microcomputer Applications	3
CIS 207**	Intro to Web Development	3
CIS 276	Server Administration	3
CIS 280**	Network Security	3
	Elective	3

Total Hours = 22 (Certification Course)**

**CompTIA & Cisco
INDUSTRY CERTIFICATIONS**

CompTIA's goal is to provide a unified voice, global advocacy and leadership, and to advance industry growth through standards, professional competence, education, and business solutions.

•**A+ CERTIFICATION** - The CompTIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.

Every business uses computers and skilled technicians are a necessity. A+ opens the door to an exciting career in computer technology at an affordable price. A+ certification is the perfect launch pad into other more challenging careers in information technology.

CIS 268 – Software Support – 3
CIS 269 – Hardware Support – 3

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 6

•**CompTIA Security+™ Certification** - CompTIA Security+ validates knowledge of systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. It is an international, vendor-neutral security certification that is taught at colleges, universities and commercial training centers around the world.

Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years of on-the-job technical networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.

CIS 280 – Network Security – 3

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

•**CompTIA Network+® Certification** – The CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals with at least nine months of experience in network support or administration or adequate academic training. A typical candidate would have CompTIA A+ certification or equivalent knowledge, but this is not a prerequisite. An accepted foundation-level, vendor-neutral certification for networking professionals, many IT certifications integrate CompTIA Network+ into their curriculums. There are approximately 135,000 CompTIA Network+ certified professionals worldwide. The skills and knowledge measured by this examination were derived from an industry-wide job task analysis and validated through an industry-wide survey of more than 2,500 participants.

Earning a CompTIA Network+ certification demonstrates that a candidate can describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The exam tests technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. The exam also covers new technologies such as wireless networking and gigabit Ethernet.

Professional Course Required for Network + Level:

CIS 199 – Network Communications – 3

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

•**CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)** – The CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

Professional Courses Required For CCNA Level:

CIS 270 – Cisco I – 3	CIS 272 – Cisco III – 3
CIS 271 – Cisco II – 3	CIS 273 – Cisco IV – 3

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 12

OFFICE ADMINISTRATION

The following applies for the Office Administration Areas:

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

Enroll in ORI 101 your first term at LSCC.

The **Office Administration - General** is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the office. Emphasis is placed on developing strong computer and communication abilities, which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading-edge office automation technology. The aim is to provide each student with a combination of office administration skills and technology that will prepare them to be highly competitive in the job market. Co-op is required of each student in the degree program.

The **Office Administration - Legal** is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the legal office. Emphasis is placed on developing strong computer and communication abilities, basic accounting principles, legal concepts, business law, transcription, etc.—which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading-edge office automation technology. The aim is to provide each student with a combination of office administration legal skills and technology that will prepare them to be highly competitive in the job market. Co-op is required of each student in the degree program.

The **Office Administration - Medical** is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the medical office. Emphasis is placed on developing strong medical coding and billing skills, computer and communication abilities, medical terminology, medical office procedures, transcription, etc.—which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading-edge office automation technology. The aim is to provide each student with a combination of office administration medical skills and technology that will prepare them to be highly competitive. Co-op is required of each student in the degree program.

THE BUSINESS AND INFORMATION TECHNOLOGIES DEPARTMENT

EVERY Program has Certifications

Be prepared for the workforce!

ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration (OAD)

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• ART 100, MUS 101, OR HUM 101	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
• ECO 231 Principles of Macroeconomics I	3
TOTAL GENERAL EDUCATION COURSES	20
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40-41
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• Computerized Accounting Requirement	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 200 Machine Transcription	3
• OAD 218 Office Procedures	3
• OAD 242 Office Internship	3
• OAD 243 Spreadsheet Applications	3 OR
CIS 147 Advanced Microcomputer Apps	
• Electives (ACC, BUS, CIS, RLS)	6-7
* Students who are not proficient in keyboarding must take OAD 101—Beginning Keyboarding.	
TOTAL REQUIRED HOURS FOR DEGREE	65-66

Electives for AAS – Office Administration (OAD)				
OAD 101	BUS 210	BUS 275	BUS 276	BUS 279
BUS 150	CIS 149	CIS 207	RLS 101	
Computerized Accounting Requirement Courses				
ACC 129	ACC 149	ACC 150	BUS 245	BUS 246

RLS 101, CIS 147, and BUS 245 are certification courses.

CERTIFICATE
Office Administration

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science and Mathematics	3
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• Electives	3

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

TOTAL REQUIRED HOURS FOR CERTIFICATE **35**

SHORT CERTIFICATE
Office Administration

	Hours
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	21
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• CIS 146 Microcomputer Applications	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• Electives	3-4

TOTAL REQUIRED HOURS FOR CERTIFICATE **22-23**

Learn More About Industry Certifications
Contact: Dr. Alice Tyler Milton, Associate Dean

ASSOCIATE IN APPLIED SCIENCE DEGREE
Legal Office Administration (LGL)
Paralegal Concentration

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• ART 100, MUS 101, OR HUM 101	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
• ECO 231 Principles of Macroeconomics I	3
TOTAL GENERAL EDUCATION COURSES	20
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
• PRL 102 Basic Research and Writing	3
• OAD 203 Legal Office Procedures	3 OR
PRL 103 Advanced Legal Research & Writing	
• OAD 242 Office Internship	3
• OAD 243 Spreadsheet Applications	3 OR
CIS 147 Advanced Microcomputer Apps	
• Electives (CIS, OAD, PRL)	3
TOTAL REQUIRED HOURS FOR DEGREE	65

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

CERTIFICATE
Legal Office Administration
Paralegal Concentration

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	3
• MTH100 or higher	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	25
• BUS 188 Personal Development	1
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer	3
• OAD 125 Word Processing	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
• Electives (CIS, OAD, PRL)	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	35

SHORT CERTIFICATE
Legal Office Administration
Paralegal Concentration

	Hour(s)
• ORI 101 Orientation to College	1
Area V – Pre-Professional/Major Courses	21
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• OAD 125 Word Processing	3
• OAD 201 Legal Terminology	3
• PRL 101 Introduction to Paralegal Study	3
TOTAL REQUIRED HOURS FOR CERTIFICATE	22

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Advance your skills for the workforce!

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

General Education Courses	Hour(s)
College Requirements	
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• ART 100, MUS 101, OR HUM 101	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• BIO 103 Principles of Biology I W/Lab	4
• MTH 100 Intermediate Algebra OR Higher (MTH 110 / MTH 112 / MTH 113)	3
Area IV – History, Social, & Behavioral Sciences	3
• PSY 200, SOC 200, OR ECO 231	3
TOTAL GENERAL EDUCATION COURSES	20
Area V*—Pre-Professional/College Requirements	5
• CIS 146 Microcomputer	3
• Two 1-hour PED Activity Courses	2
Area V – Pre-Professional/Major Courses	40
• BUS 188 Personal Development	1
• HIT 113 Anatomy, Physiology & Medical Terminology	5
• HIT 117 Pathology & Pharmacology I/HIT	3
• HIT 230 Medical Coding Systems I	3
• HIT 231 Medical Coding Systems Lab	1
• HIT 232 Medical Coding Systems II	3
• HIT 233 Medical Coding Systems Lab	1
• HIT 291 HIT Seminar/Exam Review	1
• HIT 130 HIT Classification & Reimburse	3
• HIT 131 Classification Skills Lab	1
• OAD 103 Intermediate Keyboarding	3*
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 211 Medical Terminology	3
• OAD 212 Medical Transcription	3
• OAD 242 Office Internship	3
TOTAL REQUIRED HOURS FOR DEGREE	65

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

CERTIFICATE		
Medical Office Administration (MDS)		
Medical Billing and Coding Concentration		

General Education Courses	Hour(s)
• ORI 101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	3
• MTH 100 Intermediate Math (or higher)	3
TOTAL GENERAL EDUCATION CREDITS	10
Area V – Pre-Professional/Major Courses	23
• BUS 188 Personal Development	1
• HIT 113 Anatomy, Physiology & Medical Terminology	5
• HIT 117 Pathology & Pharmacology I/HIT	3
• HIT 130 HIT Classification & Reimburse	3
• HIT 131 Classification Skills Lab	1
• HIT 230 Medical Coding Systems I	3
• HIT 231 Medical Coding Systems Lab	1
• CIS 146 Microcomputer Applications	3
• OAD 103 Intermediate Keyboarding	3*

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

TOTAL REQUIRED HOURS FOR CERTIFICATE **33**



Office Medical Certifications
CEHR – Certified Electronic Health Record Specialist
CPAR – Certified Patient Account Representative
CBCS – Certified Billing and Coding Specialist
CMAA – Certified Medical Administrative Assistant

GET
Office-Medical Certifications
CBCS -- CMAA – CPAR, CEHR, etc.

SHORT CERTIFICATE
Medical Office Administration (MDS)

		Hour(s)
• ORI 101	Orientation to College	1
Area V – Pre-Professional/Major Courses		21
• HIT 113	Anatomy, Physiology & Medical Terminology	5
• OAD 211	Medical Terminology	3
• HIT 130	HIT Classification & Reimburse	3
• HIT 131	Classification Skills Lab	1
• HIT 117	Pathology & Pharmacology I/HIT	3
• CIS 146	Microcomputer Applications	3
• OAD 103	Intermediate Keyboarding	3*

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

TOTAL REQUIRED HOURS FOR CERTIFICATE 22

REAL ESTATE

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

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SHORT CERTIFICATE
Real Estate

For more information on this program, contact 205-929-6306.

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

TOTAL REQUIRED HOURS FOR CERTIFICATE 14

ONLINE DEGREES OFFERED

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Associate Dean
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205-929-3439

DEGREES

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

CERTIFICATES

Air Conditioning/Refrigeration
Auto Body Repair
Automotive Manufacturing
Automotive Mechanics
Barbering
Commercial Art & Illustration
Cosmetology
Culinary Arts
Diesel – Medium/Heavy Truck Technician
Drafting and Design
Electronics – Industrial
Graphics and Prepress
Hospitality Services Management
Radio TV Production Entertainment / Media Production
Welding

SHORT CERTIFICATES

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

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SkillsUSA

A Career/Technical Student Organization

AIR CONDITIONING/ REFRIGERATION (ACR)

MISSION: The mission of the Air Conditioning and Refrigeration program is to prepare students to successfully install service and troubleshoot HVACR systems. As HVACR technicians, graduates will be skilled in both commercial and residential service.

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

This program consists of one certificate, an A.O.T. degree option, and one short-certificate.

AIR CONDITIONING/REFRIGERATION Short Certificate – 25 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	24
• ACR 111 Principles of Refrigeration	3
• ACR 121 Principles of Electricity for HVACR	3
Select 18 credit hours from the following courses:	
• ACR 112 HVACR Service Procedures	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 119 Fundamentals of Gas Heating Systems	3
• ACR 122 HVACR Electric Circuits	3
• ACR 123 HVACR Electrical Components	3
• ACR 130 Computer Assisted HVAC Troubleshooting	1
• ACR 132 Residential Air Conditioning	3
• ACR 134 Ice Machines	3
• ACR 135 Mechanical/Gas/Safety Codes	3
• ACR 144 Basic Drawing/Blueprint Reading HVAC	3
• ACR 147 Refrig. Transition/Recovery Theory	3
• ACR 148 Heat Pump Systems I	3
• ACR 181 Special Topics: ACR I	3
• ACR 192 HVAC Apprenticeship/Internship	3
• ACR 200 Review for Contractors Exam	3
• ACR 203 Commercial Refrigeration	3
• ACR 205 System Sizing and Air Distribution	3
• ACR 210 Troubleshooting HVACR Systems	3

AIR CONDITIONING/REFRIGERATION Certificate – 49 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:*	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
Select one of the following courses:*	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
Select one of the following courses:	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13
<i>*See Degree Plan for listing of approved courses</i>	
<i>**NOTE: For degree seeking students, choose general studies course options</i>	
Area V – Technical Courses of Study:	37
• ACR 111 Principles of Refrigeration	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 121 Principles of Electricity for HVACR	3
• ACR 122 HVACR Electric Circuits	3
• ACR 123 HVACR Electrical Components	3
Select 22 credit hours from the following courses:	
• ACR 112 HVACR Service Procedures	3
• ACR 119 Fundamentals of Gas Heating Systems	3
• ACR 130 Computer Assisted HVAC Troubleshooting	1
• ACR 132 Residential Air Conditioning	3
• ACR 134 Ice Machines	3
• ACR 135 Mechanical/Gas/Safety Codes	3
• ACR 144 Basic Drawing/Blueprint Reading HVAC	3
• ACR 147 Refrigerant Transition and Recovery Theory	3
• ACR 148 Heat Pump Systems I	3
• ACR 181 Special Topics: ACR I	3
• ACR 192 HVAC Apprenticeship/Internship	3
• ACR 200 Review for Contractors Exam	3
• ACR 203 Commercial Refrigeration	3
• ACR 205 System Sizing and Air Distribution	3
• ACR 210 Troubleshooting HVACR Systems	3

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

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

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

Major: Air Conditioning/Refrigeration (ACR) Certificate

Minor: Industrial Electronics (ILT)

General Studies Courses	Hours(s)	
Pre-Professional Courses		
• ORI 101 Orientation to College	1	
NOTE: See Area V* for other College Requirements		
Area I – Written Composition	3	
• ENG 101 English Composition I	3	
Area II – Humanities & Fine Arts	6	
• Humanities and Fine Arts Course*	3	
NOTE: Spanish cannot be used to satisfy this area requirement		
Select one of the following Speech courses.*		
• SPH 106 Fundamentals of Oral Comm.**	3	
• SPH 107 Fundamentals of Public Speaking**	3	
• SPH 116 Intro. to Interpersonal Comms**	3	
Area III – Natural Science & Mathematics*	7	
• Natural Science Requirement	4	
Select one of the following courses:*		
• MTH 100 Intermediate College Algebra**	3	
• MTH 116 Mathematical Applications** (or higher level math)**	3	
Area IV – History, Social, & Behavioral Sciences*	3	
• HIS - History, • SOC - Social or • PSY Behavioral Science		
Area V* – Pre-Professional /College Requirements	5	
Select one of the following courses:*		
• CIS 130 Introduction to Information Systems	3	
• CIS 146 Microcomputer Applications* and	3	
• Two 1-hour PED Activity Courses*	2	
TOTAL GENERAL STUDIES COURSES	25	

*See Degree Plan for listing of approved courses

Area V – Technical Major Courses	36
Select 36 credit hours from the following courses:	
• ACR 111 Principles of Refrigeration	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 121 Principles of Electricity for HVACR	3
• ACR 122 HVACR Electric Circuits	3
• ACR 123 HVACR Electrical Components	3
• ACR 112 HVACR Service Procedures	3
• ACR 119 Fundamentals of Gas Heating Systems	3
• ACR 130 Computer Assisted HVAC Troubleshooting	1

• ACR 132 Residential Air Conditioning	3
• ACR 134 Ice Machines	3
• ACR 135 Mechanical/Gas/Safety Codes	3
• ACR 144 Basic Drawing/Blueprint Reading HVAC 3	
• ACR 147 Refrigerant Transition and Recovery Theory	3
• ACR 148 Heat Pump Systems I	3
• ACR 181 Special Topics: ACR I	3
• ACR 192 HVAC Apprenticeship/Internship	3
• ACR 200 Review for Contractors Exam	3
• ACR 203 Commercial Refrigeration	3
• ACR 205 System Sizing and Air Distribution	3
• ACR 210 Troubleshooting HVACR Systems	3

Area V – Minor Courses **12**

Select 12 credit hours from the following courses:

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

AUTO BODY/COLLISION REPAIR (ABR)

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

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

AUTOMOTIVE BODY/COLLISION REPAIR
Short Certificate – 25 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	24
• ABR 111 Non-Structural Repair	3
• ABR 114 Non-Structural Panel Replacement	3

• ABR 122	Surface Preparation	3
• ABR 123	Paint Preparation and Equipment	3
• ABR 151	Safety and Environmental Practices	3
• ABR 154	Automotive Glass and Trim	3
• ABR 156	Cutting and Welding	3
• ABR 213	Automotive Structural Analysis	3

AUTO BODY/COLLISION REPAIR
Certificate – 51 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:*</i>	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:*</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13
<i>*See Degree Plan for listing of approved courses</i>	
<i>**NOTE: For degree seeking students, choose general studies course options</i>	
Area V - Technical Courses of Study:	39
• ABR 111 Non-Structural Repair	3
• ABR 114 Non-Structural Panel Replacement	3
• ABR 122 Surface Preparation	3
• ABR 123 Paint Preparation and Equipment	3
• ABR 151 Safety and Environmental Practices	3
• ABR 154 Automotive Glass and Trim	3
• ABR 156 Cutting and Welding	3
• ABR 213 Automotive Structural Analysis	3
• ABR 214 Automotive Structural Repair	3
• ABR 223 Automotive Mechanical Components	3
• ABR 224 Automotive Electrical Components	3
• ABR 255 Steering and Suspension	3
• ABR 265 Paint Defects and Final Repair	3

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

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

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

Major: Auto Body/Collision Repair Certificate (ABR)

Minor: Business (BUS) or Industrial Mechanics (INT)

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	
NOTE: Spanish cannot be used to satisfy this area requirement	
<i>Select one of the following Speech courses:*</i>	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	
<i>Select one of the following courses:*</i>	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:*</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	25
<i>*See Degree Plan for listing of approved courses</i>	
Area V – Technical Major Courses	36
<i>Select 36 credit hours from the following courses:</i>	
• ABR 111 Non-Structural Repair	3
• ABR 114 Non-Structural Panel Replacement	3
• ABR 122 Surface Preparation	3
• ABR 123 Paint Preparation and Equipment	3
• ABR 151 Safety and Environmental Practices	3
• ABR 154 Automotive Glass and Trim	3
• ABR 156 Cutting and Welding	3
• ABR 213 Automotive Structural Analysis	3
• ABR 214 Automotive Structural Repair	3
• ABR 223 Automotive Mechanical Components	3

• ABR 224	Automotive Electrical Components	3
• ABR 255	Steering and Suspension	3
• ABR 265	Paint Defects and Final Repair	3

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

Area V – Business Minor/Elective Courses 12

Select 12 credit hours from the following courses:

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

Area V – Industrial Maintenance Minor/Elective Courses 12

Select 12 credit hours from the following courses:

• AUT 102	Lean Manufacturing & Industrial Safety	3
• AUT 104	Blueprint Reading for Manufacturing	3
• EET 100	Introduction to Engineering Technologies	3
• INT 117	Principles of Industrial Mechanics	3
• INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	3
• INT 124	Prod. Equipment Layout and Installation	3
• INT 126	Preventive Maintenance	3
• INT 134	Industrial Maint Welding & Cutting	3

AUTOMOTIVE MANUFACTURING (AUT)

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

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

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

AUTOMOTIVE MANUFACTURING SPECIALITY: MECHATRONICS Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1

Technical Courses of Study:

• EET 100	Introduction to Engineering Technologies	3
• ETC 101	DC Fundamentals	3
• ETC 108	Motor Controls I	3
• ILT 194	Introduction to PLC	3
• INT 117	Principles of Industrial Mechanics	3
• INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	3
• AUT 232	Sensor Technology and Applications	3
• AUT 208	Automated System Diagnosis and Troubleshooting	3

Select 3 credit hours from the following courses:

• AUT 212	Robot Operation and Programming	3
• AUT 102	Lean Manufacturing & Industrial Safety	3
• AUT 199	Special Topics in Manufacturing	3
• ILT 196	Adv. Programmable Logic Controllers	3

AUTOMOTIVE MANUFACTURING

SPECIALITY: ROBOTICS

Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1

Technical Courses of Study:

• EET 100	Introduction to Engineering Technologies	3
• ETC101	DC Fundamentals	3
• AUT 116	Introduction to Robotics	3
• AUT 212	Robot Operation and Programming	3

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

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

AUTOMOTIVE MANUFACTURING

PRODUCTION SPECIALIST

Short Certificate – 13 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1

Technical Courses of Study:

• AUT 102	Lean Manufacturing & Industrial Safety	3
• AUT 199	Special Topics in Manufacturing	3
• WKO 134	MSSC Maintenance Awareness Course	3
• AUT 116	Introduction to Robotics	3

AUTOMOTIVE MANUFACTURING
SPECIALITY: LOGISTICS AND SUPPLY CHAIN TECHNOLOGY
Short Certificate – 22 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	21
• LGT 106 Workplace Essential Skills	3
• LGT 108 Introduction to Logistics	3
• LGT 110 Warehouse Operations I	3
• LGT 111 Warehouse Operations II	3
• LGT 114 Supply Chain Fundamentals/Mgmt.	3
• LGT 115 Purchasing in Logistics	3
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 116 Introduction to Robotics	3
Select 3 credit hours from the following courses:	
• LGT 223 Warehouse Logistics Coop	3
• LGT 296 Directed Studies in Logistics	3

AUTOMOTIVE MANUFACTURING
Certificate – 51 Credit Hours

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

	Hours(s)
General Studies Courses	
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:*	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
Select one of the following courses:*	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
Select one of the following courses:	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study:

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

Select 15 credit hours from the following courses:

• AUT 199	Special Topics in Manufacturing	3
• AUT 208	Automated System Diagnosis and Troubleshooting	3
• AUT 212	Robot Operation and Programming	3
• AUT 213	Robotics Project	3
• AUT 214	Robotic Mfg. Computer Simulation	3
• AUT 232	Sensor Technology and Applications	3
• EET 226	Cable Splicing and Installation	3
• ETC 102	AC Fundamentals	3
• ILT 196	Advanced PLCs	3
• ILT 212	PLCs in Automated Systems	3
• ILT 281	Special Topics: Robotics	3
• INT 117	Principles of Industrial Mechanics	3
• INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	3
• INT 124	Prod. Equipment Layout and Installation	3
• INT 126	Preventive Maintenance	3
• INT 127	Prin. of Ind. Pumps And Piping Systems	3
• INT 134	Principles of Industrial Maintenance	
• INT 192	Welding	3
• LGT 106	Cooperative Work Experience	3
• LGT 108	Workplace Essential Skills	3
• LGT 110	Introduction to Logistics	3
• LGT 111	Warehouse Operations I	3
• LGT 112	Warehouse Operations II	3
• LGT 114	Supply Chain Fundamentals/Mgmt.	3
• LGT 115	Purchasing in Logistics	3
• LGT 223	Warehouse Logistics Coop	3
• LGT 296	Directed Studies in Logistics	3
• MTT 147	Introduction to Machine Shop I	3
• MTT 148	Introduction to Machine Shop I Lab	3
• WKO 134	MSSC Maintenance Awareness Course	3

AUTOMOTIVE MANUFACTURING
Associate in Applied Science Degree

70 Credit Hours

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

	Hours(s)
General Studies Courses	
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	

Select one of the following Speech courses:*	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
Select one of the following courses:*	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History, • SOC - Social or • PSY Behavioral Science	
Area V* – Pre-Professional /College Requirements	5
Select one of the following courses:*	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	25
<i>*See Degree Plan for listing of approved courses</i>	
Area V - Technical Courses of Study:	45
• AUT 100 Introduction to Automotive Concepts	3
• AUT 102 Lean Manufacturing & Industrial Safety	3
• AUT 104 Blueprint Reading for Manufacturing	3
• AUT 116 Introduction to Robotics	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• EET 100 Intro to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ILT 194 Introduction to PLCs	3
Select 18 credit hours from the following courses:	
• AUT 199 Special Topics in Manufacturing	3
• AUT 212 Robot Operation and Programming	3
• AUT 213 Robotics Project	3
• AUT 214 Robotic Mfg. Computer Simulation	3
• AUT 232 Sensor Technology and Applications	3
• EET 226 Cable Splicing and Installation	3
• ETC 102 AC Fundamentals	3
• ILT 196 Advanced PLCs	3
• ILT 212 PLCs in Automated Systems	3
• ILT 281 Special Topics: Robotics	3
• INT 117 Principles of Industrial Mechanics	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• INT 124 Prod. Equipment Layout and Installation	3
• INT 126 Preventive Maintenance	3
• INT 127 Prin. of Ind. Pumps And Piping Systems	3
• INT 134 Principles of Industrial Maintenance Welding	3
• INT 192 Cooperative Work Experience	3
• LGT 106 Workplace Essential Skills	3
• LGT 108 Introduction to Logistics	3
• LGT 110 Warehouse Operations I	3
• LGT 111 Warehouse Operations II	3
• LGT 114 Supply Chain Fundamentals/Mgmt.	3
• LGT 115 Purchasing in Logistics	3

- LGT 223 Warehouse Logistics Coop 3
- LGT 296 Directed Studies in Logistics 3
- MTT 147 Introduction to Machine Shop I 3
- MTT 148 Introduction to Machine Shop I Lab 3
- WKO 134 MSSC Maintenance Awareness Course 3

AUTOMOTIVE MECHANICS (AUM)

MISSION: The mission of the Automotive Mechanics program is to prepare students for successful employment or advancement as automotive technicians.

The Automotive Mechanics program prepares students to diagnose mechanical problems and to make repairs to all components of the automobile.

This program consists of one certificate, one A.O.T. degree option and one short-certificate.

AUTOMOTIVE MECHANICS Short Certificate – 28 Credit Hours

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

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

AUTOMOTIVE MECHANICS Certificate –48 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:*	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3

Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:*</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	
12-13	

**See Degree Plan for listing of approved courses*

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

Area V - Technical Courses of Study:		36
Select 36 credit hours from the following courses:		
• AUM 101	Fundamentals of Automotive Tech	3
• AUM 112	Electrical Fundamentals	3
• AUM 121	Braking Systems	3
• AUM 122	Suspension and Steering	3
• AUM 124	Automotive Engines	3
• AUM 130	Drive Train and Axles	3
• AUM 162	Electrical/Electronic Systems	3
• AUM 230	Automatic Transmission and Transaxle	3
• AUM 239	Engine Performance I	3
• AUM 244	Engine Performance II	3
• AUM 133	Motor Vehicle Air Conditioning	3
• AUM 212	Advanced Electrical & Electronic Sys	3
• AUM 220	Advanced Automotive Engines	3
• AUM 224	Manual Transmission and Transaxle	3
• AUM 246	Automotive Emissions	3

AUTOMOTIVE MECHANICS

Associate in Occupational Technologies Degree (AOT) 73 Credit Hours

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

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

Major: Automotive Technician Certificate (AUM)

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

General Studies Courses		Hours(s)
Pre-Professional Courses		
• ORI 101 Orientation to College		1
NOTE: See Area V* for other College Requirements		
Area I – Written Composition		3
• ENG 101 English Composition I		3
Area II – Humanities & Fine Arts		6
• Humanities and Fine Arts Course*		3
NOTE: Spanish cannot be used to satisfy this area requirement		
<i>Select one of the following Speech courses:*</i>		
• SPH 106 Fundamentals of Oral Comm.**		3

• SPH 107	Fundamentals of Public Speaking**	3
• SPH 116	Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*		
• Natural Science Requirement		7
<i>Select one of the following courses:*</i>		
• MTH 100	Intermediate College Algebra**	3
• MTH 116	Mathematical Applications**	3
(or higher level math)**		
Area IV – History, Social, & Behavioral Sciences*		
• HIS - History,		3
• SOC - Social or		
• PSY Behavioral Science		

Area V* – Pre-Professional /College Requirements

- Select one of the following courses:**

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

TOTAL GENERAL STUDIES COURSES **25**

**See Degree Plan for listing of approved courses*

Area V – Technical Major Courses		36
Select 36 credit hours from the following courses:		
• AUM 101	Fundamentals of Automotive Tech	3
• AUM 112	Electrical Fundamentals	3
• AUM 121	Braking Systems	3
• AUM 122	Suspension and Steering	3
• AUM 124	Automotive Engines	3
• AUM 130	Drive Train and Axles	3
• AUM 162	Electrical/Electronic Systems	3
• AUM 230	Automatic Transmission and Transaxle	3
• AUM 239	Engine Performance I	3
• AUM 244	Engine Performance II	3
• AUM 133	Motor Vehicle Air Conditioning	3
• AUM 212	Advanced Electrical & Electronic Sys	3
• AUM 220	Advanced Automotive Engines	3
• AUM 224	Manual Transmission and Transaxle	3
• AUM 246	Automotive Emissions	3

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

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

Area V – Medium/Heavy Truck Minor/Elective Courses		12
<i>Select 12 credit hours from the following courses:</i>		
• DEM 104	Basic Engines	3
• DEM 105	Preventive Maintenance	3
• DEM 122	Heavy Vehicle Brakes	3
• DEM 125	Heavy Vehicle Drive Trains	3
• DEM 127	Fuel Systems	3
• DEM 135	Heavy Vehicle Steering and Suspension	3
• DEM 130	Electrical/Electronic Fundamentals	3

AUTOMOTIVE SERVICE (ASE) GM ASEP, FORD ASSET, & TOYOTA T-TEN

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

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

This program consists of one A.A.S. degree for each of the product specific manufacturers.

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

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

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

General Studies Courses	Hours(s)
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Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition 3

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 3

Select one of the following Speech courses:*

- SPH 106 Fundamentals of Oral Comm.** 3
- SPH 107 Fundamentals of Public Speaking** 3
- SPH 116 Intro. to Interpersonal Comms** 3

Area III – Natural Science & Mathematics* 7

- Natural Science Requirement 4

Select one of the following courses:*

- MTH 100 Intermediate College Algebra** 3
- MTH 116 Mathematical Applications** 3
- (or higher level math)**

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

- HIS - History,
- SOC - Social or
- PSY Behavioral Science

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

TOTAL GENERAL STUDIES COURSES	25
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*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:	50
• ASE 101 Fundamentals of Automotive Tech	3
• ASE 112 Electrical Fundamentals	3
• ASE 121 Braking Systems	3
• ASE 122 Suspension and Steering	3
• ASE 124 Automotive Engines	3
• ASE 130 Drive Train and Axles	3
• ASE 133 Motor Vehicle Air Conditioning	3
• ASE 150 Dealership Work Experience	2
• ASE 162 Electrical/Electronic Systems	3
• ASE 212 Advanced Electrical & Electronic Sys	3
• ASE 220 Advanced Automotive Engines	3
• ASE 224 Manual Transmission and Transaxle	3
• ASE 230 Automatic Transmission and Transaxle	3
• ASE 239 Engine Performance I	3
• ASE 244 Engine Performance II	3
• ASE 246 Automotive Emissions	3
• ASE 250 Dealership Work Experience	2
• ASE 252 Dealership Work Experience	2
• ASE 262 Dealership Work Experience	2

AUTOMOTIVE SERVICE (ASE) TechProgram by Mercedes-Benz

MISSION: The mission of the Automotive Service program is to prepare students for successful employment or advancement at the Mercedes-Benz assembly plant through various instructional methods including theory classes, practical laboratory, shop experiences, and cooperative education work experience at the MBUSI assembly plant in Vance, AL.

The TechProgram by Mercedes-Benz is designed to provide students with the technical competence and professionalism expected of the incoming assembly plant worker. The program involves attending on-campus laboratory sessions and on-the-job work at the MBUSI assembly plant in Vance, AL.

This program consists of one A.A.S. degree.

Note: Applicants must apply for employment at MBUSI and be accepted prior to beginning the program.

Application can be made at;

www.learnmercedes.com

AUTOMOTIVE SERVICE SPECIALTY:
TechProgram by Mercedes-Benz
Associate of Applied Science Degree
72 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
<i>Select one of the following Speech courses:*</i>	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
<i>Select one of the following courses:*</i>	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History, • SOC - Social or • PSY Behavioral Science	
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:*</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	22

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:	50
• ASE 101 Fundamentals of Automotive Tech	3
• ASE 112 Electrical Fundamentals	3
• ASE 121 Braking Systems	3
• ASE 122 Suspension and Steering	3
• ASE 124 Automotive Engines	3
• ASE 130 Drive Train and Axles	3
• ASE 133 Motor Vehicle Air Conditioning	3
• ASE 162 Electrical/Electronic Systems	3
• ASE 191 CO-OP	2
• ASE 220 Advanced Automotive Engines	3
• ASE 224 Manual Transmission and Transaxle	3
• ASE 230 Automatic Transmission and Transaxle	3
• ASE 239 Engine Performance I	3
• ASE 244 Engine Performance II	3
• ASE 246 Automotive Emissions	3
• ASE 263 Hybrid & Electric Vehicles	3
• ASE 284 CO-OP	2
• ASE 285 CO-OP	2
• ASE 286 CO-OP	2

The Barbering program at Lawson State Community College is designed to change student's lives through education so they can become trained and equipped for a lucrative career. To attain success in the program as well as in their chosen profession, it will require students to consistently practice their craft and be committed to learning. Students must be willing to learn the necessary scientific concepts within the theory classes so they can master all practical processes to be prepared for a successful career as entrepreneurs.

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

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

BARBERING Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
<i>Select 27 credit hours from the following courses:</i>	
• BAR 108 Introduction to Barbering	3
• BAR 111 Introduction to Barbering Lab	3
• BAR 112 Science of Barbering	3
• BAR 113 Fundamentals of Barbering Applications	3
• BAR 115 Cutting & Styling Techniques	3
• BAR 120 Properties of Chemistry	3
• BAR 121 Chemical Hair Processing	3
• BAR 130 Marketing & Business Management	3
• BAR 132 Hair Styling and Design	3
• BAR 133 Hair Styling & Management Lab	3
• BAR 187 Special Topics in Barbering	3

BARBERING Certificate – 54 Credit Hours

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

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

BARBERING (BAR)

MISSION: The mission of the program is to prepare graduates to be successful in the profession of Barber-Styling in the personal appearance industry

• SPC 103	Career Technical Speaking	2
• SPH 106	Fundamentals of Oral Comm.**	3
• SPH 107	Fundamentals of Public Speaking**	3
• SPH 116	Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3	
<i>Select one of the following courses:*</i>		
• MAH 101	Introductory Technical Math 1	3
• MTH 100	Intermediate College Algebra**	3
• MTH 116	Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3	
<i>Select one of the following courses:</i>		
• DPT 103	Introductory Computer Skills	3
• CIS 130	Introduction to Information Systems*	3
• CIS 146	Microcomputer Applications*	3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

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

BARBERING
Associate in Occupational Technologies Degree (AOT)
73 Credit Hours

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

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

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	

Select one of the following Speech courses:*

• SPH 106	Fundamentals of Oral Comm.**	3
• SPH 107	Fundamentals of Public Speaking**	3
• SPH 116	Intro. to Interpersonal Comms**	3

Area III – Natural Science & Mathematics*

		7
		4

*Select one of the following courses:**

• MTH 100	Intermediate College Algebra**	3
• MTH 116	Mathematical Applications**	3
	(or higher level math)**	

Area IV – History, Social, & Behavioral Sciences*

		3
		4

Area V* – Pre-Professional /College Requirements

		5
		4

*Select one of the following courses:**

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

TOTAL GENERAL STUDIES COURSES

		25
		36

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:

		36
		3

Select 36 credit hours from the following courses:

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

Area V – Minor Courses

		12
		3

Select 12 credit hours from the following courses:

• BUS 100	Intro to Business	3
• BUS 210	Principles of Accounting	3
• BUS 275	Principles of Management	3
• BUS 276	Human Resources Management	3
• BUS 279	Small Business Management	3

**BUILDING
CONSTRUCTION (BUC)**

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

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

BUILDING CONSTRUCTION
Short Certificate – 28 Credit Hours

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• BUC 110 Basic Construction Tools and Materials	3
• BUC 115 Roof and Ceiling Framing	3
• BUC 121 Floors and Walls Framing	3
• BUC 141 On-Grade Concrete Applications	3
• CMT 101 Construction Materials and Methods	3
• BUC 113 Basic Construction Print Reading	3
Complete 9 credit hours from the following courses:	
• ADM 102 Computer Aided Design	3
• AET 221 Energy Design of Buildings	3
• BUC 112 Construction Measurements and Calculations	3
• BUC 131 Interior and Exterior Finishes	3
• BUC 133 Building Codes	3
• BUC 143 Above-Grade Concrete Applications	3
• BUC 150 Homebuilders Licensure	2
• BUC 164 Decks and Patios	3
• BUC 214 Soils and Site Work	3
• BUC 217 Construction Surveying	3
• BUC 238 Cooperative Work Experience	3
• CMT 156 Construction Law	3
• CMT 205 Construction Management	3
• CMT 206 Construction Estimating	3
• CMT 208 Project Planning and Scheduling	3
• CMT 220 Sustainable Project Delivery	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	3
• WKO 110 NCCER	3

BUILDING CONSTRUCTION
Associate of Applied Science Degree
61 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	
Select one of the following Speech courses:*	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4

Select one of the following courses:*

- MTH 100 Intermediate College Algebra** 3
- MTH 116 Mathematical Applications** 3
(or higher level math)**

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

- HIS - History,
- SOC - Social or
- PSY Behavioral Science

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

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

TOTAL GENERAL STUDIES COURSES 25

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study: 36

- BUC 110 Basic Construction Tools and Materials 3
- BUC 115 Roof and Ceiling Framing 3
- BUC 121 Floors and Walls Framing 3
- BUC 141 On-Grade Concrete Applications 3
- CMT 101 Construction Materials and Methods 3
- BUC 113 Blueprint Reading 3

Select 18 credit hours from the following courses:

- ADM 102 Computer Aided Design 3
- AET 221 Energy Design of Buildings 3
- BUC 112 Construction Measurements and Calculations 3
- BUC 131 Interior and Exterior Finishes 3
- BUC 133 Building Codes 3
- BUC 143 Above-Grade Concrete Applications 3
- BUC 150 Homebuilders License Exam Review 2
- BUC 164 Decks and Patios 3
- BUC 214 Soils and Site Work 3
- BUC 217 Construction Surveying 3
- BUC 238 Cooperative Work Experience 3
- CMT 156 Construction Law 3
- CMT 205 Construction Management 3
- CMT 206 Construction Estimating 3
- CMT 208 Project Planning and Scheduling 3
- CMT 220 Sustainable Project Delivery 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 133 Basic Surveying 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A. 3
- WKO 110 NCCER 3

CARPENTRY (CAR)

MISSION: The carpentry program provides students with job preparation through job related live-work experiences: studying the history and theory of working and producing goods and products with wood and related materials. The student will gain experience and knowledge of hand tools, power tools, and other industry related equipment.

Included in the course of study is an introduction to basic joists, job planning, blueprint reading, layout and excavation, foundation and form building, floors, walls, ceilings, and roofing.

Interior and exterior finishes are also covered in carpentry. This program consists of one short certificate.

CARPENTRY Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	27
• CAR 111 Construction Basics	3
• CAR 112 Floors, Walls, Site Preparation	3
• CAR 113 Floors, Walls, Site Preparation Lab	3
• CAR 114 Construction Basics Lab	3
• CAR 121 Introduction to Blueprint Reading	3
• CAR 122 Concrete and Forming	3
• CAR 131 Roof and Ceiling Systems	3
• CAR 132 Interior and Exterior Finishing	3
• CAR 133 Roof and Ceiling Systems Lab	3

COMMERCIAL ART AND ILLUSTRATION (CAT)

MISSION: The mission of the Commercial Art program is to prepare students for employment or advancement as practitioners in the field of commercial art. The program prepares students to become respected, responsible members of society by stressing good work habits, excellent craftsmanship, and ethical conduct.

Students with creativity, motivation, and talent find the Commercial Art program an ideal place to prepare for careers in advertising agencies, art studios, mass media, newspaper and TV enterprises, and publishing. Graduates can elect to become freelance commercial artists or photographers. This program consists of one certificate, one A.O.T. degree option and one short-certificate.

COMMERCIAL ART AND ILLUSTRATION Short Certificate – 25 Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	24
• CAT 101 Modern Commercial Art	3
• CAT 114 Electronic Graphic Applications	3
• CAT 118 Design Drawing	3
• CAT 120 Digital Imaging	3
• CAT 123 Layout and Design	3
• CAT 130 Principles of Design	3
• CAT 132 Basic Advertising Design	3
• CAT 232 Intermediate Advertising Design	3
• CAT 260 Portfolio	3

COMMERCIAL ART AND ILLUSTRATION

Certificate – 48 Credit Hours

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

Hours(s)

Pre-Professional Courses

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

Area I – Written Composition 3

Select one of the following courses:

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

Area II – Humanities & Fine Arts 2-3

*Select one of the following courses:**

- SPC 103 Career Technical Speaking 2
- SPH 106 Fundamentals of Oral Comm.** 3
- SPH 107 Fundamentals of Public Speaking** 3
- SPH 116 Intro. to Interpersonal Comms** 3

Area III – Natural Science & Mathematics 3

*Select one of the following courses:**

- MAH 101 Introductory Technical Math 1 3
 - MTH 100 Intermediate College Algebra** 3
 - MTH 116 Mathematical Applications** 3
- (or higher level math)**

Area V* – Pre-Professional /College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study: 36

- CAT 101 Modern Commercial Art 3
- CAT 114 Electronic Graphic Applications 3
- CAT 118 Design Drawing 3
- CAT 120 Digital Imaging 3
- CAT 123 Layout and Design 3
- CAT 130 Principles of Design 3
- CAT 132 Basic Advertising Design 3
- CAT 232 Intermediate Advertising Design 3
- CAT 260 Portfolio 3

Select 9 credit hours from the following courses:

- CAT 152 Digital Photography 3
- CAT 180 Current Topics 3
- CAT 242 Advanced Advertising Design 3
- CAT 270 Web Site Development 3
- CAT 283 3D Graphics and Animation 3
- CAT 292 Cooperative Work Experience 3

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

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

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

Major: Commercial Art (CAT) Certificate

Minor: Graphics and Prepress (GPC)

General Studies Courses	Hours(s)
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Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition	3
• ENG 101 English Composition I	3

Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course* 3	

NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses.*	
• SPH 106 Fundamentals of Oral Comm.** 3	
• SPH 107 Fundamentals of Public Speaking** 3	
• SPH 116 Intro. to Interpersonal Comms** 3	

Area III – Natural Science & Mathematics*	7
• Natural Science Requirement 4	

Select one of the following courses:*	
• MTH 100 Intermediate College Algebra** 3	
• MTH 116 Mathematical Applications** 3 (or higher level math)**	

Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History, • SOC - Social or • PSY Behavioral Science	4

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

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

TOTAL GENERAL STUDIES COURSES	25
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*See Degree Plan for listing of approved courses

Area V – Technical Major Courses

Select 36 credit hours from the following courses:

• CAT 101 Modern Commercial Art 3	
• CAT 114 Electronic Graphic Applications 3	
• CAT 118 Design Drawing 3	
• CAT 120 Digital Imaging 3	
• CAT 123 Layout and Design 3	
• CAT 130 Principles of Design 3	
• CAT 132 Basic Advertising Design 3	
• CAT 232 Intermediate Advertising Design 3	
• CAT 260 Portfolio 3	
• CAT 152 Digital Photography 3	
• CAT 180 Current Topics 3	

• CAT 242 Advanced Advertising Design 3	
• CAT 270 Web Site Development 3	
• CAT 283 3D Graphics and Animation 3	
• CAT 292 Cooperative Work Experience 3	

Area V – Minor Courses of Study

Select 12 credit hours from the following courses:

• GPC 112 Intro to the Graphic Com. Industry 3	
• GPC 114 Introduction to Computer Graphics 3	
• GPC 124 Computer Drawing 3	
• GPC 128 Basic Electronic Page Layout and Assembly 3	
• GPC 130 Basic Electronic Page Production 3	
• GPC 134 Digital Prepress 3	
• GPC 136 Estimating Costs in Printing and Graphics Communications Industry 3	
• GPC 170 Online Graphic Communications 3	
• GPC 180 Current Topics in GPC 3	

COSMETOLOGY (COS)

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

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

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

This program consists of one certificate and one AOT.

COSMETOLOGY
Certificate – 51 Credit Hours

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

General Studies Courses	Hours(s)
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Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition

Select one of the following courses:

• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:*</i>	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:*</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study:	39
• COS 111 Introduction to Cosmetology	3
• COS 112 Introduction to Cosmetology Lab	3
• COS 113 Theory of Chemical Services	3
• COS 114 Chemical Services Lab	3
• COS 115 Hair Coloring Theory	3
• COS 116 Hair Coloring Lab	3
• COS 117 Basic Spa Techniques	3
• COS 118 Basic Spa Techniques Lab	3
• COS 143 Specialty Hair Preparation Techniques	3
• COS 145 Hair Shaping Lab	3
• COS 151 Nail Care	3
• COS 167 State Board Review	3
• COS 191C Cooperative Learning	3

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

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

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

Major: Cosmetology (COS) Certificate
Minor: Salon Management (CBU)

General Studies Courses **Hours(s)**

Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	
<i>Select one of the following Speech courses:*</i>	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
<i>Select one of the following courses:*</i>	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	
Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:*</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	25
<i>*See Degree Plan for listing of approved courses</i>	
<i>**NOTE: For degree seeking students, choose general studies course options</i>	
Area V - Technical Courses of Study:	36
<i>Select 36 credit hours from the following courses:</i>	
• COS 111 Introduction to Cosmetology	3
• COS 112 Introduction to Cosmetology Lab	3
• COS 113 Theory of Chemical Services	3
• COS 114 Chemical Services Lab	3
• COS 115 Hair Coloring Theory	3
• COS 116 Hair Coloring Lab	3
• COS 117 Basic Spa Techniques	3
• COS 118 Basic Spa Techniques Lab	3
• COS 143 Specialty Hair Preparation Techniques	3
• COS 145 Hair Shaping Lab	3
• COS 151 Nail Care	3
• COS 167 State Board Review	3
• COS 191C Cooperative Learning	3
Area V – Minor Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• BUS 100 Intro to Business	3
• BUS 210 Principles of Accounting	3
• BUS 275 Principles of Management	3
• BUS 276 Human Resources Management	3
• BUS 279 Small Business Management	3

CULINARY ARTS
Associate in Applied Science Degree
70 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	
Select one of the following Speech courses:*	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
Select one of the following courses:*	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications**	3
(or higher level math)**	
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	
Area V* – Pre-Professional /College Requirements	5
Select one of the following courses:*	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications*	3
and	
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	25

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:	45
Select minimum of 45 credit hours from the following courses:	
• CUA 101 Orientation to the Hospitality Profession	3
• CUA 110 Basic Food Preparation Theory	3
• CUA 111 Foundations in Nutrition	3
• CUA 112 Sanitation, Safety, and Food Preparation	2
• CUA 115 Advanced Food Preparation	3
• CUA 120 Basic Food Preparation Lab	2
• CUA 201 Meat Preparation and Processing	3
• CUA 204 Foundations of Baking	3
• CUA 205 Intro to Garde Manger	3
• CUA 208 Advanced Baking	3
• CUA 210 Beverage Management	2
• CUA 213 Food Purchasing and Cost Control	3
• CUA 261 Culinary Apprenticeship Practicum	1
• HSM 111 Orientation to the Hospitality Industry	3
• HED 231 First Aid	3
• CUA 182 Special Topics in Hospitality Service	3
• CUA 180 Special Topics in Hospitality Service	1
• CUA 260 Culinary Internship Apprentice	1

- HSM 112 Law and the Hospitality Industry 3
- HSM 232 Event Logistics and Entertainment 3
- HSM 234 Planning and Development of Leisure Programs 3

COMPUTER AIDED DRAFTING AND DESIGN (DDT)

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

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

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

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

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Core Courses of Study:	27
• ADM 102 Computer Aided Design	3
• AET 110 Basic Architectural CAD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 113 Introduction to Blueprint Reading	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 128 Intermediate Technical Drawing	3
Select 9 credit hours from the following courses: Architectural Design	
• AET 191 Basic Building Information Modeling (BIM)	3
• AET 200 Advanced Architectural CAD	3
• AET 291 Advanced Building Information Modeling (BIM)	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A	3
• DDT 225 Structural Steel Drafting	3

• DDT 231 Advanced CAD	3
• DDT 233 Intermediate 3D Modeling <i>Design Manufacturing</i>	3
• ADM 108 Intro to 3d Modeling	3
• ADM 116 Introduction to CATIA	3
• ADM 118 Introduction to 3D Studio Max	3
• ADM 261 Reverse Engineering	3
• DDT 117 Manufacturing Processes	3
• DDT 133 Basic Surveying	3
• DDT 231 Advanced	3
• DDT 233 Intermediate 3D Modeling	3
• DDT 271 Drafting Internship	3
• CIS 222 Database Management System	3
• GIS 203 Remote Sensing	3

**COMPUTER AIDED DRAFTING AND DESIGN
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
SPECIALTY**

Short Certificate – 27 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	26
• ADM 102 Computer Aided Design	3
• DDT 213 Civil Drafting, Plat Maps	3
• GIS 101 Intro to GIS Technology	2
• GIS 201 Intro to Geographical Information Systems	3
• GIS 202 Cartographic Design for GIS	3
• GIS 204 GIS Application Programming	3
• CIS 212 Visual Basic Programming	3
• CIS 222 Database Management System	3

Select 3 credit hours from the following:

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

**COMPUTER AIDED DRAFTING AND DESIGN
SPECIALTY: 3D PRINTING
ADVANCED MANUFACTURING**

Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• ADM 102 Computer Aided Design	3
• ADM 108 Intro to 3d Modeling	3
• ADM 118 Introduction to 3D Studio Max	3
• ADM 261 Reverse Engineering	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 128 Intermediate Technical Drawing	3
• DDT 233 Intermediate 3D Modeling	3

Select one course from the following courses:

- ADM 116 Introduction to CATIA 3
- AET 110 Basic Architectural CAD 3
- DDT 113 Blueprint Reading 3

- DDT 117 Manufacturing Processes 3
- DDT 231 Advanced CAD 3

**COMPUTER AIDED DRAFTING AND DESIGN
SPECIALTY: AUTODESK TRAINING AND
CERTIFICATION**

Short Certificate – 28 Credit Hours

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

Semester Hours

Pre-Professional Courses **1**

- ORI 101 Orientation to College

Technical Courses of Study: **27**

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

Select one course from the following courses:

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

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

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

General Studies Courses **Hours(s)**

Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition **3**

Select one of the following courses:

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

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

*Select one of the following courses:**

- SPC 103 Career Technical Speaking 2
- SPH 106 Fundamentals of Oral Comm.** 3
- SPH 107 Fundamentals of Public Speaking** 3
- SPH 116 Intro. to Interpersonal Comms** 3

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

*Select one of the following courses:**

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra** 3
- MTH 116 Mathematical Applications** (or higher level math)** 3

Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Core Courses of Study:	33
• ADM 102 Computer Aided Design	3
• AET 110 Basic Architectural CAD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 128 Intermediate Technical Drawing	3

Select 18 credit hours from the following courses:

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

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

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1

NOTE: See Area V* for other College Requirements

Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	
• Humanities and Fine Arts Course*	3

NOTE: Spanish cannot be used to satisfy this area requirement

<i>Select one of the following Speech courses:</i> *	3
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms.**	3

Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
<i>Select one of the following courses:</i> *	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3

Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	1
• SOC - Social or	1
• PSY Behavioral Science	1

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

TOTAL GENERAL STUDIES COURSES **25**

<i>*See Degree Plan for listing of approved courses</i>	42
Area V - Technical Core Courses of Study:	42
• ADM 102 Computer Aided Design	3
• AET 110 Basic Architectural CAD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 128 Intermediate Technical Drawing	3
• ADM 255 Application of Design Capstone	3

<i>Select 24 credit hours from the following courses:</i>	42
• ADM 108 Intro to 3d Modeling	3
• ADM 116 Introduction to CATIA	3
• ADM 118 Introduction to 3D Studio Max	3
• ADM 261 Reverse Engineering	3
• AET 191 Basic Building Information Modeling (BIM)	3
• AET 200 Advanced Architectural CAD	3
• AET 221 Energy Design of Buildings	3
• AET 291 Advanced Building Information Modeling (BIM)	3
• DDT 113 Blueprint Reading	3
• DDT 117 Manufacturing Processes	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	3
• DDT 225 Structural Steel Drafting	3
• DDT 231 Advanced CAD	3
• DDT 233 Intermediate 3D Modeling	3
• DDT 271 Drafting Internship	3
• BUC 110 Basic Construction Tools	3
• BUC 112 Construction Materials and Cal.	3
• CMT 101 Construction Materials and Methods	3
• CMT 220 Sustainable Project Delivery	3

• CIS 212	Visual Basic Programming	3
• CIS 222	Database Management System	3
• GIS 101	Intro to GIS Technology	2
• GIS 201	Intro to Geographical Information Systems	3
• GIS 202	Cartographic Design for GIS	3
• GIS 203	Remote Sensing	3
• GIS 204	GIS Application Programming	3

ELECTRICAL/ELECTRONIC ENGINEERING (EET)

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

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

ELECTRICAL/ELECTRONIC ENGINEERING Short Certificate – 22 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 103 Solid State Fundamentals	3
• ETC 104 Digital Fundamentals	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
<i>Select 3 credit hours from the following courses:</i>	
• AUT 199 Special Topics in Manufacturing	3
• ILT 194 Introduction to PLCs	3
• ILT 198 Electronic Circuits I	3

INDUSTRIAL ELECTRONICS: ELECTRICAL (ILT)

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

Electricity is essential for light power, air-conditioning, and refrigeration. Electricians install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security, and communications. Electricians generally specialize in construction or maintenance work, although a growing number do both. Electricians specializing in

construction primarily install wiring systems into new homes, businesses, and factories, but they also rewire or upgrade existing electrical systems as needed. This program consists of one short certificate.

ELECTRICAL (ILT) Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ELT 110 Wiring Methods	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
<i>Select 6 credit hours from the following courses:</i>	
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 226 Cable Splicing and Installation	3
• EET 235 NEC Code	3
• ELT 117 AC & DC Machines	3
• ELT 182 Special Topics in ELT Technology	3
• ETC 108 Motor Controls I	3
• AUT 199 Special Topics in Manufacturing	3
• WKO 110 NCCER Core	3

ELECTRONICS- INDUSTRIAL (ILT)

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

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

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

ELECTRONICS- INDUSTRIAL Short Certificate – 25 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1

Technical Courses of Study:	24
• AUT 104 Blueprint Reading for Manufacturing	3
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 108 Motor Controls I	3
• ETC 102 AC Fundamentals	3

Select a minimum of 9 credit hours from the following courses:

• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 232 Sensor Technology and Applications	3
• ETC 103 Solid State Fundamentals	3
• ETC 104 Digital Fundamentals	3
• ILT 194 Introduction to PLCs	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ELT 117 AC & DC Machines	3

ELECTRONICS – INDUSTRIAL Certificate – 45 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:*	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
Select one of the following courses:*	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
Select one of the following courses:	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study:	33
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3

• ETC 102 AC Fundamentals	3
• ETC 108 Motor Controls	3
• ETC 103 Solid State Fundamentals	3
• ETC 104 Digital Fundamentals	3

Select 15 credit hours from the following courses:

• AUT 199 Special Topics in Manufacturing	3
• ILT 194 Introduction to PLCs	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ILT 212 PLCs in Automated Systems	3
• AUT 104 Blueprint Reading for Manufacturing	3
• AUT 116 Introduction to Robotics	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3
• AUT 212 Robot Operation and Programming	3
• AUT 214 Robotic Manuf. & Computer Simulation	3
• AUT 232 Sensor Technology and Applications	3
• INT 118 Fundamentals of Industrial Hydraulics/Pneumatics	3
• ELT 110 Wiring Methods	3
• ELT 117 AC & DC Machines	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
• ELT 182 Special Topics in ELT Technology	3
• EET 226 Cable Splicing and Installation	3
• EET 235 NEC Code	3
• INT 192 Cooperative Work Experience	3
• WKO 110 NCCER Core	3

ELECTRONICS – INDUSTRIAL Associate in Applied Science Degree 67 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3
NOTE: Spanish cannot be used to satisfy this area requirement	
Select one of the following Speech courses:*	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4
Select one of the following courses:*	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	

Area V* – Pre-Professional /College Requirements	5
<i>Select one of the following courses:*</i>	
• CIS 130 Introduction to Information Systems	3
• CIS 146 Microcomputer Applications* and	3
• Two 1-hour PED Activity Courses*	2
TOTAL GENERAL STUDIES COURSES	25

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:	42
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 108 Motor Controls I	3
• ETC 103 Solid State Fundamentals	3
• ETC 104 Digital Fundamentals	3
• AUT 232 Sensor Technology and Applications	3
• AUT 208 Automated System Diagnosis and Troubleshooting	3

Select 18 credit hours from the following courses:

• ILT 194 Introduction to PLCs	3
• AUT 104 Blueprint Reading for Manufacturing	3
• AUT 199 Special Topics in Manufacturing	3
• ILT 196 Advanced PLCs	3
• ILT 198 Electronic Circuits I	3
• ILT 212 PLCs in Automated Systems	3
• AUT 116 Introduction to Robotics	3
• AUT 212 Robot Operation and Programming	3
• AUT 214 Robotic Manuf. & Computer Simulation	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• ELT 110 Wiring Methods	3
• ELT 117 AC & DC Machines	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
• ELT 200 Special Topics in ELT	3
• EET 226 Cable Splicing and Installation	3
• EET 235 NEC Code	3
• ELT 110 Wiring Methods	3
• ELT 200 Special Topics in ELT	3
• INT 192 Cooperative Work Experience	3
• WKO 110 NCCER Core	3

GRAPHICS AND PREPRESS (GPC)

MISSION: The mission of the Graphics and Prepress program is to prepare students for employment in graphic design, prepress operations, printing, desktop publishing, and web page development using industry standard software applications and equipment. The program also offers continuing education opportunities in emerging technologies.

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

Lawson State Community College provides education opportunities in the rapidly growing field of graphics and prepress communications. Because the program is based on the mastery of major computer software applications, students receive a strong foundation in desktop graphics and prepress skills.

Graduates of the program find rewarding careers in traditional and electronic publishing, advertising, web design, and print production. Advanced students can participate in cooperative work courses that offer valuable field experience and allow for career exploration. This program consists of one certificate, one short-certificate, and one A.O.T. degree option.

GRAPHICS AND PREPRESS Short Certificate – 16 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	1
Technical Courses of Study	15
• GPC 112 Intro to the Graphic Com. Industry	3
• GPC 128 Basic Electronic Page Layout and Assembly	3
• GPC 134 Digital Prepress	3
• GPC 136 Estimating Costs in Printing and Graphics Communications	3
• GPC 170 Online Graphic Communications	3

GRAPHICS AND PREPRESS Certificate – 41 Credit Hours

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

	Hours(s)
General Studies Courses	1
Pre-Professional Courses	1
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:*</i>	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:*</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study		18
• GPC 112	Intro to the Graphic Com. Industry	3
• GPC 128	Basic Electronic Page Layout and Assembly	3
• GPC 134	Digital Prepress	3
• GPC 136	Estimating Costs in Printing and Graphics Communications	3
• GPC 170	Online Graphic Communications	3
• GPC 180	Current Topics	3

GRAPHICS AND PREPRESS
Associate in Occupational Technologies Degree (AOT)
61 Credit Hours

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

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

Major: Graphics and Prepress (GPC) Certificate

Minor: Commercial Art (CAT)

General Studies Courses	Hours(s)
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Pre-Professional Courses

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

Area I – Written Composition	3
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• ENG 101	English Composition I	3
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Area II – Humanities & Fine Arts	6
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• Humanities and Fine Arts Course*	3
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NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses.*

• SPH 106	Fundamentals of Oral Comm.**	3
• SPH 107	Fundamentals of Public Speaking**	3
• SPH 116	Intro. to Interpersonal Comms**	3

Area III – Natural Science & Mathematics*	7
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• Natural Science Requirement	4
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Select one of the following courses:*

• MTH 100	Intermediate College Algebra**	3
• MTH 116	Mathematical Applications** (or higher level math)**	3

Area IV – History, Social, & Behavioral Sciences*	3
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• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	

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

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

TOTAL GENERAL STUDIES COURSES	25
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*See Degree Plan for listing of approved courses

V – Technical Major Courses	33
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• GPC 112	Intro to the Graphic Com. Industry	3
• GPC 128	Basic Electronic Page Layout and Assembly	3

• GPC 134	Digital Prepress	3
• GPC 136	Estimating Costs in Printing and Graphics Communications	3
• GPC 170	Online Graphic Communications	3
• GPC 180	Current Topics	3

Area V – Minor/Elective Courses	12
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Select 18 credit hours from the following courses:

• CAT 101	Modern Commercial Art	3
• CAT 118	Design Drawing	3
• CAT 120	Digital Imaging	3
• CAT 123	Layout and Design	3
• CAT 130	Principles of Design	3
• CAT 132	Basic Advertising Design	3
• CAT 152	Digital Photography	3

**HOSPITALITY SERVICES
MANAGEMENT (HSM)**

MISSION: The mission of the Hospitality Services Management program is to prepare students for employment as Food Service, Lodging, Entertainment and Recreation Managers.

These Managers are prepared for careers in the hospitality industry including restaurants, hotels, entertainment venues, bakeries, cafes, catering, and foodservice management.

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

**HOSPITALITY SERVICES MANAGEMENT
Short Certificate – 29 Credit Hours**

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

Semester Hours

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

• HSM 111	Orientation to the Hospitality Industry	3
• HSM 112	Law and the Hospitality Industry	3
• HSM 181	Special Topics in Hospitality	3
• HSM 232	Event Logistics and Entertainment	3
• CUA 112	Sanitation, Safety, and Food Preparation	2
• CUA 213	Food Purchasing and Cost Control	3

Select 11 credit hours from the following:

• HSM 234	Planning and Development of Leisure Programs	3
• HSM 270	Planning & Management of Sports Tourism & Events	3
• HSM 281	Current Topics in Hospitality	3
• BUS 100	Introduction to Business	3
• BUS 210	Introduction to Accounting	3
• BUS 215	Business Communications	3
• CUA 110	Basic Food Preparation Theory	3
• CUA 111	Foundations in Nutrition	3
• CUA 120	Basic Food Preparation Lab	2
• CUA 180	Special Topics	1
• CUA 204	Foundations of Baking	3
• IDS 120	International Studies	3

HOSPITALITY SERVICES MANAGEMENT
Certificate – 44 Credit Hours

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

General Studies Courses Hours(s)
Pre-Professional Courses

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

Area I – Written Composition 3

Select one of the following courses:

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

Area II – Humanities & Fine Arts 2-3

Select one of the following courses:*

- SPC 103 Career Technical Speaking 2
- SPH 106 Fundamentals of Oral Comm.** 3
- SPH 107 Fundamentals of Public Speaking** 3
- SPH 116 Intro. to Interpersonal Comms** 3

Area III – Natural Science & Mathematics 3

Select one of the following courses:*

- MAH 101 Introductory Technical Math 1 3
- MTH 100 Intermediate College Algebra** 3
- MTH 116 Mathematical Applications** 3
- (or higher level math)**

Area V* – Pre-Professional /College Requirements 3

Select one of the following courses:

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study 31

- HSM 111 Orientation to the Hospitality Industry 3
- HSM 112 Law and the Hospitality Industry 3
- HSM 181 Special Topics in Hospitality 3
- HSM 232 Event Logistics and Entertainment 3
- CUA 112 Sanitation, Safety, and Food Preparation 2
- CUA 213 Food Purchasing and Cost Control 3

Select 14 credit hours from the following:

- HSM 123 Hospitality Field Experience 3
- HSM 234 Planning and Development of Leisure Programs 3
- HSM 250 Hospitality Marketing 3
- HSM 270 Planning & Management of Sports Tourism & Events 3
- HSM 281 Current Topics in Hospitality 3
- BUS 100 Introduction to Business 3
- BUS 210 Introduction to Accounting 3
- BUS 215 Business Communications 3
- CUA 110 Basic Food Preparation Theory 3
- CUA 111 Foundations in Nutrition 3
- CUA 120 Basic Food Preparation Lab 2
- CUA 180 Special Topics 1

- CUA 182 Special Topics 3
- CUA 204 Foundations of Baking 3
- CUA 214 International Cuisine 3
- IDS 120 International Studies 3

HOSPITALITY SERVICES MANAGEMENT
Associate in Applied Science Degree
71 Credit Hours

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

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

Major: Graphics and Prepress (GPC) Certificate

Minor: Commercial Art (CAT)

General Studies Courses Hours(s)
Pre-Professional Courses

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

Area I – Written Composition 3

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 6

- Humanities and Fine Arts Course* 3

NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses:*

- SPH 106 Fundamentals of Oral Comm.** 3
- SPH 107 Fundamentals of Public Speaking** 3
- SPH 116 Intro. to Interpersonal Comms** 3

Area III – Natural Science & Mathematics* 7

- Natural Science Requirement 4

Select one of the following courses:*

- MTH 100 Intermediate College Algebra** 3
- MTH 116 Mathematical Applications** 3
- (or higher level math)**

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

- HIS - History,
- SOC - Social or
- PSY Behavioral Science

Area V* – Pre-Professional /College Requirements 5

Select one of the following courses:*

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

TOTAL GENERAL STUDIES COURSES 25

*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study 31

- HSM 111 Orientation to the Hospitality Industry 3
- HSM 112 Law and the Hospitality Industry 3
- HSM 181 Special Topics in Hospitality 3
- HSM 232 Event Logistics and Entertainment 3
- CUA 112 Sanitation, Safety, and Food Preparation 2
- CUA 213 Food Purchasing and Cost Control 3

Select 29 credit hours from the following:

• HSM 123	Hospitality Field Experience	3
• HSM 234	Planning and Development of Leisure Programs	3
• HSM 250	Hospitality Marketing	3
• HSM 270	Planning & Management of Sports Tourism & Events	3
• HSM 281	Current Topics in Hospitality	3
• BUS 100	Introduction to Business	3
• BUS 210	Introduction to Accounting	3
• BUS 215	Business Communications	3
• CUA 110	Basic Food Preparation Theory	3
• CUA 111	Foundations in Nutrition	3
• CUA 120	Basic Food Preparation Lab	2
• CUA 180	Special Topics	1
• CUA 182	Special Topics	3
• CUA 204	Foundations of Baking	3
• CUA 214	International Cuisine	3
• IDS 120	International Studies	3

INDUSTRIAL MAINTENANCE (INT)

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

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

INDUSTRIAL MAINTENANCE Short Certificate – 28 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	27
• AUT 102 Lean Manufacturing & Industrial Safety	3
• INT 117 Principles of Industrial Mechanics	3
• INT 118 Fundamentals of Industrial Hydraulics & Pneumatics	3
• INT 134 Principles of Industrial Maintenance Metal Welding and Cutting Tech	3

Select 15 credit hours from the following courses:

• AUT 104	Blueprint Reading for Manufacturing	3
• ILT 194	Introduction to PLCs	3
• AUT 116	Introduction to Robotics	3
• EET 100	Introduction to Engineering Technologies	3
• ETC 101	DC Fundamentals	3
• INT 124	Prod. Equipment Layout and Installation	3
• INT 126	Preventive Maintenance	3
• INT 127	Prin. of Ind. Pumps And Piping Systems	3
• INT 192	Cooperative Work Experience	3

• ETC 108	Motor Controls I	3
• MTT 139	Intro to Computer Numerical Controls	3

LOGISTICS AND SUPPLY CHAIN TECHNOLOGY (LGT)

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

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

LOGISTICS AND SUPPLY CHAIN TECHNOLOGY See Short Certificate in AUT Program

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

MACHINE TOOL TECHNOLOGIST (MTT)

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

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

MACHINE TOOL Manual Short Certificate – 25 Credit Hours

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

Pre-Professional Courses	Semester Hours
• ORI 101 Orientation to College	1
Technical Courses of Study:	24
• MTT 107 Machining Calculations I	3
• MTT 121 Basic Blueprint Reading	3
• MTT 127 Metrology	3

• MTT 147	Introduction to Machine Shop I	3
• MTT 148	Introduction to Machine Shop I Lab	3
• MTT 149	Introduction to Machine Shop II	3
• MTT 150	Introduction to Machine Shop II Lab	3
• MTT 171	Intermediate Blueprint Reading.	3

MACHINE TOOL CNC Short Certificate – 25 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study	24
• MTT 139 Intro to Computer Numerical Controls	3
• MTT 142 Advanced Machining Calculations	3
• MTT 218 Computer Integrated Manufacturing	3
• MTT 219 CNC Graphics: Turning	3
• MTT 220 CNC Graphics: Milling	3
• MTT 221 Advanced Blueprint Reading	3
• MTT 241 CNC Milling Lab I	3
• MTT 243 CNC Turning Lab I	3

MEDIA PRODUCTION (RTV)

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

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

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

MEDIA PRODUCTION Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• RTV 115 Audio Production I	3
• RTV 118 Media Pre-Production I	3
• RTV 119 Video Production I	3
• RTV 120 Media Post Production I	3
• RTV 215 Audio Production II	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3
• MCM 100 Introduction To Mass Communications	3

MEDIA PRODUCTION

Certificate – 39 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
Select one of the following courses:	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
Select one of the following courses:*	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
Select one of the following courses:*	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications**	3
(or higher level math)**	
Area V* – Pre-Professional /College Requirements	3
Select one of the following courses:	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13
<i>*See Degree Plan for listing of approved courses</i>	
<i>**NOTE: For degree seeking students, choose general studies course options</i>	
Area V - Technical Courses of Study:	27
• RTV 115 Audio Production I	3
• RTV 118 Media Pre-Production I	3
• RTV 119 Video Production I	3
• RTV 120 Media Post Production I	3
• RTV 215 Audio Production II	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3
• MCM 100 Introduction To Mass Communications	3

MEDIA PRODUCTION Associate in Applied Science Degree 71 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
• ENG 101 English Composition I	3

Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course*	3

NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses:*	
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3

Area III – Natural Science & Mathematics*	7
• Natural Science Requirement	4

Select one of the following courses:*	
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3

Area IV – History, Social, & Behavioral Sciences*	3
• HIS - History,	
• SOC - Social or	
• PSY Behavioral Science	

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

TOTAL GENERAL STUDIES COURSES	25
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*See Degree Plan for listing of approved courses

Area V - Technical Courses of Study:	45
• MCM 100 Introduction To Mass Communications	3
• MCM 102 Writing for the Mass Media	3
• RTV 101 Introduction To Broadcasting	3
• RTV 115 Audio Production I	3
• RTV 118 Media Pre-Production I	3
• RTV 119 Video Production I	3
• RTV 120 Media Post Production I	3
• RTV 125 Digital Photography Foundation	3
• RTV 153 Practicum In Television/Video I	3
• RTV 154 Practicum In Television/Video II	3
• RTV 215 Audio Production II	3
• RTV 191 Internship In TV Or Radio Broadcasting	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3

MEDIUM/HEAVY TRUCK TECHNICIAN (DEM)

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

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

MEDIUM/HEAVY TRUCK TECHNICIAN

Short Certificate –28 Credit Hours

Pre-Professional Courses	1
• ORI 101 Orientation to College	1

Technical Courses of Study:	27
• DEM 104 Basic Engines	3
• DEM 122 Heavy Vehicle Brakes	3
• DEM 125 Heavy Vehicle Drive Trains	3
• DEM 130 Electrical/Electronic Fundamentals	3

Select 15 credit hours from the following courses:

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

MEDIUM/HEAVY TRUCK TECHNICIAN

Certificate – 48 Credit Hours

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

General Studies Courses	Hours(s)
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Pre-Professional Courses	
• ORI 101 Orientation to College	1

NOTE: See Area V* for other College Requirements

Area I – Written Composition	3
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Select one of the following courses:

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

Area II – Humanities & Fine Arts	2-3
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Select one of the following courses:*

• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3

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

• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3

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

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

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13
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*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study:	36
• DEM 104 Basic Engines	3
• DEM 122 Heavy Vehicle Brakes	3
• DEM 125 Heavy Vehicle Drive Trains	3
• DEM 130 Electrical/Electronic Fundamentals	3

Select 24 credit hours from the following courses:

• DEM 105 Preventive Maintenance	3
• DEM 111 Equipment Safety/Mechanical Fund	3
• DEM 117 Diesel and Gas Tune-up	3
• DEM 123 Pneumatics and Hydraulics	3
• DEM 124 Electronic Engine Systems	3
• DEM 126 Advanced Engines	3
• DEM 127 Fuel Systems	3
• DEM 135 Heavy Vehicle Steering and Suspension	3
• DEM 137 Heating A/C and Refrigeration Systems	3
• DEM 156 CDL License Test Preparation	3
• TRK 112 Safe Operating Practices	3

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

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

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

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

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

General Studies Courses	Hours(s)
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Pre-Professional Courses

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

Area I – Written Composition	3
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• ENG 101 English Composition I	3
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Area II – Humanities & Fine Arts	6
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• Humanities and Fine Arts Course*	3
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NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses.*

• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3

Area III – Natural Science & Mathematics*	7
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• Natural Science Requirement	4
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Select one of the following courses:*

• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications**	3

(or higher level math)**

Area IV – History, Social, & Behavioral Sciences*	3
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• HIS - History,	1
• SOC - Social or	1
• PSY Behavioral Science	1

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

Select one of the following courses:*

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

TOTAL GENERAL STUDIES COURSES	25
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***See Degree Plan for listing of approved courses**

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

Select 24 credit hours from the following courses:

• DEM 105 Preventive Maintenance	3
• DEM 111 Equipment Safety/Mechanical Fund	3
• DEM 117 Diesel and Gas Tune-up	3
• DEM 123 Pneumatics and Hydraulics	3
• DEM 124 Electronic Engine Systems	3
• DEM 126 Advanced Engines	3
• DEM 127 Fuel Systems	3
• DEM 135 Heavy Vehicle Steering and Suspension	3
• DEM 137 Heating A/C and Refrigeration Systems	3
• DEM 156 CDL License Test Preparation	3
• TRK 112 Safe Operating Practices	3

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

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

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

Area V – Automotive Mechanics Minor/Elective Courses	12
-------------------------------------------------------------	-----------

Select 12 credit hours from the following courses:

• AUM 101 Fundamentals of Automotive Technology	3
• AUM 112 Electrical Fundamentals	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Automotive Engines	3
• AUM 130 Drive Train and Axles	3
• AUM 162 Electrical/Electronic Systems	3

PLUMBING & PIPE FITTING (PLB)

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

In addition to residential work, plumbers also do installation for new construction, pipe-laying, and pipe-fitting. Plumbers install, maintain, and repair many different types of pipe systems. The Occupational Outlook Handbook reports that "job opportunities

are expected to be excellent, as demand for skilled pipe layers, pipe fitters and steamfitters is expected to outpace the supply of workers trained in this craft."

This program consists of one short certificate.

PLUMBING
Short Certificate – 28 Credit Hours

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

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
• PLB 111 Introduction to Plumbing	3
• PLB 112 Plumbing Applications	3
• PLB 113 Pipes and Fittings	3
• PLB 115 Pressure and Non-Pressure Systems	3
• PLB 116 Pressure and Non-Pressure Sys. Apps.	3
• PLB 117 Plumbing Codes	3
• PLB 211 Plumbing and Repair and Installation	3
• PLB 224 Plumbing Co-op	3
<i>Select 3 credit hours from the following courses:</i>	
• PLB 118 Code Application	3
• WKO 110 NCCER Core	3

WELDING
TECHNOLOGY (WDT)

MISSION: The mission of the Welding program is to prepare a skilled craftsman for employment or advancement in welding and fabricating industries. The program also provides specialized courses for welders desiring to upgrade their skills or to learn new skills.

The Welding curriculum provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis is placed on the technical aspects of welding. Classroom and lab experiences are offered in the welding of carbon, aluminum, and stainless base metals with various welding processes. Specialized classes include blueprint reading/fabrication, welding inspection and testing, oxyfuel, and plasma arc cutting, CNC automated cutting, pipe welding and layout. Students may also become AWS certified welders upon program completion. This program consists of one certificate and one short-certificate.

WELDING TECHNOLOGY
Short Certificate – 28 Credit Hours

	Semester Hours
Pre-Professional Courses	1
• ORI 101 Orientation to College	
Technical Courses of Study:	27
<i>Select 27 credit hours from the following courses:</i>	
• WDT 108 SMAW Fillet/OFC	3
• WDT 109 SMAW Fillet/PAC/CAC	3
• WDT 110 Industrial Blueprint Reading	3
• WDT 119 GMAW Welding	3
• WDT 120 SMAW Groove	3

• WDT 122	SMAW Fillet/OFC Lab	3
• WDT 124	GMAW Welding	3
• WDT 157	Consumable Welding Processes	3
• WDT 158	Consumable Welding Processes Lab	3
• WDT 166	Flux Core Arc Welding	3
• WDT 167	Flux Core Arc Welding Lab	3
• WDT 180	Special Topics "Welding Applications	3
• WDT 219	Welding Inspection and Testing	3
• WDT 221	Pipefitting and Fabrication	3
• WDT 223	Blueprint Reading for Fabrication	3
• WDT 281	Special Topics in Welding Technology	3

WELDING TECHNOLOGY
Certificate – 51 Credit Hours

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

General Studies Courses	Hours(s)
Pre-Professional Courses	
• ORI 101 Orientation to College	1
NOTE: See Area V* for other College Requirements	
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	3
• ENG 101 English Composition I**	3
Area II – Humanities & Fine Arts	2-3
<i>Select one of the following courses:*</i>	
• SPC 103 Career Technical Speaking	2
• SPH 106 Fundamentals of Oral Comm.**	3
• SPH 107 Fundamentals of Public Speaking**	3
• SPH 116 Intro. to Interpersonal Comms**	3
Area III – Natural Science & Mathematics	3
<i>Select one of the following courses:*</i>	
• MAH 101 Introductory Technical Math 1	3
• MTH 100 Intermediate College Algebra**	3
• MTH 116 Mathematical Applications** (or higher level math)**	3
Area V* – Pre-Professional /College Requirements	3
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	3
• CIS 130 Introduction to Information Systems*	3
• CIS 146 Microcomputer Applications*	3
TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS	12-13

*See Degree Plan for listing of approved courses

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

Area V - Technical Courses of Study:	39
• WDT 108 SMAW Fillet/OFC	3
• WDT 109 SMAW Fillet/PAC/CAC	3
• WDT 110 Industrial Blueprint Reading	3
• WDT 119 GMAW Welding	3
• WDT 120 SMAW Groove	3
• WDT 218 Certification	3
• WDT 223 Blueprint Reading for Fabrication	3

Select 18 credit hours from the following courses:

- WDT 122 SMAW Fillet/OFC Lab 3
- WDT 124 GMAW Welding Lab 3
- WDT 125 SMAW Groove Lab 3
- WDT 157 Consumable Welding Processes 3
- WDT 158 Consumable Welding Processes Lab 3
- WDT 166 Flux Core Arc Welding 3
- WDT 167 Flux Core Arc Welding Lab 3
- WDT 180 Special Topics: Welding Applications 3
- WDT 217 SMAW Carbon Pipe 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 228 GTAW Welding 3
- WDT 257 SMAW Carbon Pipe Lab 3
- WDT 258 Certification Lab 3
- WDT 268 GTAW Lab 3
- WDT 281 Special Topics in Welding Technology 3

WELDING TECHNOLOGY

Associate in Occupational Technologies Degree (AOT)
73 Credit Hours

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

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

Major: Welding Technology (WDT) Certificate

Minor: Industrial Systems Maintenance (INT)

General Studies Courses	Hours(s)
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Pre-Professional Courses

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition

- | | |
|---------------------------------|---|
| • ENG 101 English Composition I | 3 |
|---------------------------------|---|

Area II – Humanities & Fine Arts

- | | |
|------------------------------------|---|
| • Humanities and Fine Arts Course* | 3 |
|------------------------------------|---|

NOTE: Spanish cannot be used to satisfy this area requirement

Select one of the following Speech courses:*

- | | |
|---------------------------------------------|---|
| • SPH 106 Fundamentals of Oral Comm.** | 3 |
| • SPH 107 Fundamentals of Public Speaking** | 3 |
| • SPH 116 Intro. to Interpersonal Comms** | 3 |

Area III – Natural Science & Mathematics*

- | | |
|-------------------------------|---|
| • Natural Science Requirement | 4 |
|-------------------------------|---|

Select one of the following courses:*

- | | |
|-------------------------------------------------------------------|---|
| • MTH 100 Intermediate College Algebra** | 3 |
| • MTH 116 Mathematical Applications**
(or higher level math)** | 3 |

Area IV – History, Social, & Behavioral Sciences*

- | | |
|-------------------------------------------------------------------|---|
| • HIS - History,
• SOC - Social or
• PSY Behavioral Science | 3 |
|-------------------------------------------------------------------|---|

Area V* – Pre-Professional /College Requirements

Select one of the following courses:*

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

TOTAL GENERAL STUDIES COURSES **25**

*See Degree Plan for listing of approved courses

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

- WDT 108 SMAW Fillet/OFC 3
- WDT 109 SMAW Fillet/PAC/CAC 3
- WDT 110 Industrial Blueprint Reading 3
- WDT 119 GMAW Welding 3
- WDT 120 SMAW Groove 3
- WDT 218 Certification 3
- WDT 258 Certification Lab 3
- WDT 124 GMAW Welding Lab 3
- WDT 125 SMAW Groove Lab 3
- WDT 157 Consumable Welding Processes 3
- WDT 158 Consumable Welding Processes Lab 3
- WDT 166 Flux Core Arc Welding 3
- WDT 167 Flux Core Arc Welding Lab 3
- WDT 180 Special Topics: Welding Applications 3
- WDT 217 SMAW Carbon Pipe 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 228 GTAW Welding 3
- WDT 257 SMAW Carbon Pipe Lab 3
- WDT 268 GTAW Lab 3
- WDT 281 Special Topics in Welding Technology 3

Area V – Technical Minor Courses**Select 12 credit hours from the following courses:**

- AUT 102 Lean Manufacturing & Industrial Safety 3
- AUT 104 Blueprint Reading for Manufacturing 3
- AUT 116 Introduction to Robotics 3
- AUT 212 Robot Operation and Programming 3
- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 108 Motor Controls I 3
- ILT 194 Introduction to PLCs 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Fundamentals of Industrial Hydraulics & Pneumatics 3
- INT 124 Prod. Equipment Layout and Installation 3
- INT 126 Preventive Maintenance 3
- INT 127 Principles of Ind Pumps & Piping 3
- INT 134 Industrial Maint Welding & Cutting 3



COLLEGE TRANSFER: GENERAL STUDIES & LIBERAL ARTS PROGRAMS

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COLLEGE TRANSFER MISSION & OUTCOMES

Mission: The College Transfer Division is dedicated to promoting and maintaining the highest level of instructional delivery in all classrooms to ensure that learning takes place at the highest level and that students are successful at the college and once they matriculate to their four-year institutions of choice.

Emphasis is placed on the following program outcomes:

- ✓ The student will be able to read, analyze, and interpret meaning from college level texts—both in poetry and prose.
- ✓ The student will be able to demonstrate mastery of college level mathematics which includes the ability to analyze, reason and problem solve.
- ✓ The student will demonstrate mastery of written communications in the form of essays and research papers. Such mastery should include the student's ability to plan, think (logically), organize and support his or her ideas using Standard English. Writings should also demonstrate a thorough understanding of grammar, syntax and punctuation.
- ✓ The student will demonstrate proficiency in his/her major core subject area.
- ✓ The student will pass all required exiting competencies, as required.
- ✓ The student will demonstrate the ability to think critically and logically.
- ✓ The student will be knowledgeable in basic computer operations and programs.
- ✓ The student will demonstrate proficiency in oral communications.

DEGREES AWARDED:

Lawson State Community College (within the College Transfer Division) awards the following degrees: Associate in Arts, Associate in Science, and Associate in Applied Science. A student shall be awarded a degree when he or she completes the full requirements outlined within the specific degree plan. Students MUST pay particular attention to the degree plan as well as the STARS agreement which highlights the courses that will satisfy the college the student wishes to transfer to.

All college transfer students should complete and retain a **STARS** guide in order to properly follow their degree plans. Failure to do so may result in students taking courses that are NOT transferable to their four-year institution.

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

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

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

College Transfer Division

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

The following areas fall under the College Transfer Division:

- **Developmental Education (non transferable)**

Areas:

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

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

DISTANCE EDUCATION (ECOLLEGE)



DR. BRUCE CRAWFORD, VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

**DR. KESHA JAMES, DIRECTOR OF DISTANCE EDUCATION
(ECOLLEGE)**
EMAIL: KJAMES@LAWSONSTATE.EDU
Phone: 205-929-6450

Distance Education (eCollege):

Distance learning courses are included in the curriculum of a particular program (Business) and are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

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

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

Full Online Program: Lawson State offers two full online programs in Business (only)--Business & Business Education. Student can take a limited number of their (General Education) classes online towards that degree.

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

Verification of Distance Education Students Identities & Testing Requirements

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

Distance Education Fees

Testing Fees (Incurred at Registration):

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

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

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

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

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

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

Equipment Requirements (Distance Education)

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

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



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

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



Science Lab Kits

GENERAL STUDIES



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

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

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

UNDERSTANDING GENERAL STUDIES:

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

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

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

UNDERSTANDING GENERAL STUDIES AREAS

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

AREA I - Written Composition (6 SH)

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

AREA II - Humanities and Fine Arts (12 SH)

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

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

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

AREA III - Natural Sciences and Mathematics (11 SH)

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

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

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

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

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

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

Area V is designated for courses appropriate to the degree/major requirements of the individual student (it may also include electives*).

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

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

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

GENERAL STUDIES OVERVIEW



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

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

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

UNDERSTANDING GENERAL STUDIES:

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

HOW TO CRAFT A GENERAL STUDIES DEGREE?

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

UNDERSTANDING GENERAL STUDIES AREAS

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

AREA I - Written Composition (6SH)

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

AREA II - Humanities and Fine Arts (12SH)

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

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

AREA III - Natural Sciences and Mathematics (11 SH)

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

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

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

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

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

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

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

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

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

COLLEGE READINESS: DEPARTMENT OF DEVELOPMENTAL EDUCATION

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

sdavis@lawsonstate.edu

Phone: 205-929-6357

MISSION: The Department of Developmental Education is an intensive and technologically advanced instructional program designed to equip students with the academic skills necessary to perform on a college-level. In addition, the department supports the personal growth of its students through advising, tutoring, counseling, and tracking of academic progress.

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

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

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

Program Outcomes:

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

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

DEVELOPMENTAL COURSE SEQUENCE

Students are placed in specific levels of developmental studies.

ENGLISH TRACK:

ENR 098 Developmental English and Reading (4 credits). This course has a built-in lab component.

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

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

MATHEMATICS: MTH 098 Developmental Algebra (4 credits). This course has a built-in lab component.

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

MTH100 Intermediate Algebra. (3 credits)—College Level Course

MTH099 Intermediate Algebra Learning Support Lab (1 credit)

Testing Out Policy:

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

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

DEPARTMENT OF HEALTH & PHYSICAL EDUCATION

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

MR. CARLTON RICE, ATHLETIC DIRECTOR

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

crice@lawsonstate.edu
eagee@lawsonstate.edu

MISSION: The Department of NaturaHealth, Physical Education, Recreation and Dance is an integral part of the total educational program at Lawson State Community College. The primary focus of the Department is the education of students toward the development of physical, mentally, emotionally, and socially fit citizens through the medium of physical activities, which have been selected, with a view toward realizing these outcomes.

The objectives of the Department are:

- To understand and respect the body as a medium for the expression of self.
- To portray socially acceptable and personally rewarding behavior in a thorough relationships with others.
- To identify the physically under-developed student and mark him/her to improve his/her physical capacities.
- To develop strength, flexibility, balance, and individual perfection of the body through vigorous muscle activities.
- To grow in understanding and skills in order to maintain fitness for later years.
- To develop skills in the lifetime sports to be perpetuated in later life.

The aims and services of the Department are to provide students at Lawson State with:

- Opportunities for fun, enjoyment, and a fellowship through participation.
- Opportunities that will be conducive to their health and physical fitness.
- Programs that constitute health and fitness.
- Instructional programs that identify and emphasize certain specific objectives. These include developing skills and improving physical endurance.

Distance Education:

Distance learning courses taught in Physical Education are regulated by the same

policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF HUMANITIES AND FINE ARTS

MRS. REBECCA DUNCAN, CHAIRPERSON

rduncan@lawsonstate.edu

Phone: 205-929-3448

MISSION: The Humanities and Fine Arts Department serves students from the Birmingham area in providing components of a fine arts education degree. Speech, humanities, art, music, and theater are available for courses as well as degrees for concentration in a two-year transfer program. The Department assists students in achieving their educational goals through mastery of academics as well as the arts. Through the service-oriented philosophy of the department, students are provided the experiences of on-site learning, as well as performance-oriented experiences throughout the campus.

LONG-RANGE GOALS

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

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

- Develop knowledge and understanding and appreciation for the arts and humanities.
- Help students develop the ability to read, think, and write clearly, and critically and apply such knowledge within the arts and humanities.
- Help students become aware of the truth, beauty, and wisdom of our culture to the extent that they are able to make value judgments about the arts.
- Teach the fundamental skills of speaking, performing, and creating art and music.



- Help students develop an understanding of and a respect for other cultures through diverse study of art, music, and theater.
- Give the student an awareness and appreciation of the aesthetic and intellectual history of the target culture and of its present day manifestations.
- Help students comprehend, analyze and explicate literary works via theatrical exposure and performance.
- To preserve, appreciate and transmit knowledge of the arts past and present in order to provide a comprehensive understanding of the human experience.
- To increase understanding of a multi-cultural world and demonstrate the ability and diversity of human experience.
- To improve the understanding of students' own culture through exposure to the arts and humanities.
- To help remove myths and stereotypes about other cultures through a gained understanding and appreciation for the arts and humanities (across cultures).
- To develop critical thinking.

Students who plan to receive an Associate in Arts Degree are able to transfer to a four-year institution and pursue a bachelor's degree in related fields.

Distance Education:



Distance learning courses taught within the Department of Humanities and Fine Arts are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF LANGUAGES AND LITERATURE

MISSION: The Humanities Department serves students from the Birmingham area in providing components of a liberal arts education degree. College writing, reading, and foreign language are available for courses as well as degrees for concentration in a two-year transfer program. The Department assists students in achieving their educational goals through mastery of academics. Through the service-oriented philosophy of the department, students are provided the experiences of on-site learning as well as distance education learning.

LONG-RANGE GOALS

- To increase the variety and availability of courses offered in the department.
- To develop and implement a comprehensive program for staff development based on identified needs and current research in the area of Humanities.
- To expose students to diversity through languages and literature.
- To support the General Educational Program of the institution through implementation of requirements throughout the department.
- To recruit and maintain full-time and adjunct faculty to meet the needs of the institution.

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

- Develop knowledge and understanding of reading and writing on the college level.
- Help students develop the ability to read, think, and write clearly, and critically.
- Help students understand and appreciate good writing and literature.
- Help students become aware of the truth, beauty, and wisdom of our culture to the extent that they are able to make value judgments about the society in which they live.
- Teach the fundamental skills of reading and writing in a foreign language.
- Help students develop an understanding of and a respect for another culture.
- Give the student an awareness and appreciation of the aesthetic and intellectual history of the target culture and of its present day manifestations.
- Help students comprehend, analyze, and explicate literary works in a foreign language.
- To preserve, appreciate, and transmit knowledge of the past and to provide a comprehensive understanding of the human experience.
- To increase understanding of a multi-cultural world and demonstrate the ability and diversity of human experience.
- To improve the understanding of students' own culture.
- To help remove myths and stereotypes through the exposure of literature and critical analysis.
- To develop critical thinking.

Students who plan to receive an Associate in Arts Degree are able to transfer to a four-year institution and pursue a bachelor's degree in related fields.

Distance Education:

Distance learning courses taught within the Department of Languages and Literature are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives,



skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF NATURAL SCIENCES

DR. TRACEY WILSON, CHAIRPERSON

twilson@lawsonstate.edu

MISSION: The faculty of the Department of Natural Sciences at Lawson State Community College believes that all students are important individuals who, although different from each other in background, talent, capability, and initiative, is entitled to an education that will enable them to realize their maximum potential both as individuals and as members of society. The Department is designed for students who plan to receive an Associate in Science Degree in order to transfer to a four-year institution and pursue a bachelor degree in natural science, health professions and/or related fields. Instructors are employees of the college and, as such, are just as accountable for the content and quality of instruction on or off campus. The instructor is responsible for keeping the courses current and making revisions when necessary.

The program objectives Natural Science are:

- Educate students in the basic principles of scientific reasoning and problem solving. This enhances their ability to assess critical situations accurately.
- Prepare the student for entrance into a four-year institution with emphasis in the various allied health professions and other science or health related professions (under the General Studies curriulcm). Moreover, the Allied Health and related professions are designed to enhance student's analytical thinking skills, communication skills and learn to apply these skills and other teaching to the job market.

Distance Education:



Distance learning courses taught within the Department of Natural Sciences are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF MATHEMATICS

MISSION: The faculty of the Department of Mathematics at Lawson State Community College believes that all students are important individuals who, although different from each other in background, talent, capability, and initiative, is entitled to an education that will enable them to realize their maximum potential both as individuals and as members of society. The Departments are designed for students who plan to receive an Associate in Science Degree in order to transfer to a four-year institution and pursue a bachelor degree in mathematics and related fields.

Distance learning courses are included in the curriculum of a particular program and are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distant learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

The program objectives for Mathematics are to:

- Develop quantitative skills of curious students who enjoy the enterprise of problem solving and the rewards of discovery.
- Encourage students to pursue advanced training in math commensurate with their goals and talents.
- Develop students' potential for employment in business, industry, teaching, government, etc. by acquainting them with fundamental concept in mathematics.
- Service those students majoring in fields where mathematics is required.
- Prepare effective teachers of mathematics and competent mathematicians for work in business, government, and industry.
- Offer a course of study in mathematics for students entering the College with mathematics deficiencies.
- Offer general mathematics courses for non-science majors.
- Offer courses essential for those students pursuing study in major fields other than mathematics, including those that elect to minor in mathematics.

- **Distance Education:**



- Distance learning courses taught within the Department of Mathematics are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distance learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

MS. VENITA TUBBS, CHAIRPERSON
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

vtubbs@lawsonstate.edu

MISSION: The Mission of the Social and Behavioral Sciences Department at Lawson State is to provide students with high quality academic coursework leading to a certificate or associate degree, or in preparation for transfer into a baccalaureate degree program. Additionally, this department provides excellent scholastic support in the many general education courses required of students pursuing any degree program at Lawson State. Our programs are relevant to students' personal and professional needs, develop student's critical thinking skills, enhance their self-esteem, and assist in the development of student into organized, focused, empowered, and independent lifelong learners.

The Department of Social and Behavior Sciences prepares competent professionals equipped with the knowledge, values and skills that are required to meet the challenges of problems and needs faced by diverse individuals, families, organizations, and urban communities in a changing, global, social environment. Students who plan to receive an Associate in Arts Degree are able to transfer to a four-year institution and pursue a Bachelor's degree in related fields of study.



Distance Education:

Distance learning courses taught within the Department of Social and Behavioral Sciences are regulated by the same policies as though conducted in a classroom on

GENERAL STUDIES & LIBERAL ARTS
Associate of Arts (AA) and
Associate of Science (AS)

**CAUTION: DO NOT FOLLOW THIS DEGREE PLAN
WITHOUT A STARS GUIDE IN YOUR HAND**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I – Written Composition	6
ENG 101 English Composition I and	
ENG 102 English Composition II	6
Area II – English, Humanities & Fine Arts	12-13
SPH 107 Fund. of Public Speaking OR	3
SPH106 Fund. of Oral Communication	

IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

ENG 251 American Literature I	
ENG 252 American Literature II /OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II/OR	3-6
ENG 271 World Literature	
ENG 272 World Literature	3-6

***Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.**

SPA 101 Introductory Spanish I	4
ART 100 Art Appreciation	3
HUM 101 Intro. to Humanities	3
MUS 101 Music Appreciation	3
THR 120 Theater Appreciation	3
THR 126 Intro. to Theatre	3
PHL 206 Ethics and Society	3
PHL 106 Introduction to Philosophy	3
REL 151 Survey of the Old Testament	3
REL 152 Survey of the New Testament	3
SPH 116 Introduction to Interpersonal Comm	3
HUM299-01 PTK Honors Course I	1
HUM299-02 PTK Honors Course II	1
HUM29903 PTK Honors Course III	1
HUM 299 PTK Honors Course	3
REL 100 World Religion	3

Area III – Natural Science or Mathematics	11-12
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Select **ONE** math course based on your **STARS Guide**.

MTH 110 Finite Mathematics	3
MTH 112 Precalculus	3
MTH 113 Precalculus Trigonometry	3
MTH 115 Precalculus Algebra & Trig	4
MTH 120 Calculus and Its Applications	3
MTH 125 Calculus I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4

MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations I	3
MTH 265 Elementary Statistics	3
MTH250 DISCRETE MATH	3
MTH270 PROBABILITY AND STATISTICS 3	

REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

BIO 101 Introduction to Biology I w/Lab and	
BIO 102 Introduction to Biology II w/Lab/ OR	8
BIO 103 Principles of Biology I w/Lab and	
BIO 104 Principles of Biology II w/Lab OR	8
CHM 104 Intro. to Chemistry I and	
CHM 105 Intro. to Chemistry II OR	8
CHM 111 College Chemistry I and	
CHM 112 College Chemistry II OR	8
GEO 101 Principles of Geology I and	
GEO 102 Principle of Geology II OR	8
PHS 111 Physical Science I and	
PHS 112 Physical Science II OR	8
PHY 201 General Physics I and	
PHY 202 General Physics II/ OR	8
CHM221 Organic Chemistry	
CHM222 Organic Chemistry II	8

Area IV – History, Social & Behavioral Sciences	12
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IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

HIS 101 Hist. of Western Civ. I and	
HIS 102 Hist. of Western Civ. II/ OR	3-6
HIS 201 United States History I and	
HIS 202 United States History II	3-6
HIS 121 World History I and	
HIS 122 World History II OR	3-6

***Select remaining credits from the listing below. Total credits for Area IV must equal 12.**

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

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3

Two 1-hour PED activity courses (no substitutions) 2

Pre-professional Electives based on GS major. 14-18

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

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

ADVERTISING (UA ONLY)
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
ECO 232 Principles of Microeconomics	3
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MCM 100 Intro. to Mass Communication	3
MCM 102 Writing for Mass Media	3
MCM230 Survey of Advertising	3
Pre-professional Electives (See STARS Guide)	5-9

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

ANIMAL BIO-HEALTH SCIENCE
General Studies (AS)
AAMU Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (6) Literature Sequence	3-6
(American Literature, ENG251 OR English Literature, ENG261 OR World Literature, ENG271.)	
Fine Arts Required Elective	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
BIO 103 Principles of Biology I and	
BIO 104 Principles of Biology II	8
See STARS for other Science Options under Area III.	
Area IV – History, Social & Behavioral Sciences	12
History Course (Select your choice)	3
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining 6 credits from: HIS101, HIS102, HIS121, HIS122, HIS201, HIS202, ECO231, ECO232, POL200, SOC200 and SOC210.	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
<i>Select remaining credits from the listings below:</i>	14-18
CHM 112 College Chemistry I	4
CHM 221 Organic Chemistry I	4
PHY 201 General Physics I	4
PHY 202 General Physics II	4
HED 221 Personal Health/OR	3
HED 224 Personal and Community Health	3
MTH 113 Precalculus Trigonometry	3

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

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

ANIMAL SCIENCES
General Studies (AS)

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

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
MTH 113 Precalculus Trigonometry/OR
MTH 115 Precalculus Algebra & Trig 3
BIO 103 Principles of Biology I w/Lab and
BIO 104 Principles of Biology II w/Lab 8

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2

*Select remaining credits from the listings below:
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
PHY 201 General Physics I 4
CHM 221 Organic Chemistry I 4
ECO 232 Principles of Microeconomics 3
BIO 201 Anatomy & Physiology I 4
BIO 202 Anatomy & Physiology II 4

See STARS for Pre-Vet for Guidance.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

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

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

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

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

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

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-22
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
MTH 126 Calculus II 4
MTH 227 Calculus III 4
MTH 237 Linear Algebra 3
MTH 238 Applied Differential Equations I 3

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

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ARCHITECTURE (AU Only)
General Studies/Transferable Track (AS)
Auburn University Only—See STARS Guide

ADVISING ALERT:
 Interested in Drafting & Design?
 See the Career Technical section of this catalog

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
PHL206 Ethics in Society/OR	3
PHL106 Introduction to Philosophy	3
Literature (3) Select on Literature course only.	3
(American Lit. ENG251 OR English Lit. ENG261 OR World Literature ENG271.)	
Fine Arts Required Electives	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus/OR	4
MTH 115 Precalculus Algebra & Trig	4
PHY 201 General Physics I/and	
PHY 202 General Physics II/OR	8
PHY 213 General Physics I/and	
PHY 214 General Physics II/OR	8

*Select one Physics sequence ONLY.

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

*Select two courses from the listing below.

CIS207 Intro. Web Page Development	3
CIS208 Intermediate Web Page Development	3
CIS255 Java Programming	3

Pre-professional Electives (See STARS Guide) 4-8

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

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

ART EDUCATION
General Studies (AA)

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
PHL206 Ethics in Society/OR	3
PHL106 Introduction to Philosophy	3
Literature (3) Select on Literature course only.	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanites Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3

Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3

***Select remaining credits from the listing below.**

ART 203 Art History I	3
ART 204 Art History II	3

Pre-professional Electives (See STARS Guide) 0-3

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

ART HISTORY General Studies (AA)

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

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanites Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

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

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 203 Art History I	3
<i>*Select 12 credits (4 courses) from the listing below.</i>	
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
ART 204 Art History II	3
Pre-professional Electives (See STARS Guide)	0-4

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

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

ART STUDIO General Studies (AA)

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

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART100 Art Appreciation	3
Additional Humanites Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

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

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
ART 204 Art History II	3
Pre-professional Electives (See STARS Guide)	0-4

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

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

ATHLETIC TRAINING

*MUST BE ADMITTED TO THE PROGRAM.
General Studies (AS)

*LSSC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fund. of Public or Oral Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH112 PreCalculus Algebra or higher	3
BIO 103 Principles of Biology	4
Physics or Chemistry Required. See STARS.	

(See STARS Guide for course selection options)
*(*Physics required for students intending to transfer to Univ. of AL and West Alabama. Chemistry required for Troy University.)*

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

NOTE: Area V courses may not be available in all cases.

Area V – Pre-Professional/LSSC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BIO 201 Human Anatomy & Physiology I	4
BIO 202 Human Anatomy & Physiology II	4

***Select remaining credits from the listing below.**

*HED221 Personal Health /OR	4
*NUR206 Advanced Nutrition Concepts	4
Pre-professional Electives (See STARS Guide)	0-4

NOTE: We recommend HED221. For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

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

BEHAVIORAL SCIENCE (Athens Only)

General Studies (AS)

Athens State University Only—See STARS Guide

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

*LSSC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH112 PreCalculus Algebra or higher	3

Select 2 science classes (8 credits) from the listing below.

BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3

Area V – Pre-Professional/LSSC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

Pre-professional Electives (See STARS Guide)	11-15
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NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

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

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

BIOLOGY
General Studies (AS)

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

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12-13
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III – Natural Science or Mathematics 11
MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS 3
BIO 103 Principles of Biology I w/Lab and BIO 104 Principles of Biology II w/Lab 8

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

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

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
CIS 146 Microcomputer Applications 3
CHM 111 College Chemistry I w/ Lab 4
CHM 112 College Chemistry II w/ Lab 4

See STARS : Select remaining courses from Area V course listing from your transferring college. 6-10

Approved Area V Electives

(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS).

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

TOTAL REQUIRED HOURS FOR DEGREE 63-64

BIOLOGY EDUCATION: SECONDARY (MIDDLE / HIGH SCHOOL)
General Studies (AS)

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS 3
BIO 103 Principles of Biology I w/Lab and BIO 104 Principles of Biology II w/Lab 8

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

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

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
CIS 146 Microcomputer Applications 3
CHM 111 College Chemistry I w/ Lab 4
CHM 112 College Chemistry II w/ Lab 4

See STARS : Select remaining courses from Area V course listing from your transferring college. 6-10

Approved Area V Electives

(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS).

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

TOTAL REQUIRED HOURS FOR DEGREE 60-64

BIOMEDICAL SCIENCES
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

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

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

Area I: Written Composition 6

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

Area II: Humanities and Fine Arts 12

SPH 107	Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)		3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
Fine Arts Required Electives:		3
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Additional Humanites Elective Options:		
(Spanish, SPA101 or Humanities HUM101)		0-4

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

Area III: Natural Sciences and Mathematics 12

MTH 125	Calculus I or higher	4
Physics Sequence Required		
Take CHM 111 & 112	College Chemistry I & II	8

Area IV: History, Social and Behavioral Sciences 12

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

Area V – Pre-Professional/LSCC Courses 18-22

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

*Select remaining Area V credits from the following:

BIO 103	Principles of Biology I	4
BIO104	Principles of Biology II	4
MTH 265	Elementary Statistics	3
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
PHY 201	General Physics I	4
PHY 202	General Physics II	4

Other course options are available; see STARS. UAB students have different requirements; see STARS.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

BUILDING SCIENCE (AU Only)

General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

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

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

Area I: Written Composition 6

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

Area II: Humanities and Fine Arts 12

PHL 206	Ethics and Society	3
Literature Class (3)		3

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives:

(Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanites Elective Options:

(Spanish, SPA101 or Humanities HUM101)

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

Area III: Natural Sciences and Mathematics 12

MTH 125	Calculus I or higher	4
Physics Sequence Required		
PHY 201	General Physics I and	

PHY 202	General Physics II	8
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*Students can opt to take PHY213 and PHY214 instead.

Area IV: History, Social and Behavioral Sciences 12

History Sequence Required (6)	6
(History of Western Civilization: HIS101 & HIS102; or World History: HIS121 & HIS122; or US History: HIS201,&HIS202)	

Select remaining 6 credits from the Area IV STARS Guide:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3

Area V – Pre-Professional/LSCC Courses 18-22

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		
BUS 241	Introduction to Accounting I	3

BUS 146	Personal Finance	3
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Pre-professional Electives (See STARS Guide) 7-11

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

TOTAL REQUIRED HOURS FOR DEGREE 60-64

CAREER TECHNICAL EDUCATION
General Studies (AS)
—See STARS Guide—Athens State ONLY

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

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

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
 MTH 112 Pre-Calculus Algebra or higher 3
 Select 2 science classes (8 credits) from the listing below.
 BIO 101 Introduction to Biology I 4
 BIO 102 Introduction to Biology II 4
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4
 CHM 104 Introduction to Chemistry I 4
 CHM 105 Introduction to Chemistry II 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

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

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

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Pre-professional Electives (See STARS Guide) 14-18

***Select remaining credits from STARS course listings for Athens State University.**

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

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

FOR BUSINESS LISTINGS,
See the Business & Information Technologies
Section of this Catalog.

CHEMISTRY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide.
DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

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

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 12
 MTH 125 Calculus I 4
 CHM 111 College Chemistry I and
 CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 18-22
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2

***Select remaining credits from the listings below. See STARS.**
 PHY 201 General Physics I and
 PHY 202 General Physics II/OR 8
 PHY213 General Physics w/Calculus I and
 PHY214 General Physics w/Calculus II 8
 MTH 126 Calculus II (req'd at most 2 yr. colleges) 4

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

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

**CHEMISTRY EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)**

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

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

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
CHM 111 College Chemistry I and	
CHM 112 College Chemistry II	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credits from the listings below.	
PHY 201 General Physics I and	
PHY 202 General Physics II/OR	8
PHY213 General Physics w/Calculus I and	
PHY214 General Physics w/Calculus II	8
MTH 126 Calculus II (req'd at most colleges)	4

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

TOTAL REQUIRED HOURS FOR DEGREE 60-64



What is STARS?

"STARS stands for Statewide Transfer & Articulation Reporting System. STARS is a web-accessible database system which provides guidance and direction for prospective transfer students in the State of Alabama. The STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama. Although transfer guides/agreements can only be printed for two-year to four-year transfers, the STARS system can still provide guidance and direction to transfer students who have a different transfer situation.

How to Access My STARS Report?

To access your STARS Report, click on QUICK LINKS from the LSCC Website and click on the STARS Link. Follow the directions on the page to access or watch our online video tutorial.

Can I Transfer Early? What is Reverse Transfer?

Yes. You can transfer early and complete a Reverse Transfer. Reverse transfer assists students who earned credits that applied towards an Associate Degree while enrolled at a community college but who did not complete sufficient credits to earn their Associate Degree. These students then pursued their education at a four-year institution. This agreement is designed to facilitate the transfer of credits earned by students at a four-year institution back to the community college to complete their associate degree. Student consent for FERPA purposes will be obtained prior to any reverse transfer data exchange. Students will be eligible for reverse transfer when they have met the following criteria:

- a. Have earned at least 25% of the credit hours required for their degree from a member institution in the Alabama Community College System.
- b. Have earned at least 3 semester credit hours from the four-year institution.
- c. Adhere to all policies and guidelines related to student admissions and transfer at both the four-year institutions and ACCS college.

FOR ELEMENTARY / EARLY CHILDHOOD EDUCATION, SEE DEGREE PLANS THAT START WITH THE LETTER "E"
General Studies (AAS)

CHILD DEVELOPMENT
Associate in Applied Science (AAS)

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

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

Select this course option if you are **NOT** planning to transfer to a 4-year institution or if you wish to enter the work field upon completion of your 2-year degree. If you are planning on transferring, see the **(AS) Associate in Science degree for Elementary/Early Childhood Education instead.**

Area I: Written Composition **6**
 ENG 101 English Composition I **3**

Area II: Humanities and Fine Arts **10**
 SPH 107 Fundamentals of Public Speaking **3**
 SPA 101 Introductory Spanish I **4**
 MUS101 Music Appreciation/**OR** **3**
 ART100 Art Appreciation **3**

Area III: Natural Sciences and Mathematics **7**
 MTH 100 Intermediate College Algebra/**OR** **3**
 MTH 116 Mathematical Applications **3**
 Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics) **4**
 See STARS Guide for course selection options.

Area IV: History, Social and Behavioral Sciences **9**
 PSY 200 Introduction to Psychology **3**
 PSY 210 Human Growth & Development **3**
 SOC 247 Marriage and Family **3**

Area V – Pre-Professional/LSCC Courses **5**
 CIS 146 Microcomputer Applications **3**
 Two 1-hour PED activity courses (no substitutions) **2**

Area V—Field of Concentration Courses **30-33**
 Select remaining credits from the course listings below:
 CHD 100 Intro to Early Care & Ed.of Children **3**
 CHD 201 Chid Growth and Dev. Principal **3**
 CHD 202 Children's Creative Experience **3**
 CHD 203 Children's Lit. & Lang. Dev. **3**
 CHD 204 Meth./Tching. Presch. Children **3**
 CHD 205 Prog. Plng. for Ed.Yng Children **3**
 CHD 206 Children Health & Safety **3**
 CHD 208 Admin. of Child Dev. Prog. **3**
 CHD 209 Infant & Toddler Ed. Prog. **2**
 CHD 210 Ed. Exceptional Yng. Children **2**
 CHD 215 Supv. Pract. Exp. in Child Dev. **2**
 CHD 220 Parenting Skills **3**
TOTAL REQUIRED HOURS FOR DEGREE **67-70**

Interested in obtaining a 4-year degree and teaching on the elementary, middle or high school level?
 Pursue an Associate in Science degree in Education.
 See Education listings.

EDUCATION: Program Options for Associate in Science Degree (transferable programs)

- Elementary/Early Childhood Education
- Education: Middle/High School (Pre-Teacher)
- Art Education: Middle/High School (See next page.)
- Biology Education: Middle/High School
- Business Education: Middle/High School
- Chemistry Education: Middle/High School
- English/Language Arts Education: Middle/High School
- Geography Education: Middle/High School
- Health Education: Middle/High School
- History Education: Middle/High School
- Math Education: Middle/High School
- Music Education: Middle/High School
- Physics Education: Middle/High School
- Social Studies Education: Middle/High School
- Spanish Education: Middle/High School



Students MUST print and retain a copy of the STARS articulation agreement guide prior to selecting courses.

Failure to do so may result in your Area of Concentration NOT being TRANSFERABLE.

NOTIFICATION OF STARS CHANGES:

Please note that transfer colleges can change course requirements within STARS agreements; thus, this catalog only represents what the STARS agreements were as outlined at the time of printing. Hence, it is the student's responsibility to ALWAYS print out a current STARS agreement and follow that agreement. Please alert your advisor and our Records Office if you notice a discrepancy between your current STARS agreement and the outlined degree plan in this catalog.

**CLINICAL LAB SCIENCES /
MEDICAL TECHNICIAN
General Studies (AS)**

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3
CHM111 College Chemistry I	4
CHM112 College Chemistry II	4

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

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BIO103 Principles of Biology I	3
CHM 221 Organic Chemistry I	4
BIO 220 General Microbiology	4
*MTH 265 Elementary Statistics/OR	3
*PSY 260 Statistics for the Social Sciences	3
Pre-professional Electives (See STARS Guide)	0-4

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

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

**COMMUNICATION STUDIES OR SPEECH
General Studies (AA)**

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) Take one Literature class only.	3
(American Lit. ENG251 OR English Lit. ENG261 OR World Literature ENG271.)	

Fine Arts Required Electives:
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) **3**
(See STARS Guide for course selection options)

***NOTE: This degree requires a required History sequence. See Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Pre-Calculus Algebra or higher	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

Area IV: History, Social and Behavioral Sciences	12
History Sequence (6) (See STARS)	6
(History of Western Civilization: HIS101 & HIS102; or World History: HIS121 & HIS122; or US History: HIS201 & HIS202)	
PSY 200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
SPH 116 Intro. to Interpersonal Comms./OR	3
SPH 106 Fundamentals of Oral Comm.	3
Selection additional Pre-professional Electives (See STARS Guide)	11-15

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

**FOR COMPUTER SCIENCE LISTINGS,
See the Business Technologies Section of the Catalog**

**CONSUMER SCIENCE
University of Alabama Only—See STARS Guide**

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

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

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
MTH 112 Pre-Calculus Algebra or higher 3

Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

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

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
ECO 231 Principles of Macroeconomics 3
ECO 232 Priniciples of Microeconomics 3

Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
BUS146 Personal Finance 3
HEC250 Management in Family Living 3
BUS210 Introduction to Accounting 3

Pre-professional Electives (See STARS Guide) 5-9
TOTAL REQUIRED HOURS FOR DEGREE 60-64

**CRIMINAL JUSTICE
General Studies (AS)—See STARS
Associate in Science--TRANSFERABLE**

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

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

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives:
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics or higher 3

Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

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

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
Two 1 hour PED activity courses (no substitutions) 2
CRJ 100 Introduction to Criminal Justice 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 150 Introduction to Corrections 3
CRJ 160 Introduction to Security 3

Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

CRIMINAL JUSTICE
Associate in Applied Science (AAS)

Non-Transferable Degree.

See Criminal Justice (AS) for transferable degree.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	3
ENG 101 English Composition I	3

Area II: Humanities and Fine Arts	6
SPH 107 Fund. of Public Speaking	3
Humanites or Fine Arts Elective (Select One)	3
(HUM101, ART100, MUS101 or THR120)	

Area III: Natural Sciences and Mathematics	10
MTH 116 Mathematics Application/OR	
MTH 110 Finite Mathematics or higher level	3
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics)	4
CIS 146 Microcomputer Applications	3

Area IV: History, Social and Behavioral Sciences	3
PSY 200 General Psychology/ OR	3
SOC 200 Intro to Sociology	3

Area V – Pre-Professional/LSCC Courses	47
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	1
CRJ 209 Juvenile Delinquency	3
CRJ 100 Introduction to Criminal Justice	3
CRJ 130 Intro to Law & Judicial Procedure	3
CRJ 208 Intro to Criminology	3
CRJ 216 Police Organization & Admin.	3
CRJ 220 Criminal Investigation	3
POL 211 American National Government	3
PSY 250 Social Psychology	3
SOC 210 Social Problems	3
SOC 247 Marriage and Family	3
CRJ 150 Introduction to Corrections / OR	
CRJ 212 Correctional Counseling Techniques	3
HED 231 First Aid	3
CRJ 280 Internship (Elective, upon Approval)	3
CRJ 116 Police Patrol (Elective)	3

TOTAL REQUIRED HOURS FOR DEGREE	69
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***Check with your advisor to ensure this program is still available.**

COMPUTER SCIENCE
General Studies (AS)

—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 112 Pre-Calculus Algebra	3
Complete a Science Sequence (8 credits)	8
BIO101 & 102, BIO102 & 104, CHM104 & 105, CHM111 & 112, PHS111 & 112, PHY201&202, etc.	

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 113 Calculus II	3
MTH 125 Discrete Math	3
CIS 251 Intro. to Computer Science I	3
CIS 285 Advanced Computer Programming	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

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

Looking for DENTAL ASSISTANT, not our college transfer program?
See the Health Professions Section of this Catalog

DENTISTRY TRACK
*In STARS, this Program of Study is entitled,
Pre-Dentistry
General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Fine Arts & Humanities Electives
(See STARS Guide for course selection options) 3-6

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses 2
Pre-professional Electives: 14-18
See catalog of your Transferring College for specifics.

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
If searching for this degree in STARS, search for **Pre-Dentistry**.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ECONOMICS General Studies (AS)

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives:
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics 11
MTH 112 Pre-Calculus Algebra or higher 3
BIO 101 Introduction to Biology I/and
BIO 102 Introduction to Biology II/OR 8
BIO 103 Principles of Biology I/and
BIO 104 Principles of Biology II/OR 8
CHM 104 Introduction to Chemistry I
CHM 105 Introduction to Chemistry II/OR 8
CHM 111 College Chemistry I/OR
CHM 112 College Chemistry II 8

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

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
ECO 231 Principles of Macroeconomics 3
ECO 232 Prinicples of Microeconomics 3
Select remaining credits from the Area IV STARS Guide:
PSY200 General Psychology 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
Select remaining credits from the listing below.
PHL 206 Ethics and Society 3
PHL 106 Introduction to Philosophy 3
SOC 200 Introduction to Sociology 3
POL 200 Introduction to Political Science 3
POL 211 American National Government 3
Pre-professional Electives (See STARS) 2-6

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ELEMENTARY OR EARLY CHILDHOOD EDUCATION
General Studies (AS)
Reflects the new "No Child Left Behind" changes.

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Communications 6
 ENG101 English Composition I 3
 ENG102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature Sequence (6) LSCC Required 6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)

***NOTE:** A Literature sequence is required for LSCC students in order to provide for more Social Science course selections under Area IV. This enables the student to take more classes that will help them to understand the child psychology more.

Area III – Natural Science or Mathematics 11
 MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
 BIO 101 Introduction to Biology I 4
 Select another 4 credit Natural Science course. 4
 (Chemistry, Organic Chem., Physics, Physical Science , etc...)
 *See STARS report for other science options.
 Sciences DO NOT have to be in sequential for this major.

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

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Select 9 additional math credits from the listing below.
 See STARS Guide for more options.
 MTH 112 Precalculus 3
 MTH 113 Precalculus Trigonometry 3
 MTH 115 Precalculus Algebra & Trig. 4
 MTH 125 Calculus I 4
 MTH 231 Math for Elem. Teacher I 3
 MTH 232 Math for Elem. Teacher II 3
Select 4 additional science credits. See STARS Guide.
Course selected in Area II cannot substitute.
 BIO 102 Introduction to Biology II 3
 BIO 103 Principles of Biology 3
 See STARS for additional course selections 1-4

TOTAL REQUIRED HOURS FOR DEGREE 60-64

EMERGENCY MANAGEMENT
General Studies (AS)
Associate in Science—JSU Only

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

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

Area I – Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (6) Literature sequence required 6
 (American Lit. ENG251 OR English Lit. ENG261 OR World Literature ENG271.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Area III – Natural Science or Mathematics 11
 MTH110 Finite Mathematics/OR
 MTH 112 Precalculus Algebra or higher 3
 BIO 103 Principles of Biology I/and
 BIO 104 Principles of Biology II w/Lab 8
 CHM 111 College Chemistry I/OR
 CHM 112 College Chemistry II 8
 PHY 201 General Physics I/OR
 PHY 202 General Physics II 8

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

Area IV – History, Social & Behavioral Sciences 12
Complete a History Sequence:
 History Sequence (6) (See STARS) 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3

Economics, Geography, Pol. Science, Psychology & Sociology.
 See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1 hour PED activity courses (no substitutions) 2
 MTH 100 Intermediate College 3
 Select remaining credit hours (11) from this listing: 3
 BUS100, BUS241,BUS263, HED224,MTH100, etc.
 See STARS for additional Area V courses 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

EMERGENCY MEDICAL SERVICES (EMS)
General Studies (AS)
Associate in Science—USA Only

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

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

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II – Humanities & Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-4
 (See STARS Guide for course selection options)

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

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics or higher 3
 Select 2 science classes (8 credits) from the listing below.
 BIO 101 Introduction to Biology I 4
 BIO 102 Introduction to Biology II 4
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4
 CHM 104 Introduction to Chemistry I 4
 CHM 105 Introduction to Chemistry II 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

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

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 SOC200 Introduction to Sociology 3

Area IV Electives (See STARS Guide)
 Select additional Social & Behavioral Sciences Electives 3-6
 PSY 210 Human Growth & Development 3
 SOC 210 Social Problems

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1 hour PED activity courses (no substitutions) 2
 Select Remaining Courses from the listing below:
 EMS118 Emergency Medical Technician 9
 EMS119 Emergency Medical Tech. Clinical 1
 EMS189 Applied Anatomy & Physiology I 4
 BIO201 Human Anatomy & Physiology I 4
 BIO202 Human Anatomy & Physiology II 4
 BIO120 Medical Terminology 3

NOTE: For more Area V listings, see your STARS Guide.

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

ENGINEERING (AEROSPACE) TRACK
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

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

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

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **9**
 Literature (3) Take one Literature course 3
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 SPH 107 Public Speaking 3
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I 4
 PHY 213 General Physics with Calculus and 8
 PHY 214 Gen. Physics with Calculus II

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY200 General Psychology 3
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **24- 28**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Select remaining credit hours from the courses below.
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
 MTH 237 Linear Algebra 3
 MTH 238 Applied Differential Equations 3
 CHM 111 College Chemistry I 4
 CIS 251 "C" Programming/OR 3
 CIS 231 FORTRAN Programming 3
 MTH 270 Probability & Statistics/OR 3
 PHY218 Modern Physics 3

Area V offerings may be limited.

Do not randomly select courses. Refer to your STARS Guide.
TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ENGINEERING (ARCHITECTURAL) TRACK
General Studies (AS)—UA Only

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

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

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

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **9**
 Literature (3) Take one Literature course 3
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 SPH 107 Public Speaking 3
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I 4
 PHY 213 General Physics with Calculus and
PHY 214 Gen. Physics with Calculus II 8

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) 6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY200 General Psychology 3
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **24-28**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Select remaining credit hours from the courses below.
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
 MTH 238 Applied Differential Equations 4
 Select remaining credits 4-8 from STARS. Review 3-7
 your transfer college's requirements.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**
ENGINEERING (BIOSYSTEMS) TRACK
General Studies (AS)—AU Only

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

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

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

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 Required Literature Sequence (6) 6
 (American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)
 PHL106 Intro. to Philosophy 3
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I 4
 CHM 111 College Chemistry I 4
 PHY 201 General Physics I 4

Area IV – History, Social & Behavioral Sciences **12**
 Required History Sequence 6
 (Western Civ. HIS101 & HIS102 OR World History HIS121 & HIS122 OR US History HIS201 & HIS202)
 ECO232 Principles of Microeconomics 3

Select remaining Area IV credits from the listing below:
 PSY200 General Psychology 3
 SOC200 Introduction to Sociology 3

Area V – Pre-Professional/LSCC Courses **18-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
Select remaining credit hours from the courses below.
 BIO103 Principles of Biology I 4
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
 MTH 238 Applied Differential Equations 3

Select remaining Area V credits after reviewing your STARS Guide. You will need to review your transfer college's course preferences in order to select. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

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

ENGINEERING (BIOMEDICAL) TRACK
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining Area IV credits from the listing below:	
PSY200 General Psychology	3
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	
2	
Select remaining credit hours from the courses below.	
BIO103 Principles of Biology I	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
Area V offerings may be limited.	

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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NNOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

Visit Lawson's SPACE Center



**Free Tutoring, Advising,
Counseling & Other Support
Services on Both**

Contact Ms. Lesley Harper or
Mrs. Janine McCoy Jones for more information

205-929-6383 or 205-929-6396

Birmingham: Academic Success Ctr., Rm. 220 (2nd floor)
Bessemer: "A" Building, Rm. 182 (near Info. Desk)

ENGINEERING (CHEMICAL) TRACK
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

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

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 9
Literature (3) Take one Literature course 3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
SPH 107 Public Speaking 3
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
(See STARS Guide for course selection options)

Area III – Natural Science or Mathematics 12
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus and
PHY 214 Gen. Physics with Calculus II 8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences 9
History Sequence (6) 6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
PSY 200 General Psychology 3
PSY 210 Human Growth and Development 3
SOC 200 Introduction to Sociology 3
SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 24-28
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2

Select remaining credit hours from the courses below.

MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4

Area V offerings may be limited.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ENGINEERING (CIVIL) TRACK
General Studies /Transferable Track (AS)

ADVISING ALERT:
Interested in Drafting & Design?
See the Career Technical section of this catalog.

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 9
Literature (3) Take one Literature course 3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
SPH 107 Public Speaking 3
Fine Arts Required Electives: 3
(Theater, THR120 or Art, ART100 or Music, MUS101)
(See STARS Guide for course selection options)

Area III – Natural Science or Mathematics 12
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus and
PHY 214 Gen. Physics with Calculus II 8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences 9
History Sequence (6) 6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
PSY 200 General Psychology 3
PSY 210 Human Growth and Development 3
SOC 200 Introduction to Sociology 3
SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses 24-28

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

***Select remaining credit hours from the courses below.**

MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations	3
CIS 231	FORTRAN Programming	4
CIS 251	"C" Programming Probability & Statistics	3

Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ENGINEERING (COMPUTER SCIENCE) TRACK
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations	3
MTH 250 Discrete Math	3
MTH 270 Probability & Statistics	3
CHM 111 College Chemistry I	4
Area V offerings may be limited.	

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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ENGINEERING (CYBER SECURITY) TRACK

General Studies (AS)--UAH Only

ADVISING ALERT:

DO NOT randomly select courses. Also, refer to Degree Works (under MyLawson) for help (on the website).!

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
Refer to your STARS Guide before selecting.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
CIS 251 “C” Programming	3

See STARS for additional required courses (credits)

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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ENGINEERING (ELECTRICAL) TRACK
 General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	
Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8
See STARS report to determine which Physics will transfer.	

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	3

See STARS for remaining credits

TOTAL REQUIRED HOURS FOR 60-64

DEGREE

ENGINEERING (ENVIRONMENTAL) TRACK
 General Studies (AS)--UA Only

ADVISING ALERT:

Interested in Electrical, Electronic Engineering or Industrial Electronics? See the Career Technical section of this catalog and your advisor for assistance.

DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
CHM 111 College Chemistry I	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CIS 251 "C" Programming	3
PHY 218 Modern Physics	4

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ENGINEERING (INDUSTRIAL & SYSTEMS) TRACK		
General Studies (AS)		
ADVISING ALERT:		
Interested in Industrial Maintenance?		
See the Career Technical section of this catalog and your advisor for assistance.		

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

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **9**
 Literature (3) Take one Literature course 3
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 SPH 107 Public Speaking 3
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I 4
 PHY 213 General Physics with Calculus and
 PHY 214 Gen. Physics with Calculus II 8

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY 200 General Psychology 3
 PSY 210 Human Growth and Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **24-28**
 CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

***Select remaining credit hours from the courses below.**

Refer to your STARS Guide before selecting.

CHM 111	College Chemistry I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	4
MTH 238	Applied Differential	3
CIS 231	Equations Fortran	3
CIS 251	Programming	3
	“C” Programming	3

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

ENGINEERING (MATERIALS) TRACK		
General Studies (AS)		

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

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

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

Area I – Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **9**
 Literature (3) Take one Literature course 3
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 SPH 107 Public Speaking 3
 Fine Arts Required Electives: 3
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 (See STARS Guide for course selection options)

Area III – Natural Science or Mathematics **12**
 MTH 125 Calculus I 4
 PHY 213 General Physics with Calculus and
 PHY 214 Gen. Physics with Calculus II 8

Area IV – History, Social & Behavioral Sciences **9**
 History Sequence (6) 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY 200 General Psychology 3
 PSY 210 Human Growth and Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **24-28**
 CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

***Select remaining credit hours from the courses below.**

MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 231	Fortran Programming/OR	3
CIS 251	“C” Programming	3

Area V offerings may be limited.

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

ENGINEERING (MECHANICAL) TRACK
General Studies (AS)
ADVISING ALERT:

Interested in Industrial Maintenance or
Drafting and Design?

See the Career Technical section of this catalog
and your advisor for assistance.

See page xiii for step-by-step directions on
completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Public Speaking	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below:	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CIS 231 Fortran Programming/OR	3
CIS 251 “C” Programming	3

Area V offerings may be limited.

60-64

TOTAL REQUIRED HOURS FOR DEGREE

Join Lawson's STEM Program



The Lawson State Community College Pi STEM E3 program provides support for the implementation of comprehensive institutional strategies to strengthen STEM teaching and learning in ways that improve access to and retention of underrepresented groups in STEM disciplines. Pi STEM E3 consists of three distinct programs designed to recruit and retain STEM majors, while enhancing their STEM college experience.

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Have a question?

Contact Dr. Shawanda Thomas

for more information

Email: sthomas@lawsonstate.edu

ENGINEERING (SOFTWARE) TRACK
General Studies (AS)--AU Only

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
PHL 206 Ethics & Society	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations	3

See STARS for remaining course options.

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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ENGINEERING (WIRELESS) TRACK
General Studies (AS)
ADVISING ALERT:

Interested in Electrical, Electronic Engineering or Industrial Electronics? See the Career Technical section of this catalog and your advisor for assistance.

DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	9
Literature (3) Take one Literature course	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
PHL 206 Ethics & Society	3
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
(See STARS Guide for course selection options)	

Area III – Natural Science or Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus and	
PHY 214 Gen. Physics with Calculus II	8

Area IV – History, Social & Behavioral Sciences	9
History Sequence (6)	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

Select remaining Area IV credits from the listing below:	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses	24-28
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
*Select remaining credit hours from the courses below.	
Refer to your STARS Guide before selecting.	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CIS 251 “C” Programming	3

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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ENGLISH / LANGUAGE ARTS EDUCATION MIDDLE / HIGH SCHOOL General Studies (AA)

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fund. of Public Speaking	3
ENG 261 English Literature I and	3
ENG 262 English Literature II	6

<i>Humanities & Fine Arts Elective</i>	
THR 120 Theatre Appreciation/OR	
THR126 Introduction to Theatre	3

Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3

Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

Area IV – History, Social & Behavioral Sciences	12
History (3) or History Sequence (6)	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3

Select remaining Area IV credits from the listing below:	
PSY 210 Human Growth and Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
<i>Select remaining credits from courses below</i>	
ENG 251 American Literature I	
ENG 252 American Literature II and	6
ENG 271 World Literature I	
ENG 272 World Literature II and	6
ENG 297 African American Literature	3

See STARS for remaining Area V course selections **0-3**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V listings may be limited.

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

ENGLISH (BA or BS) General Studies (AS)—AU Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature Sequence (6)	
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives:
(Theater, THR120 or Art, ART100 or Music, MUS101)

Area III – Natural Science or Mathematics **11**

MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
-------------------------------------------------------------------	---

Select 2 science classes (8 credits) from the listing below.

BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

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

Area IV – History, Social & Behavioral Sciences **12**

History (3-6)...Select either one or two History classes 3-6
(History of Western Civilization. HIS101 & HIS102 or World History HIS121 & HIS122 or US History HIS201 & HIS202)

Select remaining credits from the course listing below:

PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics	3
POL 211 American National Government	3
POL 200 Introduction to Political Science	3

Area V – Pre-Professional/LSCC Courses **19-23**

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

*Select remaining credits from the listing below:

ENG251 & 252, ENG271 & 272 and ENG 297.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V listings may be limited.

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

ENVIRONMENTAL SCIENCE
General Studies (AS)

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

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

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

Area I: Written Composition **6**
 ENG 101 English Composition I **3**
 ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking **3**
 Literature (3) or Literature Sequence (6) **3-6**
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: **3**
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) **0-4**

*NOTE: This degree **REQUIRES** a History Sequence.

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I **4**
 CHM 111 College Chemistry I *and* **8**
 CHM 112 College Chemistry II

Area IV – History, Social & Behavioral Sciences **12**
 History Sequence (6) Required **6**
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining Area IV credits from the listing below:
 PSY 200 General Psychology **3**
 PSY 210 Human Growth and Development **3**
 SOC 200 Introduction to Sociology **3**
 SOC 210 Social Problems **3**

See STARS for additional Area IV course options.

Area V – Pre-Professional/LSCC Courses **18-22**
 CIS 146 Microcomputer Applications **3**
 Two 1-hour PED activity courses (no substitutions) **2**

*Select remaining credits from the listing below.

BIO 103 Principles of Biology I **4**
 EVT 101 Intro to Enviro Sci & Tech **4**
 MTH 265 Elementary Statistics/OR **3**
 MTH270 Probability and Statistics **4**

See STARS for additional Area V course selections **0-2**

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

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



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FAMILY AND CONSUMER SCIENCES
General Studies (AS)

NOTE: This degree varies greatly based on transferring college requirements. Refer to STARS Report!!!

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Required Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
Warning Course Options Vary Greatly under Area IV. See your STARS Guide before selecting ANY Area IV courses.	
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select all remaining courses from your STARS Guide: Course options vary per transferring college but MAY include:	
History- 3 credit (UA, AAMU & JSU)	3
History Sequence- 6 credits (UM and UNA)	6
PSY 200 General Psychology	3
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
POL 211 American National Government	3
POL 200 Intro. to Political Science	3
ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
HEC 140 Principles of Nutrition	3

*Select a specific concentration to include one of the following: Dietetics, Merchandising, Family and Consumer Sciences, Child Development, Human Services, Child and Family Studies, Dietetics, Interior Design, or Retail Merchandising.

Go to STARS (Area V) to select remaining courses. 11-15
TOTAL REQUIRED HOURS FOR DEGREE 60-64

FOOD SCIENCE
General Studies (AS)
AAMU ONLY

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

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	

(Spanish, SPA101 or Humanities HUM101) 0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 113 Pre-Calculus Trigonometry	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Area IV – History, Social & Behavioral Sciences

History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

ECO231/232 Principles of Macro OR Microecon. 3

Select remaining credits from the Area IV STARS Guide:

PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
POL211 American National Government	3

Area V – Pre-Professional/LSCC Courses

19-23

CIS 146 Microcomputer Applications

Two 1-hour PED activity courses (no substitutions)

Select remaining credits from the course listing below:

CHM 112 College Chemistry II	4
PHY 201 General Physics I	4
MTH 113 Pre Cal Trig	3
CHM 221 Organic Chemistry I	4
MTH 125 Calculus I	4
MTH 126 Calculus II	4
BIO 103 Principles of Biology	3

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

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

GENERAL STUDIES	
Associate of Arts (AA) and	
Associate of Science (AS)	
CAUTION: DO NOT FOLLOW THIS DEGREE PLAN WITHOUT A STARS GUIDE IN YOUR HAND	

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I – Written Composition	6
ENG 101 English Composition I and	
ENG 102 English Composition II	6
Area II – English, Humanities & Fine Arts	12-13
SPH 107 Fund. of Public Speaking	3

IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

ENG 251	American Literature I	
ENG 252	American Literature II /OR	3-6
ENG 261	English Literature I	
ENG 262	English Literature II/OR	3-6
ENG 271	World Literature	
ENG 272	World Literature	3-6

***Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.**

SPH106	Fund. of Oral Communication	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
ART 100	Art Appreciation	3
HUM 101	Intro. to Humanities	3
MUS 101	Music Appreciation	3
THR 120	Theater Appreciation	3
THR 126	Intro. to Theatre	3
PHL 206	Ethics and Society	3
PHL 106	Introduction to Philosophy	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	3
SPH 116	Introduction to Interpersonal Comm	3
HUM299-01	PTK Honors Course I	1
HUM299-02	PTK Honors Course II	1
HUM29903	PTK Honors Course III	1
HUM 299	PTK Honors Course	3
REL 100	World Religion	3

Area III – Natural Science or Mathematics **11-12**

Select **ONE** math course based on your **STARS Guide**.

MTH 110	Finite Mathematics	3
MTH 112	Precalculus	3
MTH 113	Precalculus Trigonometry	3
MTH 115	Precalculus Algebra & Trig	4
MTH 120	Calculus and Its Applications	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3

NOTE: Follow your **STARS Guide**. Transferring colleges may have unique requirements listed under **Area V** and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on “Quick Links” on our website. Lawson recommends taking 15 credits per semester to graduate on time.

MTH 238 Applied Differential Equations I **3**
REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

BIO 101	Introduction to Biology I w/Lab and	
BIO 102	Introduction to Biology II w/Lab/ OR	8
BIO 103	Principles of Biology I w/Lab and	
BIO 104	Principles of Biology II w/Lab OR	8
CHM 104	Intro. to Chemistry and	
CHM 105	Intro. to Chemistry OR	8
CHM 111	College Chemistry I and	
CHM 112	College Chemistry II OR	8
GEO 101	Principles of Geology I and	
GEO 102	Principle of Geology II OR	8
PHS 111	Physical Science I and	
PHS 112	Physical Science II OR	8
PHY 201	General Physics I and	
PHY 202	General Physics II/ OR	8
CHM221	Organic Chemistry	
CHM222	Organic Chemistry II	8

Area IV – History, Social & Behavioral Sciences **12**

IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

HIS 101	Hist. of Western Civ. I and	
HIS 102	Hist. of Western Civ. II/ OR	3-6
HIS 201	United States History I and	
HIS 202	United States History II	3-6
HIS 121	World History I and	
HIS 122	World History II OR	3-6

***Select remaining credits from the listing below. Total credits for Area IV must equal 12.**

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

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
Pre-professional Electives based on GS major.		

See STARS Guide for course selections under Area V

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

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

GEOGRAPHY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3
GEO 101 Principles of Phy. Geography I and	
GEO 102 Principles of Phy. Geography II	8
If GEO 102 is not offered, select an additional Area IV course as a substitution.	
Area IV: History, Social and Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
GEO 100 World Regional Geography/ and	
GEO 102 Principles of Human Geography	6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	0-3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 265 Elementary Statistics	3

Pre-professional Electives (See STARS Guide) 11-15

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

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

GEOGRAPHY EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

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

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-4

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

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
GEO 101 Principles of Phy. Geography I and	
GEO 102 Principles of Phy. Geography II	8
If GEO 102 is not offered, select an additional Area IV course as a substitution.	
Area IV: History, Social and Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
GEO 100 World Regional Geography/ and	
GEO 102 Principles of Human Geography	6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	0-3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 265 Elementary Statistics	3

Pre-professional Electives (See STARS Guide) 11-15

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

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

GLOBAL STUDIES IN HUMAN SERVICE
(AU ONLY)
General Studies (AS)

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
ENG 101 English Composition I **3**
ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
Literature (3) or Literature Sequence (6) **3-6**
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: **3-6**
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) **0-3**

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
MTH 113 Precalculus Trigonometry **3**
BIO 101 Introduction to Biology I/and **3**
BIO 102 Introduction to Biology II/OR **8**
CHM 104 Introduction to Chemistry I **3**
CHM 105 Introduction to Chemistry II/OR **8**
PHY 201 General Physics I/and **3**
PHY 202 General Physics II/ **8**

Select one science sequence only.

Area IV: History, Social and Behavioral Sciences **12**
History 3 or History Sequence (6)—See STARS **3-6**
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
ECO 231 Principles of Macroeconomics **3**
GEO 100 World Regional Geography **3**

Select remaining credits from the Area IV STARS Guide:

PSY 200 General Psychology **3**
PSY 210 Human Growth & Development **3**
SOC 200 Introduction to Sociology **3**
SOC 210 Social Problems **3**

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications **3**
SPH 107 Fundamentals of Public Speaking **3**
Two 1-hour PED activity courses (no substitutions) **2**
HEC 140 Principles of Nutrition **3**
SPA 101 Introductory Spanish I/and **3**
SPA 102 Introductory Spanish II **8**

Select any remaining credits from the listing below.

BUS 241 Introduction to Accounting **3**
ECO 232 Principles of Microeconomics **3**
PSY 210 Human and Growth Development **3**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

GRAPHIC DESIGN
General Studies (AS)—See Your STARS Report!

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
ENG 101 English Composition I **3**
ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking **3**
Literature (3) or Literature Sequence (6) **3-6**
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
ART 100 Art Appreciation **3**
Fine Arts Required Electives: **0-3**
(Theater, THR120 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) **0-3**

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra **3**
Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I **4**
BIO 102 Introduction to Biology II **4**
BIO 103 Principles of Biology I **4**
BIO 104 Principles of Biology II **4**
CHM 104 Introduction to Chemistry I **4**
CHM 105 Introduction to Chemistry II **4**
CHM 111 College Chemistry I **4**
CHM 112 College Chemistry II **4**

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**
History 3 or History Sequence (6)—See STARS **3-6**
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY 200 General Psychology **3**

Select remaining credits from the Area IV STARS Guide:
PSY 210 Human Growth & Development **3**
SOC 200 Introduction to Sociology **3**
SOC 210 Social Problems **3**

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications **3**
Two 1-hour PED activity courses (no substitutions) **2**

Select remaining credit hours from the courses below.

ART 113 Drawing I **4**
ART 114 Drawing II **4**
ART 121 Two-Dimensional Compostion I **3**
ART 127 Three-Dimensional Compostion I **3**
ART 203 Art History I **3**
ART 204 Art History II **3**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**HEALTH EDUCATION:
MIDDLE / HIGH SCHOOL
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Select remaining credit hours from the courses below.	
BIO 201 Human Anatomy and Physiology	4
HED 230 Safety and First Aid	3
HED 231 First Aid	3
HED 221 Personal Health	3
HED 224 Personal and Community Health	3
HEC 140 Principles of Nutrition	3
NOTE: For more Area V listings, see your STARS Guide. Failure to follow your STARS Guide can void your transfer agreement. Area V offerings can be limited. As such, some students may opt to transfer early and Reverse Transfer.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

**HEALTH INFORMATICS
General Studies (AS)
University of South Alabama Only
—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
BIO 103 Principles of Biology I and	
BIO 104 Principles of Biology II OR	8
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BIO 201 Human Anatomy & Physio. I and	4
BIO 202 Human Anatomy & Physiology II	4
Select remaining credit hours from the courses below:	
BUS 241 Introduction to Accounting I	3
BUS 271 Business Statistics I	3
BUS 272 Business Statistics II	3
HIT 117 Pathology and Pharmacology I	3
EMS 242 Paramedic Patient Assessment	3
BIO 120 Medical Terminology/OR	3
EMS 106 Medical Terminology	3
(See STARS Guide)	

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HEALTH, P.E. & RECREATION
General Studies (AS)
University of North Alabama Only
—See STARS Guide

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI1011st term or OR101T (if a transfer student).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus 3
 Select 2 science classes (8 credits) from the listing below.
 BIO 101 Introduction to Biology I 4
 BIO 102 Introduction to Biology II 4
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4
 CHM 104 Introduction to Chemistry I 4
 CHM 105 Introduction to Chemistry II 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences 12
 History 3 or History Sequence (6)—See STARS 3-6
 (HIS101, HIS102; or HIS121, HIS122; or HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
 PSY 210 Human Growth & Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 BIO 201 Human Anatomy & Physio. I/and 3
 BIO 202 Human Anatomy & Physiology II 8
 HED 231 First Aid 3
 PED 103 Weight Training 1
 PED 200 Foundation of Physical Education 3
 PED 295 Practicum in Physical Education 3
 HED 226 Wellness 3

*Select any remaining credits from the listing below. See STARS
 PED 105 Personal Fitness/OR 1
 PED 109 Jogging/and 1
 PED 140 Swimming (Beginning)/OR 1
 PED 141 Swimming (Intermediate)/and 1
 PED 106 Aerobics/OR 1
 PED 107 Aerobic Dance (Beginning) 1

TOTAL REQUIRED HOURS FOR DEGREE 60-64

HEALTH SCIENCE
General Studies (AS)
Athens State Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus 3
 Select 2 science classes (8 credits) from the listing below.
 BIO 101 Introduction to Biology I 4
 BIO 102 Introduction to Biology II 4
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4
 CHM 104 Introduction to Chemistry I 4
 CHM 105 Introduction to Chemistry II 4
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences 12
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
 PSY 210 Human Growth & Development 3
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 ***Pre-professional Electives (See STARS Guide) 14-18

**Students must complete 16 SH from Biology, Chemistry, and/or Physics from AREA III that were not previously taken.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

HEALTH SERVICES ADMINISTRATION
General Studies (AS)
AU Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 1st term or OR101T (if a transfer student).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
BIO 101 Introduction to Biology I/and	
BIO 102 Introduction to Biology II/OR	8
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8
CHM 104 Introduction to Chemistry I	
CHM 105 Introduction to Chemistry II/OR	8
CHM 111 College Chemistry I/OR	
CHM 112 College Chemistry II	8

Select one science sequence only. See STARS.

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122, ONLY. Complete one sequence.)	
ECO 232 Principles of Microeconomics	3
POL 211 American National Government	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BUS 241 Introduction to Accounting	3
Complete a Foreign Language Sequence	
SPA 101 Introductory Spanish I/and	
SPA 102 Introductory Spanish II	8

*Select any remaining credits from your transferring college's requirements under Area V in the STARS Report. 2-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HISTORY
General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6

(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: Students are required to take a History sequence.**

Area III: Natural Sciences and Mathematics **11**

MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**

History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**

Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3

Pre-professional Electives (See STARS Guide) **14-18**

Possible course selections are listed only. Refer to the STARS Guide for specific course selections per your transfer college requirements. Do NOT select blindly.

Area II courses taken cannot substitute for Area V.

HIS121 World History I	3
HIS122 World History II	3
HIS101 History of Western Civilization I	3
HIS102 History of Western Civilization II	3
HIS201 US History I	
HIS201 US History II	
POL 211 American National Government	3
POL 200 Introduction to Political Science	3
POL 220 State & Local Gov't	3
HIS 216 History of World Religions	3
HIS 256 Afro-American History	3
HIS 260 Alabama History	3

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HISTORY EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AA)

*LSCC Requirement for all Graduates		
ORI101	Freshman Academy	1
Area I: Written Composition		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
Area II: Humanities and Fine Arts		
SPH 107	Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)		3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
Fine Arts Required Electives:		3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Additional Humanites Elective Options:		
(Spanish, SPA101 or Humanities HUM101)		0-6
*NOTE: Students are required to take a History sequence.		
Area III: Natural Sciences and Mathematics		
MTH 110	Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.		
BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).		
Area IV – History, Social & Behavioral Sciences		
History Sequence (6)—See STARS		6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY200	General Psychology	3
Select remaining credits from the course listing below.		
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3
Area V – Pre-Professional/LSCC Courses		
19-23		
Two 1-hour PED activity courses (no substitutions)		2
Pre-professional Electives (See STARS Guide)		
2-6		
Possible course selections are listed only. Refer to the STARS Guide for specific course selections.		
Area II courses taken cannot substitute for Area V.		
HIS121	World History I	3
HIS122	World History II	3
HIS101	History of Western Civilization I	3
HIS102	History of Western Civilization II	3
HIS201	US History I	
HIS201	US History II	
POL 211	American National Government	3
POL 200	Introduction to Political Science	3
POL 220	State & Local Gov't	3
HIS 256	Afro-American History	3
HIS 260	Alabama History	3
TOTAL REQUIRED HOURS FOR DEGREE		
60-64		

HORTICULTURE
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101	Freshman Academy

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101	English Composition I
ENG 102	English Composition II

Area II: Humanities and Fine Arts	12
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SPH 107	Fundamentals of Public Speaking
Fine Arts Required Electives:	3
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Literature (3) or Literature Sequence (6)	3-6

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

*PHL 206	Ethics in Society/OR
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NOTE: Take PHL206 if you DID NOT take the Literature sequence.

**NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV and take PHL 206, Ethics in Society (under Area II).*

Area III: Natural Sciences and Mathematics	11
MTH 112	Precalculus Alegbra
BIO 103	Principles of Biology I and
BIO 104	Principle of Biology II

Area IV: History, Social and Behavioral Sciences	12
ECO 231	Principles of Macroeconomics/OR
ECO 232	Principles of Microeconomics

History 3 or History Sequence (6)—See STARS

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

Select remaining credits from the Area IV STARS Guide:

PSY200	General Psychology
PSY 210	Human Growth & Development
SOC 200	Introduction to Sociology
SOC 210	Social Problems

Area V – Pre-Professional/LSCC Courses	19-23
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CIS 146	Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)	2
CHM 111	College Chemistry
SPA 101	Introductory Spanish I
BUS 241	Principles of Accounting I
MTH 265	Elementary Statistics

Pre-professional Electives (See STARS Guide)

Advising NOTE: See STARS Guide for Landscape, Nursery, and Fruit and Vegetable Production Emphasis. Courses vary per area of study. Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE

60-64

**HOSPITALITY, SPORT, AND TOURISM
MANAGEMENT**
General Studies (AS)
Troy Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

***LSCC Requirement for all Graduates** **1**

ORI101	Freshman Academy	1
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Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Area II: Humanities and Fine Arts **12**

SPH 107	Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)		3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		
Fine Arts Required Electives:		3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		
Additional Humanites Elective Options:		
(Spanish, SPA101 or Humanities HUM101)		0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**

MTH 112	Precalculus Algebra or higher	3
BIO 101	Introduction to Biology I/OR	
BIO 103	Principles of Biology I -and-	4
CHM 111	College Chemistry I/OR	
PHS 112	Phyiscal Science II/OR	
PHY 201	General Physics I	4

Area IV – History, Social & Behavioral Sciences **12**

History 3 or History Sequence (6)—See STARS	3-6	
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)		
PSY 200	General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2	
BUS 271	Business Statistics	3

****Pre-professional Electives (See STARS Guide)** **11-15**

See STARS Guide (Area V listings) from Troy University to determine course selections.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HOTEL AND RESTAURANT MANAGEMENT
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**

ORI101	Freshman Academy	1
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Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Area II: Humanities and Fine Arts (See STARS) **12-13**

Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

SPA 101	Introductory Spanish I	4
Fine Arts Required Electives:		3-6

(Theater, THR120 or Art, ART100 or Music, MUS101)

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**

MTH 110	Finite Mathematics or higher	3
BIO 101	Introduction to Biology I/and	
BIO 102	Introduction to Biology II/OR	8

Area IV – History, Social & Behavioral Sciences **12**

History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

PSY 200	General Psychology	3
ECO 232	Principles of Microeconomics	3

Select remaining credits from the Area IV STARS Guide:

PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2	
SPH 107	Public Speaking	3
BUS 241	Introduction to Accounting I	3
HMM 105	Principles of Hospitality	3

Pre-professional Electives (See STARS Guide) **5-9**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For more information on Reverse Transfer, click on "Quick Links" on the website.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HUMAN DEVELOPMENT & FAMILY STUDIES		HUMAN SERVICES																																																										
General Studies (AS)		General Studies (AS)																																																										
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).		Troy University Only See STARS Guide																																																										
*LSCC Requirement for all Graduates	1																																																											
ORI101	Freshman Academy	1																																																										
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>																																																												
Area I: Written Composition	6	Area I: Written Composition	6																																																									
ENG 101	English Composition I	ENG 101	English Composition I	3																																																								
ENG 102	English Composition II	ENG 102	English Composition II	3																																																								
Area II: Humanities and Fine Arts	12	Area II: Humanities and Fine Arts	12																																																									
SPH 107	Fundamentals of Public Speaking	SPH 107	Fundamentals of Public Speaking	3																																																								
Literature (3)		Literature (3) or Literature Sequence (6)		3-6																																																								
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)																																																										
PHL 206	Ethics and Society	Fine Arts Required Electives:		3-6																																																								
Fine Arts Required Electives:		(Theater, THR120 or Art, ART100 or Music, MUS101)																																																										
(Theater, THR120 or Art, ART100 or Music, MUS101)		Additional Humanities Elective Options:																																																										
*NOTE: Students should select a History sequence if PHL 206 (Ethics in Society) is required at transferring college.		(Spanish, SPA101 or Humanities HUM101)		0-3																																																								
Area III: Natural Sciences and Mathematics	11	*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.																																																										
MTH 110	Finite Mathematics/OR	Area III: Natural Sciences and Mathematics	11																																																									
MTH 113	Precalculus Trigonometry	MTH 110	Finite Mathematics	3																																																								
*See STARS Guide to determine the correct math to select.		Select 2 science classes (8 credits) from the listing below.																																																										
BIO 101	Introduction to Biology I/and	BIO 101	Introduction to Biology I	4																																																								
BIO 102	Introduction to Biology II/OR	BIO 102	Introduction to Biology II	4																																																								
BIO 103	Principles of Biology I/and	BIO 103	Principles of Biology I	4																																																								
BIO 104	Principles of Biology II/OR	BIO 104	Principles of Biology II	4																																																								
*See STARS Guide to select the correct science course.		CHM 104	Introduction to Chemistry I	4																																																								
Area IV – History, Social & Behavioral Sciences	12	CHM 105	Introduction to Chemistry II	4																																																								
History Sequence (6)—See STARS	6	CHM 111	College Chemistry I	4																																																								
(History of Western Civilization. HIS101 & HIS102 or World History HIS121 & HIS122 or US History HIS201 & HIS202)		CHM 112	College Chemistry II	4																																																								
PSY 200	General Psychology	Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).																																																										
Select remaining credits from the Area IV STARS Guide:		Area IV – History, Social & Behavioral Sciences	12																																																									
SOC 200	Introduction to Sociology	History Sequence (6)—See STARS	6																																																									
SOC 210	Social Problems	(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)																																																										
Area V – Pre-Professional/LSCC Courses	19-23	PSY200	General Psychology	PSY200	General Psychology	3	Select remaining credits from the courses listed below:		Select remaining credits from the Area IV STARS Guide:			CIS 146	Microcomputer Applications	PSY 210	Human Growth & Development	3	Two 1-hour PED activity courses (no substitutions)	2	SOC 200	Introduction to Sociology	3	PSY210	Human and Growth Development	SOC 210	Social Problems	3	Select remaining credits from the courses listed below:		Area V – Pre-Professional/LSCC Courses		19-23	CHD 201	Child Growth & Development Prin.	CIS 146	Microcomputer Applications	3	SOC 247	Marriage and Family	Two 1-hour PED activity courses (no substitutions)	2	BUS 271	Business Statistics	Pre-professional Electives (See STARS Guide)		14-18	See STARS for remaining Area V course selections		*See transferring college's STARS Guide for Area V to make final course selections.			NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For Reverse Transfer Info.		NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.			TOTAL REQUIRED HOURS FOR DEGREE	60-64	TOTAL REQUIRED HOURS FOR DEGREE	60-34	
PSY200	General Psychology	PSY200	General Psychology	3																																																								
Select remaining credits from the courses listed below:		Select remaining credits from the Area IV STARS Guide:																																																										
CIS 146	Microcomputer Applications	PSY 210	Human Growth & Development	3																																																								
Two 1-hour PED activity courses (no substitutions)	2	SOC 200	Introduction to Sociology	3																																																								
PSY210	Human and Growth Development	SOC 210	Social Problems	3																																																								
Select remaining credits from the courses listed below:		Area V – Pre-Professional/LSCC Courses		19-23																																																								
CHD 201	Child Growth & Development Prin.	CIS 146	Microcomputer Applications	3																																																								
SOC 247	Marriage and Family	Two 1-hour PED activity courses (no substitutions)	2																																																									
BUS 271	Business Statistics	Pre-professional Electives (See STARS Guide)		14-18																																																								
See STARS for remaining Area V course selections		*See transferring college's STARS Guide for Area V to make final course selections.																																																										
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. For Reverse Transfer Info.		NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.																																																										
TOTAL REQUIRED HOURS FOR DEGREE	60-64	TOTAL REQUIRED HOURS FOR DEGREE	60-34																																																									

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

INDUSTRIAL DESIGN
General Studies (AA)
University of North Alabama Only
—See STARS Guide

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3)	3
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
PHL 206 Ethics and Society	3
ART 100 Art Appreciation	3

***NOTE:** Students should select a History sequence since PHL 206 is required at most transferring colleges.

Area III: Natural Sciences and Mathematics	11
MTH 113 PreCalculus Trigonometry	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ART 174 Photography II	3
CIS 145 Advanced Web Page Development	3
ART 221 Computer Graphics	3
Pre-professional Electives	5-9

See STARS Guide for additional course options.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

INFORMATION SYSTEMS
General Studies (AS)
University of South Alabama Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE:** If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in science.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY 210 Human Growth & Development	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BUS 241 Introduction to Accounting I	3
BUS 242 Introduction to Accounting II	3
Select remaining credits from below. See STARS	
BUS 271 Business Statistics I	3
BUS 272 Business Statistics II	3
CIS 212 Visual Basic	3
CIS 213 Advanced Visual Basic Prog./OR	3
CIS 215 C# Programming	3
ECO 231 Principles of Macroeconomics	3

NOTE: Area V class offerings can be limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

INFORMATION TECHNOLOGY
General Studies (AS)
University of South Alabama Only

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I 4

Select 2 science classes (8 credits) from the listing below.

BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in science.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY 200 General Psychology 3
 ECO 232 Principles of Microeconomics 3

Select remaining credits from the Area IV STARS Guide:

PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **18-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 Select remaining credits from the listing below
 BUS 271 Business Statistics I 3
 BUS 272 Business Statistics II 3
 CIS 212 Visual Basic 3
 CIS 213 Advanced Visual Basic Prog. 3

See STARS for remaining Area V course selections **1-5**

See Stars for Other Area V course options

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NEW!!!—INSTRUCTIONAL DESIGN & PERFORMANCE IMPROVEMENT
General Studies (AA)
University of South Alabama Only

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Precalculus Algebra 3

Select 2 science classes (8 credits) from the listing below.

BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY 200 General Psychology 3
 ECO 232 Principles of Microeconomics 3

Select remaining credits from the Area IV STARS Guide:

PSY 210	Human Growth & Development	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 Select remaining credits from your Area V transfer STARS Guide (from your select college of choice).

Pre-professional Electives (See STARS Guide) **14-18**

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**INTEGRATED MARKETING
COMMUNICATIONS**
General Studies (AA or AS)
University of West Alabama Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	6
(Theater, THR126 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH 112 PreCalculus Algebra	3
BIO 101 Introduction to Biology I	4
*Select one additional remaining science course (4 credits) from the listing below:	
CHM 111 College Chemistry I/OR	4
PHY 120 Introduction to Physics/OR	4
PHY 201 General Physics	4
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
POL 211 American National Government	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
ECO 232 Principles of Microeconomics	3
MCM 100 Introduction to Mass Comm.	3
SPH 107 Fundamentals of Public Speaking	3
Select remaining credits from your Area V transfer STARS Guide (from your select college of choice).	
Pre-professional Electives (See STARS Guide)	5-9
NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

INTERDISCIPLINARY ARTS
General Studies (AA)
University of West Alabama Only

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	6
(Theater, THR126 or Art, ART100 or Music, MUS101)	
Area III: Natural Sciences and Mathematics	11
MTH110 Finite Mathematics/OR	3
MTH 112 PreCalculus Algebra	3
BIO 101 Introduction to Biology I	4
*Select one additional remaining science course (4 credits) from the listing below:	
CHM 111 College Chemistry I/OR	4
PHY 120 Introduction to Physics/OR	4
PHY 201 General Physics	4
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—Required (HIS101/102 only)	
HIS 101 History of Western Civilization I/and	
HIS 102 History of Western Civilization II	6
Select remaining credits from the courses listed below:	
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
POL 211 American National Government	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
SPH 107 Fundamentals of Public Speaking	3
Additional Fine Arts Required Electives. Complete the third Fine Arts course that was not completed in Area II	
(Theater, THR120 or Art, ART100 or Music, MUS101)	3
ART 113 Drawing I	3
THR 131 Acting Techniques	3
See STARS for remaining Area V course selections	2-6

NOTE: Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer. See Reserve Transfer under Quick Links for info.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Lawson State
COMMUNITY COLLEGE

eCollege: Online



Yes! Lawson State has online and virtual classes. To view available online or virtual classes, login MyLawson. Click on the STUDENT link, then STUDENT LANDING PAGE...then, REGISTRATION. Type in the class name you are searching for in the system. Then, click on ADVANCED SEARCH. Look for and click on INSTRUCTIONAL METHODS. From there, select ONLINE. Classes are limited to Business, Computer Science, General Studies and Liberal Arts classes. Take our free Readiness Test to see if you are a good candidate for online or virtual learning, and review posted fees and equipment requirements under the "eCollege" button on Lawson's main website (front page). Specialized fees (for online & select virtual classes) cannot be waived.



Complete College Lawson!

Save Time! Save Money! Play It Smart!
Take 15 Credit Hours Each Term to Finish in 2 Years!

INTERIOR DESIGN General Studies (AA)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**

ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts **12**

Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
ART 203 Art History	3
Fine Arts /Foreign Language Required Electives: (Theater, THR120 or Art, ART100 or Music, MUS101 Spanish, SPA101 or Humanities HUM101)	6-9
PHL 206 Ethics and Society	3

Area III: Natural Sciences and Mathematics **11**

MTH 110 Finite Mathematics/OR	3
MTH 112 Precalculus Algebra	3

See STARS Guide from your transferring college to make the correct mathematics course selection.

*Select one science sequence to take only from the listing below:

CHM 104 Introduction to Chemistry I/and	
CHM 105 Introduction to Chemistry II/OR	8
CHM 111 College Chemistry I/and	
CHM 112 College Chemistry II/OR	8
PHY 201 General Physics I/and	
PHY 202 General Physics II/OR	8

Select one science sequence only. See STARS.

Area IV – History, Social & Behavioral Sciences **12**

History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

ECO 232 Principles of Microeconomics	3
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-22**

CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

SPH 107 Fundamentals of Public Speaking	3
ART 113 Drawing I	3

ART 127 Three-Dimensional Composition	3
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See STARS Guide for remaining Area V courses.

Pre-professional Electives (See STARS Guide) 5-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

JOURNALISM
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics or higher	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MCM 100 Intro. to Mass Communication	3
MCM 102 Writing for Mass Media	3
Pre-professional Electives (See STARS Guide)	8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V classes are limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

KINESIOLOGY & EXERCISE SCIENCE
General Studies (AS)

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
Literature Sequence (6)	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Required Elective: (Spanish, SPA101, Theater, THR120 or THR 126, or Art, ART100 or Music, MUS101)	

Area III: Natural Sciences and Mathematics	11
MTH 112 PreCalculus Algebra	3
See STARS before selecting your science sequence:	
BIO103 & CHM111 or BIO103 & BIO104 & CHM11 & CHM112 or PHY201 & PHY213	8

Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
ECO231 Principles of Macroeconomics/OR	3
ECO232 Principles of Microeconomics	3
PSY 200 General Psychology	3

Area V – Pre-Professional/LSCC Courses	
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
BIO 201 Human Anatomy & Physiology I/and	19-23
BIO 202 Human Anatomy & Physiology II/	8
Additional Fine Arts or Hum. Required Elective:	3-4
(Spanish, SPA101, Theater, THR120 or Art, ART100 or Music, MUS101). See STARS for correct selection.	

See other requirements under the following:
 Health Promotion Concentration
 Nutrition and Wellness Concentration
 P-12 Kinesiology Education Concentration

See STARS for remaining Area V course selections **3-7**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

LABORATORY TECHNOLOGY
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 12
 MTH 125 Calculus I 4
 Note: All pre-reqs. Must be satisfied before enrolling in MTH125
 CHM 111 College Chemistry I/and
 CHM 112 College Chemistry II/OR 8

Area IV – History, Social & Behavioral Sciences 12
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 18-22
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 CHM 221 Organic Chemistry I 4
 CHM 222 Organic Chemistry II 4
Pre-professional Electives (See STARS Guide) 5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

LAW & JUSTICE (AU Only)
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
 ORN1 ORI101/PSY 100 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3): ENG251,252,261,262,271,272 3
 PHL 206 Ethics in Society 3
 ART100 or MUS101 or THR120 or THR126 3

Area III: Natural Sciences and Mathematics 11
 MTH 112 or higher 3
 Science Sequence: BIO101&102 or BIO103&104 or 8
 CHM104 &105 or CHM111&112 and more. See STARS.

Area IV: History, Social and Behavioral Sciences 12
 History Sequence (6): HIS101&102 or HIS121&122 or 6
 HIS 201&202
 POL 200 Introduction to Political Science OR
 POL 211 American National Government 3

Select remaining credits from:
 ECO231, ECO232, PSY200, PSY210, SOC200,
 SOC210,SPH116 3

Area V – Pre-Professional/LSCC Courses 19-23
 Sequence Required: SPA101 & SPA102 4
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses 2
Pre-professional Electives (See STARS): 10-14

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.

If searching for this degree in STARS,
 search for **Pre-Law**

TOTAL REQUIRED HOURS FOR DEGREE 60-64

FOR MANAGEMENT AND SUPERVISION, See the Business & Information Technologies Section of this Catalog.

APPLIED MATH MIDDLE / HIGH SCHOOL General Studies (AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8
CHM 111 College Chemistry I	
CHM 111 College Chemistry II/OR	8
PHY 213 General Physical w/Calculus	
PHY 214 General Physical w/Calculus	8

Select one science sequence only. See other science options via STARS.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
Electives (Consider: EDU 100/Exploring Teaching)	3
MTH 238 Applied Differential Equations	3

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

MATHEMATICS General Studies (AS)

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives:
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:

(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra or higher	3

Select 2 science classes (8 credits) from the listing below.

BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6

(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology	3
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Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	18-22
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CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 113 Precalculus Trigonometry/OR	3
MTH 115 Precalculus Alg. & Trigonometry	3
MTH 125 Calculus I	4
MTH 126 Calculus II	4

Select any additional credits from below. See STARS.

MTH 227 Calculus III	4
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TOTAL REQUIRED HOURS FOR DEGREE	60-64
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NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

**MATH EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC.</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry/OR	3
MTH 115 Precalculus Alg. & Trigonometry	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options in Physics and Physical Science).	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 125 Calculus I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
Pre-professional Electives (See STARS Guide)	2-6
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V listings can be limited.

MEDICINE TRACK
*In STARS, this Program of Study is entitled,
Pre-Medicine Therapy
General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
<i>ORI101 Freshman Academy</i>	
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives (See STARS Guide for course selection options)	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18
NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog. If searching for this degree in STARS, search for Pre-Optometry .	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

**MUSIC
General Studies (AA)**

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I– Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: Complete a Literature or History Sequence.**

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3

Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
CIS 146 Microcomputer Applications 3
MUS 111 Music Theory I 3
MUS 112 Music Theory II 3
MUS 113 Music Theory Lab I 1
MUS 114 Music Theory Lab II 1

Select up to 6 credits from the MUL listing below.
MUL 101 Classic Piano I 1
MUL 102 Classic Piano II 1
MUL 171 Music Workshop I 1
MUL 172 Music Workshop II 1
MUL 271 Music Workshop III 1
MUL 272 Music Workshop IV 1

NOTE: See STARS for additional Area V listings.

Area V listing may be limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**MUSIC EDUCATION--MIDDLE / HIGH SCHOOL
General Studies (AA)**

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I– Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3

Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)

PSY200 General Psychology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses 2
MUS 111 Music Theory I 3
MUS 112 Music Theory II 3
MUS 113 Music Theory Lab I (Aural Skills) 1
MUS 114 Music Theory Lab II (Aural Skills) 1

Select up to 6 credits from the MUL listing below.
MUL 101 Classic Piano I 1
MUL 102 Classic Piano II 1
MUL 171 Music Workshop I 1
MUL 172 Music Workshop II 1
MUL 271 Music Workshop III 1
MUL 272 Music Workshop IV 1

NOTE: See STARS. Area V Offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PRE-ACCEPTANCE NURSING TRACKS EXPLAINED

There are two tracks that a student can take to become a Registered Nurse.

PRE-ACCEPTANCE NURSING (TRACK I) (COLLEGE TRANSFER TRACK) Associate in Science Degree (AS)

Track I is called the “Pre-Nursing Track I”. This track is designed for the student who is wishing to one day transfer to a BSN (Bachelors of Science in Nursing) program at a four-year college. In taking this track, students will take a variety of liberal arts classes in Written Composition (Area I); Humanities and Fine Arts Area II); Natural Sciences and Mathematics (Area III); History and Social & Behavioral Sciences (Area IV); and Pre-Professional/LSCC Courses (Area V). Students who are following this track can still seek admission into LSCC’s two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. However, the benefit to students seeking this two-year General Studies degree in Nursing is that they will be able to transfer more credits earned toward their Bachelors of Science at a four-year institution. As a result, they will be able to graduate from a four-year college in nursing faster. Interested in pursuing this degree? See the degree plan breakdown on the next page of this catalog and speak to your advisor.

PRE-ACCEPTANCE NURSING (TRACK II) (RN/2-YEAR TRACK TO EMPLOYMENT) Associate in Science Degree (AS)

Track II is called the “Pre-Nursing Track II”. This track is designed for the student who only wants to seek admission into LSCC’s RN (Registered Nursing) Program and has no initial intention to one day seek the four-year BSN (Bachelors of Science in Nursing). Students take courses that serve as pre-requisites for admission into the nursing program. They also take specific courses that serve as requirements for all LSCC graduates to include (ORN 101/PSY100—The Freshman Academy and CIS 146, Microcomputer Applications). **NOTE:** LSCC course requirements are subject to change. Students who are following this track should seek admission into LSCC’s two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. For more information about admission requirements for the RN program, visit LSCC’s website at and see your advisor.

For more information about applying to the Nursing Program visit our website (under Program of Study) and/or contact us via email at: nursingquestions@lawsonstate.edu

PRE-ACCEPTANCE NURSING (TRACK I) (ADN to BSN TRANSFER TRACK) Associate in Science Degree (AS)

Follow TRACK I if you plan to transfer credits earned towards a Bachelors degree in Nursing either now or years later. See advisor for help.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition 6

ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts 12

SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	

Fine Arts Required Electives: 3-6

(Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III – Natural Science or Mathematics 11

MTH 112 Pre-Calculus Algebra	3
BIO 103 Principles of Biology I w/Lab	4
CHM104 Inorganic Chemistry w/Lab	4

Area IV – History, Social & Behavioral Sciences 12

History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses 19-23

HPS103 Foundation Competencies for Health Sciences/OR	3
BIO 120 Medical Terminology	3
CIS 146 Microcomputer Applications	3
BIO 201 Human Anatomy Phy. I/ wLab	4
BIO 202 Human Anatomy Phy. I w/Lab	4
BIO 220 Microbiology w/ Lab	4

See STARS under Area V for your transfer college. Course options can vary.

Pre-professional Electives (not required) 0

MTH 186 Medical Dosage Calculations	3
HED 231 First Aid	3
Two 1-hour PED activity courses (no substitutions)	2

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**PRE-ACCEPTANCE NURSING
(TRACK II: RN/2-YEAR TRACK ONLY)**
General Education Requirements for Admission

Follow TRACK II if you are not intending to transfer to a four-year college and only wish to seek the 2-year RN degree. Not sure? See your advisor. It is important to pick the correct track.

NOTE: This is NOT a degree plan; this is a guide for students who only wish to take the pre-requisite courses required for application into the Nursing Program.

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

ENG 101	English Composition I	3
SPH 107	Fund. of Public Speaking	3
HUM101	Introduction to Humanities/ OR ART100, THR120, THR 126, OR MUS101 (Art/Theater or Music Appreciation)	3
MTH 100	Intermediate Algebra	3
PSY200	General Psychology	3
PSY210	Human Growth & Development	3
*HPS103	Foundation Competencies for Health Sciences/ OR	3
CIS 146	Microcomputer Applications	3
BIO 103	Principles of Biology I w/Lab <i>and</i>	4
BIO 201	Human Anatomy Phy. I/ wLab <i>and</i>	4
BIO 202	Human Anatomy Phy. I w/Lab <i>and</i>	4
BIO 220	Microbiology w/ Lab	4

Electives Below (NOT Required for Admission) **0**

BIO 120	Medical Terminology	3
MTH 186	Medical Dosage Calculations	3
HED 231	First Aid	3

*Taking HPS103 will garner points towards Nursing Acceptance. Electives (listed directly above) are courses pre-nursing students can take while waiting to gain entrance into the nursing program. **NOTE:** They are NOT required for admission into the nursing program.

For more information about applying to the Nursing Program visit our website (under Program of Study) and/or contact us via email at: nursingquestions@lawsonstate.edu

NUTRITION
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
CHM 111 College Chemistry I **and**
CHM 112 College Chemistry II 8
MTH 110 Finite Mathematics or higher 3

Area IV – History, Social & Behavioral Sciences **12**
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
SPH 107 Fundamentals of Public Speaking 3
BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4
HEC140 Principles of Nutrition 3

See STARS Guide for additional Area V courses. Course options vary per minor under this degree. Degree options include: Nutrition/Dietetics; Food Service; and Nutrition Science.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

OCCUPATIONAL THERAPY TRACK
*In STARS, this Program of Study is entitled,
 Pre-Occupational Therapy
 General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORN1 ORI101/PSY 100 Freshman Academy 1
 Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives <i>(See STARS Guide for course selection options)</i>	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Transfer Guide)	3
Natural Sciences ((See STARS Transfer Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives (See STARS):	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for
Pre-Occupational Therapy

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

FOR OFFICE ADMINISTRATION,
*See the Business & Information Technologies Section
 of this Catalog.*

OPTOMETRY TRACK
*In STARS, this Program of Study is entitled,
 Pre-Optometry
 General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives <i>(See STARS Guide for course selection options)</i>	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for
Pre-Optometry.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

OSTEOPATHIC MEDICINE TRACK
*In STARS, this Program of Study is entitled,
 Pre-Osteopathic Medicine
 General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives (See STARS Guide for course selection options)	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for **Pre-Osteopathic Medicine**

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PHARMACY TRACK
*In STARS, this Program of Study is entitled,
 Pre-Pharmacy Therapy
 General Studies (AS)*

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives (See STARS Guide for course selection options)	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
 If searching for this degree in STARS, search for **Pre-Pharmacy**

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PHILOSOPHY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3

Select 2 science classes (8 credits) from the listing below.

BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
PHL 106 Introduction to Philosophy 3
PHL 206 Ethics and Society 3
Pre-professional Electives (See Stars Guide) 5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PHYSICAL EDUCATION
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3

Select 2 science classes (8 credits) from the listing below.

BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
**Select remaining credits from the listing below.*
HED 230 Safety and First Aid 3
HED 231 First Aid 3
HED221 Personal Health 3
HED 224 Personal and Community Health 3
BIO 201 Human Anatomy and Physiology I 4
PED 200 Foundation of Physical Education 3

NOTE: Area V listing may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PHYSICAL THERAPY TRACK
In STARS, this Program of Study is entitled,
Pre-Physical Therapy
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives <i>(See STARS Guide for course selection options)</i>	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics <i>(See STARS Guide)</i>	3
Natural Sciences <i>(See STARS Guide)</i>	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) <i>(See STARS)</i>	3-6
History, Social & Behavioral Sciences	
Area IV Electives <i>(See STARS Guide)</i>	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.
If searching for this degree in STARS,
search for **Pre-Physical Therapy**

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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PHYSICS
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives: (Theater, THR120 or Art, ART100 or Music, MUS101)	3-6
Additional Humanites Elective Options: (Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus I and	
PHY 214 General Physics w/ Calculus II	8

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3

Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives:	14-18

NOTE: If you are transferring into a 120 SH program, select an additional 9 SH from courses approved in AREAS II-IV. If you are transferring into a 128 SH (or higher) program, select an additional 12 SH from courses approved in AREAS II-IV. For a complete listing of AFSC approved two-year courses for AREAS II-IV, go to the following website. The remaining hours in AREA V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional Home Page or Catalog for a major in Physics.

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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PHYSICS EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3

Select 2 science classes (8 credits) from the listing below.

PHY 213 General Physics with Calculus I	4
PHY 214 General Physics with Calcusion II	4

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
Select 12 credit hours from the courses below:	
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PHY 201 General Physics I/and	
PHY 202 General Physics II/OR	8
PHY 218 Modern Physics	4

Pre-professional Electives:	2-6
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Electives (Consider: EDU 100/Exploring Teaching)

The remaining hours in AREA V must be fulfilled by the requirements of the transfer institution.

TOTAL REQUIRED HOURS FOR DEGREE	60-64
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POLITICAL SCIENCE
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3

Select 2 science classes (8 credits) from the listing below.

BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
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History 3 or History Sequence (6)—See STARS
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:

PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
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CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
CIS 146 Microcomputer Applications	3
POL 211 American National Gov't	3
POL 220 State & Local Gov't	3
POL 200 Intro to Political Science	3
POL 230 Comparative Government	3

Pre-professional Electives (See STARS Guide)	0-3
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TOTAL REQUIRED HOURS FOR DEGREE	60-64
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IMPORTANT ALERT:
Lawson State Community College (LSCC)
no longer recognizes (PRE) as a part of any
degree plan. That does not mean that the
degree cannot be sought; it can. It just
means that you MUST look up the degree by
its identified name in the LSCC catalog. The
listing below will help all students find these
degrees. Note that STARS still addresses
these degrees with the (PRE) designation.

FOR PRE-DENTISTRY, SEE DENTISTRY
General Studies

FOR PRE-LAW, SEE POLITICAL SCIENCE
OR LAW
General Studies

FOR PRE-MEDICINE, SEE MEDICINE
General Studies

FOR PRE-NURSING, SEE NURSING (PRE-
ACCEPTANCE)
Associate in Science Degree

FOR PRE-OCCUPATIONAL THERAPY,
SEE OCCUPATIONAL THERAPY
General Studies

FOR PRE-OPTOMETRY,
SEE OPTOMETRY
General Studies

FOR PRE-OSTEOPATHIC MEDICINE,
SEE OSTEOPATHIC MEDICINE
General Studies

FOR PRE-PHARMACY,
SEE PHARMACY
General Studies

FOR PRE-PHYSICAL THERAPY,
SEE PHYSICAL THERAPY
General Studies

FOR PRE-SPEECH THERAPY,
SEE SPEECH THERAPY
General Studies

FOR PRE-VETERINARIAN
SEE VETERINARIAN
General Studies

PROFESSIONAL HEALTH SCIENCES
General Studies (AA or AS-USA Only)

***LSCC Requirement for all Graduates** 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 Natural Sciences (See STARS Guide) 8
 BIO 103 Principles of Biology I and 8
 BIO 104 Principles of Biology II 8

See STARS for other science options in Chemistry, Physical Science and Physics.

Area IV – History, Social & Behavioral Sciences 12
 History 3 or History Sequence (6)—See STARS 3-6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3

Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3

Area V – Pre-Professional/LSCC Courses 19-23
 Two 1-hour PED activity courses (no substitutions) 2
 CIS 146 Microcomputer Applications 3
 BIO 120 Medical Terminology 3
 EMS103 First Aid/ CPR 3
 BIO 201 Human Anatomy & Physiology I 4
 BIO 202 Human Anatomy & Physiology II 4
 BIO 220 General Microbiology 4
 MTH 265 Elementary Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PSYCHOLOGY
General Studies (AA or AS)

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition **6**
 ENG 101 English Composition I **3**
 ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking **3**
 Literature (3) or Literature Sequence (6) **3-6**
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: **3-6**
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) **0-3**

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics **3**

Select 2 science classes (8 credits) from the listing below.

BIO 101	Introduction to Biology I	4
BIO 102	Introduction to Biology II	4
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 104	Introduction to Chemistry I	4
CHM 105	Introduction to Chemistry II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences **12**
 History 3 or History Sequence (6)—See STARS **3-6**
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology **3**

Select remaining credits from the Area IV STARS Guide:

PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3
SOC 210	Social Problems	3

Area V – Pre-Professional/LSCC Courses **19-23**
 Two 1-hour PED activity courses (no substitutions) **2**
 CIS 146 Microcomputer Applications **3**
 SOC 210 Social Problems **3**
 PSY 210 Human Growth & Dev. **3**
 PSY 217 Psychology of Death & Dying **3**
 PSY 230 Abnormal Psychology **3**

Pre-professional Electives (Select from below) **2-5**
 (These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS.)
 PSY 250 Social Psychoogy **3**
 POL 211 American National Govenment **3**
 SPA101 Introductory Spanish I **4**
 ECO232 Principeles of Macroeconomics **3**

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PUBLIC ADMINISTRATION
General Studies (AA)
AU Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined therein.

*LSCC Requirement for all Graduates **1**
 ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
 ENG 101 English Composition I **3**
 ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
 Literature (3) **3**
 (American Lit. ENG251 OR English Lit. ENG261, OR World Literature ENG271.)
 SPH 107 Fundamentals of Public Speaking **3**
 PHL 106 Introduction to Philosophy/OR
 PHL 206 Ethics and Society **3**
 Fine Arts Required Electives:
 (Theater, THR120 or Art, ART100 or Music, MUS101) **3**

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Precalculus Algebra **3**
 Natural Sciences (Select a science sequence) **8**
 BIO 101 Introduction to Biology I/and
 BIO 102 Introduction to Biology II/OR **8**
 BIO 103 Principles of Biology I/and
 BIO 104 Principles of Biology II/OR **8**
 CHM 104 Introduction to Chemistry I
 CHM 105 Introduction to Chemistry II/OR **8**
 CHM 111 College Chemistry I
 CHM 112 College Chemistry II/OR **8**

Select one science sequence only. See other science sequence options via STARS (Physics options).

Area IV – History, Social & Behavioral Sciences **12**
 HIS121 World History I **3**
 HIS122 World History II **3**
 ECO232 Principles of Microeconomics **3**
 POL 211 American National Government/OR **3**
 POL 200 Introduction to Political Science **3**
 Select one POL option from above only.

Area V – Pre-Professional/LSCC Courses **19-23**
 SPA 101 Introductory Spanish I/and
 SPA 102 Introductory Spanish II **8**
 MTH 265 Elementary Statistics **3**
 CIS 146 Microcomputer Applications **3**
 Two 1-hour PED activity courses (no substitutions) **2**
 MTH 265 Elementary Statistics **3**

NOTE: Students may select all remaining credits fro any additional courses listed in Area II-IV for any 100-200 level

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PUBLIC HEALTH
General Studies (AA)
UAB Only—See STARS Guide

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences: Select 1 BIO and 1 CHM class	8
BIO 101 Introduction to Biology I/OR	4
BIO 102 Introduction to Biology II/OR	4
BIO 103 Principles of Biology I/OR	4
BIO 104 Principles of Biology II	4
--and--	
CHM 104 Intro. to General Chemistry/OR	4
CHM 105 Introduction to Chemistry II/OR	4
CHM 111 College Chemistry I/OR	4
CHM 112 College Chemistry II	4

Do NOT take more than 8 credits of science—1 Biology, 1 Chemistry.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
ECO 232 Principles of Microeconomics	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2

Students may select 11-15 credit hours from any additional courses in Area II-IV or from any 100-200 level course for general college credit to apply towards the general elective hours for the Bachelor of Science in Public Health. **Note:** The public health major offers three concentration tracks: general public health, environmental health sciences, and globe health studies. Go to STARS to view UAB's Area V course listings.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PUBLIC RELATIONS
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPA101 Introductory to Spanish I	4
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
ECO 232 Principles of Microeconomics	3

Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MCM 100 Intro to Mass Communication	3
MCM 102 Writing for Mass Media	3
Pre-professional Electives (See STARS Guide)	5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PUBLIC SAFETY & HEALTH ADMINISTRATION
Athens State ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
Pre-professional Electives (See STARS Guide)	14-18

NOTE: The remaining major prerequisite hours must be completed in Fire Sciences/Fire Services (FSC), Criminal Justice, Emergency Medical Services (EMS), Environmental Technology (EVT), Allied Health/Health Science programs or nursing. Students should not exceed 22 SH in Area V.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

RADIOLOGIC SCIENCES
University of South Alabama ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

***LSCC ORI101/PSY 100** Freshman Academy **1**
Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6

(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)

Fine Arts Required Electives:
 (Theater, THR120 or Art, ART100 or Music, MUS101)

Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101)

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8
BIO 101 Introduction to Biology I/and	
BIO 102 Introduction to Biology II/OR	8
BIO 103 Principles of Biology I/and	
BIO 104 Principles of Biology II/OR	8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	

PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3

Area V – Pre-Professional/LSCC Courses	23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PHY120 Introduction to Physics I	3
*BIO 103 Principles of Biology	4
BIO 201 Anatomy & Physiology I/OR	
BIO 202 Anatomy & Physiology II	4
Select Remaining Electives from STARS Guide	0-3
MTH 265 Elementary Statistics/OR	
PSY 260 Statistics for the Social Sciences	7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE **64**

RECREATION LEADERSHIP
General Studies (AS)
Jacksonville State University (JSU) Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
 OR ORI101/PSY 100 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: A Literature sequence is optional ; however, a History sequence is required (under Area IV).**

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Precalculus Algebra 3
 Natural Sciences (**See STARS Guide**) **8**
 BIO 103 Principles of Biology I/and
 BIO 104 Principles of Biology II/OR 8
 CHM 111 College Chemistry I
 CHM 112 College Chemistry I I/OR 8

Select one science sequence only. See other science options (Physics) via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences **12**
 History Sequence (6)—See STARS 6
 (History of Western Civilization: HIS101& HIS102; or US History: HIS201& HIS202 only)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 CIS 149 Introductions to Computers 3
 PED100 Fundamentals of Fitness 3
 HED 230 Safety and First Aid 3
 BUS 263 Legal & Social Environment of Bus 3
 BUS 241 Introduction to Accounting I 3
Select Remaining Electives from STARS Guide 1-5

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-63**

REHABILITATION & DISABILITY SERVICES
General Studies (AS)
Auburn University Only—See STARS Guides

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 Literature Sequence Required (6) 6
 (American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)
 Fine Arts Required Electives:
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 PHL 106 Introduction to Philosophy 3

***NOTE: This degree requires a Literature and History sequence.**

Area III: Natural Sciences and Mathematics **11**
 MTH 113 Precalculus Trigonometry/OR 3
 MTH115 Precalculus Algebra with Trig. 4
 Natural Sciences (**See STARS Guide**) **8**
 BIO 103 Principles of Biology I/and
 BIO 104 Principles of Biology II/OR 8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences **12**
 History Sequence (6)—Sequence Required
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses **19-23**
 SPH 107 Fundamentals of Public Speaking 3
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 BIO 201 Human Anatomy and Physiology I 4
 BIO 202 Human Anatomy and Physiology II 4
Select Remaining Electives from STARS Guide 3-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

REHABILITATION (NON-CERTIFICATION)
General Studies (AS)
Troy University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 Literature Sequence Required (6) 6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 ART100 Art Appreciation (Required) 3
 SPH 107 Fundamentals of Public Speaking 3

Area III: Natural Sciences and Mathematics 11
 MTH 110 Finite Mathematics 3
 BIO 101 Introduction to Biology I/OR
 BIO 103 Principles of Biology I/and 4
 CHM 104 Intro. to General Chemistry/OR 4
 CHM 111 College Chemistry I 4
 PHY 201 General Physics I 4
 PHY 202 General Physics II 4

Select one Biology, Chemistry or Physics course to take. Sequencing is NOT required under this degree plan.

Area IV – History, Social & Behavioral Sciences 12
 History Sequence (6)—Sequence Required
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC200 Introduction to Sociology 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 MUS 101 Music Appreciation 3
 ANT200 Introduction to Sociology 3
 POL 211 American National Government 3
 ECO 231 Principles of Macroeconomics 3
Select Remaining Electives from STARS Guide 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

RESPIRATORY THERAPY / CARDIO SCIENCE
University of South Alabama (USA) Only—
See STARS Guides
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

***LSCC Requirement for all Graduates** 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 (American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
 Fine Arts Required Electives: 3-6
 (Theater, THR120 or Art, ART100 or Music, MUS101)
 Additional Humanites Elective Options:
 (Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 Natural Sciences 8
 CHM 104 Intro. to General Chemistry/and
 CHM 105 Intro. to Organic Chemistry/OR 8
 CHM 111 College Chemistry I
 CHM 112 College Chemistry I I/OR 8

Select one science sequence only. See other science options via STARS. Do NOT mix science types.

Area IV – History, Social & Behavioral Sciences 12
 History Sequence (6)—See STARS 6
 (History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
 PSY200 General Psychology 3
 SOC200 Introduction to Sociology 3
 Select remaining credits from the Area IV STARS Guide:
 PSY210 Human Growth & Development 3
 SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 BIO 103 Principles of Biology I 4
 BIO 201 Human Anatomy & Phys. I and
 BIO 202 Human Anatomy & Physiology II 8
 BIO 220 General Microbiology 4
 *Select any remaining courses from the listing below.
 MTH 265 Elementary Statistics
 PSY 260 Statistics for the Social Sciences 3
 PHY 201 General Physics I 4

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

COLLEGE TRANSFER (GENERAL STUDIES)

SOCIAL SCIENCE General Studies (AS)		SOCIAL STUDIES EDUCATION: MIDDLE / HIGH SCHOOL General Studies (AS)	
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.		Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.	
*LSCC Requirement for all Graduates	1	*LSCC Requirement for all Graduates	1
ORI101	Freshman Academy	ORI101	Freshman Academy
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>		<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6	Area I: Written Composition	6
ENG 101	English Composition I	ENG 101	English Composition I
ENG 102	English Composition II	ENG 102	English Composition II
Area II: Humanities and Fine Arts	12	Area II: Humanities and Fine Arts	12
SPH 107	Fundamentals of Public Speaking	SPH 107	Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)	3-6	Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)		(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3	Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)		(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:		Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3	(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: This major requires a History sequence regardless if a Literature sequence is chosen above.		*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11	Area III: Natural Sciences and Mathematics	11
MTH 112	Precalculus Algebra	MTH 110	Finite Matehmatics
Natural Sciences (See STARS Guide)	8	Natural Sciences (See STARS Guide)	8
Student must select one Biology course and one Physical Science course (8 credits)		Select 2 science classes (8 credits) from the listing below.	
BIO 101	Introduction to Biology I	BIO 101	Introduction to Biology I
BIO 102	Introduction to Biology II	BIO 102	Introduction to Biology II
BIO 103	Principles of Biology I	BIO 103	Principles of Biology I
BIO 104	Principles of Biology II	BIO 104	Principles of Biology II
--and--		CHM 104	Introduction to Chemistry I
PHS 111	Physical Science I	CHM 105	Introduction to Chemistry II
PHS112	Physical Science II	CHM 111	College Chemistry I
		CHM 112	College Chemistry II
Area IV – History, Social & Behavioral Sciences	12	Lawson recommends a science sequence although not required. See STARS for more course options.	
History Sequence (6)—Required	6		
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)			
PSY200	General Psychology	HIS 101	History of World Civilization I
Select remaining credits from the Area IV STARS Guide:		HIS 102	History of World Civilization II
PSY210	Human Growth & Development	PSY200	General Psychology
SOC 210	Social Problems	*GEO 100	World Regional Geography
Area V – Pre-Professional/LSCC Courses	19-23	Select remaining credits from the Area IV STARS Guide:	
CIS 146	Microcomputer Applications	PSY210	Human Growth & Development
Two 1-hour PED activity courses (no substitutions)	2	SOC200	Introduction to Sociology
SOC 200	Introduction to Sociology	SOC 210	Social Problems
<i>*Select another history sequence from the history pairings listed below. Select remaining credits as well.</i>			
HIS 101	History of Western Civilization I and		
HIS 102	History of Western Civil. II/OR		
HIS 121	World History I and		
HIS 122	World History II/OR		
HIS 201	United States History I and		
HIS 202	United States History II		
POL 211	American National Government		
Select Remaining Electives from STARS Guide	2-6		
TOTAL REQUIRED HOURS FOR DEGREE	60-64		
		TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

**SOCIAL WORK
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
BIO 101 Introduction to Biology I/OR	
BIO 103 Principles of Biology I/	4
Then, select ONE more science course from the listing below.	
(Each science course below=4credits. Select ONE only)	
BIO 102 Introduction to Biology II	
BIO 104 Principles of Biology II	
CHM 104 Introduction to Chemistry I	
CHM 105 Introduction to Chemistry II	
A science sequence is NOT required for this degree. See STARS for more information.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
SOC200 Introduction to Sociology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 265 Elementary Statistics/OR	3
PSY 260 Statistics for Social Sciences	3
ECO 231 Principles of Macroeconomics	3

Select Remaining Electives from STARS Guide **8-12**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early and complete a Reverse Transfer.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**SOCIAL WORK TECHNICIAN
Associate in Applied Science (AAS)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition	3
ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
SPH 107 Fund. of Public Speaking	3
Area III – Natural Science or Mathematics	10
MTH 116 Math Applications/OR	3
MTH110 or higher (See Advisor)	
CIS 146 Microcomputer Applications	3
Natural Sciences Course w/Lab	4
Area IV – History, Social & Behavioral Sciences	6
PSY 200 General Psychology	3
SOC 200 General Sociology	3

FIELD OF CONCENTRATION COURSES	45
• Two 1-hour PED activity courses (no substitutions)	2
• SPA 101 Introduction to Spanish	4
• HUS 101 Introduction to Human Services	3
• SWT 109 Techniques of Beh. Modification	3
• SWT 133 Geriatrics	3
• HUS 222 Group Counseling Techniques	3
• HUS 102 Introduction to Case Work	3
• SOC 209 Juvenile Delinquency	3
• CRJ 256 Correctional Rehabilitation	3
• SWT 130 Community and the Social Worker	3
• HUS 211 Intro: Alcohol & Drug Prevention and Abuse	3
• SWT 131 Problems of Children & Youth	3
• SOC 247 Marriage and Family	3
• SOC 210 Social Problems	3
• HUS 224 Clinical Internship	3

TOTAL REQUIRED HOURS FOR DEGREE **68**

SOCIOLOGY
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8
Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
SOC200 Introduction to Sociology 3
SOC210 Social Problems 3
Select remaining credits from the Area IV STARS Guide:
PSY200 General Psychology 3

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
CIS 146 Microcomputer Applications 3
SOC 247 Marriage and Family 3
SOC 209 Juvenile Delinquency 3
Select Remaining Electives from STARS Guide 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement. Area V class offerings can be limited. As such, some students may opt to transfer early.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

SPECIAL EDUCATION
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

***LSCC Requirement for all Graduates** 1
ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)
Fine Arts Required Electives: 3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)
Additional Humanites Elective Options:
(Spanish, SPA101 or Humanities HUM101) 0-3

***NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.**

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8
Select 2 science classes (8 credits) from the listing below.
BIO 101 Introduction to Biology I 4
BIO 102 Introduction to Biology II 4
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
CHM 104 Introduction to Chemistry I 4
CHM 105 Introduction to Chemistry II 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences 12
History 3 or History Sequence (6)—See STARS 3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)
PSY200 General Psychology 3
Select remaining credits from the Area IV STARS Guide:
PSY210 Human Growth & Development 3
SOC200 Introduction to Sociology 3
SOC 210 Social Problems 3

Area V – Pre-Professional/LSCC Courses 19-23

*Select 4 additional science credits beyond what was taken under Area III. See STARS

BIO 101	Introduction to Biology I/OR	4
BIO 102	Introduction to Biology II/OR	4
BIO 103	Principles of Biology I/OR	4
BIO 104	Principles of Biology II/OR	4

*Select 9 additional math credits. See STARS

MTH 112	Precalculus Algebra	3
MTH 113	Precalculus Trigonometry	3
MTH 115	Precalculus Algebra & Trig.	4
MTH 231	Math for the Elementary Teacher I	3
MTH 232	Math for the Elementary Teacher II	3

Select Remaining Electives from STARS Guide 6-10

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.

SPEECH PATHOLOGY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
BIO 103 Principles of Biology I	4
Select one additional science course. See STARS for more options. Course selected does NOT have to be in sequence.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development/OR 3	
SOC200 Introduction to Sociology	3
SOC210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
• CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
PSY200 General Psychology	3
*Students must take one of the following courses:	
PSY 210 Human and Growth Dev. /OR	3
PSY 211 Child Growth and Development	3
Select Remaining Electives from STARS Guide	8-12
TOTAL REQUIRED HOURS FOR DEGREE	60-64

SPEECH THERAPY TRACK
In STARS, this Program of Study is entitled,
Pre-Speech Therapy
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives	
(See STARS Guide for course selection options)	3-6

Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	

Area IV Electives (See STARS Guide)

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Select Remaining Electives from STARS Guide	
	14-18

NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.

If searching for this degree in STARS,
search for **Pre-Speech Therapy**

TOTAL REQUIRED HOURS FOR DEGREE

60-64

**TECHNOLOGY, INDUSTRIAL TECHNOLOGY
OR ENGINEERING TECHNOLOGY**
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature Sequence (6)—Required	6
(American Lit. ENG251 & ENG252 OR English Lit. ENG261 & ENG262 OR World Literature ENG271 & ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120; or Art, ART100; or Music, MUS101; or Spanish, SPA101	

*NOTE: This degree requires a Literature sequence (Area II) and a History sequence (Area IV) to be completed.

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8
CHM 111 College Chemistry I/and	
CHM 112 College Chemistry II/OR	8
PHY 201 General Physics I/and	
PHY 202 General Physics II/OR	8
Area IV – History, Social & Behavioral Sciences	12
Take ECO 231 or ECO 231 (Economics)	3
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
Select remaining credits from the Area IV STARS Guide:	
PSY200 General Psychology OR	3
PSY210 Human Growth & Development/OR	3
SOC200 Introduction to Sociology OR	3
SOC210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
• CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MTH 125 Calculus I/OR	4
MTH 265 Elementary Statistics	3
BUS 215 Business Communication	3
DDT 103 Intro. to Computer Aided Design	3
Select 3 SH from the listing below	
EET 121 AC Fundamentals/OR	3
EET 151 AC Theory/OR	3
EET 201 Electronics Circuits	3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

TELECOMMUNICATIONS AND FILM OR BROADCASTING
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow it.

*LSCC Requirement for all Graduates 1
 ORI101 Freshman Academy 1

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	3-6

*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4

Lawson recommends a science sequence although not required. See STARS for more course options.

Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
MCM 100 Intro to Mass Communication	3
MCM 102 Writing for Mass Media	3
SPH 107 Fundamentals of Public Speaking	3
See STARS: Select remaing credits from the Area V listing of your intended Transfer College	5-9

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**NEW! THEATER
General Studies (AA)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
Fine Arts Required Electives:	3-6
(Theater, THR120 or Art, ART100 or Music, MUS101)	
Additional Humanites Elective Options:	
(Spanish, SPA101 or Humanities HUM101)	0-3
*NOTE: If a Literature sequence is not selected in Area II, you MUST complete a History sequence in Area IV.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History 3 or History Sequence (6)—See STARS	3-6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
PSY200 General Psychology	3
Select remaining credits from the Area IV STARS Guide:	
PSY210 Human Growth & Development/OR	3
SOC200 Introduction to Sociology	3
SOC 210 Social Problems	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
THR 131 Acting Techniques I	3
THR 241 Vocie and Speech for the Performer	3
THR 113 Theater Workshop I	2
THR 114 Theater Workshop II	2
See STARS: Select remaing credits from the Area V listing of your intended Transfer College	
	4-8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog. Failure to follow your STARS Guide can void your transfer agreement.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**URBAN PLANNING
AAMU ONLY
General Studies (AA)**

*LSCC Requirement for all Graduates	1
ORI101 Freshman Academy	1
<i>Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
Literature Sequence (6)—Required	6
(American Lit. ENG251, ENG252 OR English Lit. ENG261, ENG262 OR World Literature ENG271, ENG272.)	
SPH 107 Fundamentals of Public Speaking	3
ART 100 Art Appreciation (Required)	3
*NOTE: This degree requires a Literature sequence (Area II) and a History sequence (Area IV) to be completed.	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8
Select 2 science classes (8 credits) from the listing below.	
BIO 101 Introduction to Biology I	4
BIO 102 Introduction to Biology II	4
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
CHM 104 Introduction to Chemistry I	4
CHM 105 Introduction to Chemistry II	4
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Lawson recommends a science sequence although not required. See STARS for more course options.	
Area IV – History, Social & Behavioral Sciences	12
History Sequence (6)—See STARS	6
(History of Western Civilization: HIS101, HIS102; or World History: HIS121, HIS122; or US History: HIS201, HIS202)	
ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
HED 221 Personal Health/OR	3
HED 224 Personal and Community Health	3
Select remaining credits from the course listing below:	
POL 220 State and Local Government	3
BUS 271 Business Statistics I/OR	3
MTH 265 Elementary Statistics	3
URP 101 Survey of Planning I	3
URP 102 Survey of Planning II	3
URP 202 The Community and Its Organization	3
See STARS: Select remaing credits from the Area V listing of your intended Transfer College	
	1-5

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NOTE: Area V class offerings can be limited. Some students may opt to transfer early and complete a Reverse transfer.

VETERINARY MEDICINE TRACK
In STARS, this Program of Study is entitled,
Pre-Veterinary Medicine
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. Also, refer to your Course Sequencing Guide for help (on the website).

***LSCC Requirement for all Graduates** **1**
 ORI101 Freshman Academy **1**

Enroll in ORI101 your first term at LSCC. If you are transfer student, enroll in ORI101T (the shorter version).

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Fine Arts & Humanities Electives <i>(See STARS Guide for course selection options)</i>	3-6
Area III: Natural Sciences and Mathematics	11
Mathematics <i>(See STARS Guide)</i>	3
Natural Sciences <i>(See STARS Guide)</i>	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) <i>(See STARS)</i>	3-6
History, Social & Behavioral Sciences	
Area IV Electives <i>(See STARS Guide)</i>	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses	2
Pre-professional Electives:	14-18
NOTE: The STARS system does not provide a Transfer Guide in the pre-professional program for this degree. As such, students should contact the institution to which they plan to transfer to do discuss course selection options and pre-admission requirements. Or, search their catalog.	
If searching for this degree in STARS, search for Pre-Veterinary Medicine .	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: Follow your STARS Guide. Transferring colleges may have unique requirements listed under Area V and class offerings can be limited. Thus, students can transfer early via Reverse Transfer (RT). For more information on RT, click on "Quick Links" on our website. Lawson recommends taking 15 credits per semester to graduate on time.




Students can access their Degree Plans, which outline what courses they need to take to complete their programs, via MyLawson.

Follow These Steps to Access your Degree Map via Degree Works:

- From the main website, Login **MyLawson** (login directions are on the page).
- Click on "**Student**" link.
- Click on "**Degree Works**" link
- Enter your **A-number** (in the space provided).
- After you type in your A-number and click the enter key, your plan will populate.



HEALTH PROFESSIONS

(Overview, Admissions Criteria
& Degree Plans)

HEALTH PROFESSIONS

DIVISION OF HEALTH PROFESSIONS



APPROVED BY:

Alabama Board of Nursing

ACREDITATED BY:

*Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
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Associate in Applied Science Degrees

ADN Program

Diagnostic Medical Sonography

Certificate

Practical Nursing (LPN)

Dental Assistant (DAT)

Short Certificates

Emergency Medical Technician (EMS)

Nursing Assistant

Pharmacy Technician Assistant

148 General Studies Health Related Majors

Associate in Science Degrees

(see page 118 for complete listings)

HEALTH PROFESSIONS OVERVIEW

MISSION: The mission of the Nursing programs within the Department of Health Professions is to prepare individuals in the art of caring in a high touch and high technology learning environment to be employed in the community as registered nurses and licensed practical nurses. Students are facilitated in developing the knowledge, skills, and attitudes necessary for successful practice and are encouraged to pursue advanced education.

The Associate Degree Nursing program and Practical Nursing program consist of a combination of general education courses and nursing courses. Basic needs, as identified by Maslow's Hierarchy of needs, the nursing process, Quality and Safety Education for Nurses (QSEN) Competencies, and National League for Nursing (NLN) Competencies are the major themes used to develop content within the curriculum. Nursing courses include a classroom component where a variety of methodologies are used to assist the student to identify scientific principles in nursing. A clinical component is also included to assist the student to apply the scientific principles to meet individual client's needs. Guided clinical experiences are offered in hospitals, health agencies, and selected community agencies.

The Associate Degree Nursing program consists of five (5) sequential semesters. The Practical Nursing program consists of (3) sequential semesters. In order to progress to another nursing course, the student must earn a "C" (75) or better in classroom and "Satisfactory" in clinical. Students not satisfying these requirements will fail to progress to the next nursing course. However, based on availability of space and GPA, the student may be considered for reinstatement to repeat the failed or withdrawn course. Reinstatement to the nursing program is not guaranteed. Students must write and successfully pass the HESI specialty examination for the course(s) requesting consideration for reinstatement. Students must score 800 or above to be considered for reinstatement. Students are allowed only one attempt on the HESI examination. Reinstatement is allowed only once during the entire nursing program. However, students may apply for readmission as a new student. All nursing courses must be retaken/taken once readmitted.

Upon successful completion of the programs in nursing, graduates are eligible to apply to write the National Council Licensure Examination (NCLEX-RN or NCLEX-PN respectfully). The programs of nursing are approved by the Alabama Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing.

**LAWSON STATE COMMUNITY COLLEGE
NURSING (ADN, PN AND MOBILITY)
PROGRAM ADMISSION CRITERIA
AT THE TIME OF PUBLICATION
*(SUBJECT TO CHANGE)***

- Unconditional admission to the college
- A completed application for admission to nursing program received before published deadline.
- A minimum of **18 ACT** composite score National or Residual.
- A minimum of **2.5 GPA** for nursing required academic core courses (ENG101, MTH100 or higher, BIO201 and BIO202) and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meeting the essential functions for nursing.
- Eligibility for ENG 101, MTH 100, and BIO 201
- **Mobility** students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN). No work history is required. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher-level math, BIO 201 & 202, SPH 106 or 107, PSY 200, and PSY 210. The NUR 201 Mobility applicants must have graduated from Lawson State Community College PN program and return within two years of graduation.

Note: Lawson State has temporarily suspended admission to the NUR 200 Mobility program and to non-graduates of LSCC PN program.

NURSING PROGRAM SELECTION CRITERIA

- A minimum of 18 ACT Composite score. There are 36 points possible. No time limit on when the ACT was taken.
- Points for grades in the following nursing required core general educational courses are as documented:
 A = 3 points, B = 2 points, C = 1 point
 English Composition I
 Intermediate College Algebra
 Anatomy & Physiology I
 Anatomy & Physiology II
- Additional 10 points may be awarded as determined by the individual college policy and procedure: Up to four points in the HPS 103 - Foundation Competencies for Health Sciences course, up to three points in the MTH 186 – Medical Dosage Calculation course, and up to four points in the BIO103-Principles of Biology.
- *Minimum 2.5 GPA required in the core general educational courses for the nursing program. Not all courses may have been completed at time of admission. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
 Practical nursing core courses (for stand-alone PN programs): ENG 101, MTH 100, BIO 201, and BIO 202.

Associate degree nursing core courses: ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, PSY210 SPH107, BIO 220,
 and a Humanities elective.

- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring
- Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable).

Notification

The following is the notification process:

- The number of admissions will be determined by the college.
- Students are selected on a basis of a point system, and completion of requirements. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Department of Health Professions will review all applicants for completeness of requirements and notify students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, ordering of uniforms, and physical examination.

Nursing students shall comply with legal, moral and legislative standards that determine acceptable behavior of the nurse. It is important for prospective nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse and Licensed Practical Nurse:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you, ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? If you answer "YES: to either question, send appropriate documents identified on the instruction sheets.
- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES, have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Have you ever been placed on a state AND/OR federal abuse registry?
- Have you ever been court-martial/disciplined OR administratively discharged by the military?
- If YES, documentation should accompany the application for licensure by examination form.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree and Certificate as outlined in the Student Catalog. However, provisions are made for nursing students to document that content completion of institutional course requirements have been met.

- Each student must complete a minimum of 25% of the total program at Lawson State Community College.
- Each student must maintain a minimum of a 2.0 grade point average, with at least a "C" in each course presented for the Associate in Applied Science Degree or Certification.

END OF PROGRAMS STUDENT LEARNING OUTCOMES/GRADUATE COMPETENCIES

The Department of Health Professions through its nursing programs is committed to prepare a graduate to function in the role of a RN and LPN. The program outcomes developed by the faculty are consistent with the mission of the college, the expected roles of the practice setting and the competencies and roles of a RN and LPN.

The Practical Nursing graduate will be able to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

QSEN/NLN Graduate Competencies:

- Human Flourishing
- Patient-Centered care
- Nursing Judgement
- Informatics
- Safety
- Professional Identity
- Teamwork and Collaboration
- Spirit of Inquiry
- Quality Improvement
- Evidenced-Based Practice

(See Nursing Student Handbook for details)

The Associate Degree Nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

QSEN/NLN Graduate Competencies:

- Human Flourishing
- Patient-Centered care
- Nursing Judgement
- Informatics
- Safety
- Professional Identity
- Teamwork and Collaboration
- Spirit of Inquiry
- Quality Improvement
- Evidenced-Based Practice

(See Nursing Student Handbook for details)

Written: September 1969 **Reviewed:** Yearly
Revised: 1973, 1982, 1984, 1986, 1987, 1993, 1999, 2000, 2001, 2002, 2005, 2007, 2008, 2009, 2010, 2015, and 2021.

Program Outcomes

- Performance on Licensure Exam
 The most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
- Program Completion.
 At least 35% of the students admitted will graduate within 150%* of the time of the stated program length beginning with the first required nursing course as delineated below:
**AAS in Nursing – seven semesters*
**AAS in Mobility LPN with 201 –four semesters*
**PN Certificate – four semesters*
- Job Placement
 At least 80% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

HEALTH PROFESSIONS

- Program Satisfaction

A minimum of 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.

A minimum of 80% of employers responding to the employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

Lawson State Community College Nursing Education Programs

Revised Spring 2021

Progression Policy

In order to progress in the nursing program, the student must:

- a. Achieve a grade of C or better in all required general education and nursing courses.
 - b. Be acceptable by clinical agencies for clinical experiences.
 - c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - d. Maintain program health requirements.
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
 4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
 5. Students must write and successfully pass the HESI specialty examination for the prior semester successfully completed course requesting consideration for reinstatement. Students must score 750 or above to be considered for reinstatement. Students are allowed only one attempt on the HESI examination. Fees at the student's expense for exam.
 6. Students in the first semester who submit a declaration of intent, and were unsuccessful or withdrew from NUR 102 only, may be reinstatement if the HESI score on previous admission equaled or exceeded a score of 600.

Definitions

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the Declaration of Intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.

Transfer Policy

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program and demonstrate competency as defined by the institution.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

ADN TRANSFER TO PN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first and second semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 203, NUR 104, NUR 105 and NUR 106 – with a grade of “C” or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission /readmission requirements. Students may be admitted on a space available basis to the PN program.

HEALTH PROFESSIONS

To be eligible for this option:

1. Students must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purpose of transfer/readmission to the PN program.
6. Students who have the maximum allowed attempts (or non-progressions) in the RN program are allowed only one attempt to complete the PN program.

Students who are successful may apply for the LPN to RN Mobility program as outlined in the college catalog and Nursing Student Handbook

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. If unsuccessful in the PN transfer option, the student must apply for admission as a new student.

THE ALABAMA COMMUNITY COLLEGE SYSTEM Lawson State Community College Nursing Programs

Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and /or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others

HEALTH PROFESSIONS

c) Tactile	5) Professional Behavior
i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics	a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
d) Olfactory	b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
i) Detect body odors and odors in the environment	c) Handle multiple tasks concurrently
2) Communication/ Interpersonal Relationships	d) Perform safe, effective nursing care for clients in a caring context
a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds	e) Understand and follow the policies and procedures of the College and clinical agencies
b) Work effectively in groups	f) Understand the consequences of violating the student code of conduct
c) Work effectively independently	g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
d) Discern and interpret nonverbal communication	h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
e) Express one's ideas and feelings clearly	i) Not to pose a threat to self or others
f) Communicate with others accurately in a timely manner	j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
g) Obtain communications from a computer	k) Adapt to changing environments and situations
3) Cognitive/Critical Thinking	l) Remain free of chemical dependency
a) Effectively read, write and comprehend the English language	m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings	n) Provide nursing care in an appropriate time frame
c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator	o) Accepts responsibility, accountability, and ownership of one's actions
d) Satisfactorily achieve the program objectives	p) Seek supervision/consultation in a timely manner
4) Motor Function	q) Examine and modify one's own behavior when it interferes with nursing care or learning
a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction	
b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others	
c) Maintain balance from any position	
d) Stand on both legs	
e) Coordinate hand/eye movements	
f) Push/pull heavy objects without injury to client, self or others	
g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others	
h) Walk without a cane, walker or crutches	
i) Function with hands free for nursing care and transporting items	
j) Transport self and client without the use of electrical devices	
k) Flex, abduct and rotate all joints freely	
l) Respond rapidly to emergency situations	
m) Maneuver in small areas	
n) Perform daily care functions for the client	
o) Coordinate fine and gross motor hand movements to provide safe effective nursing care	
p) Calibrate/use equipment	
q) Execute movement required to provide nursing care in all health care settings	
r) Perform CPR and physical assessment	
s) Operate a computer	

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Janine McCoy-Jones ADA Coordinator on the Birmingham Campus at 929-6383 or Dr. Renay Herndon, ADA Coordinator on the Bessemer Campus at 929-3419.

Participation Policy

The faculty of the nursing programs unanimously agree that participation in **Clinical/Laboratory** is an essential learning experience for **all** students and the lack of participation in this experience both lessen student learning and impairs the ability of the teacher to realistically evaluate student performance. The faculty also believes that avoidable absence from clinical/lab reflects a lack of responsibility and will hinder the student's opportunity to obtain a satisfactory clinical/lab grade based on the required elements.

PLEASE NOTE THE FOLLOWING:

- The **third** clinical/laboratory absence in any semester will be grounds for termination from the nursing course. A grade of "F" will be assigned.
- Students are not allowed to leave assigned clinical area without permission from the clinical instructor.
- All information about patients and records in clinical facilities is confidential.
- Even doctors' statements cannot excuse students from this departmental policy.

Attendance

- Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for makeup. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. Specific absences will be discussed per the instructor.

Clinical Expectations

Clinical and individual conferences are planned to provide the student with the opportunity to share learning and to evaluate experiences encountered in the clinical setting. Objectives are prepared for each unit and are intended to help the student focus on relevant aspects.

The student is to assume responsibility for his/her independent learning. The instructor assumes the responsibility of guiding, assisting, clarifying, expanding upon this knowledge the student has obtained through his/her independent actions.

It is recommended that the student utilize the following suggestions as a guide to enhance the degree of his/her class participation, understanding and comprehension of material presented by the instructor.

Pre-Class Preparation

1. Read assigned text unit.
2. Answer unit objectives.
3. Read assigned articles related.
4. Review anatomy and physiology of system involved with each disease.
5. Review pharmacological actions, side effects of all drugs mentioned in each disease.
6. Review nutritional aspects of special diets in related diseases.
7. Define all unfamiliar words or terms.

Pre-Clinical Preparation

It is required that the student utilize the following as a guide to enhance the degree of his/her performance and application of theory content in the clinical setting.

1. Familiarize self with patients' needs and problems (through chart, kardex, text, team members, patient/family) as related to:
 - a. Diagnosis/Psychosocial Factors
 - b. Nursing/Medical Management Treatment
 - c. Nutrition/Special Diets
 - d. Medication, etc.
2. Familiarize self with medications of assigned patient(s). (Identify the patient's need for specific medication, relate the expected outcomes, identify side effects and state nursing responsibilities, as well as accurate dosage calculations.)
3. Demonstrate knowledge of pre-planning when performing new procedure or handling new equipment.
4. Organize nursing care for patient according to basic need priorities, recognizing patient care.
5. Practice charting professionally using correct grammar and medical terminology that includes treatment, observations or any aspect of patient care.
6. The student **CANNOT** pass the course, based on grade point average alone, if his/her performance is, unsafe or is not satisfactory in the clinical area.

If a student comes to the clinical area unprepared to deliver safe nursing care, he/she will receive a clinical absence for the day. The student may be asked to return to the School of Nursing during the remaining clinical time to complete required clinical preparation. Written documentation of completed clinical preparation is to be submitted to the clinical instructor not later than end of the clinical day.

If a student comes to the clinical area unprepared to deliver safe nursing care for second time during a nursing course, he/she must meet with the Chairperson of the Nursing Program. The meeting must occur prior to the next scheduled clinical day. Failure to do so will result in an additional clinical absence.

If a student comes to the clinical area unprepared to deliver safe nursing care for a third time during a nursing course, he/she will be unable to meet course objectives and must withdraw from the course.

Professional Behavior

Students must abide by both the Department of Health Professions and the clinical agency policies.

It is the responsibility of the student to notify the clinical facility and instructor in advance if the student will be either tardy or absent for the scheduled clinical experience. Failure to notify the instructor and clinical facility in advance will result in a clinical absence for the day. Any missed clinical days are required to be made-up.

Students must maintain patient information confidentiality in accordance with HIPAA requirements. Failure to do so will result in a clinical absence for the day.

Students are to remain in their assigned clinical area. Leaving the clinical area without permission of the clinical instructor will result in a clinical absence for the day. Displaying poor professional behavior during Clinicals can lead to dismissal from the program. This includes, but is NOT limited to, receiving complaints from physicians, nurses, hospital or clinical personnel, instructors and patients. Altercations at Clinical sites will NEVER be tolerated (either verbal or physical) and can lead to immediate removal from the program following a due process hearing.

Clinical Procedures Performance

All students must be able to satisfactorily perform clinical skills required in previous prerequisite nursing courses. A student who performs unsatisfactorily on a nursing procedure in the clinical area will be given an unsatisfactory for the procedure and must return to the college practice laboratory and satisfactorily demonstrate the skill within the time frame determined by the instructor. Unsatisfactory performance of the skill in the college practice laboratory means that the student is unable to meet the objectives for the nursing course and must withdraw from the course.

Clinical Experience Policy

The clinical evaluation tool is written in accordance with the program and course outcomes and includes expected behaviors and characteristics for clinical participation as well as for written assignments.

The clinical evaluation tool will be shared with and explained to the student prior to the clinical rotation. Written assignments will be an inherent aspect of the clinical experiences. All written assignments must be turned in on date due in the acceptable form (type or ink written neatly on lineless paper). Written work received after the due date will be considered late (unless the dates have been extended by the instructor). ***IF ALL WRITTEN ASSIGNMENTS ARE NOT RECEIVED PRIOR TO THE END OF THE SEMESTER, THE STUDENT WILL RECEIVE A COURSE GRADE OF "I".***

All requirements to remove an "I" must be completed within six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of "F" will be assigned.

A satisfactory clinical grade and C (75) or above theory grade MUST be obtained to complete the course successfully. The student cannot pass the course if unsuccessful in either theory or clinical.

Furthermore, it is understood that your role is as a student: (1) enrolled in a clinical course requiring your presence at the health care facility; (2) not an employee of the institution or of the health care facility; (3) not expecting nor receiving compensation for participation in the clinical course from either the institution or the health care facility; and (4) not promised nor offered a job at the health care facility as a result of participation in the clinical course.

Learning Resources Center

The Department of Health Professions has established a Learning Resources Center.

The Center is stocked with easily accessible resources to help you reach these objectives. There is a specialized area The Nursing NCLEX Resource Center devoted to NCLEX preparation. These resources include audio visuals and computer software, additional reference materials for review or remediation examinations and study guides. These audio visuals and computer software are supportive of the concepts discussed and objectives of the course. Tutors are available by appointment for student requiring remediation. Tutors schedules are posted each semester. The Instructional Center is open daily from 8 a.m. to 5 p.m. on both campuses.

Cardiopulmonary Resuscitation Certification

All students are required to become certified in cardiopulmonary resuscitation at the basic level for health professionals prior to being permitted to engage in any clinical experience.

Health Form

Each student must have on file a current health status form. An annual health examination including TB skin test and/or chest x-ray is required of students whose course of study extends past a twelve-month period. Additional immunizations may be required based on Center for Disease Control (CDC) recommendations.

Background/Drug Screen Policy

Any student who enrolls in a Lawson State Community College nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug and alcohol screening. The student must abide by the College's Drug and Alcohol Screen Policy and Clinical agency policy for which the student is assigned clinical practice. This policy includes random drug and alcohol screening and reasonable suspicious screening.

Students will be required to submit to a criminal background screening prior to being allowed to begin clinical experiences. Many of our clinical affiliates require the background screening as part of the clinical contractual agreements with the nursing programs. Any student who is denied access to a clinical experience by a clinical affiliate due to adverse findings on the background screening may be subject to dismissal from the nursing programs. Additionally, students who refuse to submit to a criminal background screening may be subject to dismissal from the nursing program. Students are responsible for the payment of the background check.

HEALTH PROFESSIONS

Resolution of an Immediate Problem

Any student who feels he/she has been treated “unfairly” by an instructor has the right to have complaint(s) aired and/or investigated. This document describes the procedure whereby the student may present his/her complaints.

Step 1. The student should consult with the instructor and level coordinator promptly (within 3 days) after the occurrence of the event. If the appeal is not satisfied at this level; the student should meet with the Department Chairperson then the Associate Dean of Health Professions in an informal attempt to reach closure. The conference will be recorded on the appropriate form with the rationale for the decision. One form will be given to the student, one copy for the student record, and one copy for the Nursing Program’s file.

Step 2. If an agreement is not reached using the informal approach, the student may file a formal written appeal by following the procedure in the College Student Handbook.

STANDARD PRACTICAL NURSING CURRICULUM (PN)

General Study Courses	Credit Hours
Area I: Written Composition	3
Communications: ENG 101 English Composition	3
Area II: Humanities and Fine Arts	0
No Course Requirement Assigned	
Area III: Natural Sciences and Mathematics Mathematics: MTH 100 Intermediate College Algebra (<i>nontransferable</i>) or higher	11
BIO 201 Anatomy & Physiology I	4
BIO 202 Anatomy & Physiology II	4
Area IV: Social and Behavioral Sciences	0
No Course Requirement Assigned	
Area V: Pre-Professional	35
Field of Concentration Courses:	
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 107 Adult/Child Nursing	8
NUR 108 Psychosocial Nursing	3
NUR 109 Role Transition for the Practical Nurse	3
Total required hours for Practical Nursing Certificate	49

STANDARD ASSOCIATE DEGREE NURSE CURRICULUM (ADN) (AAS)

General Study Courses	Semester Hours
Area I: Written Composition	3
ENG 101 English Composition	3
Area II: Humanities and Fine Arts	6
SPH 107 Public Speaking/Speech	3
Humanities Fine Arts Elective	3
(*Select ONE humanities course from STARS Guide for course selection options)	
Area III: Natural Sciences and Mathematics	15
MTH 100 or higher <i>(recommended & transferable)</i>	3
BIO 201 Anatomy & Physiology I* and	4
BIO 202 Anatomy & Physiology II* and	4
BIO 220 Microbiology	4
Area IV: History, Social and Behavioral Sciences	6
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
Area V: Pre-Professional Field of Concentration Courses:	42
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4

Total required hours for Associate in Applied Science Nursing Education

72

The nursing programs are offered on a full-time enrollment status. Nursing students enrolled in 12 contact hours or more per semester are considered as full-time students.

NURSING ASSISTANT

The Nursing Assistant/ is a short certificate program that will prepare a person to work under the supervision of a RN or LPN and give direct client care in the home and/or a variety of health care settings. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination.

- ORI 101 Orientation to College is a prerequisite for this program

Long Term Care Nursing Assistant

This course fulfills the seventy-five (75) hour Omnibus Budget reconciliation Act (OBRA) requirements for training of long- term care nursing assistants in preparation for certification through competency evaluation. Successful completion of this course allows eligibility to write the State Nursing Assistant Certification Examination. The course is offered twice a semester in the mini-terms.

NAS 100 Long Term Care Nursing Assistant 4

DENTAL ASSISTING (DAT)

PROGRAM DESCRIPTION:

Lawson State Dental Assisting Program is a three-semester certification program. Upon completion graduates will be competent in general dental assisting skills. The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements.

PROGRAM MISSION & GOALS:

The mission of the Dental Assisting program is to provide the academic and clinical learning experiences that assist students in developing the knowledge, attitudes, and skills necessary for successful and effective functioning in the biological, behavioral, and clinical aspects of dental assisting and to encourage graduates to continually seek personal and professional growth opportunities. The Dental Assisting program awards the certificate and offers an option to complete the Associate in Applied Science degree.

1. Demonstrate clinical competencies of an entry level dental assistant.
2. Function safely and efficiently as a member of the dental team under the supervision of the dentist.
3. Communicate effectively with patients and dental team members.
4. Provide dental services with respect and compassion regardless of cultural diversity.
5. Exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

ADMISSION REQUIREMENTS:

1. Meet all the general admission requirements of LSCC.
2. Be eligible for ENG 101 and MTH 100.
3. Possess an ACT score of 14 or higher
4. Possess a minimum 2.0 grade point average on a 4.0 scale
5. Applications MUST be submitted to 11:59 p.m. (CST) on June 30. Applications are online and can be found on the Lawson State Dental Assisting webpage.

SELECTION AND NOTIFICATION:

1. The Dental Assisting program admits a maximum of 24 students each Fall semester.
2. Students must complete all requirements for admission to be considered for selection
3. Acceptance is based on total points awarded for the ACT score and GPA.
4. Additional points can be earned by taking any of the general education courses required for the Dental Assisting program.
5. In the event of a tie, the higher GPA will break the tie.
6. Students must respond in writing or e-mail, confirming their intent to enroll, within 7 days after receipt of their acceptance letter. A student who fails to respond will result in forfeiture of their place in the class. A signed consent to drug testing must accompany the acceptance confirmation.
7. Students accepted must attend a mandatory orientation session. Failure to do so will result in forfeiture of their place in the class.
8. Upon acceptance into the program students must submit a physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccination and a TB skin test within the past 12 months.
9. Proof of health insurance must be presented the first day of class and maintained throughout the program.

PROGRESSION:

1. Students must attain a "C" in general and major required courses. Failure to do so will result in dismissal from the program.
2. Students who withdraw or are dismissed from the program must apply for re-admission the following year. There is no guarantee of acceptance. Student will be readmitted only once.

COURSE TRANSFERABILITY:

Currently, the Alabama Community College System has no policy for Dental Assisting Programs transferring credits between ACCS institution. Criteria for transfer to Lawson State's must follow the following criteria.

1. *Must meet minimum admission standards for the dental assisting program and demonstrate competency as defined by the institution.*
2. *Must possess a grade of C or better in all dental assisting program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.*
3. *Dean/Director of previous dental assisting program must provide a letter of eligibility for progression in previous dental assisting program.*

HEALTH PROFESSIONS

4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the dental assisting program required courses for degree /certificate at the accepting Lawson State.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last dental assisting course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into dental assisting programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

NOTE: Further information can be found on Lawson State's webpage: [Lawson State Dental Assisting Program](#)

DENTAL ASSISTING Associate in Applied Science Degree

General Studies Courses	Semester Hours
*ORI101 Orientation to College	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• SPH 106 or 107 Fundamentals of Public Speaking	3
• Humanities and Fine Arts Elective	3
Area III – Natural Science & Mathematics	7
• Natural Science Course	4
<i>Select one of the following courses:</i>	<i>3</i>
• MTH 110 Finite Mathematics	
• MTH 112 Pre-Calculus Algebra	
Area IV – History, Social, & Behavioral Sciences	3
<i>Select one of the following courses:</i>	
• PSY 200 General Psychology	

DENTAL ASSISTING (DAT) Certificate

Note: ORI 101 Orientation to College is required during the first semester of attendance for all students entering this program.

General Studies Courses	Semester Hours
Communications:	
ENG 101 English Composition I*	3
Mathematics:	
*Select ONLY ONE mathematics course:	
MTH 100 Intermediate College Algebra* <i>(recommended & non-transferable)</i>	3
MTH 110 Finite Mathematics	3
MTH 112 Pre-Calculus Algebra	3
Speech:	
SPH 107 Fundamentals of Public Speaking*	3
Field of Concentration Courses:	
DAT100 Introduction to Dental Assisting	2
DAT101 Pre-Clinical Procedures I	3
DAT102 Dental Materials	3
DAT103 Dental Anatomy and Physiology	3
DAT104 Basic Sciences for Dental Assisting	2
DAT111 Clinical Practice I	5
DAT112 Dental Radiology	3
DAT113 Dental Health Education	2
DAT116 Pre-Clinical Procedures II	3
DAT120 Office Administration for Dental Assisting	3
DAT122 Clinical Practice II	4
DAT123 Dental Assisting Seminar	4
DAT124 Clinically Applied Infection Control & OSHA Standards	1
DAT131 Business and Industrial Psychology for Dental Assisting	1
Total required for a Dental Assisting Certificate	49

Area V

College Requirements

• CIS 146 Microcomputer Applications	3
• Major—Dental Assisting	
DAT100 Introduction to Dental Assisting	2
DAT101 Pre-Clinical Procedures I	3
DAT102 Dental Materials	3
DAT103 Dental Anatomy and Physiology	3
DAT104 Basic Sciences for Dental Assisting	2
DAT111 Clinical Practice I	5
DAT112 Dental Radiology	3
DAT113 Dental Health Education	2
DAT116 Pre-Clinical Procedures II	3
DAT120 Office Administration for Dental Assisting	3
DAT122 Clinical Practice II	4
DAT123 Dental Assisting Seminar	4
DAT124 Clinically Applied Infection Control & OSHA Standards	1
DAT131 Business and Industrial Psychology for Dental Assisting	1

Total required for the Associate in Occupational Technology Degree 62

EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician (EMT) program is designed to prepare individuals to provide basic health care assistance at the scene of an illness or traumatic injury. EMT classes are offered day and evening hours. The Basic Level can be completed in one semester. The faculty is committed to providing academic and clinical learning experiences that will enable the student to develop the necessary knowledge, attitudes, and skills required of the EMT. Many graduates are employed by the Birmingham Fire and Rescue and Ambulance Service. Program graduates use the knowledge and skills they obtain to prepare them to serve their communities in Volunteer Fire and Rescue Services. Program graduates are awarded a certificate and are eligible to take the National Registry of EMT Basic Examination. The Alabama Department of Postsecondary Education and the Alabama Department of Public Health approve the program.

Admission Criteria:

1. Meet all institutional requirements.
2. Meet the Essential Functions or Technical Standards required for EMS.
3. Receipt of completed application for the EMT-Basic program.
4. ORI 101 is a prerequisite for this program.

Emergency Medical Technician (EMT) Short certificate (BASIC)

EMS118	Emergency Medical Technical	9
EMS119	Emergency Medical Technician Clinical	1

Total Credit Hours: 10

Emergency Medical Technician (EMT) Short certificate (Advanced)

EMS155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2

Total Credit Hours 9

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) CARDIAC

The Diagnostic Medical Sonography program prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. The program includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics. Emphasis within the Lawson State Community College sonography program will focus on cardiac sonography.

DMS PROGRAM SELECTION CRITERIA

- The DMS program is a Cardiac focused and prepares students to sit for the RCS registry upon graduation. The program is accredited through SACSCOC and CAAHEP accreditation is pending. The program consists of 5 consecutive semesters with a total cost of approximately \$15,000 (Pell Eligible and WIOA approved).
- Applicants will be required to have all academic prerequisites (with a combined GPA of 2.5) and an ACT score of 18 or higher by the application deadline.
- The prerequisite course work that MUST be completed by the deadline is: ORI101, ENG101, SPH107, MTH100, BIO201, PHY112, PSY200, Humanities Elective and BIO120.
- The application process is competitive and the number of students is limited. Meeting minimum requirements does not guarantee acceptance.
- Students that are admitted to the program are required to comply with specific immunization requirements, meet Essential Functions required for Health Professions Students, provide verification of health insurance, obtain and maintain CPR certification and submit to background and drug screenings.
- All information is subject to change. Please visit our website often for updates.

HEALTH PROFESSIONS

Diagnostic Medical Sonography - Cardiac Associate in Applied Science Degree

General Education Required Courses

ORI 101 Orientation to College	1
ENG 101 English Composition I	3
SPH 107 Fundamentals of Speech	3
MTH 100 Intermediate College Algebra	3
BIO 201 Anatomy and Physiology I	4
PHY 112 Principles of Physics	2
PSY 200 General Psychology	3
Humanities Elective	3
BIO 120 Medical Terminology	3
Total	25

Note: These courses must be completed prior to entry into the Diagnostic Medical Sonography Program – Cardiac

Term 1

DMS 202 Foundations of Sonography	3
DMS 251 Intro to Cardiovascular Sonography	2
DMS 271 Echocardiographic Technology	3

Term 2

DMS 216 Sonographic Principles and Instrumentation I	3
DMS 229 Sonography Preceptorship I	2
DMS 273 Pathophysiology of the Cardiovascular System	3

Term 3

DMS 217 Sonographic Principles and Instrumentation II w/Lab 2	
DMS 230 Sonography Preceptorship II	3
DMS 234 Sonography Lab II	1

Term 4

DMS 231 Sonography Preceptorship III	4
DMS 240 Sonography Principles and Instrumentation Seminar 2	
DMS 275 Advanced Echocardiographic Modalities	3

Term 5

DMS 232 Sonography Preceptorship IV	5
DMS 242 Adult Echocardiography Seminar	2
DMS 245 Sonography Case Presentation	1

Total	39
Total Hours Required for Degree	64

PHARMACY TECHNICIAN ASSISTANT

The Pharmacy Technician Assistant Program prepares the individual to assist the Pharmacist in a variety of settings to include the institutional and retail pharmacies. The individual will learn inventory management and understand the technicians' role in community and hospital pharmacy. In addition, the individual will learn drug calculation, drug classification, side effects of the top 200 drugs, and prescription terminology.

FIELD OF CONCENTRATION COURSES	SEMESTER HOURS
Fall Semester	
ORI 101 Orientation to College	1
PHM100 Introduction to Pharmacology	2
PHM101 Pharmacy Math and Terminology	2
PHM102 Pharmacology I	3
PHM112 Pharmacology II	3
PHM113 Drugs and Health	3
Spring Semester	
PHM205 Billings and Computers	3
PHM207 Institutional Pharmacy	3
PHM210 Pharmacy Practice	3
PHM211 Pharmacy Technician Practicum I	3
PHM212 Pharmacy Technician Practicum II	3
Total Hours	29

GENERAL STUDIES HEALTH RELATED MAJORS

For additional health related majors, see the following listings under the General Studies listings within this catalog. Listings begin on page 83.

Other majors include the following:

- Biology
- Biomedical Engineering
- Clinical Lab Sciences / Medical Tech
- Pre-Dentistry
- Exercise Science and Wellness
- Health Education
- Health Information Management
- Health Promotion
- Health Services
- Laboratory Technology
- Pre-Medicine
- Nuclear Medicine Technology
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Public Safety and Health Administration
- Radiologic Sciences
- Rehabilitation Sciences
- Respiratory Therapy/Cardio Science
- Surgical Physician Assistant
- Pre-Veterinary Medicine

In pursuing General Studies majors, follow the General Studies listings for Areas I-IV as outlined on page 83 and print off a copy of a STARS Guides. Go to page 70 for Step-by-Step instructions on how to complete a STARS Guide. Never randomly select course offerings.

**To ALL Nursing Students
Join NSNA – National Student Nurses Association**



The Mission of NSNA is to: Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education.

For more information please contact:

Dr. Charmaine Rodgers, 205.929.2123 crodgers@lawsonstate.edu

Mrs. Tamara Mays, 205.929.3462 tmays@lawsonstate.edu



COURSE DESCRIPTIONS

ACCOUNTING (ACC)**ACC 129 – INDIVIDUAL INCOME TAXES**

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course. **3 Credit Hours**

ACC 149 – INTRODUCTION TO ACCOUNTING**SPREADSHEETS**

Prerequisite(s): BUS 210 or BUS 241 and CIS 146

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. **3 Credit Hours**

ACC 150 – COMPUTERIZED GENERAL LEDGER

Prerequisite(s): BUS 210 or BUS 241

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

3 Credit Hours

AIR CONDITIONING & REFRIGERATION (ACR)**ACR 111 PRINCIPLES OF REFRIGERATION**

Prerequisite(s): As determined by college

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. **3 Credit Hours**

ACR 112 HVACR SERVICE PROCEDURES

Prerequisite(s): As determined by college

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. **3 Credit Hours**

ACR 113 REFRIGERATION PIPING PRACTICES

Prerequisite(s): As determined by college

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. **3 Credit Hours**

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS

Prerequisite(s): As determined by college

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications. **3 Credit Hours**

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR

Prerequisite(s): As determined by college

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components.

3 Credit Hours

ACR 122 HVACR ELECTRIC CIRCUITS

Prerequisite(s): As determined by college

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. **3 Credit Hours**

ACR 123 HVACR ELECTRICAL COMP.

Prerequisite(s): As determined by college

This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. **3 Credit Hours**

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING

Prerequisite(s): As determined by college

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnosis and repair service problems in HVAC equipment. **1 Credit Hour**

ACR 132 RESIDENTIAL AIR CONDITIONING

Prerequisite(s): As determined by college

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.

3 Credit Hours

ACR 134 ICE MACHINES

Prerequisite(s): As determined by college

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install service and repair commercial ice machines.

3 Credit Hours

ACR 135 MECHANICAL/GAS/SAFETY CODES

Prerequisite(s): As determined by college

This course is to enhance the student knowledge of the Southern Mechanical and Gas Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work. **3 Credit Hours**

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC

Prerequisite(s): As determined by college

This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on tee- view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints. **3 Credit Hours**

ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY*Prerequisite(s): As determined by college*

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination. **3 Credit Hours**

ACR 148 HEAT PUMP SYSTEMS I*Prerequisite(s): As determined by college*

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications. **3 Credit Hours**

ACR 181 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION I*Prerequisite(s): As determined by college*

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. **3 Credit Hours**

ACR 182 SPECIAL TOPICS: WINDOW UNITS AND ICE MAKERS*Prerequisite(s): As determined by college*

This course provides students with opportunities to experience hands-on application in troubleshooting and repairing widow units and in-home ice makers. **3 Credit Hours**

ACR 192 HVAC APPRENTICESHIP/ INTERNSHIP*Prerequisite(s): As determined by college*

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work . per week. **3 Credit Hours**

ACR 200 REVIEW FOR CONTRACTORS EXAM*Prerequisite(s): As determined by college*

This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam. **3 Credit Hours**

ACR 203 COMMERCIAL REFRIGERATION*Prerequisite(s): As determined by college*

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems.

Upon completion students should be able to service and repair commercial refrigeration systems. **3 Credit Hours**

ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION*Prerequisite(s): As determined by college*

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

3 Credit Hours

ACR 210 TROUBLESHOOTING HVACR SYSTEMS*Prerequisite(s): As determined by college*

This course provides instruction in the use of various meters and gauges used in the HVACR industry.

Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R. **3 Credit Hours**

AUTOBODY REPAIR (ABR)**ABR 111 NON-STRUCTURAL REPAIR 3 CREDIT HRS.***Prerequisite(s): As determined by college*

Students are introduced to basic principles of non- structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheet metal repairs, and materials. **3 Credit Hours**

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT*Prerequisite(s): As determined by college*

Students are introduced to basic principles of non- structural panel repairs. Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods. **3 Credit Hours**

ABR 122 SURFACE PREPARATION DISTRIBUTION*Prerequisite(s): As determined by college*

This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. Upon completion, students should be able to prepare a vehicle for refinishing. **3 Credit Hours**

ABR 123 PAINT PREPARATION AND EQUIPMENT*Prerequisite(s): As determined by college*

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat. **3 Credit Hours**

ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES*Prerequisite(s): As determined by college*

This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations as well as state and local laws. **3 Credit Hours**

ABR 154 AUTOMOTIVE GLASS AND TRIM*Prerequisite(s): As determined by college*

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass. **3 Credit Hours**

ABR 156 CUTTING AND WELDING*Prerequisite(s): As determined by college*

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. **3 Credit Hours**

ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS*Prerequisite(s): As determined by college*

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

3 Credit Hours

ABR 214 AUTOMOTIVE STRUCTURAL REPAIR*Prerequisite(s): As determined by college*

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. **3 Credit Hours.**

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS*Prerequisite(s): As determined by college*

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs. **3 Credit Hours**

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS*Prerequisite(s): As determined by college*

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. **3 Credit Hours**

ABR 255 STEERING AND SUSPENSION FOR HVACR*Prerequisite(s): As determined by college*

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. **3 Credit Hours**

ABR 265 PAINT DEFECTS AND FINAL REPAIR*Prerequisite(s): As determined by college*

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. **3 Credit Hours**

ADVANCED DESIGN MANUFACTURING (ADM)**ADM 102 COMPUTER AIDED DESIGN***Prerequisite: As required by college*

This course is an introduction to basic Computer Aided Design functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings that meets technical standards including setting up print styles and exporting drawings to the appropriate format. **3 Credit Hours**

ADM 108 INTRO TO 3D MODELING*Prerequisite: As required by college*

This course introduces the fundamentals of 3D parametric CAD software for the creation of parts, assemblies and drawings. Students will use SolidWorks software to sketch, create, edit, and constrain 3D solid models, as well as create and dimension 2D drawings per ASME standards from these models. This course focuses not only on the individual tools available in the software, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, producing an effective and efficient design process. The elements of global collaboration are introduced along with printing concepts. A hands-on approach is used in this class to build a foundation for the continued training and application.

3 Credit Hours**ADM 116 INTRODUCTION TO CATIA***Prerequisite: As required by college*

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. It is expected that all new users of CATIA will require this course. **3 Credit Hours**

ADM 118 INTRODUCTION TO 3D STUDIO MAX*Prerequisite: As required by college*

Students will explore and implement the principles of modeling and animation through projects that emphasize analyzing real-world movement, adapting movement for the animation medium, and creating the illusion of life while applying animation principles. **3 Credit Hours**

ADM 255 APPLICATION OF DESIGN CAPSTONE*Prerequisite: As required by college*

This is a project- or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. AM student will be required to serve as interns in the AM Lab. Architectural and Engineer students will serve as interns doing live work, campus project or in an office. The course emphasizes communication skills, critical thinking, problem solving, computer literacy, and teaming skills. NOTE: This course is usually taken during the last 2 semesters of the program of study.

3 Credit Hours**ADM 261 REVERSE ENGINEERING***Prerequisite: As required by college*

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.

3 Credit Hours**ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)****AET 110 BASIC ARCHITECTURAL CAD***Prerequisite: As required by program*

The purpose of this course is to introduce the student to architectural computer-aided drafting (CAD). This will include zooming, snapping, coordinate schemes, copying, moving, plotting, layers, trimming, offsetting, filleting, breaking, blocking, inserting, and dimensioning. Upon completion of this course, a student will be able to draw and dimension basic floor plans and other components of architectural working drawings. **3 Credit Hours**

AET 191 BASIC BUILDING INFORMATION MODELING (BIM)*Prerequisite: As required by program*

The purpose of this course is to introduce the student to the basics of Building Information Modeling (BIM). Industry-driven BIM software will be utilized to create accurate and effective building models. Emphasis will be placed on providing the student with the fundamental tools and techniques used to simultaneously create 2D drawings and 3D models using BIM software. Fundamental concepts include, user interface, parameters, families, massing, rendering, and printing. **3 Credit Hours**

AET 200 ADVANCED ARCHITECTURAL CAD

Prerequisite: As required by program

This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wireframe, surface and solid modeling along with the development of 2D working drawings from 3D models. Upon completion of this course, the student will understand the techniques and commands used in computer aided drafting which are necessary to create architectural drawings and 3D models. **3 Credit Hours**

AET 221 ENERGY DESIGN OF BUILDINGS

Prerequisite: As required by program

In this course students are introduced to energy conservation in building design. The course includes the design of alternative energy systems. Upon completion of this course, the student will be able to explain energy conservation, explain how and why buildings use energy, demonstrate passive solar heating, and be able to design a super-insulated building. **3 Credit Hours**

AET 291 ADVANCED BUILDING INFORMATION MODELING (BIM)

Prerequisite: As required by program

The purpose of this course is to expand on the skills learned in AET 191. Industry-driven BIM software will be utilized to create accurate and useful building models while further exposing students to the power and potential of BIM and its impact on the Architecture, Engineering, and Construction Industry. Emphasis will be placed on the information component of BIM. BIM software will be used to create detailed construction documents, as well as, basic 3D model presentation techniques, project phasing, managing design options, collaboration/teamwork and creating custom content. **3 Credit Hours**

ART (ART)

ART 100 ART APPRECIATION

Prerequisite: As required by program

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. **3 Credit Hours**

ART 113 DRAWING I

Prerequisite: As required by program

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. **3 Credit Hours**

ART 114 DRAWING II

Prerequisite: As required by program

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. **3 Credit Hours**

ART 121 TWO DIMENSIONAL COMPOSITION I

Prerequisite: As required by program

This course introduces the basic concepts of two-dimensional design. Topics include the elements of art and principles of design with emphasis on the arrangements and relationships among them. **3 Credit Hours**

ART 122 TWO DIMENSIONAL COMPOSITION II

Prerequisite: ART121

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. **3 Credit Hours**

ART 127 3-DIMENSIONAL COMPOSITION

Prerequisite: ART 113 and ART121

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. **3 Credit Hours**

ART 203 ART HISTORY I

Prerequisite: As required by program

This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the ancient period through the Middle Ages. **3 Credit Hours**

ART 204 ART HISTORY II

Prerequisite: As required by program.

This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the Renaissance to the present. **3 Credit Hours**

ART 233 PAINTING I

Prerequisite: ART 113 and ART121 and/or required by program

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. **3 Credit Hours**

ART 286 ART FOR TEACHERS3

Prerequisite: As required by program

This course provides the opportunity for prospective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum. **3 Credit Hours**

AUTOMOTIVE (ASE)

ASE 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

Prerequisite: As required by program

This course provides basic instruction in Fundamentals of Automotive Technology. **3 Credit Hours**

ASE 112 ELECTRICAL FUNDAMENTALS

Prerequisite: As required by program

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series- parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. **3 Credit Hours**

ASE 121 BRAKING SYSTEMS

Prerequisite: As required by program

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. **3 Credit Hours**

ASE 122 SUSPENSION AND STEERING

Prerequisite: As required by core program

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. **3 Credit Hours**

ASE 124 AUTOMOTIVE ENGINES

Prerequisite: As required by program

This course provides instruction on the operation design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling

and lubrication system principles and repairs, and basic fuel and ignition operation. **3 Credit Hours**

ASE 130 DRIVE TRAIN AND AXLES

Prerequisite: As required by program

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. **3 Credit Hours.**

ASE 133 MOTOR VEHICLE AIR CONDITIONING

Prerequisite: As required by program

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. **3 Credit Hours**

ASE 150 DEALERSHIP WORK EXPERIENCE

Prerequisite: As required by program

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact , students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor. **2 Credit Hours**

ASE 162 ELECTRICAL AND ELECTRONIC SYSTEMS

Prerequisite: As required by program

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. **3 Credit Hours**

ASE 191 CO-OP

Prerequisite: As required by program

This course 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. **2 Credit Hours**

ASE 212 ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS

Prerequisite: As required by program

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components. **3 Credit Hours.**

ASE 220 ADVANCED AUTOMOTIVE ENGINES

Prerequisite: As required by program

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

3 Credit Hours

ASE 224 MANUAL TRANSMISSION AND TRANSAXLE

Prerequisite: As required by program

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. **3 Credit Hours.**

ASE 230 AUTOMATIC TRANSMISSION AND TRANSAXLE

Prerequisite: As required by program

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power-flow of automatic transmissions and repairing or replacing internal and external components. **3 Credit Hours**

ASE 239 ENGINE PERFORMANCE

Prerequisite: As required by program

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. **3 Credit Hours**

ASE 244 ENGINE PERFORMANCE AND DIAGNOSTICS

Prerequisite: As required by program

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability. **3 Credit Hours**

ASE 246 AUTOMOTIVE EMISSIONS

Prerequisite: As required by program

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. **3 Credit Hours**

ASE 250 DEALERSHIP WORK EXPERIENCE

Prerequisite: As required by program

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor. **2 Credit Hours**

ASE 252 DEALERSHIP WORK EXPERIENCE

Prerequisite: As required by program

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor. **2 Credit Hours**

ASE 262 DEALERSHIP WORK EXPERIENCE

Prerequisite: As required by program

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contacts, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor. **2 Credit Hours.**

ASE 263 HYBRID & ELECTRIC VEHICLES

Prerequisite: As required by program

This course is designed to measure a technician's knowledge of the skills needed to diagnose both high and low voltage electrical/electronic problems, as well as other supporting system problems on hybrid/electric vehicles. This course prepares students for the ASE Light Duty Hybrid/Electric Vehicle Specialist (LE) certification. **3 Credit Hours**

ASE 284 CO-OP

Prerequisite: As required by program

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive technology. 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. **.5 Credit Hours**

ASE 285 CO-OP

Prerequisite: As required by program

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive technology. 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. **.5 Credit Hours**

ASE 286 CO-OP

Prerequisite: As required by program

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive technology. 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. **1 Credit Hour**

AUTOMOTIVE MECHANICS (AUM)

AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

Prerequisite: As required by program

This course provides basic instruction in Fundamentals of Automotive Technology. **3 Credit Hours.**

AUM 112 ELECTRICAL FUNDAMENTALS

Prerequisite: As required by program.

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. **3 Credit Hours.**

AUM 121 BRAKING SYSTEMS

Prerequisite: As required by program

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. **3 Credit Hours.**

AUM 122 SUSPENSION AND STEERING

Prerequisite: As required by program

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. **3 Credit Hours.**

AUM 124 AUTOMOTIVE ENGINES

Prerequisite: As required by program

This course provides instruction on the operation design, and superficial repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. **3 Credit Hours.**

AUM 130 DRIVE TRAIN AND AXLES

Prerequisite: As required by program

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. **3 Credit Hours.**

AUM 133 MOTOR VEHICLE AIR

Prerequisite: As required by program

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. **3 Credit Hours.**

AUM 162 ELECTRICAL AND ELECTRONIC SYSTEMS

Prerequisite: As required by program

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. **3 Credit Hours.**

AUM 220 ADVANCED AUTOMOTIVE ENGINES

Prerequisite: As required by program

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. **3 Credit Hours.**

AUM 224 MANUAL TRANSMISSION AND TRANSAXLE

Prerequisite: As required by program

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. **3 Credit Hours.**

AUM 230 AUTOMATIC TRANSMISSION AND TRANSAXLE

Prerequisite: As required by program.

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power-flow of automatic transmissions and repairing or replacing internal and external components. **3 Credit Hours.**

AUM 239 ENGINE PERFORMANCE

Prerequisite: As required by program

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. **3 Credit Hours.**

AUM 244 ENGINE PERFORMANCE AND DIAGNOSTICS

Prerequisite: As required by program

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability **3 Credit Hours.**

AUM 246 AUTOMOTIVE EMISSIONS

Prerequisite: As required by program

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. **3 Credit Hours.**

AUTOMOTIVE MANUFACTURING (AUT)

AUT 100 INTRODUCTION TO AUTOMOTIVE CONCEPTS

Prerequisite: As required by program

An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally the electro-mechanical systems and body components of a typical vehicle will be examined. **3 Credit Hours.**

AUT 102 LEAN MANUFACTURING AND INDUSTRIAL SAFETY

Prerequisite: As required by program

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces. **3 Credit Hours.**

AUT 104 BLUEPRINTREADING FOR MANUFACTURING

Prerequisite: As required by program

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs. **3 Credit Hours**

AUT 116 INTRODUCTION TO ROBOTICS

Prerequisite: As required by program

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 read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. **3 Credit Hours**

AUT 199 CERTIFICATION PREPARATION

Prerequisite: As required by program

This course is established to help students prepare for a certification exam. Independent study and instruction will be based on the nationally recognized certification being sought. Opportunities for one on one and team-based development projects will aid in the student's preparation. **3 Credit Hours**

AUT 208 AUTOMATED SYSTEM DIAGNOSIS & TROUBLESHOOTING

Prerequisite: As required by program

This course focuses on systematically solving problems in automated systems. Emphasis is placed on safety, test equipment, basic troubleshooting techniques, and hands on problem solving. Upon completion, students will be able to use a systematic process to solve complex malfunctions. **3 Credit Hours**

AUT 212 ROBOT OPERATION & PROGRAMMING

Prerequisite: As required by program

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. **3 Credit Hours**

AUT 213 ROBOTICS PROJECT

Prerequisite: As required by program

In this course, students apply skills learned to design, fabricate, analyze, program, and/or operate a robotics system under faculty supervision. **3 Credit Hours**

AUT 214 ROBOTIC MANUFACTURING COMPUTER SIMULATION

Prerequisite: As required by program

This course covers the principles, techniques, and strategies of manufacturing simulation using computer simulation software. The course will cover concepts of simulation, simulation data

management, kinematics, path development, robotic simulation, and simulated reach studies. When finished with this course, students will be able to apply these principles in the operation of industrial robotic equipment. **3 Credit Hours.**

AUT 232 SENSORS TECHNOLOGY & APPLICATIONS

Prerequisite: As required by program

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. **3 Credit Hours**

BARBERING (BAR)

BAR 108 INTRODUCTION TO BARBERING

Prerequisite: As required by program

This course provides an orientation to professional barber styling. Topics include learning skills, history of barbering, professional image, microbiology, safety, infection control, implements and tools, razor shaving properties and disorders of hair and scalp, and the treatment of hair. **3 Credit Hours**

BAR 111 INTRODUCTION TO BARBERING LAB

Prerequisite: As required by program

This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements. **3 Credit Hours**

BAR 112 SCIENCE OF BARBERING

Prerequisite: As required by program

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair. **3 Credit Hours**

BAR 113 FUNDAMENTALS OF BARBERING APPLICATIONS

Prerequisite: As required by program

This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision. **3 Credit Hours**

BAR 115 CUTTING & STYLING TECHNIQUES

Prerequisite: As required by program

This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques. **3 Credit Hours**

BAR 120 PROPERTIES OF CHEMISTRY

Prerequisite: As required by program

This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin tough exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin. **3 Credit Hours**

BAR 121 CHEMICAL HAIR PROCESSING*Prerequisite: As required by program*

This course provides the student with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair.

3 Credit Hours**BAR 122 HAIR COLORING CHEMISTRY***Prerequisite: As required by program*

This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration. **3 Credit Hours**

BAR 124 HAIR COLORING METH. LAB*Prerequisite: As required by program*

This course provides the student an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures. **3 Credit Hours**

BAR 130 MARKETING AND BUSINESS MANAGEMENT*Prerequisite: As required by program*

This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon **3 Credit Hours**

BAR 132 HAIR STYLING AND DESIGN*Prerequisite: As required by program*

This course introduces the student to the art of hair style and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, the student should know the principals of style and design **3 Credit Hours**

BAR 133 HAIR STYLING AND MANAGEMENT LAB*Prerequisite: As required by program*

This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting. **3 Credit Hours**

BAR 141 PRACTICUM II*Prerequisite: As required by program*

This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion the student should function in a professional setting as a productive employee or manager. **3 Credit Hours**

BAR 187 SPECIAL TOPICS IN BARBERING*Prerequisite: As required by program*

This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs. **3 Credit Hours**

BIOLOGY (BIO)**BIO 101 INTRODUCTION TO BIOLOGY I***Prerequisite: As required by program*

This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.

4 Credit Hours**BIO 102 INTRODUCTION TO BIOLOGY II***Prerequisite: As required by program*

This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory is required.

4 Credit Hours**BIO 103 PRINCIPLES OF BIOLOGY I***Prerequisite: As required by program*

This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the 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 a survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required. **4 Credit Hours**

BIO 104 PRINCIPLES OF BIOLOGY II*Prerequisite: BIO103*

This course is an introduction to the 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. **4 Credit Hours**

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I*Prerequisite: BIO103*

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. **4 Credit Hours**

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II*Prerequisite: BIO201*

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and 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. **4 Credit Hours**

BIO 220 GENERAL MICROBIOLOGY*Prerequisite: BIO103*

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.

4 Credit Hours

BIO 120 MEDICAL TERMINOLOGY

Prerequisite: As required by program

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required. **3 Credit Hours**

BIO 230 HUMAN PATHOPHYSIOLOGY

Prerequisites: BIO 201, BIO 202, AND BIO 220.

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120 minute laboratory is required. **4 Credit Hours**

BIO 250 DIRECTED STUDIES IN BIOLOGY I 1-4

Prerequisite: As required by program

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. **1-4 Credit Hours**

BIO 250 DIRECTED STUDIES IN BIOLOGY II 1-4

Prerequisite: BIO250, Directed Studies I

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

1-4 Credit Hours

BUILDING CONSTRUCTION (BUC)

BUC 110 BASIC CONSTRUCTION TOOLS AND MATERIALS

Prerequisite: As required by program.

This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools and construction materials. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. **3 Credit Hours**

BUC 112 CONSTRUCTION MEASUREMENTS & CALCULATIONS

Prerequisite: BUC 110 and/or as required by program

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.

3 Credit Hours

BUC 115 ROOF AND CEILING FRAMING

Prerequisite: BUC 110 and/or as required by program

This course focuses on construction framing above the wall-plate line. Topics include ceiling framing roof framing, trusses and heavy timber construction. Upon completion, students should be able to frame residential ceilings and roofs, design and build trusses and apply heavy timber construction principles. **3 Credit Hours**

BUC 121 FLOORS AND WALLS FRAMING

Prerequisite: BUC 110 and/or as required by program

This course focuses on floor and wall layout. Topics include leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors, and corners. Upon completion, students should be able to properly perform basic construction framing procedures for floor and walls. **3 Credit Hours**

BUC 131 INTERIOR AND EXTERIOR FINISHES

Prerequisite: BUC 110 and/or as required by program

This course is designed to provide students an in-depth understanding

of interior and exterior finishes. Topics include exterior wall coverings, flooring, and interior finishes. Upon completion, students should be able to install and apply interior and exterior finishes to walls and overhangs, and install floors. **3 Credit Hours**

BUC 133 BUILDING CODES

Prerequisite: BUC 110 and/or as required by program

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

3 Credit Hours

BUC 141 ON-GRADE CONCRETE APPLICATIONS

Prerequisite: BUC 110 and/or as required by program

This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon completion, students should be able to perform on-grade concrete slab forming, wall forming, curb forming, and set templates with anchor bolts.

3 Credit Hours

BUC 143 ABOVE-GRADE CONCRETE APPLICATIONS

Prerequisite: BUC 110 and/or as required by program

This course emphasizes techniques and principles required to build above grade forms and to provide practice in constructing above-grade form systems. Topics include beam forms, slab forms, flying-form tables, crane-set wall panels, gang-form system for walls, and stair forms. Upon completion, students should be able to build above-grade concrete form systems, flying- form tables for scale, and build gang-form systems for walls and stairs. **3 Credit Hours**

BUC 150 HOMEBUILDERS LICENSE EXAM REVIEW

Prerequisite: As required by program

This course prepares students to take the State Builders License exam for residential construction. Topics include basic residential frame and finish review, basic estimating, and associated areas. With appropriate field experience, upon completion, students should qualify to take the residential contractors' exam **3 Credit Hours**

BUC 164 DECKS AND PATIOS

Prerequisite: BUC 110 and/or as required by program

This course covers basic deck and patio design and construction. Topics include design criteria, sketching, estimating, and construction of decks, patios, and gazebos. Upon completion, students should be able to build a deck or patio from the ground up.

3 Credit Hours

BUC 214 SOILS AND SITE WORK

Prerequisite: As required by program

This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications. **3 Credit Hours**

BUC 217 CONSTRUCTION SURVEYING

Prerequisite: As required by program

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

3 Credit Hours

BUC 238 COOPERATIVE WORK EXPERIENCE

Prerequisite: BUC 110 and/or as required by program.

This course provides students work experience with a college-approved employer in an area directly related to the building construction industry. Emphasis is placed on integrating classroom and lab experiences with work experience. Upon completion, a student should be able to evaluate career selections and demonstrate employability skills and work-related competencies.

3 Credit Hours

BUSINESS (BUS)

BUS 100 – INTRODUCTION TO BUSINESS

Prerequisites: BUS 210 or BUS 241

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.

3 Credit Hours

BUS 147 – INTRODUCTION TO FINANCE

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. **3 Credit Hours**

BUS 150 – BUSINESS MATH

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value. **3 Credit Hours**

BUS 188 – PERSONAL DEVELOPMENT

This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success. **1 Credit Hour**

BUS 190 – INTRODUCTION TO BUSINESS GRANT WRITING

This course provides instruction on researching and developing various types of grants for use in the business community.

3 Credit Hours

BUS 191 – INTRODUCTION TO BUSINESS INVESTMENTS

This course provides students with knowledge of various methods and instruments for business investments. **3 Credit Hours**

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. **3 Credit Hours**

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. **3 Credit Hours**

BUS 241 – PRINCIPLES OF ACCOUNTING I

Recommendation: BUS 210

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.

3 Credit Hours

BUS 242 – PRINCIPLES OF ACCOUNTING II

Prerequisites: BUS 241

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. **3 Credit Hours**

BUS 245 – ACCOUNTING WITH QUICKBOOKS

Prerequisites: BUS 210 or BUS 241

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, voucherizing, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions. **3 Credit Hours**

BUS 246 – COMPUTERIZED ACCOUNTING

Prerequisites: BUS 210 or BUS 241

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions. **3 Credit Hours**

BUS 248 – MANAGERIAL ACCOUNTING

Prerequisites: BUS 241 and BUS 242

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. **3 Credit Hours**

BUS 263 – THE 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. **3 Credit Hours**

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. **3 Credit Hours**

BUS 272 – BUSINESS STATISTICS II

Prerequisites: BUS 271

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

3 Credit Hours

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. **3 Credit Hours**

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. **3 Credit Hours**

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. **3 Credit Hours**

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. **3 Credit Hours**

BUS 296 – BUSINESS INTERNSHIP

Prerequisite(s): Must be have completed at least 45 required hours in the program

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. **3 Credit Hours**

CAREER TECHNICAL ENGLISH (COM)

COM 100 INTRODUCTORY TECHNICAL ENGLISH

Prerequisite(s): As required by program

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. **3 Credit Hours**

CAREER TECHNICAL COMPUTER SKILLS (DPT)

DPT 103 INTRO COMPUTER SKILLS #

Prerequisite(s): As required by program

This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications.

3 Credit Hours

CAREER TECHNICAL MATH S (MAH)

MAH 101 INTRODUCTORY TECHNICAL MATHEMATICS

Prerequisite(s): As required by program

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. **3 Credit Hours**

CAREER TECHNICAL SPEAKING (SPC)

SPC 103 CAREER TECHNICAL SPEAKING

Prerequisite(s): As required by program

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication,

effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. **3 Credit Hours**

CARPENTRY (CAR)

CAR 111 CONSTRUCTION BASICS

Prerequisite: As required by program

This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

3 Credit Hours

CAR 112 FLOORS, WALLS, SITE PREPARATION

Prerequisite: CAR 111. Co-requisite: CAR 113.

This course introduces the student to floor and wall layout, and construction. This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications

3 Credit Hours

CAR 113 FLOORS WALLS, SITE

PREPARATION LAB

Prerequisite: CAR 111. Co-requisite: CAR 112.

In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out, and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring, and install various wall components such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame and erect walls. **3 Credit Hours**

CAR 114 INTRODUCTION TO CARPENTRY TOOLS AND MATERIALS

Prerequisite: As required by program.

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives. **3 Credit Hours**

CAR 121 INTRODUCTION TO BLUEPRINT READING

Prerequisite: As required by program.

This course introduces the students to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, notations, schedules, elevations, sections, specifications, and detail drawings. Upon completion, the student should be able to identify drawings, scale various drawings, identify different types of lines, symbols, and notations, as well as use plot plans, describe easements, understand building code concepts, locate utilities, and explain various aspects of all types of plans and drawings.

3 Credit Hours

CAR 122 CONCRETE AND FORMING

Prerequisite: CAR 111. Co-requisite: CAR 123.

This course introduces the student to concrete, its properties and uses, and procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, students should be able to list safety rules for the job site, list what concrete is made of, describe how concrete forms are built, and how concrete is poured, reinforced, and finished.

3 Credit Hours

CAR 131 ROOF AND CEILING SYSTEMS

Prerequisite: CAR 111. Co-requisite: CAR 133.

This course focuses on framing ceilings and roofs. Emphasis is placed on the various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe applicable safety rules. **3 Credit Hours**

CAR 132 INTERIOR AND EXTERIOR FINISHING

Prerequisite: CAR 111.

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application.

3 Credit Hours

CAR 133 ROOF AND CEILING SYSTEMS LAB

Prerequisite: CAR 111. Corerequisite: CAR 131.

The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety rules.

3 Credit Hours

COMMERCIAL ART & ILLUSTRATION (CAT)

CAT 101 MODERN COMMERCIAL ART

Prerequisite: As required by program

This course provides students with a basic knowledge of the current tools and practices used in the commercial art industry. Emphasis is placed on computer terms, file management, hardware components, and software applications that include image editing, illustration, and layout. Upon completion, students will have an understanding of using the computer as a design tool in today's commercial art industry. **3 Credit Hours**

CAT 114 ELECTRONIC GRAPHIC APPLICATIONS

Prerequisite: As required by program

This course introduces students to software applications in graphic productions. Topics may include production terms, image editing, illustration, and layout software applications. Upon completion,

students should be able to use industry-standard production software packages. **3 Credit Hours**

CAT 118 DESIGN DRAWING

Prerequisite: As required by program

This is an introductory course using pencil, conte crayon, and drawing instruments. Topics include perspective, space, and relationships of design elements, light, shadow, and depth. Still life, landscape, fundamental gesture drawing and page design are introduced. Upon completion, students should be able to apply the fundamentals of drawing and area composition. **3 Credit Hours**

CAT 120 DIGITAL IMAGING

Prerequisite: As required by program

This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. **3 Credit Hours**

CAT 123 LAYOUT AND DESIGN

Prerequisite: As required by program

This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.

3 Credit Hours

CAT 130 PRINCIPLES OF DESIGN

Prerequisite: As required by program

This course introduces students to the traditional principles and elements of design. It promotes creative thinking to solve visual communication problems. Emphasis is placed on alignment, contrast, repetition, and proximity. Design concepts include symmetrical and asymmetrical design, as well as the importance of line, shape, texture, value and color. Upon completion, students should be able to use conscious awareness of design principles to create successful projects. **3 Credit Hours**

CAT 132 BASIC ADVERTISING DESIGN

Prerequisite: As required by program

This course focuses on design assignments related to the commercial art field and introduces students to graphic design techniques. Focus is placed on creating and producing advertising design pieces. Emphasis is placed on accuracy, sizing, and craftsmanship. Upon course completion, students should be able to apply creative thinking in design communications and should be able to produce advertising design from concept to completion. **3 Credit Hours**

CAT 152 DIGITAL PHOTOGRAPHY

Prerequisite: As required by program

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos for various graphic reproductions. **3 Credit Hours**

CAT 180 CURRENT TOPICS

Prerequisite: As required by program

This course is a survey of current trends in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art. **3 Credit Hours**

CAT 232 INTERMEDIATE ADVERTISING DESIGN

Prerequisite: As required by program

This course includes mid-level design concepts and assignments. Emphasis is placed on various design elements including artistic rendering, photo illustrations, typography, and computer layout as applied to advertising campaigns. Upon completion, students should be able to use their design skills to produce professional quality graphic designs and layout. **3 Credit Hours**

CAT 242 ADVANCED ADVERTISING DESIGN

Prerequisite: As required by program

This course allows students to integrate advertising marketing and design principles to produce pieces that communicate effectively. Emphasis is placed on concepts using creative thinking coupled with design application to develop positive advertising campaigns. Upon completion, students should be able to apply their collaborative design skills to meet the needs of the advertising industry.

3 Credit Hours

CAT 260 PORTFOLIO

Prerequisite: As required by program

This course provides the advanced student an opportunity to use previous commercial art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a completed portfolio, resume, and cover letter. Upon completion, students should be able to formulate and organize their portfolios for various design positions. **3 Credit Hours**

CAT 270 WEB SITE DEVELOPMENT

Prerequisite: As required by program

This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site. **3 Credit Hours**

CAT 283 3D GRAPHICS AND ANIMATION

Prerequisite: CAT 111.

This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate objects in a three-dimensional environment.

3 Credit Hours

CAT 292 COOPERATIVE WORK EXPERIENCE

Prerequisite: As required by program

This course is designed for the student to obtain work experience in the Commercial Art profession. Emphasis is placed on instruction by a qualified professional in a work situation and on producing work meeting industry standards using current technology. Upon completion, students should be able to work in a professional creative environment with little or no supervision. **3 Credit Hours**

CHEMISTRY (CHM)

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY

Prerequisite: As required by program

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

4 Credits Hours

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY

Prerequisite: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I)

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

4 Credits Hours.

CHM 111 COLLEGE CHEMISTRY I

Prerequisite: MTH 112 (Precalculus Algebra) or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. **4 Credits Hours.**

CHM 112 COLLEGE CHEMISTRY II

Prerequisite: CHM 111 (College Chemistry I) and MTH 112 (Precalculus Algebra)

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. **4 Credits Hours.**

CHM 221 ORGANIC CHEMISTRY I

Prerequisite: CHM 112 (College Chemistry II)

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. **4 Credits Hours.**

CHM 222 ORGANIC CHEMISTRY II

Prerequisite: CHM 221 (Organic Chemistry I).

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.

4 Credits Hours.

CHM 250 DIRECTED STUDIES IN CHEMISTRY

Prerequisite: As required by program.

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit. **1-3 Credits Hours**

CHILD DEVELOPMENT (CHD)**CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN***Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

1-3 Credits Hours**CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES***Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college. **3 Credits Hours**

CHD 202 CHILDREN'S CREATIVE EXPERIENCE*Prerequisites: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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. On completion, student will be able to select and implement creative and age-appropriate experiences for young children. **3 Credits Hours**

CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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.

1-3 Credits Hours**CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN***Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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 developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. NOTE: CGM must

teach this as a 2-1-3 configuration of theory/lab hours. **3 Credits Hours**

CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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. **3 Credits Hours**

CHD 206 CHILDREN'S HEALTH AND SAFETY*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. **3 Credits Hours**

CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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. On completion, students should be able to identify elements of a sound business plan, develop familiarity basic record-keeping techniques, and identify elements of a developmentally appropriate program.

3 Credits Hours**CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS***Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

This course focuses on child development from infancy through 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, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children. **3 Credits Hours**

CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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 children.

1-3 Credits Hours**CHD 211 CHILD DEVELOPMENT SEMINAR***Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development. **1-2 Credits Hours**

CHD 215 SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT*Prerequisite: As determined by college***NOTE: There is an approved Plan-of-Instruction for this course.**

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. NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment. **1-3 Credits Hours**

CHD 220 PARENTING SKILLS*Prerequisite(s): As required by program*

This course introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices including appropriate guidance methods. Students learn to apply parenting skills for diverse families. Upon completion, students will be more effective in working with families and young children. NOT ON COURSE DIRECTORY LISTING. **3 Credits Hours**

COMPUTER SCIENCE (CIS)**CIS 113 – SPREADSHEET SOFTWARE APPLICATIONS**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. **3 Credit Hours**

CIS 120 – GOOGLE IT PROFESSIONAL SUPPORT I / TECHNICAL SUPPORT FUNDAMENTALS

This course is the first of a series intended to prepare students for employment as entry-level IT support specialists. In this course, students will be introduced to the work of information technology. Students will learn about the different facets of information technology, such as computer hardware, the Internet, computer software, troubleshooting and customer service. **2 Credit Hours**

CIS 121 – GOOGLE IT PROFESSIONAL SUPPORT II / COMPUTER NETWORKING

This course is the second in a series intended to prepare students for employment as entry-level IT support specialists. This course covers fundamentals of modern networking technologies and protocols, an overview of the cloud, practical applications and networking troubleshooting. **2 Credit Hours**

CIS 122 – GOOGLE IT PROFESSIONAL SUPPORT III / OPERATING SYSTEMS

This course is the third in a series intended to prepare students for employment as entry-level IT support specialists. This course covers components of an operating system and how to perform critical tasks, such as managing software and users and configuring software. **2 Credit Hours**

CIS 123 - GOOGLE IT PROFESSIONAL SUPPORT IV / SYSTEM ADMINISTRATION AND IT INFRASTRUCTURE

This course is the fourth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers how to maintain reliable computer systems in a multi-user environment, how to manage and configure servers, how to recover IT infrastructure in the event of a disaster, and how to use industry tools to manage computers, user information and user productivity. **2 Credit Hours**

CIS 124 – GOOGLE IT PROFESSIONAL SUPPORT V / IT SECURITY

This course is the fifth in a series intended to prepare students for employment as entry-level IT support specialists. This course covers a

wide variety of IT security concepts, tools and best practices. The course includes a background of encryption algorithms, the three A's of information security and network security solutions. **2 Credit Hours**

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 to describe and use the major components of selected computer software and hardware. **3 Credit Hours**

CIS 146 – MICROCOMPUTER APPLICATIONS

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will prepare students for professional certifications. **3 Credit Hours**

CIS 147 – ADVANCED MICROCOMPUTER APPLICATIONS

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. **3 Credit Hours**

CIS 149 – INTRODUCTION TO COMPUTERS

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC³ certification. **3 Credit Hours**

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. **3 Credit Hours**

CIS 153 – INTRODUCTION TO UNITY 3D SCRIPTING

This course teaches Unity 3D in game scripting along with programming basics. This course will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors, proper formatting skills, and firm understanding of Unity and .Net data types. **3 Credit Hours**

CIS 155 – INTRODUCTION TO MOBILE APP DEVELOPMENT

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app. **3 Credit Hours**

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 the tools, techniques, and concepts needed to build a basic iOS system. **3 Credit Hours**

CIS 159 – INTRODUCTION TO GRAPHIC DESIGN FOR APPS

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics. **3 Credit Hours**

CIS 161 – INTRODUCTION TO NETWORKING COMMUNICATIONS

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. **3 Credit Hours**

CIS 162 – ADVANCED NETWORKING

This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. *This course, in combination with CIS 161 will prepare the student to sit for the CompTIA Network+ certification exam.*

3 Credit Hours

CIS 171 – LINUX I

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. **3 Credit Hours**

CIS 172 – LINUX II

This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.

3 Credit Hours

CIS 189 – CO-OP FOR CIS 1

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **3 Credit Hours**

CIS 196 – COMMERCIAL SOFTWARE APPLICATIONS

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat

for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

3 Credit Hours

CIS 197 – ADVANCED COMMERCIAL SOFTWARE APPLICATIONS

This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered. **3 Credit Hours**

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 (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. **3 Credit Hours**

CIS 201 – INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS

This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs. **3 Credit Hours**

CIS 202 – PYTHON PROGRAMMING

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **3 Credit Hours**

CIS 207 – WEB DEVELOPMENT

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. **3 Credit Hours**

CIS 208 – WEB AUTHORIZING SOFTWARE

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance Web sites. **3 Credit Hours**

CIS 209 – ADVANCED WEB DEVELOPMENT

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. **3 Credit Hours**

CIS 211 – PRINCIPLES OF INFORMATION ASSURANCE

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered. **3 Credit Hours**

CIS 212 – VISUAL BASIC PROGRAMMING

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **3 Credit Hours**

CIS 213 – ADVANCED VISUAL BASIC PROGRAMMING

This course is a continuation of CIS 212, Visual Basic Programming.

3 Credit Hours

CIS 215 – C# PROGRAMMING

This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **3 Credit Hours**

CIS 216 – ADVANCED C# PROGRAMMING

This course is a continuation of C# programming. Techniques for the improvement of application and systems programming will be covered and other topics may include developing GUI's with C#, memory management, Classes and objects, functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **3 Credit Hours**

CIS 220 – APP DEVELOPMENT WITH SWIFT I

This is the first of two courses designed to teach specific skills related to app development using Swift language. **3 Credit Hours**

CIS 222 – DATABASE MANAGEMENT SYSTEMS

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.

3 Credit Hours

CIS 223 – THREE-DIMENSIONAL COMPUTER MODELING

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. **3 Credit Hours**

CIS 224 – THREE-DIMENSIONAL COMPUTER ANIMATION

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. **3 Credit Hours**

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.

3 Credit Hours

CIS 237 – VIRTUAL INFRASTRUCTURE: INSTALLATION AND CONFIGURATION

Students explore concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, an ESX Server, and a Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management and engineering for high availability. **3 Credit Hours**

CIS 238 – CLOUD COMPUTING: INFRASTRUCTURE AND SERVICES

This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.

3 Credit Hours

CIS 244 – INTRODUCTION TO CYBERSECURITY

This course will introduce students to cybersecurity, while they gain additional insight into the challenges companies face today. Students will develop an understanding of cybercrime, security principles, technologies, and procedures and techniques used to defend networks.

3 Credit Hours

CIS 245 – CYBER DEFENSE

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. **3 Credit Hours**

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. **3 Credit Hours**

CIS 248 – INTRODUCTION TO IOT (INTERNET OF THINGS)

This course will introduce students to the fundamentals of IoT. Emphasis will be on understanding how the IoT is bridging the gap between operational and information technology systems and the security concerns that must be considered, when implementing IoT solutions. **3 Credit Hours**

CIS 250 – E-COMMERCE

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. **3 Credit Hours**

CIS 251 – C++ PROGRAMMING

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

3 Credit Hours

CIS 252 – ADVANCED C++ PROGRAMMING

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **3 Credit Hours**

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. **3 Credit Hours**

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. **3 Credit Hours**

CIS 260 – NETWORK SECURITY AND RISK MANAGEMENT

This course exposes students to essential concepts of networking security and IT risk management. Topics include design, protocols and administrative principles of secure networks, identification and elimination of threats and vulnerabilities, compliance and operational security, access control and identity management, application, data and host security, cryptography and current and evolving issues in network security. Upon successful completion of this course, students will be able to demonstrate the knowledge and skills necessary to identify security issues, to mitigate and deter threats, to apply security controls and to implement and maintain an organization's security policies.

3 Credit Hours

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. This course is a suitable substitute for CIS 239, Networking Software. **3 Credit Hours**

CIS 269 – HARDWARE SUPPORT

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware.

3 Credit Hours

CIS 270 – CISCO CCNA I

This course is the first part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. **3 Credit Hours**

CIS 271 – CISCO CCNA II

This course is the second part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards. **3 Credit Hours**

CIS 272 – CISCO CCNA III

This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards. **3 Credit Hours**

CIS 273 – CISCO CCNA IV

This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards. **3 Credit Hours**

CIS 275 – WORKSTATION ADMINISTRATION

This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. **3 Credit Hours**

CIS 276 – SERVER ADMINISTRATION

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

3 Credit Hours

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. **3 Credit Hours**

CIS 280 – NETWORK SECURITY

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. **3 Credit Hours**

CIS 281 – SYSTEM ANALYSIS AND DESIGN (CIS Capstone Course)

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

3 Credit Hours

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 "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

3 Credit Hours

CIS 285 – OBJECT ORIENTED PROGRAMMING

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. **3 Credit Hours**

CIS 287 – SQL SERVER

This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database

devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. **3 Credit Hours**

CIS 288 – NETWORKING APPLICATIONS

This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor. **3 Credit Hours**

CIS 289 – WIRELESS NETWORKING

The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology.

3 Credit Hours

CIS 291 – CASE STUDY IN COMPUTER SCIENCE

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system.

3 Credit Hours

CIS 296 – 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. **3 Credit Hours**

CIS 299 -DIRECTED STUDIES IN COMPUTER SCIENCE

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. **3 Credit Hours**

CONSTRUCTION MANAGEMENT (CMT)

CMT 101 CONSTRUCTION MATERIALS AND METHODS

Prerequisite: As required by program

The purpose of this course is to introduce the student to the materials, methods, and equipment used in building construction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics. **3 Credit Hours**

CMT 156 CONTRACTING AND CONSTRUCTION LAW

Prerequisite: As required by program

The purpose of this course is to introduce the student to law practices pertinent to the construction industry. Emphasis will be placed on law as it relates to the contractor. Upon completion of this course the student will understand articles of incorporation, building contracts, contracts for the purchase of labor and materials, construction loans, the various types of construction agreements, permits, plans and specifications, warranties, and insurance. **3 Credit Hours**

CMT 204 CONCRETE CONSTRUCTION

Prerequisite: As required by program

The purpose of this course is to introduce the student to the use of concrete in construction. Students are exposed to all major components of concrete construction. Upon completion of this course the student will know how to design concrete mixes, place forms for cast-in-place concrete, build with masonry units, and will know the major components in building with concrete

3 Credit Hours

CMT 205 CONSTRUCTION MANAGEMENT

Prerequisite: As required by program

The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job. **3 Credit Hours**

CMT 206 CONSTRUCTION ESTIMATING

Prerequisite: As required by program

The purpose of this course is to introduce the student to the principles and practices used in estimating construction costs. Emphasis will be on a methodical approach to estimating each cost element of a construction project. Upon completion of this course the student will know the methods and procedures used in estimating, making quantity surveys from working drawings, developing unit costs, developing subcontractor costs, and will be able to identify the major considerations involved in the total pricing of a construction project. **3 Credit Hours**

CMT 208 PROJECT PLANNING AND SCHEDULING

Prerequisite: As required by program

The purpose of this course is to introduce the student to the tools and techniques used to plan, schedule and control a construction project. Students will learn how to prepare Gantt Charts and schedules using the Critical Path Method, Precedence Networks, PERT, GERT and the Linear Scheduling Method. Special emphasis will be placed on using scheduling software. Upon completion, the student will be able to prepare project schedules using various scheduling tools and technology, allocate and level resources, maintain and update a project schedule, and resolve construction delay claims. **3 Credit Hours**

CMT 220 SUSTAINABLE PROJECT DELIVERY

Prerequisite: As required by program

The purpose of this course is to introduce the student to green project delivery from the contractor's point of view. This course will focus on the green building process and the potential impact of green construction on building projects and on the contractor's business. Students will know how to evaluate green requirements, document a green project and evaluate risk associated with green project delivery. Upon completion, the student will be able to bid, contract and subcontract green projects, facilitate green procurement, manage green construction and perform green project commissioning and closeout. **3 Credit Hours**

COSMETOLOGY (COS)

COS 111 INTRODUCTION TO COSMETOLOGY

Prerequisite: As required by program

COREQUISITE: COS112

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced

by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

3 Credit Hours

COS 112 INTRODUCTION TO COSMETOLOGY LAB

Prerequisite: As required by program.

COREQUISITE: COS111

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. **3 Credit Hours**

COS 113 THEORY OF CHEMICAL SERVICES

Prerequisite: As required by program.

COREQUISITE: COS114

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

3 Credit Hours

COS 114 CHEMICAL SERVICES LAB

Prerequisite: As required by program.

COREQUISITE: COS113

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. **3 Credit Hours**

COS 115 HAIR COLOR THEORY

Prerequisite: As required by program.

COREQUISITE: COS116

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of haircoloring and the effects on the hair. **3 Credit Hours**

COS 116 HAIR COLORING LAB

Prerequisite: As required by program.

COREQUISITE: COS115

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. **3 Credit Hours**

COS 117 BASIC SPA TECHNIQUES

COREQUISITE: COS 118.

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

3 Credit Hours

COS 118 BASIC SPA TECHNIQUES LAB

Prerequisite: As required by program.

COREQUISITE: COS 117.

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-

up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. **3 Credit Hours**

COS 143 SPECIALTY HAIR PREPARATION TECHNIQUES

Prerequisite: As required by program.

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing. **3 Credit Hours**

COS 151 NAIL CARE

Prerequisite: As required by program.

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services. **3 Credit Hours**

COS 167 STATE BOARD REVIEW

Prerequisite: As required by program

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

3 Credit Hours

COS 191 COOPERATIVE WORK EXPERIENCE

Prerequisite: As required by program

This course provides work experience with a college-approved employer in an area related to cosmetology. 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. **3 Credit Hours**

CRIMINAL JUSTICE (CRJ)

CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE

Prerequisite: As required by program

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. **3 Credit Hours**

CRJ 110 INTRODUCTION TO LAW ENFORCEMENT

Prerequisite: As required by program

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. **3 Credit Hours**

CRJ 116 POLICE PATROL

Prerequisite: As required by program

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations. **3 Credit Hours**

CRJ 130 INTRODUCTION TO LAW AND JUDICIAL PROCESS

Prerequisite(s): As required by program

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process.

It includes an overview of state and federal court structure.

3 Credit Hours

CRJ 140 CRIMINAL LAW AND PROCEDURE

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. **3 Credit Hours**

CRJ 150 INTRODUCTION TO CORRECTIONS

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. **3 Credit Hours**

CRJ 160 INTRODUCTION TO SECURITY

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. NOT ON COURSE DIRECTORY LIST. **3 Credit Hours**

CRJ 177 CRIMINAL AND DEVIANT BEHAVIOR

Prerequisite(s): As required by program

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation. **3 Credit Hours**

CRJ 208 INTRODUCTION TO CRIMINOLOGY

Prerequisite(s): As required by program

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. **3 Credit Hours**

CRJ 209 JUVENILE DELINQUENCY

Prerequisite(s): As required by program

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. **3 Credit Hours**

CRJ 212 CORRECTIONAL COUNSELING TECHNIQUE

Prerequisite(s): As required by program.

This course focuses on the basic concepts of influencing human behavior. Theories of individual and group counseling are emphasized, as well as some of the barriers faced in dealing with the public offender. **3 Credit Hours**

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION

Prerequisite(s): As required by program.

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. **3 Credit Hours**

CRJ 220 CRIMINAL INVESTIGATION

Prerequisite: None

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. **3 Credit Hours**

CRJ 226 FINGERPRINT SCIENCE

Prerequisite(s): As required by program.

This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered. **3 Credit Hours**

CRJ 230 CRIMINALITIES

Prerequisite(s): As required by program

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like. **3 Credit Hours**

CRJ 237 FORENSIC PHOTOGRAPHY

Prerequisite(s): As required by program

This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

3 Credit Hours

CRJ 238 CRIME SCENE INVESTIGATION

Prerequisite(s): As required by program

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

3 Credit Hours

CRJ 239 ISSUES IN LAW ENFORCEMENT

Prerequisite(s): As required by program

This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided. **3 Credit Hours**

CRJ 256 CORRECTIONAL REHABILITATION

Prerequisite(s): As required by program

This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs. **3 Credit Hours**

CRJ 259 ISSUES IN CORRECTIONS

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Prerequisite(s): As required by program

This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided. **3 Credit Hours**

CRJ 280 INTERNSHIP IN CRIMINAL JUSTICE

Prerequisite(s): As required by program

This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head. **1-3 Credit Hours**

CULINARY ARTS (CUA)

CUA 101 ORIENTATION TO THE HOSPITALITY PROFESSION

Prerequisite: As required by program

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. **3 Credit Hours**

CUA 110 BASIC FOOD PREPARATION

Prerequisite: CUA 101.

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. This course is CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.

3 Credit Hours

CUA 111 FOUNDATIONS IN NUTRITION

Prerequisite: CUA 101.

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and cultural influences on food selection. Upon

completion of this course, students will be able to apply the basic principles to meal planning. **3 Credit Hours**

CUA 112 SANITATION, SAFETY, AND FOOD SERVICE

Prerequisite: As required by program.

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe® certification. The content of this course is foundational for all culinary arts classes. **2 Credit Hours**

CUA 115 ADVANCED FOOD PREPARATION

Prerequisite: As required by program.

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management. **3 Credit Hours**

CUA 120 BASIC FOOD PREPARATION LAB

Prerequisite: As required by program.

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

2 Credit Hours

CUA 180 SPECIAL TOPICS IN COMMERCIAL FOOD SERVICES

Prerequisite: As required by program.

This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit. **1 Credit Hour**

CUA 182 SPECIAL TOPICS IN COMMERCIAL FOOD SERVICES

Prerequisite: As required by program.

This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit. **3 Credit Hours**

CUA 201 MEAT PREPARATION AND PROCESSING

Prerequisite: As required by program.

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing. **3 Credit Hours**

CUA 204 FOUNDATIONS OF BAKING

Prerequisite: As required by program.

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products. **3 Credit Hours**

CUA 205 INTRO TO GARDE MANGER

Prerequisite: As required by program.

This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hor d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

3 Credit Hours

CUA 208 ADVANCED BAKING

Prerequisite: As required by program.

This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills. **3 Credit Hours**

CUA 210 BEVERAGE MANAGEMENT

Prerequisite: As required by program.

This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages compliment various cuisines and particular tastes. **2 Credit Hour**

CUA 260 INTERNSHIP FOR CULINARY APPRENTICE

Prerequisite: As required by core program.

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the college instructor. This course may be repeated for credit. **1 Credit Hour**

CUA 261 CULINARY APPRENTICESHIP PRACTICUM

Prerequisite: As required by program.

In this course the student will complete the final practical exam required by the American culinary federation to complete a formal chef apprenticeship. This course must be taken during the last semester of apprenticeship. **1 Credit Hour**

DENTAL ASSISTANT (DAT)

DAT 100 INTRODUCTION TO DENTAL ASSISTING

Prerequisite: As required by program.

This course is designed to provide an introduction to dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organization, certification requirements, legal and ethical considerations, work ethics, and communication skills, and management of medical emergencies occurring in the dentistry setting. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry. **2 Credit Hours**

DAT 101 PRE-CLINICAL PROCEDURES I

Prerequisite: As required by program.

This course is designed to introduce chair-side assisting techniques, including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of a student for clinical dental assisting. Upon course completion, the student should be able to perform dental assisting skills in a clinical setting.

3 Credit Hours

DAT 102 DENTAL MATERIALS

Prerequisite: As required by program.

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra- and extra-oral technical tasks to perform. Upon course completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. **3 Credit Hours**

DAT 103 ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING

Prerequisite: As required by program.

This course is designed to provide study of anatomy and physiology of the head and neck and a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body, specifically the head, neck, and dentition. **3 Credit Hours**

DAT 104 BASIC SCIENCES FOR DENTAL ASSISTING

Prerequisite: Successful completion of previous DAT courses
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Additional topics include but are not limited to medical emergencies, special populations, and individuals suffering from drug and/or substance addiction. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field. **2 Credit Hours**

DAT 111 CLINICAL PRACTICE I

Prerequisite: Successful completion of previous DAT courses
This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting. **5 Credit Hours**

DAT 112 DENTAL RADIOLOGY

Prerequisite: Successful completion of previous DAT courses
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra- and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intra-oral radiographic technique, and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. **3 Credit Hours**

DAT 113 DENTAL HEALTH EDUCATION

Prerequisite: Successful completion of previous DAT courses
This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. **2 Credit Hours**

DAT 116 PRE-CLINICAL PROCEDURES II

Prerequisite: Successful completion of previous DAT courses
This course focuses on chairside assisting with dental specialty procedures. Emphasis is placed on techniques and procedures of the dental specialties including Orthodontics, Pediatric Dentistry, Oral and maxillofacial surgery, Endodontics, Periodontics, and Prosthodontics. Upon completion, students should be able to discuss and identify instrumentation and demonstrate skills applicable to dental specialties. **3 Credit Hours**

DAT 120 OFFICE ADMINISTRATION FOR DENTAL ASSISTING

Prerequisite: Successful completion of previous DAT courses
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures. **3 Credit Hours**

DAT 122 CLINICAL PRACTICE II

Prerequisite: Successful completion of DAT/DNT 111 and all previous DAT courses
This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chair-side dental assisting procedures, radiology, teamwork, communication skills, and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chair-side assisting.
4 Credit Hours

DAT 123 DENTAL ASSISTING SEMINAR

Prerequisite: Successful completion of previous DAT courses
This course is designed to discuss the students' clinical experiences resume, and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.
4 Credit Hours

DAT 124 CLINICAL APPLIED INFECTION CONTROL AND OSHA STANDARDS

Prerequisite: Successful completion of previous DAT courses
This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and compliance of OSHA Standards as it relates to dental chair-side assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. **1 Credit Hour**

DAT 131 BUSINESS AND INDUSTRIAL PSYCHOLOGY FOR DENTAL ASSISTING

Prerequisite: Successful completion of previous DAT courses
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for supervision of personnel. **1 Credit Hour**

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 202 FOUNDATIONS OF SONOGRAPHY

Prerequisite: As required by program
This course provides the student with concepts of the history and development of sonography in medical imaging, patient care and medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology. **3 Credit Hours**

DMS 216 Sonographic Principles & Instrumentation I

Prerequisites: As required by program
This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images.
3 Credit Hours

DMS 217 Sonographic Principles & Instrumentation II

Prerequisite: As required by program.
This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program. **2 Credit Hours**

DMS 229 Sonography Preceptorship I

Prerequisite: As required by program.
This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. Competencies will be required. **2 Credit Hours**

DMS 230 Sonography Preceptorship II*Prerequisite: As required by program*

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general and/or cardiovascular sonography specialties. Competencies will be required. **3 Credit Hours**

DMS 231 Sonography Preceptorship III*Prerequisite: As required by program*

This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. Competencies will be required. **4 Credit Hours**

DMS 232 Sonography Preceptorship IV*Prerequisite: As required by program*

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required.

5 Credit Hours**DMS 234 Sonography Lab II***Prerequisite: As required by program*

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on the student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts. **1 Credit Hour**

DMS 240 Sonography Principles and Instrumentation Seminar*Prerequisite: As required by program. Will be optional upon successful passage of ARDMS SPI registry exam.*

This course provides a review for Sonographic Principles and Instrumentation Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course. **2 Credit Hours**

DMS 242 Adult Echocardiography Seminar*Prerequisite: As required by the program*

This course provides a review for the Registry Exam in Adult Echocardiography. Topics include cardiac anatomy and physiology, two-dimensional color and spectral Doppler modalities, as well as advanced techniques for identifying and evaluating cardiac normal and abnormal function. Mock registries must be passed with a grade of 75% or higher to complete this course.

2 Credit Hours**DMS 245 Sonography Case Presentation***Prerequisite: As required by program*

Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation. **1 Credit Hour**

DMS 251 Intro to Cardiovascular Sonography*Prerequisite: As required by program*

Cardiac testing including the techniques and interpretation of patient physical assessment. This course will cover electrocardiographic procedures such as ECG, stress testing, and holter monitoring. (It will also include patient assessment such as pulse, blood pressure, clinical monitoring, history and physical exam monitoring for those students in the ATC program.) Emphasis will be placed on performing and interpreting these procedures, arrhythmia recognition, and will also include pharmacology concepts and treatment methods.

2 Credit Hours**DMS 271 Echocardiographic Technology***Prerequisite: As required by program*

This course will familiarize the student with sonographic anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular

system will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion, student will be able to perform basic echocardiograms. **3 Credit Hours**

DMS 273 Pathology of the Cardiovascular System*Prerequisite: As required by program*

This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms. **3 Credit Hours**

DMS 275 Advanced Echocardiographic Modalities*Prerequisite: As required by program*

This course offers a detailed study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus is on advanced cardiac and vascular anatomy, hemodynamics and electrophysiology, innervations of the heart, and embryology, as well as cardiac and vascular pathophysiology. **3 Credit Hours**

DRAFTING AND DESIGN (DDT)**DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY***Prerequisite: As required by college*

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.

3 Credit Hours**DDT 113 BLUEPRINT READING***Prerequisite: As required by college*

This course provides students with basic blueprint reading skills for various applications. Topics include terms, definitions and abbreviations, orthographic projection, dimensions and tolerances, lines and symbols, industrial application, scales, multiview projections, specifications, notes, elevations, sections, details, and schedules. Upon completion, students should be able to interpret blueprint drawings in various formats. **3 Credit Hours**

DDT 117 MANUFACTURING PROCESSES*Prerequisite: As required by college*

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

3 Credit Hours**DDT 124 INTRO TO TECHNICAL DRAWING***Prerequisite: As required by college*

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. **3 Credit Hours**

DDT 128 INTERMEDIATE TECHNICAL DRAWING*Prerequisite: DDT 111, DDT 124 or instructor approval*

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view working drawings with advanced dimensioning, basic tolerancing and pictorial drawings. **3 Credit Hours**

DDT 133 BASIC SURVEYING*Prerequisite: As required by college*

This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes. **3 Credit Hours**

DDT 213 CIVIL DRAFTING, PLAT MAPS*Prerequisite: As required by college*

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings. **3 Credit Hours**

DDT 217 BUILDING CODES, ORDINANCES, ZONING**RESTRICTIONS AND THE A.D.A.***Prerequisite: As required by college*

This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans With Disability act as related to commercial drafting and design. Emphasis is placed upon working understanding of these topics. **3 Credit Hours**

DDT 225 STRUCTURAL STEEL DRAFTING*Prerequisite: As required by college*

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices. **3 Credit Hours**

DDT 231 ADVANCED CAD*Prerequisite: As required by college*

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. **3 Credit Hours**

DDT 233 INTERMEDIATE 3D MODELING*Prerequisite: As required by college*

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. **3 Credit Hours**

DDT 271 DRAFTING INTERNSHIP*Prerequisite: As required by college*

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology. **3 Credit Hours**

MEDIUM/HEAVY TRUCK TECHNICIAN (DEM)**DEM 104 BASIC ENGINES***Prerequisite: As required by program*

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines. **3 Credit Hours**

DEM 105 PREVENTIVE MAINTENANCE*Prerequisite: As required by program*

This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. **3 Credit Hours**

DEM 111 EQUIPMENT SAFETY / MECHANICAL FUNDAMENTALS*Prerequisite: As required by program*

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop. **3 Credit Hours**

DEM 117 DIESEL AND GAS TUNE-UP*Prerequisite: As required by program*

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment. **3 Credit Hours**

DEM 122 HEAVY VEHICLE BRAKES*Prerequisite: As required by program*

This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust and repair braking systems on medium and heavy vehicles. **3 Credit Hours**

DEM 123 PNEUMATICS AND HYDRAULICS*Prerequisite: As required by program*

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components. **3 Credit Hours**

DEM 124 ELECTRONIC ENGINE SYSTEMS*Prerequisite: As required by program*

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. **3 Credit Hours**

DEM 125 HEAVY VEHICLE DRIVE TRAINS*Prerequisite: As required by program*

This course introduces operational principles of mechanical medium and heavy duty vehicle transmissions. Topics include multiple counter shafts power takeoffs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect and repair mechanical transmissions. **3 Credit Hours**

DEM 126 ADVANCED ENGINES*Prerequisite: As required by program*

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications. **3 Credit Hours**

DEM 127 FUEL SYSTEMS*Prerequisite: As required by program*

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors. **3 Credit Hours**

DEM 130 ELECTRICAL/ELECTRONIC FUNDAMENTALS*Prerequisite: As required by program*

This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and

series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature.

3 Credit Hours

DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION

Prerequisite: As required by program.

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components, and perform front and rear wheel alignments on medium and heavy-duty vehicles.

3 Credit Hours

DEM 137 HEATING AND A/C SYSTEMS

Prerequisite: Electrical Systems.

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

3 Credit Hours

DEM 156 CDL LICENSE TEST PREPARATION

Prerequisite: As required by program.

This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

3 Credit Hours

ECONOMICS (ECO)

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.

3 Credit Hours

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.

3 Credit Hours

EDUCATION (EDU)

EDU 100 EXPLORING TEACHING AS A PROFESSION

Prerequisite(s): As required by program

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities.

2 Credit Hours

ELECTRONICAL ENGINEERING (EET)

EET 100 INTRODUCTION TO ENGINEERING TECHNOLOGIES

Prerequisite: As required by college

This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculators, triangulation methods, and the basic laws of electricity.

3 Credit Hours

EET 226 CABLE SPLICING AND INSTALLATION

Prerequisite: As required by college.

This course provides instruction in splicing and installing low and medium voltage power cable, hi -voltage cable, fiber optic cable, communication and voltage wiring systems. Emphasis is placed on sizes conductors and use of proper connectors and materials used in

splicing and connecting. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables.

3 Credit Hours

EET 235 NATIONAL ELECTRIC CODE

Prerequisite: As required by college

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

3 Credit Hours

ELECTRICAL TECHNOLOGY (ELT)

ELT 110 WIRING METHODS

Prerequisite: As required by college

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

3 Credit Hours

ELT 116 RESIDENTIAL WIRING

Prerequisite: As required by college

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

6 Credit Hour

ELT 117 AC/DC MACHINES

Prerequisite: As required by college

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.

3 Credit Hours

ELT 118 COMMERCIAL/INDUSTRIAL WIRING I

Prerequisite: As required by college

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

3 Credit Hours

ELT 182 SPECIAL TOPICS IN ELT TECHNOLOGY

Prerequisite: As required by college

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

3 Credit Hours

EMERGENCY MEDICAL SERVICES (EMS)

EMS 118 EMERGENCY MEDICAL TECHNICIAN

Prerequisite: As required by program

Corequisite: EMS 119 – Emergency Medical Technician Clinical

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

9 Credit Hours

EMS 119 EMERGENCY MEDICAL TECHNICIAN CLINICAL

Prerequisite: As required by program.

Corequisite: EMS 118 – Emergency Medical Technician

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

1 Credit Hour

EMS 155 ADVANCED EMERGENCY MEDICAL TECHNICIAN

Prerequisite: As required by program.

Corequisite: EMS 156

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite. **7 Credit Hours**

EMS 156 ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL

Prerequisite: As required by program.

Corequisite: EMS 155

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite. **2 Credit Hours**

ENGLISH (ENG)

ENG 101 ENGLISH COMPOSITION I

ENR 098 or appropriate English placement score

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **3 Credit Hours**

ENG 102 ENGLISH COMPOSITION II

Prerequisite: A grade of "C" or better in ENG 101 or the equivalent
English Composition II provides instruction and practice in the writing of at least four formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. **3 Credit Hours**

ENG 246 CREATIVE WRITING I

Prerequisite: ENG 102

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **3 Credit Hours**

ENG 247 CREATIVE WRITING II

Prerequisite: ENG 246 and/or as required by program

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **3 Credit Hours**

ENG 251 AMERICAN LITERATURE I

Prerequisite: ENG 102 or equivalent

This course is a survey of American literature from its beginnings to the mid-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. **3 Credit Hours**

ENG 252 AMERICAN LITERATURE II

Prerequisite: ENG 102 or equivalent

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. **3 Credit Hours**

ENG 261 ENGLISH LITERATURE I

Prerequisite: ENG 102 or equivalent

This course is a survey of English/British literature from its inception to the end of the eighteenth 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. **3 Credit Hours**

ENG 262 ENGLISH LITERATURE II

Prerequisite: ENG 102 or equivalent

This course is a survey of English/British literature from the late eighteenth 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. **3 Credit Hours**

ENG 271 WORLD LITERATURE I

Prerequisite: ENG 102 or equivalent

This course is a survey of world literature from its inception 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 that are reflected in them. **3 Credit Hours**

ENG 272 WORLD LITERATURE II

Prerequisite: ENG 102 or equivalent

This course is a survey of 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. **3 Credit Hours**

ENG 297 AFRICAN AMERICAN LITERATURE

Prerequisite: ENG 102 or the equivalent

This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts. **3 Credit Hours**

ENGLISH (DEVELOPMENTAL) (ENR)

ENR 093 BASIC ENGLISH II

Prerequisite(s): Placement determined by ACT scores or high school grades in English IV and H.S. GPA or Placement Exam

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. **4 Credit Hours**

ENR 098 WRITING AND READING FOR COLLEGE

Prerequisite: None

COREQUISITES: None

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 may include a one-hour lab component.

4 Credit Hours

ELECTRONICS CORE (ETC)

ETC 101 DC FUNDAMENTALS

Prerequisite: As required by college

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. **3 Credit Hours**

ETC 102 AC FUNDAMENTALS

Prerequisite: As required by college

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. **3 Credit Hours**

ETC 103 SOLID STATE FUNDAMENTALS

Prerequisite: As required by college

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. **3 Credit Hours**

ETC 104 DIGITAL FUNDAMENTALS

Prerequisite: As required by college

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. **3 Credit Hours**

ETC 108 MOTOR CONTROLS I

Prerequisite: As required by college

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. **3 Credit Hours**

GEOGRAPHY

GEO 101 PRINCIPLES OF PHYSICAL GEOGRAPHY

Prerequisite: As required by program

Physical Geography I is the first in a two part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. **4 Credit Hour**

GEO 101L PRINCIPLES OF PHYSICAL GEOGRAPHY (LAB)

Prerequisite(s): As required by program

Physical Geography Lab is the laboratory component which supports the Principles of Physical Geography. Students enrolled must enroll in GEO 101.

GEO 102 PRINCIPLES OF PHYSICAL GEOGRAPHY II

Prerequisite: As required by program

Physical Geography II is the second in a two-part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required. **4 Credit Hour**

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

GIS 101 INTRODUCTION TO GIS TECHNOLOGY

Prerequisite: As required by program

This is an introductory GIS course focusing on maps, map analysis, and an introduction to computers. Emphasis is placed on raster GIS capabilities, data acquisition, spatial databases, and using GIS and GIS trends. Upon completion, students will demonstrate the ability to use GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products and using GIS for archives. **2 Credit Hours**

GIS 201 GIS FUNDAMENTALS

Prerequisite: As required by program

This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications of GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, resource management, and land-use planning. Through hands-on exercises and/or projects with related software packages, students will acquire basic skills in GIS. **3 Credit Hours**

GIS 202 CARTOGRAPHIC DESIGN FOR GIS

Prerequisite: GIS 201

This course provides a comprehensive study of GIS-applicable cartography including cartographic principles, data acquisition techniques, and methods of base map development. The course will include map projections, map scales, types of thematic maps, and map accuracy. Scanning, digitizing and coordinate geometry techniques used in GIS base map development will be introduced through hands-on exercises and computer-assisted mapping projects. **3 Credit Hours**

GRAPHICS & PRINTING (GPC)

GPC 112 INTRODUCTION TO THE GRAPHIC COMMUNICATIONS INDUSTRY

Prerequisite: As required by program

This course provides an introduction to the graphic arts and printing industry. Emphasis is placed providing students an overview of all aspects of the industry. Upon completion, students should be able to use industry terminology, understand current and emerging trends in technology, and make decisions about career options. **3 Credit Hours**

GPC 128 ELECTRONIC PAGE LAYOUT AND ASSEMBLY

Prerequisite: As required by program

This course introduces students to electronic page layout. Topics include importing, combining and manipulating text and graphic elements for composite page layout and production. Upon completion,

students should be able to produce single-page, spread-page, and continuous-page digital documents suitable for low- or high-resolution output as well as electronic prepress file submissions.

3 Credit Hours

GPC 134 DIGITAL PREPRESS

Prerequisite: As required by program

This course provides an in-depth study of electronic production techniques for printing and prepress applications. Topics include file preparation in compliance with industry standards; troubleshooting, correct and preflight files; correct line art and grayscale images and trap color images. Upon completion, students should be able to troubleshoot and resolve technical prepress problems associated with software applications, fonts and font management, cross-platform conversions, digital imaging and page layout and imposition.

3 Credit Hours

GPC 136 ESTIMATING COSTS IN PRINTING AND GRAPHICS COMMUNICATIONS

Prerequisite: As required by program

This course provides students with a thorough understanding of the costs and dynamics of running a profitable graphics and printing business. Emphasis is placed on estimating jobs and producing competitive bids with or without computer software. Upon completion, students should be able to estimate the cost of producing a variety of projects, apply essential problem-solving techniques, exercise self-management techniques and be able to work in a group or team environment.

3 Credit Hours

GPC 170 ON-LINE GRAPHICS COMMUNICATIONS

Prerequisite: As required by program

This course focuses on the Internet and design principles for web uses. Emphasis is placed on software necessary for the creation and maintenance of a web site. Upon completion, students should be able to design, and maintain on-line communications.

3 Credit Hours

GPC 180 CURRENT TOPICS IN GRAPHICS AND PRINTING COMMUNICATIONS

Prerequisite: As required by program

This course is a survey of current trends in the graphic communications industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of graphic communications.

3 Credit Hours

HEALTH EDUCATION (HED)

HED 221 PERSONAL HEALTH

Prerequisite(s): As required by program

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

3 Credit Hours

HED 224 PERSONAL AND COMMUNITY HEALTH

Prerequisite(s): As required by program

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, conic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

3 Credit Hours

HED 230 SAFETY AND FIRST AID

Prerequisite(s): As required by program

HED 230 is divided into two parts.

The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements.

3 Credit Hours

HED 231 FIRST AID

Prerequisite(s): As required by program

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

3 Credit Hours

HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES

Prerequisite(s): As required by program

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

3 Credit Hours

HED 267 DRUG EDUCATION

Prerequisite(s): As required by program

This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures.

3 Credit Hours

HISTORY (HIS)

HIS 101 WESTERN CIVILIZATION I

Prerequisite: As required by program

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.

3 Credit Hours

HIS 102 WESTERN CIVILIZATION II

Prerequisite: As required by program

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 the early modern era to the present.

3 Credit Hours

HIS 121 WORLD HISTORY I

Prerequisite: As required by program

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

3 Credit Hours

HIS 121 WORLD HISTORY II

Prerequisite: As required by program

The course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and nonwestern, from the Early Modern Era through the Post-Modern Era.

3 Credit Hours

HIS 201 UNITED STATES HISTORY

Prerequisite: As required by program

This course surveys United States history from the pre-Columbian period to the Civil War era.

3 Credit Hours

HIS 202 UNITED STATES HISTORY

Prerequisite: None.

This course surveys United States history from the Civil War era to the Modern era.

3 Credit Hours

HIS 216 HISTORY OF WORLD RELIGIONS

Prerequisite(s): As required by program

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

3 Credit Hours

HIS 256 AFRICAN-AMERICAN HISTORY

Prerequisite(s): As required by program

This course focuses on the experience of African-American people

in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

3 Credit Hours

HIS 260 ALABAMA HISTORY

Prerequisite: As required by program

This course surveys the history of the state of Alabama from pre-Columbian times to the present. The course presents the geographical, political, social, cultural, and economic development of Alabama. **3 Credit Hours**

HIS 299 DIRECTED STUDIES IN HISTORY

Prerequisite(s): As required by program

This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.

1-3 Credit Hours

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 111 – DIAGNOSTICS AND PHARMACOLOGY

This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

2 Credit Hours

HIT 113 – ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY

This course is an introduction to the structure and function of anatomical body systems and the language of medicine. Upon completion, students should be able to demonstrate a basic understanding of human anatomy and physiology and be able to spell, define, pronounce and correctly use a number of medical terms and abbreviations. **5 Credit Hours**

HIT 130 - HIT CLASSIFICATION AND REIMBURSEMENT

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer-assisted). **3 Credit Hours**

HIT 131 - CLASSIFICATION SKILLS LABORATORY

This course includes activities to develop basic skills in classification and reimbursement methodology related to health services provided in various health care delivery facilities.

1 Credit Hour

HIT 152 – SKILLS DEVELOPMENT LABORATORY

This course allows the student to demonstrate basic competencies acquired in course work with laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory classes.

1 Credit Hour

HIT 230 – MEDICAL CODING SYSTEMS I

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). **3 Credit Hours**

HIT 231 – MEDICAL CODING SKILLS LABORATORY

This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

1 Credit Hour

HIT 232 – MEDICAL CODING SYSTEMS II

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). **3 Credit Hours**

HIT 233 – MEDICAL CODING SKILLS LABORATORY

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

1 Credit Hour

HIT 235 – MEDICAL CODING SYSTEMS II

This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid medical codes. Instruction includes coding for outpatients and physicians; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted). **2 Credit Hours**

HIT 236 - MEDICAL CODING SKILLS LABORATORY

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

1 Credit Hour

HIT 291 – CCS EXAM PREPARATION

This course is an extensive review of health information technology skills and/or extensive review of various aspects of medical coding and reimbursement. Student outcomes include demonstrated understanding of the topics covered in this course.

1 Credit Hour

HOSPITALITY SERVICES MANAGEMENT (HSM)

HSM 111 ORIENTATION TO THE HOSPITALITY PROFESSION

Prerequisite: As required by college

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality

profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. **3 Credit Hours**

HSM 112 LAW AND THE HOSPITALITY INDUSTRY

Prerequisite: As required by college

This course focuses on laws that apply to hotels, food-service establishments, and the travel industry. Topics include innkeepers' duties to guests, tenants, licensees and trespassers; concepts of liability and negligence; credit and collection practices; and miscellaneous statutes applicable to the hospitality industry.

3 Credit Hours

HSM 123 HOSPITALITY FIELD EXPERIENCE I

Prerequisite: As required by college

The supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries.

3 Credit Hours

HSM 181 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT

Prerequisite: As required by college

This course provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs. **3 Credit Hours**

HSM 232 EVENT LOGISTICS AND ENTERTAINMENT

Prerequisite: As required by college

This course is designed to give students an introduction to venue planning and design as well as planning entertainment for fundraisers, festivals, meetings, and other events. **3 Credit Hours**

HSM 234 PLANNING & DEVELOPMENT OF LEISURE PROGRAMS AND FESTIVALS

Prerequisite: As required by college

This course introduces students to the theory and practice of developing exciting and profitable leisure programs and festivals.

3 Credit Hours

HSM 250 HOSPITALITY MARKETING

Prerequisite: As required by college

This course is designed to study the principles of marketing and promotion as they related to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.

3 Credit Hours

HSM 270 PLANNING AND MANAGEMENT OF SPORTS TOURISM AND EVENTS

Prerequisite: As required by college

This course explores major concepts in planning and managing sports events and sports tourism and how sports tourism and sports events can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance sports tourism and event history and careers, elements of sport management and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting sports tourism and sporting events. Upon completion, students will be able to analyze the impact of various facets of the sports tourism industry.

3 Credit Hours

HSM 281 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT

Prerequisite: As required by college

This course provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs. **3 Credit Hours**

HEALTH SCIENCES (HPS) – BUSINESS & INFORMATION TECHNOLOGIES

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.

2 Credit Hours

HEALTH PROFESSIONS COMPETENCIES

HPS 103 Foundations of Competencies for Health Science

This (pre-nursing) course is designed to assist the student in developing the knowledge, skills, and abilities necessary to be successful in health-related fields. Content focuses on development of effective study and test-taking skills, assertiveness training, stress management, values clarification, diversity, ethical-legal concepts, problem solving and communication skills.

3 Credit Hours

HUMANITIES

HUM101 INTRODUCTION TO HUMANITIES I

Prerequisite(s): As required by program.

This is the first course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy that relates to a unifying theme. **2 Credit Hours**

HUM 102 INTRODUCTION TO HUMANITIES II

Prerequisite(s): HUM 101 and/or as required by program.

This course is a continuation of HUM 101. This is the second course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy that relates to a unifying theme.

2 Credit Hours

HUM 299 PTK HONORS I, II and III

3, 1-Credit courses (Must take all 3 classes in order to receive a full Humanities credit).

CODE - A

Prerequisite: None

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. **1-3 Credit Hours**

HUMAN SERVICES (HUS)

HUS 211 INTRODUCTION: ALCOHOL AND DRUG PREVENTION

Prerequisite: As required by program.

This course is an introduction to the factors involved in the prevention, use, and abuse of alcohol and drugs. Emphasis is on a basic orientation to the field of alcohol and drug education and treatment. Upon completion of this course, the student will be aware of the importance of the historical, physiological, sociological, psychological and

economic factors involved in substance abuse. CORE.

3 Credit Hours

HUS 222 GROUP COUNSELING TECHNIQUES

Prerequisite: As required by program.

This course provides instruction on group techniques used for facilitating individuals in seeking a variety of social experiences and interests. Emphasis is placed on meeting needs such as status, security and other emotional feelings in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable them to effectively work through the group process. CORE. **3 Credit Hours**

HUS 224 CLINICAL INTERNSHIP

Prerequisite(s): As required by program.

This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on "hands-on" experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human services worker through an observational experience with professional.

3 Credit Hours

INDUSTRIAL ELECTRONICS

ILT 194 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

Prerequisite: As required by college

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. **3 Credit Hours**

ILT 196 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

Prerequisite: As required by college

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.

3 Credit Hours

ILT 198 ELECTRONIC CIRCUITS I

Prerequisite: As required by college

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the Industry competencies. **3 Credit Hours**

ILT 212 PLCS IN AUTOMATED SYSTEMS

Prerequisite: As required by college

This course includes the installation, programming, and networking of PLCs in Automated Systems. Emphasis is placed on the PLC's installation and interaction within an automated system. Upon completion, students should be able to demonstrate their ability in developing PLC networks and troubleshoot the system. NOTE: This course covers either Siemens PLCs and HMI panels.

3 Credit Hours

ILT 281 SPECIAL TOPICS: ROBOTICS

Prerequisite: As required by college

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the

application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

3 Credit Hours

INDUSTRIAL MAINTENANCE

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS

Prerequisite: As required by program

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. **3 Credit Hours**

INT 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS / PNEUMATICS

Prerequisite: As required by program

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. **3 Credit Hours**

INT 124 PRODUCTION EQUIPMENT LAYOUT AND INSTALLATIONS

Prerequisite: As required by program

This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, and fiber rope and webbing slings, industrial hoists and cranes, crane operation, scaffolds and ladders, machine anchoring for vibration control, moving and setting new equipment, leveling and alignment, preparing equipment for test run, test run guidelines, and safety precautions. Upon course completion, students will be able to install production equipment. **3 Credit Hours**

INT 126 PREVENTIVE MAINTENANCE

Prerequisite: As required by program

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. **3 Credit Hours**

INT 127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS

Prerequisite: As required by program

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems. **3 Credit Hours**

INT 134 PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING

Prerequisite: As required by program

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and

repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. **3 Credit Hours**

INT 192 CO-OP

Prerequisite: As required by program

In this course, 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. **3 Credit Hours**

LOGISTICS AND SUPPLY CHAIN TECHNOLOGY (LGT)

LGT 106 WORKPLACE ESSENTIALS

Prerequisite: As required by program

This course emphasizes the foundational information to develop knowledge and skills to prepare individuals for employment following completion of technical and academic programs. At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. **3 Credit Hours**

LGT 108 INTRODUCTION TO LOGISTICS

Prerequisite: As required by program

This course introduces students to the basic concepts of logistics for a variety of applications. Students gain insights into how logistics play a vital role in all aspects of business and industry. Specific topics include basic concepts of logistics and health and safety concerns in warehouse and transportation environments. **3 Credit Hours**

LGT 110 WAREHOUSE OPERATIONS I

Prerequisite: As required by program

This course provides students with introductory information relative to safe and efficient operation of a warehouse and material handling equipment. Specific topics include: safety; common warehouse functions; roles, accountability, and responsibilities; warehouse management systems; warehouse layout and design; material handling equipment. **3 Credit Hours**

LGT 111 WAREHOUSE OPERATIONS II

Prerequisite: As required by program

This course is a continuation of information and skills gained in Warehouse Operations I. Students gain additional information on topics such as: in-house transportation, local application forklift operations, consolidation, and packing. **3 Credit Hours**

LGT 114 SUPPLY CHAIN FUNDAMENTALS/MANAGEMENT

Prerequisite: As required by program

This course introduces students to the basic concepts of the supply chain and supply chain management. Students gain insights into the various components of the supply chain, how the supply chain functions interrelate and how they are managed in the business and industry environment. Specific topics include basic concepts of "links and drivers" in the Supply Chain, such as inventory management, sourcing, requisitioning, ERP systems, Purchase Orders, EDI, contracting and distribution. **3 Credit Hours**

LGT 115 PURCHASING IN LOGISTICS

Prerequisite: As required by program

This course provides students with an introduction to purchasing processes to include the impact of purchasing, compliance issues, and Incoterms. Emphasis is placed on the purchase of efficient and effective purchasing practice to ensure the best uses of resources. **3 Credit Hours**

LGT 223 WAREHOUSE LOGISTICS CO-OP

Prerequisite: As required by program

This course provides an opportunity for students to gain practical knowledge and experience associated with logistics operations. Students learn while performing logistics activities in a position within business and industry. **3 Credit Hours**

LGT 296 DIRECTED STUDIES IN LOGISTICS

Prerequisite: As required by program

This course deals with specific focus areas within the field of Logistics. The course will allow students, under direct faculty supervision, to complete research and/or directed study in a specific focus area/concentration. **3 Credit Hours**

MASS COMMUNICATION (MCM)

MCM 100 INTRODUCTION TO MASS COMMUNICATION

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. **3 Credit Hours**

MCM 102 WRITING FOR 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. **3 Credit Hours**

MATHEMATICS (MTH)

MTH 090 BASIC MATHEMATICS

Prerequisite(s): Appropriate mathematics placement score

The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations. NCA NO LONGER TEACH THIS COURSE.

4 Credit Hours

MTH 098 ELEMENTARY ALGEBRA

Prerequisite(s): None

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 course does not apply toward the general core requirement for mathematics. **4 Credit Hours**

MTH 099 Support for Intermediate College Algebra

Prerequisite: Appropriate mathematics placement score or successful completion of MTH 098-- Elementary Algebra. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)

COREQUISITE: MTH 100 Intermediate College Algebra

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 100. 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 and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. **1-2 Credit Hours**

MTH 100 INTERMEDIATE COLLEGE ALGEBRA

Prerequisite: MTH 098 Elementary Algebra or appropriate mathematics placement score.

COREQUISITE: MTH 099 Support for Intermediate College Algebra, if required. (Note that MTH 099 is required for students completing MTH 098 Elementary 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 does not apply toward the general core requirement for mathematics. **3 Credit Hours**

MTH 110 FINITE MATHEMATICS

Prerequisite: Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

COREQUISITE: MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 or other mandatory support is required for students completing MTH 098 Elementary Algebra.)

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). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance. **3 Credit Hours**

MTH 112 PRECALCULUS ALGEBRA

Prerequisite: Successful completion of MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate replacement.

COREQUISITE: MTH 111 Support for Precalculus Algebra, if required.

This course emphasizes the algebra of functions – 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.

3 Credit Hours

MTH 113 PRECALCULUS TRIGONOMETRY

Prerequisite: Grade of C or higher in MTH 112 or appropriate placement scores.

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 graphs. Additional topics may include conic sections and product-sum formulas. **3 Credit Hours**

MTH 115 PRE-CALCULUS ALGEBRA & TRIG.

Prerequisite: As determined by college but may be no less than a C or higher in MTH 100 and permission from the department chairperson.

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, and formulas; vectors; complex numbers; and polar graphs. **4 Credit Hours**

MTH 116 MATHEMATICAL APPLICATIONS

Prerequisite: None

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.

3 Credit Hours

MTH 120 CALCULUS AND ITS APPLICATIONS

Prerequisite: Grade of C or higher in MTH 112, 113, or 115 or appropriate placement score.

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 with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two

variables, method of least squares, linear approximation, and linear programming. **3 Credit Hours**

MTH 125 CALCULUS I

Prerequisite: Grade of C or higher in MTH 113 or 115 or appropriate placement score.

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. **4 Credit Hours**

MTH 126 CALCULUS II

Prerequisite:: Grade of C or higher in MTH 125

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. **4 Credit Hours**

MTH 131 MATHEMATICS IN GENERAL EDUCATION

Prerequisite: As required by program.

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics. **4 Credit Hours**

MTH 132 MATHEMATICS IN GENERAL EDUCATION

Prerequisite(s): MTH 131 or appropriate mathematics placement score.

This course is a continuation of MTH 131. This course does not apply toward the general core requirement for mathematics. **3 Credit Hours**

MTH 186 MEDICAL DOSAGE CALCULATION

Prerequisite(s): MTH 090 or suitable placement score

This course explains mathematical applications to the following dosage calculations: oral dosages, injectable drugs, intravenous fluids, insulin, heparin, pediatric dosages, geriatric dosages, and electrolyte solutions. This course does not apply toward the general core requirement for mathematics. **3 Credit Hours**

MTH 227 CALCULUS III

Prerequisite: Grade of C or higher in MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem). **4 Credit Hours**

MTH 23 MATH FOR THE ELEMENTARY TEACHER I

Prerequisite: Grade of C or higher in MTH 100 or appropriate placement score

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. **3 Credit Hours**

MTH 232 MATH FOR THE ELEMENTARY TEACHER II

Prerequisite: Grade of C or higher in MTH 100 or appropriate placement score

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. **3 Credit Hours**

MTH 233 MATH FOR THE ELEMENTARY TEACHER III

Prerequisite: MTH 232.

This course is the third of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include concepts for plane and solid geometry. Emphasis is on linear measurement as well as fundamental concepts of geometry dealing with lines, angles, triangles, polygons, and solids. The metric system is used for measurement through the course. The use of manipulatives and calculators in the teaching and learning process is emphasized. Upon completion, students will be given exams to test for mathematical proficiency and the learning of teaching concepts. Additionally, students will demonstrate teaching techniques by preparing a lesson and teaching it to the class for their final exam grade. **3 Credit Hours**

MTH 237 LINEAR ALGEBRA

Prerequisite: Grade of C or higher in MTH 126

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. **3 Credit Hours**

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I

COREQUISITE: MTH 227.

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 **3 Credit Hours**

MTH250 DISCRETE MATH

COREQUISITE: MTH 126-Calculus II.

This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and functions, mathematical induction, algorithmic processes, recurrence relations, counting techniques, asymptotic growth, Boolean algebra, graphs, and network algorithms. **3 Credit Hours**

MTH 252 SPECIAL TOPICS IN MATHEMATICS II

Prerequisite: As required by program

This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in mathematics. Emphasis is placed on selected topics in mathematics of special interest to the student and instructor. Topics and coursework are based on Principles and Standards for School Mathematics from the National Council of Teachers of Mathematics. This is a non-transferable course. Students will demonstrate competency on selected topics by performance on projects, daily work, classroom exams, and a comprehensive final. **1-3 Credit Hours**

MTH 265 ELEMENTARY STATISTICS

Prerequisite: Grade of C or higher in MTH 100 or appropriate placement score

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. **3 Credit Hours**

MTH 270 PROBABILITY AND STATISTICS CONCEPTS

Prerequisite(s): MTH126 or higher

This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distribution, estimations, confidence intervals, hypotheses testing, experimental analysis, moments and moment-generating functions, and computer-assisted data analysis using appropriate computer software. This course is offered on a demand basis only. **3 Credit Hours**

MACHINE TOOL TECHNOLOGY (MTT)**MTT 107 MACHINING CALCULATIONS**

Prerequisite: As determined by college

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards. **3 Credit Hours**

MTT 121 BASIC PRINT READING FOR MACHINISTS

Prerequisite: As determined by college.

This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. **3 Credit Hours**

MTT 127 METROLOGY

Prerequisite: As determined by college

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. **3 Credits**

MTT 139 BASIC COMPUTER NUMERICAL CONTROL

Prerequisite: As determined by college

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards. **3 Credit Hours**

MTT 142 ADVANCED MACHINING CALCULATIONS

Prerequisite: As determined by college

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. **3 Credit Hours**

MTT 147 INTRODUCTION TO MACHINE SHOP I

Prerequisite: As determined by college.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **3 Credit Hours**

MTT 148 INTRODUCTION TO MACHINE SHOP I LAB

Prerequisite: As determined by college

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards. **3 Credit Hours**

MTT 149 INTRODUCTION TO MACHINE SHOP II

Prerequisite: As determined by college

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards.

3 Credit Hours

MTT 150 INTRODUCTION TO MACHINE SHOP II LAB

Prerequisite: As determined by college

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards.

3 Credit Hours

MTT 171 INTERMEDIATE BLUEPRINT READING FOR MACHINISTS

Prerequisite: As determined by college

The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blue prints for machining operations. Specific topics include: calculating missing dimensions from drawings, drawing different views of an object, knowledge of features and types of threads and fasteners used in mechanical objects, types of surface requirements on blueprints, and interpreting blueprints for casting and weldments. **3 Credit Hours**

MTT 218 COMPUTER INTEGRATED MANUFACTURING (CIM)

Prerequisite: As determined by college

This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered. **3 Credit Hours**

MTT 219 COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING

Prerequisite: As determined by college

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards. **3 Credit Hours**

MTT 220 COMPUTER NUMERICAL CONTROL GRAPHICS: MILLING

Prerequisite: As determined by college

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC milling machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards. **3 Credit Hours**

MTT 221 ADVANCED BLUEPRINT READING FOR MACHINISTS

Prerequisite: As determined by college

This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints. **3 Credit Hours**

MTT 241 CNC MILLING LAB I

Prerequisite: As determined by college

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

3 Credit Hours

MTT 243 CNC TURNING LAB I

Prerequisite: As determined by college

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered. **3 Credit Hours**

MUSIC (MUS)

MUS 101 MUSIC APPRECIATION

Prerequisite: As required by program

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 an aural perception of the elements of music.

3 Credit Hours

MUS 111 MUSIC THEORY I

Prerequisite: MUS 110 or suitable placement score or permission of the instructor.

(Corequisite: MUS 113, if ear training lab is a separate course.)

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental music materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. **3 Credit Hours**

MUS 112 MUSIC THEORY II

Prerequisite(s): MUS 111 and/or as required by program

Corequisite: MUS 114, if ear training lab is a separate course

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in tee- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, pases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony tough analysis, writing, sight singing, dictation and keyboard skills. **1-4 Credit Hours**

MUS 113 MUSIC THEORY LAB I

Prerequisite(s): MUS 110 or suitable placement score and/or as required by program

Corequisite(s): MUS 111, if ear-training lab is a separate course

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. **1 Credit Hour**

MUS 114 MUSIC THEORY

Prerequisite(s): MUS 113 and/or as required by program

Corequisite(s): MUS 112, if ear training lab is a separate course

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions. **1 Credit Hour**

MUS 115 FUNDAMENTALS OF MUSIC

Prerequisite(s): As required by program

This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, passes, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a chordal instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation.

3 Credit Hours

MUS 211 MUSIC THEORY III

Prerequisite: MUS 112. (COREQUISITE: MUS 213, if ear training lab is a separate course.)

This course introduces the student to chromatic harmonic principles in the Common Practice Period and beyond. Topics include secondary functions, modulatory techniques, and formal analysis.

1-4 Credit Hours

MUS 212 MUSIC THEORY IV

Prerequisite: MUS 211. (COREQUISITE: MUS 214, if ear training lab is a separate course.)

This course completes the study of chromatic harmonic principles in the Common Practice Period and beyond. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and contemporary practices and forms.

1-4 Credit Hours

MUS 213 MUSIC THEORY LAB III

Prerequisite: MUS 114. (COREQUISITE: MUS 211, if ear training lab is a separate course.)

This course provides the practical application of chromatic music materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. **1 Credit Hour**

MUS 214 MUSIC THEORY LAB IV

Prerequisite: MUS 213. (COREQUISITE: MUS 212, if ear training lab is a separate course.)

This course provides the practical application of chromatic music materials and simple contemporary practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic chords and contemporary harmony.

1 Credit Hour

MUSIC ENSEMBLE CODE - B

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

1-2 Credit Hours

MUL 180-81; 280-81 CHORUS I, II, III, IV
 MUL 182-83; 282-83 VOCAL ENSEMBLE I, II, III, IV
 MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV
 MUL 190-91; 290-91 CONCERT BAND I, II, III, IV
 MUL 192-93-292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV
 MUL 194-95; 294-95 ORCHESTRA I, II, III, IV
 MUL 196-97; 296-97 JAZZ/SHOW BAND I, II, III, IV
 MUL 198-99; 298-99 MARCHING BAND I, II, III, IV

Four (4) Semester Credit Hours To Be Selected From MUL Course Numbers 180 or Above (CODE B)

MUL 101 CLASS PERFORMANCE INSTRUCTION

Prerequisite(s): As required by program

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals. **1 Credit Hour**

NURSING ASSISTANT

NAS 100 LONG TERM CARE NURSING ASSISTANT

Prerequisite(s): As required by program

This course fulfills the seventy-five (75) Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. **4 Credit Hours**

NURSING (NUR)

NUR 102 FUNDAMENTALS OF NURSING

Prerequisite(s): As required by program

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. **6 Credit Hours**

NUR 103 HEALTH ASSESSMENT

Prerequisite(s): As required by program

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

1 Credit Hour

NUR 104 INTRODUCTION TO PHARMACOLOGY

Prerequisite(s): As required by program

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications. **1 Credit Hour**

NUR 105 ADULT NURSING

Prerequisite(s): As required by program

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. **8 Credit Hours**

NUR 106 MATERNAL AND CHILD NURSING

Prerequisite(s): As required by program

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings. **5 Credit Hours**

NUR 107 ADULT/CHILD NURSING

Prerequisite(s): As required by program

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

8 Credit Hours

NUR 108 PSYCHOSOCIAL NURSING

Prerequisite(s): As required by program

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and

abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. **3 Credit Hours**

NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE

Prerequisite(s): As required by program

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

3 Credit Hours

NUR 201 NURSING TOUGH THE LIFESPAN I

Prerequisite(s): As required by program

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. **5 Credit Hours**

NUR 202 NURSING TOUGH THE LIFESPAN II

Prerequisite(s): As required by program

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

6 Credit Hours

NUR 203 NURSING TOUGH THE LIFESPAN III

Prerequisite(s): As required by program

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

6 Credit Hours

NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE

Prerequisite(s): As required by program

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. **4 Credit Hours**

OFFICE ADMINISTRATION (OAD)**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 a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc. **3 Credit Hours**

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 lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. **3 Credit Hours**

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 the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

3 Credit Hours

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.

3 Credit Hours

OAD 200 – MACHINE TRANSCRIPTION

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. 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.

3 Credit Hours

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.

3 Credit Hours

OAD 202 – LEGAL TRANSCRIPTION

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. **3 Credit Hours**

OAD 203 – LEGAL OFFICE PROCEDURES

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal

environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

3 Credit Hours

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.

3 Credit Hours

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. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **3 Credit Hours**

OAD 213 – ADVANCED MEDICAL TRANSCRIPTION

This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies, laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment. **3 Credit Hours**

OAD 214 – MEDICAL OFFICE PROCEDURES

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

3 Credit Hours

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.

3 Credit Hours

OAD 216 – ADVANCED HEALTH INFORMATION MGMT.

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. 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. **3 Credit Hours**

OAD 217 – OFFICE MANAGEMENT

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office. **3 Credit Hours**

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 communications,

and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

3 Credit Hours

OAD 230 – COMPUTERIZED DESKTOP PUBLISHING

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

3 Credit Hours

OAD 232 – THE COMPUTERIZED OFFICE

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

3 Credit Hours

OAD 233 – TRENDS IN OFFICE TECHNOLOGY

This course is designed to research current trends in office technology. Emphasis is on advances in 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.

3 Credit Hours

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.

3 Credit Hours

OAD 243 – SPREADSHEET APPLICATIONS

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

3 Credit Hours

OAD 247 – SPECIAL PROJECTS

This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research, or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and skill gained through an individualized project.

3 Credit Hours

PARALEGAL / LEGAL ASSISTANT (PRL)

PRL 101 – INTRODUCTION TO PARALEGAL STUDY

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.

3 Credit Hours

PRL 102 – BASIC RESEARCH AND WRITING

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research.

3 Credit Hours

PRL 103 – ADVANCED LEGAL RESEARCH AND WRITING

This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.

3 Credit Hours

PHARMACY (PHM)

PHM 100 INTRODUCTION TO PHARMACY

Prerequisite(s): As required by program.

This course introduces the student to the role of the Pharmacy Technician in providing patient care services. Topics include pharmaceutical terms, abbreviations and symbols used in the prescribing and charting of medication, dosage forms, routes of administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in parenteral administration of drugs. Upon completion, students should be able to explain the role of pharmacy technician assistants, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

2 Credit Hours

PHM 102 Pharmacology I

Prerequisite(s): PHM 100 and/or as required by program.

This course is an introduction to drug categories and usage as well as side effects of drugs. Also, prescription terminology and the top two hundred drugs, by category and name (trade and generic), are covered. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

3 Credit Hours

PHM 112 Pharmacology II

Prerequisite(s): PHM 102.

This course is a continuation of PHM 102. Additional drug groups are introduced, and their uses, side effects, and mechanisms of action are discussed. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

3 Credit Hours

PHM 113 Drugs and Health

Prerequisite(s): PHM 100.

This course emphasizes rational use of prescription and non-prescription medications. Topics include how to use licit drugs and chemical substances appropriately; development of drugs; economic factors which impact on health care; drugs and pregnancy, children, and the elderly; and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

3 Credit Hours

PHM 205 Billings and Computers

Prerequisite: PHM 100.

This course introduces students to the design, control, and planning of electronic information systems used to implement medication orders, to manage the medication distribution system, and to handle the billing for medications. Upon completion, students should be able to prepare patient charges, distribute medications, and efficiently operate computers.

3 Credit Hours

PHM 207 Institutional Pharmacy

Prerequisite(s): PHM 100.

This course covers the development of hospitals, their place in society, and the importance and place of pharmacy in hospitals and nursing homes. Topics covered include the organization, staffing, services, legal requirements, development of institutional pharmacy departments, and interdepartmental relationships to provide comprehensive pharmacy services. Upon completion, students should be able to demonstrate a basic knowledge of the topic discussed.

3 Credit Hours

PHM 210 Pharmacy Practice

Prerequisite(s): PHM 100 and PHM 101.

This course considers all aspects of pharmacy, from retail, in-patient, and ordering, to manufacturing. Emphasis is on those aspects of pharmacy that hospital technicians would be required to perform. Topics covered include: theory and practice behind the dispensing of drugs to hospitals in-patients and ambulatory patients; demonstrating accuracy in preparing and dispensing of drugs or simulations; and aseptic technique and equipment used in a laboratory setting. Upon completion, students should be able to demonstrate proficiency in performing these tasks. **3 Credit Hours**

PHM 211 Pharmacy Technician Practicum I

Prerequisite(s): PHM 210.

This course provides the student's first exposure to pharmacies and hospitals. Lecture and demonstrations in laboratory settings are utilized to acquaint the student with standard operating procedures at participating facilities. Both retail and hospital pharmacy situations and job skills are addressed. Upon completion, students should be able to apply technical skills and organization knowledge in support of pharmacists in these settings. **3 Credit Hours**

PHM 212 Pharmacy Technician Practicum II

Prerequisite(s): PHM 211.

This course continues PHM 211 and goes one step further to take the student out of the theoretical laboratory and into the actual job experience. Additional experience under the supervision of pharmacists will demonstrate accuracy through clinical evaluation in the hospital and retail pharmacy settings in pouring, compounding, packaging, and labeling and dispensing of drugs to patients. Upon completion, students should be able to provide technical assistance and support to retail and hospital pharmacists. **3 Credit Hours**

PHYSICAL EDUCATION (PED)

PED 100 FUNDAMENTALS OF FITNESS 3

Prerequisite(s): As required by program

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

3 Credit Hours

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.

1 Credit Hour

PED 102 SLIMASTIC INTERMEDIATE

Prerequisite: As required by program.

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. **1 Credit Hour**

PED 103 BEGINNING WEIGHT TRAINING

Prerequisite(s): As required by program

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

1 Credit Hour

PED 104 INTERMEDIATE WEIGHT TRAINING

Prerequisite(s): As required by program

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. **1 Credit Hour**

PED 105 PERSONAL FITNESS

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. **1 Credit Hour**

PED 106 AEROBICS

Prerequisite(s): As required by program

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. **1 Credit Hour**

PED 107 BEGINNING AEROBICS DANCE

Prerequisite(s): PED 106 and/or as required by program

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. **1 Credit Hour**

PED 108 INTERMEDIATE AEROBIC DANCE

Prerequisite(s): PED 107 and/or as required by program

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. **1 Credit Hour**

PED 109 JOGGING

Prerequisite(s): As required by program.

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. **1 Credit Hour**

PED 123 BEGINNING GOLF

Prerequisite(s): As required by program

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. **1 Credit Hour**

PED 124 INTERMEDIATE GOLF

Prerequisite(s): PED 123 and/or as required by program

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

1 Credit Hour

PED 131 BEGINNING BADMINTON

Prerequisite(s): As required by program

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. **1 Credit Hour**

PED 132 INTERMEDIATE BADMINTON

Prerequisite(s): As required by program

This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton. **1 Credit Hour**

PED 133 BEGINNING TENNIS

Prerequisite(s): As required by program

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. **1 Credit Hour**

PED 140 BEGINNING SWIMMING

Prerequisite(s): As required by program

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. **1 Credit Hour**

PED 141 INTERMEDIATE SWIMMING

Prerequisite(s): PED 140 and/or as required by program

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills. **1 Credit Hour**

PED 143 AQUATIC EXERCISE

This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

1 Credit Hour

PED 159 KICKBOXING

Prerequisite(s): As required by program

Students in this course will learn the skills and techniques of kickboxing, a martial art form which develops and enhances cardiovascular and muscular endurance. **1 Credit Hour**

PED 171 BEGINNING BASKETBALL

Prerequisite(s): As required by program

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. **1 Credit Hour**

PED 172 BASKETBALL

PREREQUISITE: PED 171 and/or as required by program.

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. **1 Credit Hour**

PED 176 BEGINNING VOLLEYBALL

Prerequisite(s): As required by program.

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. **1 Credit Hour.**

PED 177 VOLLEYBALL (INTERMEDIATE)

Prerequisite(s): PED 176 and/or as required by program.

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies

and techniques. Upon completion, students should be able to participate in competitive volleyball. **1 Credit Hour.**

PED 180 FLAG FOOTBALL

Prerequisite(s): As required by program

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. **1 Credit Hour.**

PED 181 BASEBALL (BEGINNING)

Prerequisite(s): As required by program

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. **1 Credit Hour.**

PED 182 BASEBALL (INTERMEDIATE)

Prerequisite(s): As required by program

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **1 Credit Hour.**

PED 188 YOGA

Prerequisite(s): As required by program

This course introduces basic instructions in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to practice in and appreciate the benefits of the activity. **1 Credit Hour.**

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION

Prerequisite(s): As required by program

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

3 Credit Hours

PED 216 SPORTS OFFICIATING

Prerequisite(s): As required by program

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 of practical experience in officiating. **3 Credit Hours**

PED 224 PRINCIPLES OF NUTRITION

Prerequisite(s): As required by program

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140. **3 Credit Hours**

PED 226 HIKING

Prerequisite(s): As required by program

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. **1 Credit Hour**

PED 248 VARSITY BASKETBALL I

Prerequisite(s): As required by program

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. **1 Credit Hour**

PED 249 VARSITY BASKETBALL II

Prerequisite(s): As required by program.

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. **1 Credit Hour**

PED 252 VARSITY BASEBALL I

Prerequisite(s): As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **1 Credit Hour**

PED 261 VARSITY BASEBALL II

Prerequisite(s): As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. **1 Credit Hour**

PED 295 PRACTICUM IN PHYSICAL EDUCATION

Prerequisite(s): As required by program

This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers.

1-3 Credit Hours

PHILOSOPHY (PHL)

PHL 206 ETHICS AND SOCIETY

Prerequisite(s): As required by program

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. **3 Credit Hours**

PHYSICAL SCIENCE (PHS)

PHS 111 PHYSICAL SCIENCE

Prerequisite(s): As required by program

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required. **4 Credit Hours**

PHS 112 PHYSICAL SCIENCE II

Prerequisite(s): As required by program

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required. **4 Credit Hours**

PHS 120 ENVIRONMENTAL SCIENCE

Prerequisite(s): As required by program

This course is an interdisciplinary course designed to give the non-science major an introductory survey of the environment. The environment will be studied with an emphasis on topics such as air, soil, water, wild life, forestry and solid waste pollution. Laboratory is required and will emphasize field studies and experimentation. **4 Credit Hours**

PHS 121 APPLIED PHYSICAL SCIENCE I

Prerequisite(s): As required by program

This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an

understanding of the physical environment and be able to apply the scientific principles to observations experienced. **4 Credit Hours**

PHS 122 APPLIED PHYSICAL SCIENCE II

Prerequisite(s): As required by program

This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to apply the scientific principles to observations experienced. **4 Credit Hours**

PHS 230 INTRODUCTION TO METEOROLOGY

Prerequisite(s): As required by program

This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required. **4 Credit Hours**

PHYSICS (PHY)

PHY 112 PRINCIPLES OF PHYSICS

Prerequisite(s): MTH 100

This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real-world applications. To prepare the student to understand electricity and magnetism, additional topics includes forces, work, energy, power, sound, and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers. **2 Credit Hours**

PHY 201 GENERAL PHYSICS I —TRIG BASED

Prerequisite(s): MTH 113 or equivalent and/or as required by program

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. **4 Credit Hours**

PHY 202 GENERAL PHYSICS II —TRIG BASED

Prerequisite(s): PHY 201 and/or as required by program

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. **4 Credit Hours**

PHY 213 GENERAL PHYSICS WITH CAL I

Prerequisite(s): MTH 125 and/or as required by program

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. **4 Credit Hours**

PHY 214 GENERAL PHYSICS WITH CALCULUS II

Prerequisite(s): PHY 213 and/or as required by program

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. **4 Credit Hours**

PHY 218 MODERN PHYSICS

Prerequisite(s): PHY 214 and MTH 227

The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bo and Sommerfeld, and

the new quantum physics of Schrödinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and included, but are not limited to, determination of speed of light, charge and mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required. This course is offered on a demand basis only. **PHYSICAL SCIENCE (PHS)**

4 Credit Hours

PHY 299 DIRECTED STUDIES IN PHYSICS 1-2

Prerequisite: As required by program.

This course is designed for independent study in specific areas of physics chosen by the student in consultation with a faculty member and carried out under faculty supervision. **1-2 Credit Hours**

PLUMBING (PLB)

PLB 111 INTRODUCTION TO PLUMBING

Prerequisite: As required by program.

This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumber's math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts. **3 Credit Hours**

PLB 112 PLUMBING APPLICATIONS

Prerequisite: As required by program. Corequisite: PLB 111.

This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumber's math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts. **3 Credit Hours**

PLB 113 PIPES AND FITTINGS

Prerequisite: As required by program.

This course includes the theory of joining pipe and fittings. Topics include methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion students will be able to identify pipe and fittings, identify tools, properly care for tools and identify various types of pipe securing devices. **3 Credit Hours**

PLB 115 PRESSURE AND NON-PRESSURE SYSTEMS

Prerequisite: As required by program.

This course covers pressure and non-pressure systems including piping for potable water, drainage, waste, vent, gas, air, and water. Topics include types of plumbing systems, and system design and size. At the conclusion of this course students will be able to rough-in basic plumbing systems for pressure and non-pressure pipe systems. **3 Credit Hours**

PLB 116 PRESSURE AND NON-PRESSURE SYSTEMS APPLICATIONS

Prerequisite: As required by program. Corequisite:

PLB 115.

Students perform various basic pressure and non-pressure pipe systems tasks. Safety and regulatory compliance is emphasized throughout this course. At the conclusion of this course students will be able to rough-in basic plumbing systems for pressure and non-pressure pipe systems. **3 Credit Hours**

PLB 117 PLUMBING CODES

Prerequisite: As required by program.

This course includes reading and interpreting international codes, local codes, and general regulations. Emphasis is on basic principles, definitions, materials, facility requirements, and

technical review. Upon completion, students will be able to read and interpret applicable codes. **3 Credit Hours**

PLB 118 CODE APPLICATION

Prerequisite: As required by program.

COREQUISITE: PLB 117.

This course is an application of PLB 117. Emphasis is on fixture unit value, sizing systems, minimum plumbing requirements and construction of pressure and non-pressure systems according to code. Upon completion students will be able to calculate and construct pressure and non-pressure systems. **3 Credit Hours**

PLB 211 PLUMBING REPAIR & INSTALLATION

Prerequisite: As required by program.

This course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon completion, students will be able to make plumbing repairs and install plumbing fixtures. **3 Credit Hours**

PLB 224 PLUMBING CO-OP

Prerequisite: As required by program. Co-requisite: PLB 211.

This course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon completion, students will be able to make plumbing repairs and install plumbing fixtures. **3 Credit Hours**

POLITICAL SCIENCE (POL)

POL 200 INTRODUCTION TO POLITICAL SCIENCE

Prerequisite: As required by program.

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. **3 Credit Hours**

POL 211 AMERICAN NATIONAL GOVERNMENT

Prerequisite: As required by program.

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. **3 Credit Hours**

POL 220 STATE AND LOCAL GOVT

Prerequisite: As required by program.

This course is an introduction to political theory through examination of philosophical concepts related to development of modern political ideologies. Emphasis is placed on selected sources of political philosophies. Upon completion, students should be able to identify selected political concepts and associated philosophers, and define, analyze, and explain major tenets of selected ideologies. **3 Credit Hours**

ORIENTATION (ORI)—For New and Transfer Students**ORI 101 ORIENTATION**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. An array of topics are covered to include essential college policies and procedures, federal regulations and protections (Title IX, FERPA) and more. Emphasis is placed on providing students with a wealth of information to ensure they exit as productive college students. **1 Credit Hour**

ORI101T ORIENTATION

(For Transfer Students Transferring in 12 Credits or More). The ORI101T course is an abridged version of the ORI 101 Orientation course designed specifically for transfer students. This course is designed to introduce the transfer student to Lawson State. An array of topics are covered to include essential college policies and procedures, federal regulations and protections (Title IX, FERPA) and more. Emphasis is placed on providing students with a wealth of information to ensure they exit as productive college students. **1 Credit Hour**

PSYCHOLOGY (PSY)**PSY 200 GENERAL PSYCHOLOGY**

Prerequisite(s): None

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes. **3 Credit Hours**

PSY 210 HUMAN GROWTH AND DEVELOPMENT

Prerequisite(s): PSY 200.

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death. **3 Credit Hours**

PSY 211 CHILD GROWTH AND DEVELOPMENT

Prerequisite(s): PSY 200.

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications. **3 Credit Hours**

PSY 217 PSYCHOLOGY OF DEATH & DYING

Prerequisite(s): As required by program

This course is a study of the special psychological adjustments surrounding the issue of death and dealing with the terminally ill. **3 Credit Hours**

PSY 220 HUMAN SEXUALITY

Prerequisite(s): As required by program

This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects. **3 Credit Hours**

PSY 230 ABNORMAL PSYCHOLOGY

Prerequisite(s): PSY 200 and/or as required by prog. This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. **3 Credit Hours**

PSY 250 SOCIAL PSYCHOLOGY

Prerequisite(s): PSY 200.

This course is a study of social factors and how they influence individual behavior. **3 Credit Hours**

PSY 276 HUMAN RELATIONS

Prerequisite(s): As required by program

This course focuses on readings, inter-and intrapersonal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work. **3 Credit Hours**

REAL ESTATE (RLS)**RLS 101 – REAL ESTATE PRINCIPLES**

This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama. **4 Credit Hours**

RELIGION (REL)**REL 151 SURVEY OF THE OLD TESTAMENT**

Prerequisite(s): As required by program

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. **3 Credit Hours**

REL 152 SURVEY OF THE OLD TESTAMENT

Prerequisite(s): As required by program

This course is a survey of the books of the New Testament with special attention being focused on the historical and geographical settings. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. **3 Credit Hours**

RADIO AND TV BROADCASTING (RTV)**RTV 101 AUDIO PRODUCTION I**

Prerequisite: As required by program.

This course surveys the history, growth, and development of radio, television, and related media in the United States with emphasis on social, cultural, and economic implications and special consideration given to regulations and current issues. **3 Credit Hours**

RTV 115 AUDIO PRODUCTION I

Prerequisite: As required by program.

This course provides a foundation to the basic concepts that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio. Audio production and post-production are covered, with a focus on production. The development of sound technology and its influence on various media, a well as radio history are examined. **3 Credit Hours**

RTV 118 MEDIA PRE-PRODUCTION I

Prerequisite: As required by program.

This course is a study of and practice in techniques and skills used in planning for various types of media projects. The class explores all aspects of preproduction planning for media projects. A focus is placed on the role of producer, and the process of taking a concept from inception to completion through the development phase of the media production process. A special emphasis is placed on scriptwriting. **3 Credit Hours**

RTV 119 VIDEO PRODUCTION I

Prerequisite: As required by program

This class provides demonstrations and practice regarding the basics of the video production process. The course introduces students to basic video production techniques and provides a basic overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production and editing. Basic shooting/editing techniques are introduced. **3 Credits**

RTV 120 MEDIA POST PRODUCTION I*Prerequisite: As required by program.*

This class focuses on both the technical and theoretical aspects of videotape editing. Students are provided with hands-on training and are required to produce various nonlinear editing exercises, exploring various editing techniques and approaches in a digital environment. **3 Credit Hours**

RTV 125 DIGITAL PHOTOGRAPHY FOUNDATION*Prerequisite: As required by program.*

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. **3 Credit Hours**

RTV 153 AUDIO PRODUCTION I*Prerequisite: As required by program.*

This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. **3 Credit Hours**

RTV 154 AUDIO PRODUCTION I*Prerequisite: As required by program.*

This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. **3 Credit Hours**

RTV 191 INTERNSHIP IN RADIO OR TELEVISION BROADCASTING*Prerequisite: As required by program.*

This course offers supervised field experience in radio or television broadcasting or related areas. **3 Credit Hours**

RTV 219 VIDEO PRODUCTION II*Prerequisite: As required by program.*

This class provides further demonstrations and practice regarding the video production process. Students are further introduced to basic video production techniques and the course provides an overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production. Advanced instruction in video production is provided through this hands-on, production-intensive course **3 Credit Hours**

RTV 220 MEDIA POST PRODUCTION II*Prerequisite: As required by program.*

This course includes further instruction in nonlinear editing with emphasis on visual effects, transitions, editing shortcuts and text. The course explores current postproduction techniques, examining various editing styles and current video technology. Concepts related to edit decisions and the management of media are developed through exercises and assignments. Specific issues relating to aesthetics of editing are also discussed. **3 Credit Hours**

RTV 268 SPECIAL TOPICS IN MEDIA*Prerequisite: As required by program.*

The topic of this course varies from semester to semester. Each course focuses on various issues in the field of media production and allows students to pursue specific projects related to the subject of the course. Covered topics may include specific genre production and study (such as horror, musical, and film noir) specific topic and style related project work, cinematic eras and trends and focuses on particular directors and related styles. **3 Credit Hours**

SOCIAL WORK TECHNICIAN (SWT)**SWT 109 TECHNIQUES OF BEHAVIOR MODIFICATION I***Prerequisite(s): As required by program*

In this course the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques. **3 Credit Hours**

SWT 130 THE COMMUNITY AND THE SOCIAL WORKER*Prerequisite(s): As required by program*

This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community. **3 Credit Hours**

SWT 131 PROBLEMS OF CHILDREN AND YOUTH*Prerequisite(s): As required by program*

This course develops an understanding of the emotional, social, psychological and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth. **3 Credit Hours**

SWT 133 GERIATRICS*Prerequisite(s): As required by program*

This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them. **3 Credit Hours**

SOCIOLOGY (SOC)**SOC 200 INTRO TO SOCIOLOGY**

Prerequisite(s): As required by program This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. **3 Credit Hours**

SOC 209 JUVENILE DELINQUENCY*Prerequisite(s): SOC 200 and/or as required by program*

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. **3 Credit Hours**

SOC 210 SOCIAL PROBLEMS*Prerequisite(s): SOC 200 and/or as required by program*

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. **3 Credit Hours**

SOC 247 MARRIAGE AND THE FAMILY*Prerequisite(s): SOC 200 and/or as required by program*

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. **3 Credit Hours**

SPANISH (SPA)**SPA 101 INTRODUCTORY SPANISH I***Prerequisite(s): As required by program*

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **4 Credit Hours**

SPA 102 INTRODUCTORY SPANISH II

Prerequisite(s): SPA 101 or Equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **4 Credit Hours**

SPEECH—PUBLIC SPEAKING

SPH 106 FUNDAMENTALS OF ORAL COMMUNICATION

Prerequisite(s): As required by program

This course is a performance course that includes the principles of human communication; interpersonal, intrapersonal, interpersonal, and public. This course surveys current communication theory and provides practical applications for workforce readiness.

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING

Prerequisite(s): As required by program

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

3 Credit Hours

SPH 116 INTRODUCTION TO INTERPERSONAL COMMUNICATION

Prerequisite(s): As required by program

This course focuses on communication in interpersonal settings. The course surveys current interpersonal communication theory and provides application for personal and professional development.

3 Credit Hours

THEATER (THR)

THR 120 THEATER APPRECIATION

Prerequisite(s): As required by program

This course is designed to increase appreciation of the art of the theater. Attendance at theater productions will likely be required.

3 Credit Hours

THR 126 INTRODUCTION TO THEATER

Prerequisite(s): As required by program

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. **3 Credit Hours**

TRUCK DRIVING (TRK)

TRK 111 BASIC VEHICLE OPERATION

Prerequisite: As required by college.

This course introduces students the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Driver License standards. Students must obtain a Commercial Learner Driver License before being allowed to operate a vehicle. **3 Credit Hours**

TRK 112 SAFE OPERATING PRACTICES

Prerequisite: As required by college.

This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards.

3 Credit Hours

WELDING (WDT)

WDT 108 SMAW FILLET/OFC

Prerequisite: As required by college.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. **3 Credit Hours**

WDT 109 SMAW FILLET PAC/CAC

Prerequisite: As required by college.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

3 Credit Hours

WDT 110 INDUSTRIAL BLUEPRINT READING

Prerequisite: As required by college.

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. **3 Credit Hours**

WDT 119 GMAW FILLET THEORY

Prerequisite: As required by college.

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

3 Credit Hours

WDT 120 SMAW GROOVE

Prerequisite: As required by college.

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. **3 Credit Hours**

WDT 122 SMAW FILLET/ OFC LAB

Prerequisite: As required by college.

This course is designed 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 applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. **3 Credit Hours**

WDT 124 GMAW WELDING LAB

Prerequisite: As required by college.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. **3 Credit Hours**

WDT 125 SMAW GROOVE LAB

Prerequisite: As required by college.

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. **3 Credit Hours**

WDT 157 CONSUMABLE WELDING PROCESSES

Prerequisite: As required by program.

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. **3 Credit Hours**

WDT 158 CONSUMABLE WELDING PROCESSES LAB

Prerequisite: As required by program.

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards. **3 Credit Hours**

WDT 166 FCAW THEORY

Prerequisite: As required by college.

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP code 48.0508. **3 Credit Hours**

WDT 167 FCAW LAB

Prerequisite: As required by college.

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. **3 Credit Hours**

WDT 180 SPECIAL TOPICS

Prerequisite: As required by college.

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. **3 Credit Hours**

WDT 217 SMAW CARBON PIPE

Prerequisite: As required by college.

This course introduces the student to the practices and procedures

of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes. **3 Credit Hours**

WDT 218 CERTIFICATION THEORY

Prerequisite: As required by college.

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements. **3 Credit Hours**

WDT 219 WELDING INSPECTION AND TESTING

Prerequisite: As required by college.

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report. **3 Credit Hours**

WDT 221 PIPEFITTING AND FABRICATION

Prerequisite: As required by college.

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles. **3 Credit Hours**

WDT 223 BLUEPRINT READING FOR FABRICATION

Prerequisite: As required by college.

This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances. **3 Credit Hours**

WDT 228 GTAW THEORY

Prerequisite: As required by college.

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. **3 Credit Hours**

WDT 257 SMAW CARBON PIPE LAB

Prerequisite: As required by college.

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes. **3 Credit Hours**

WDT 258 CERTIFICATION LAB

Prerequisite: WDT 218 and/or as required by college.

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed

welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements. **3 Credit Hours**

WDT 268 GAS TUNGSTEN ARC LAB

Prerequisite: WDT 228 and/or as required by college.

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. **3 Credit Hours**

WDT 281 SPECIAL TOPICS

Prerequisite: As required by college.

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. **3 Credit Hours**

WORKPLACE SKILLS ENHANCEMENT (WKO)

WKO 110 NCCER CORE

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

3 Credit Hours

WKO 134 MSSC MAINTENANCE AWARENESS

COURSE

Prerequisite: As required by college.

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Students completing this course will receive an MSSC certificate in maintenance awareness. **3 Credit Hours**



DIRECTORY

DIRECTORY

COLLEGE-WIDE ADMINISTRATORS

ANTHONY, CYNTHIA – President
B.A., Talladega College; M.Ed., Ed.S., University of Alabama at Birmingham; Ed.D., University of Alabama at Birmingham/University of Alabama

EXECUTIVE LEADERSHIP TEAM

CRAWFORD, BRUCE – Vice-President for Instructional Services
B.S., Stillman College; M.A., University of Alabama; Ph.D., Kansas State University

CREWS, SHARON – Vice President for Administrative and Fiscal Services
B.S., Alabama State University; CPA, State of Alabama; MA, University of Alabama – Birmingham

GREEN, MYRTES – Assistant to the President & Director of Title III and Sponsored Programs
B.S., M.S. & Ph.D., University of Alabama;

ALBRIGHT, GERI – Director of Public Relations & Community Affairs
B.A., University of Montevallo; M.A., Birmingham-Southern College

ADMINISTRATORS

*A-Z Alphabetical Listing

ALLEN, DARREN C. – Acting Dean of Students
B.A. and M.A., University of Alabama

DAVIS, SHERRI – Academic Dean & Director of Developmental Programs
B.A., Hampton University; M.Ed., Cambridge College; Ph.D., University of Southern Mississippi

DERICO, SHERIKA P. – Associate Dean of Health Professions
B.S.N. and M.S.N., Troy University and Ed.D., University of West Georgia –

HOBBS, TOMMY – Assistant Dean, Workforce Development
B.S., Athens State, M.S., Indiana State University

GUNTER, ROBERT – Associate Dean for Career/Technical Education
B.S., Auburn University; M.Ed., Auburn University; Ed.D., Arizona State University

EKUNDAYO, GWEN. Adult Education Director—*B.S. Grambling State University*
Certifications: Adult Education Certification – Auburn University

MILTON, ALICE TYLER – Associate Dean of Business and Information Technologies
B.S., Alcorn State University; M.B.Ed. and Ed.S., Jackson State University; Ed.D., Mississippi State University
Certifications: Career-Tech Education, Educational Leadership

PRUITT, KARL – Associate Dean of Liberal Arts and Sciences
B.S., University of Alabama – Birmingham; B.S. and D.P.M., University of Osteopathic Medicine and Health Science; M.S., Alabama A & M University

WILSON, NANCY Assistant Dean, Career/Technical Education
A.A.T., Bessemer State Technical College; B.S., Athens State University; M.S., Indiana State University
Certifications: A+, FCC GROL, Siemens Mechatronics, MSSC CPT, NC3 Fluid Power

INSTRUCTIONAL CHAIRPERSONS & DIRECTORS

CHAIRPERSONS/DIRECTORS *A-Z Alphabetical Listing

AGEE, ERIC – CHAIRPERSON, HEALTH, PHYSICAL EDUCATION, AND DANCE
B.S., University of Alabama at Birmingham; M.A., University of Alabama

ARMBRESTER, RAND – CHAIRPERSON, BUSINESS AND INFORMATION TECHNOLOGIES B.S. and MBA, Samford University;
Certifications: Accounting and CPA, State of Alabama

BERRYMAN, TOM – ALABAMA CENTER FOR AUTOMOTIVE EXCELLENCE DIRECTOR.
B.S., Western Kentucky University; ASE Master Certification

DAVIS, SHERRI – DIRECTOR, DEVELOPMENTAL PROGRAMS
B.A., Hampton University; M.A.; Cambridge College; Ph.D., University of Southern Mississippi

DUNCAN, REBECCA – ARTS AND HUMANITIES CHAIR
B.S., Pensacola Christian College; M.A., University of Alabama at Birmingham

HOLLOWAY, WEYMON – Instructor/Mathematics Honors College Director
B.S., Tuskegee University
M.A., University of Alabama at Birmingham
M.Ed., Alabama State University

JACKSON, ROBERT – EMERGENCY MEDICAL TECHNICIAN DIRECTOR
B.S. and M.S., Columbia Southern University

JAMES, KESHA – Distance Education Director
B.S., Alabama State University; M.S. and Ph.D., Auburn University

KENNEDY, JULIE – DIRECTOR, LIBRARY AND LEARNING RESOURCES CENTERS B.A., JACKSONVILLE STATE UNIVERSITY M.L.I.S, University of Alabama

RAY-CONNELL, THERESA – DENTAL ASSISTING CHAIR
B.S., and D.M.D.; University of Alabama at Birmingham

RAYMOND, RICHARD, CHAIR, MANUFACTURING AND ENGINEERING TECHNOLOGY
Diploma, Bessemer State Technical College; A.A.T., Bessemer State Technical College.
Certifications: A+, NOCTI, Siemens SMSCP Level 1 & 2, MSSC CPT, NC3 Allen Bradley and Siemens PLCs, NC3 Sensors, NC3 AC/DC, NC3 Industry 4.0, NC3 DMM, NC3 Electrical and Tool Safety

RICE, CARLTON – ATHLETIC DIRECTOR
B.S., Mississippi State University; M.S., Alabama A&M University

SWAIN, KATRINA, NURSING PROGRAMS CHAIRPERSON
B.S.N., Jacksonville State University; M.S.N. and Ed.D., University of Alabama, Tuscaloosa, Alabama

TUBBS, VENITA SOCIAL & BEHAVIORAL & SCIENCES CHAIR
B.A., Alabama A&M University; M.S. Auburn University at Montgomery

WARNER, KATHLEEN – DIAGNOSTIC MEDICAL SONOGRAPHY DIRECTOR
A.A.S., Harper College, B.S., University of Illinois, RDGS certified

INSTRUCTIONAL CHAIRPERSONS & DIRECTORS CONTINUED

WILKERSON, PIER – CHAIR, SERVICE CAREERS
A.A.S., Lawson State Community College; B.S., Athens State University; M. Ed., Athens State University
Certifications: Barbering and Cosmetology

WILSON, NANCY – Acting Chairperson, Construction
A.A.T., Bessemer State Technical College; B.S., Athens State University; M.S., Indiana State University
Certifications: A+, FCC GROL, Siemens Mechatronics, MSSC CPT, NC3 Fluid Power

WILSON, TRACEY – CHAIR, NATURAL SCIENCES
B.A., Fisk University; Ph.D., Meharry Medical College

INSTRUCTORS

AGEE, ERIC – Instructor/Physical Education
B.S., University Of Alabama At Birmingham; M.A., University Of Alabama

ALLEN, BARRY – Instructor/Welding
A.S., Chattahoochee Technical College
Certified ASW Instructor & Inspector

ARMBRESTER, RAND – Instructor/Accounting Technology,
Bessemer State Technical College; B.S., M.A., Samford University
Certification: CPA

BERRY, TODD – Instructor/Automotive Service Technology (GM ASE)
A.A.T., Bessemer State Technical College, Certificate, Lawson State Community College, ASE Master Certification, GM World Class Certified Technician

BERRYMAN, TOM – Instructor/Automotive Service Technology (Mercedes Tech).
B.S., Western Kentucky University; ASE Master Certification

BIZZELL, DOROTHY – Instructor/Nursing
A.A.S., Lawson State Community College; B.S.N., University of Alabama – Birmingham; M.S.N., and D.N.P., Samford University;
Certification: AHA B.L.S. Instructor Certified

BLANKENSHIP, LANETTE
MA (Art Studio), Arizona State University
BA (Art Studio), University of Alabama at Birmingham

BRANCH, RHONDA – Instructor/
 Spanish
B.A. and M.A., University of Alabama at Birmingham; Ed.D., Walden University

BURDEN, CEDRIC – Instructor/English
B.A. and M.A. University of Montevallo

BURROUGHS, ADRIENNE – Instructor/Nursing
L.P.N. Bessemer State Technical College, A.D.N., Lawson State Community College, B.S.N. Jacksonville State University, M.S.N., Grand Canyon University

BUSH, ALLISON – Instructor/
 Mechatronics
A.A.S., Lawson State Community College
Certifications: MSSC CPT, NC3 DMM, NC3 Fluid Power, NC3 AC/DC, NC3 Electrical & Tool Safety

BROWN, ALANA – Instructor /Welding
BS, Flagler College, CER Lawson State
Certifications: ASW Certificated Instructor & Inspector, NC3 Certified Welding Instructor

BURNETT, JUSTIN -Instructor/Machine Tool Technology
AAS, Wallace State
Certifications: NC3 Precision Measurements

CARTER, CURTIS STOTT – Instructor/Business and Head Men's Basketball Coach:
B.S., University of Florida; MBA, The University of The Southwest

CLAYTON, JO-LYNNE – INSTRUCTOR/NURSING
B.S.N., Berea College, M.S.N., University of Alabama at Birmingham, D.N.P., Samford University

COTTINGHAM, LATISHA – Instructor/
 Business and Medical Billing & Coding
B.B.A Healthcare Management, MBA Healthcare Management Certification RHIT, ICD-10

DENSON, SHERLITA – Instructor/OAD and Business: *B.S., Alabama State University; M. Ed., Lesley University.*
Certifications: Business and IC3

DUKE, JUANITA –INSTRUCTOR/NURSING
B.S.N. University of Alabama at Birmingham, M.S.N., Kaplan University

DUNCAN, REBECCA – Instructor/English
B.S., Pensacola Christian College; M.A., University of Alabama at Birmingham

ELLIOTT, ADAM – Instructor/Culinary Arts
B.P.S. and A.O.S, Culinary Institute of America

ELLISON, MARY – Instructor/Biology
B.S. and M.S., Jackson State University; Ph.D., University of Southern Mississippi

GASTON, ALGA – Instructor/Auto Body ASE Certified/Collision Repair Specialty Areas;

GILBERT, WYNELL – Instructor/Science
B.S. Alabama A & M University, M.S. Alabama State University, Educational Leadership Certificate: Samford University:

GRAVES, WILLIE – Instructor/Adult Literacy Program
B.S., Alabama State University

GREEN, KIRSTEN – Instructor/Criminal Justice B.S. in Criminal Justice, University of Alabama in Birmingham; M.S. in Criminal Justice, University of North Alabama

GUY, ANN RENEE – Instructor/Child Development
B.S., University of West Alabama; M.A., Ed.D., University of Alabama

GWIN, BETHANY – Instructor/ Computer Science:
B.S. University of Alabama; M.S. Jacksonville State University. Certifications- IC3 and MOS

INSTRUCTORS CONTINUED

HALBERT, ALLEN –
Instructor/Automotive Service Technology (Ford ASSET).
A.A.T., Bessemer State Technical College, ASE Master Certification, Ford Certified Senior Master Technician

HALL, SANDRA O.
B.A., Stillman College - M.A., The University of Alabama at Birmingham

HARBOUR, CLAYTON –Instructor/Air Conditioning/Refrigeration
Diploma, Air Conditioning and Refrigeration, Bessemer State Technical College; BBA, University of Montevallo

HARRIS, JOHN –
Instructor/Automotive Service Technology (Ford ASSET). *Diploma, Pulaski State Area Vocational-Technical School, B.S., Athens State ASE Master Certification, Ford Certified Senior Master Technician*

HAYES, SHELBY –
Instructor/Licensed Practical Nursing
BSN, University of Alabama; MSN and FNP, University of Alabama – Birmingham

HENRY, STEPHANIE –Instructor/OAD, Business:
B.S. Florida A&M College; M.ED. Alabama A & M University; Ed.S. Alabama A & M University; Ph.D. University of Alabama. Certification: IC3

HIGGINBOTHAM, HAROLD –
Instructor/English
B.A. and M.A.E., University of Alabama at Birmingham

HOLLOWAY, WEYMON –
Instructor/Mathematics
B.S., Tuskegee M.A., University of Alabama at Birmingham M.Ed., Alabama State

HOWARD, TOYA –
Instructor/Psychology
M.S. in Counseling and Mental Health Wellness; B.S. in Health Care Administration and Planning

JACKSON, ROBERT –Instructor, Emergency Medical Technician,
B.S. and M.S., Columbia Southern University

JARAYSI, NAILA –
Instructor/Mathematics
B.S. and M.S., University of Alabama at Birmingham

KELLEY, MICHAEL SCOTT –
Instructor/Computer Science:
B.S., Samford University; M.S., University of Alabama at Birmingham; Certifications: IC3, MOS, A+, CCNA, Network+, Security+

KING, KELVIN –Instructor/English and Speech
B.A. and M.A., Miami University Ph.D, Regent University

LAMB, ADAM –Instructor/Automotive Service Technology (Toyota T-TEN)
B.S., Georgia State University, A.A., University of North Georgia, Certificate, Gwinnett Technical College ASE Master Certification, Toyota Certified Master Diagnostic Technician

LANDERS, JAMIE –Instructor/Sociology
MS., Counseling and Psychology; University of West Alabama; B.S. Sociology, Stillman College

LATHAM, MICHAEL –
Instructor/Plumbing
B.S. and M.A. University of Alabama at Birmingham, Lawson State Community College; STC: Plumbing Certification: Master Plumber and Gas Fitter

LOPATINA, NADEJDA –Instructor/
Biology
M.S. and Ph.D. Moscow State University, Moscow Russia

LEWIS, AISHA –Instructor/ Mathematics
B.S., Talladega College; M.A., Alabama A & M University

LEWIS, GARRET BLAKE –
Instructor/Physical Education
B.S., University of Montevallo, M.S., University of West Alabama

LYBRAND, WILLIAM
Instructor/Automotive Service Technology (GM ASEP) *AAS, Bessemer State Technical College; ASE Master Tech, GM World Class Certified Technician*

LYLES, HENRY –
Instructor/Medium/Heavy Truck
AAT, Bessemer State Technical College

MARTIN, CICELY
SSS Instructor Mathematics
B.A. (Mathematics) Tuskegee University M.S. (Mathematics) Clark Atlanta University.

MARTIN, DARLENE –
Instructor Mathematics
B.S.(Mathematics), Alabama A & M University, M.S. (Mathematics), University of Alabama at Birmingham, M.A. (Education) University of Montevallo.

MAYS, TAMARA –INSTRUCTOR/NURSING
R.N., Jeff State Community College, M.S.N., Samford University

MILLENDER, III, SHELLY –
Instructor/College Reading and English
B.S., M.S., and Ed.S., University of Alabama – Birmingham

MONTI, STEPHEN –Instructor/General Education (English)
B.A. Spring Hill College; M.A., Ph.D., University of Miami

MOORE, BRIAN –Instructor/Air Conditioning/Refrigeration
Diploma, Bessemer State Technical College, B.S., Athens State University

MORRIS, CARLOS –
Instructor/Psychology
B.A. and MAT in Psychology, Grambling State University

MORGAN, RACHEL-Instructor
B.A. Fine Arts, Savannah College of Art and Design; M.A., University of Alabama in Arts, Telecommunications and Film

MOYO, NOMSA—Instructor/Nursing
BSN, Messiah College; MSN, University of Zimbabwe

RAY-CONNELL, TERESA –
INSTRUCTOR/DENTAL ASSISTING
B.S., and D.M.D.; University of Alabama at Birmingham

INSTRUCTORS CONTINUED

RAYFORD, JEFFREY ADAM –
Instructor/Air Conditioning &
Refrigeration

*A.A.S., Lawson State Community College
Certification: EPA Universal Refrigerant,
AL Heating and Air Conditioning
Contractors Certification, NATE Heat
Pump Certification, NATE ACR
Installation and Service Certification,
DET Verifier and Trainer, ESCO Test
Proctor, NC3 DMM,*

RAYMOND, RICHARD,
Instructor/Electronics & Automotive
Manufacturing

*Diploma, Bessemer State Technical
College; A.A.T., Bessemer State Technical
College Certifications: A+, NOCTI,
Siemens SMSCP Level 1 & 2, MSSC CPT,
NC3 Allen Bradley and Siemens PLCs,
NC3 Sensors, NC3 AC/DC, NC3 Industry
4.0, NC3 DMM, NC3 Electrical and Tool
Safety*

RICE, CARLTON – Instructor/Physical
Education *B.S., Mississippi State
University; M.S., Alabama A&M
University*

RINSKY, LAURA – Instructor/Culinary Arts
*M.Ed., University of West Alabama,
M.Ed. Colorado State University; B.A.,
Rutgers University, A.O.S., Culinary
Institute of America*

RODGERS, CHARMAINE –
Instructor/Licensed Practical Nursing
*B.S.N., University of North Alabama;
M.S.N and DNP., Samford University;
FNP-C, University of Alabama Huntsville*

ROWE, DARRYL –
Instructor/Automotive Body Repair *ICAR
Certifications: Auto Refinishing, Service
Preparation, Sanding and Masking.*

STALLWORTH, EMMIT –
Instructor/Building Construction
*B.S., University Alabama Birmingham
(UAB);
Certification: State of Alabama Home
Builder's License*

SANDERS, HOYT – Instructor/Electrical
and Electronics
*B.S., University of Alabama
Certification: Statewide Master
Electrician*

SWAIN, KATRINA –
Instructor/Licensed Practical Nursing
*B.S.N., Jacksonville State University;
M.S.N. and Ed.D., University of
Alabama, Tuscaloosa, Alabama*

SWANBERG, ANN –
Instructor/English
*B.A., Columbia College, MPhil and
Ph.D., City University of New York
Graduate School and University Center*

THOMAS, SHAWANDA –
Instructor/Mathematics Honors College
Director
*B.S., Alabama A&M University; M.A.,
University of Alabama Ph.D., University
of Alabama*

TUBBS, VENITA –
Instructor/Psychology
*B.A., Alabama A & M University; M.S.,
Auburn University*

WADE, HENRY – Instructor/Drafting and
Design
*B.A., M.S., Architecture, Tuskegee
University*

WATKINS, NORRIS – Instructor/ Business,
Accounting, Economics: *B.S.
Accounting, Alabama State University;
MBA Atlanta University; MAcc., Samford
University. Certifications: Accounting
and Economics*

WARNER, KATHLEEN –
INSTRUCTOR/DIAGNOSTIC MEDICAL
SONOGRAPHY
*A.A.S., Harper College, B.S., University
of Illinois, RDCS
certified*

WEST, MATTHEW –
Instructor/History and Sociology,
*B.A., University of Tennessee;
M.S., University of Alabama in
Birmingham; M.A., Troy University*

WILKERSON, PIER –
Instructor/Barbering
*A.A.S., Lawson State Community College;
Certifications: Barbering and
Cosmetology, B.S., Athens State
University*

WILLIAMS III, ROOSEVELT –
Instructor/Commercial Arts
B.F.A., Atlanta College of Art

WILSON, TRACEY –
Instructor/Biology
*B.A., Fisk University; Ph.D.,
Meharry Medical College*



MAPS & DIRECTIONS

Lawson State COMMUNITY COLLEGE



Bessemer Campus

1100 9th Avenue SW (Bessemer Super Hwy)
Bessemer, AL 35022

From Birmingham to Bessemer

Option 1 — US Hwy. 11 (Bessemer Super Hwy.)

- Exit the campus and turn right onto Rutledge Ave. Then turn right onto 40 Street. SW , which becomes B.Y. Williams Sr. ,Dr.
 - From B.Y. Williams Sr., Dr., Turn left at light onto U.S. Hwy. 11, which is also called the Bessemer Super Hwy . Travel through Midfield, Brighton, and Bessemer.
 - Continue on Bessemer Super Hwy. until you reach the campus, which is across the street from UAB Medical West.
-
- ### Option 2 — Lakeshore Parkway
- Turn right onto Wilson Rd. and follow it until it becomes Venice Rd.
 - Follow Venice Rd. until it comes to Lakeshore Pky, turning right onto Lakeshore.
 - Turn right onto Hwy. 150 from Lakeshore Pky; Follow Hwy. 150 until you come to the light at 9th Avenue, also called U.S. Hwy.11, and the Bessemer Super Hwy.
 - Continue on the Bessemer Super Hwy. until you reach the campus.

Traveling between campuses?

Follow these directions...

From Bessemer to Birmingham

Option 1: U.S. Hwy. 11 (Bessemer Super Hwy.)

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Continue on U.S. Hwy. 11 through Bessemer , Brighton, and Midfield; Turn right on B.Y. Williams Sr. Drive (You will see Western Hills Mall) at light.
- B.Y. Williams Sr. Dr. becomes 40 S t. SW; then turn left on Rutledge Ave. Continue on Rutledge Ave. until you see the Campus at Wilson Rd.

Option 2 — Lakeshore Parkway

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Take 9th Ave, turning right onto 14th St., which is Hwy. 150.
- Take Hwy. 150 and turn lef t onto Lakeshore Pky . after you see the sign for the Birmingham campus.
- On Lakeshore Pky., turn left on Venice Rd. Follow Venice Rd. until you reach the campus.



Birmingham Campus

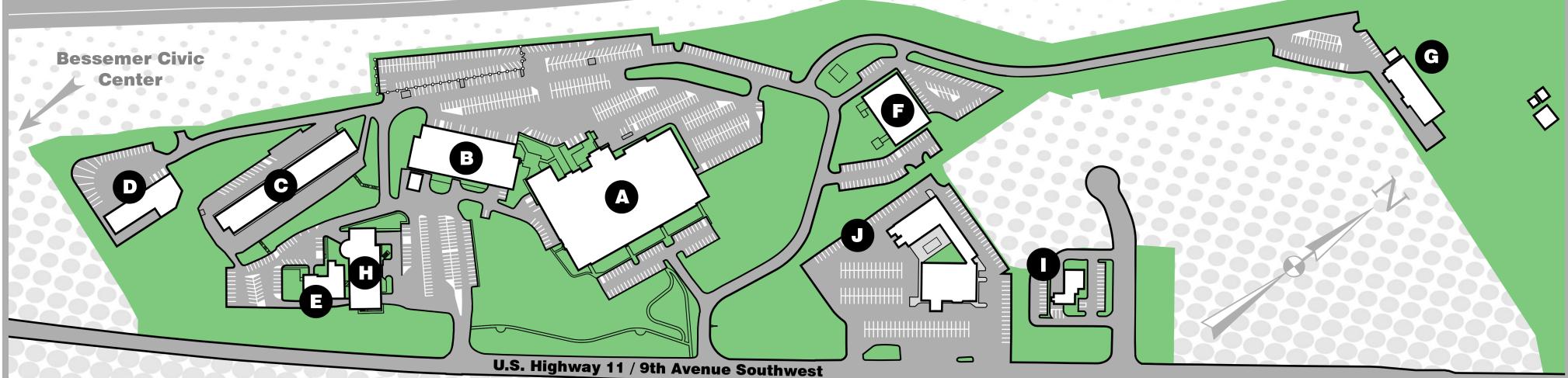
3060 Wilson Road
Birmingham, AL 35221

Bessemer Campus

1100 9th Avenue SW
Bessemer, AL 35022

Interstate 20/59

20
59

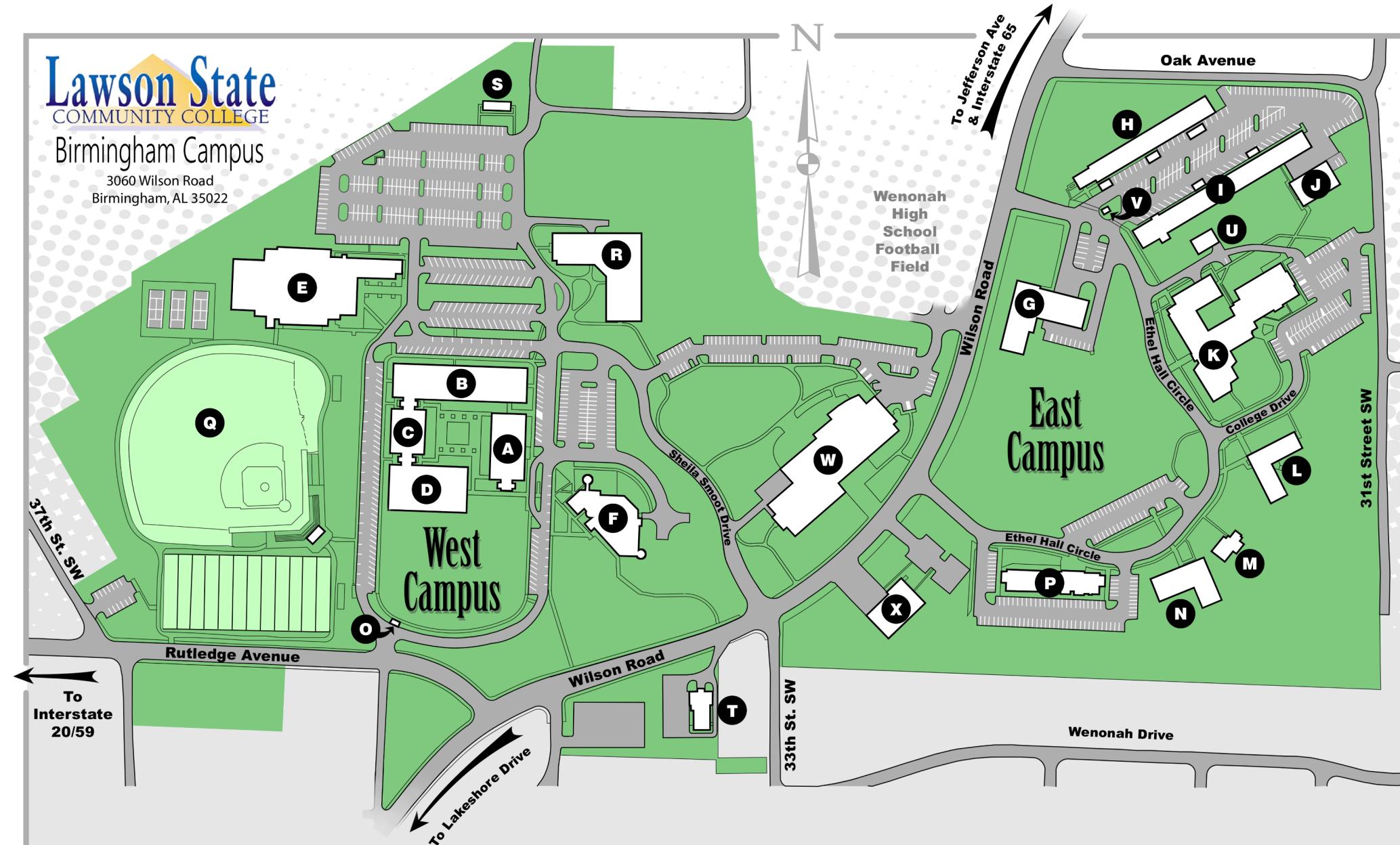


- A. Building A
- B. Building B
- C. Building C - Automotive
- D. Building D - Diesel Mechanics
- E. Building E - The Jess Lanier Building
- F. Building F - The Millsap Industrial Training Center
- G. Building G - North Campus
- H. Building H - Ethel H. Hall Alabama Center for Automotive Excellence
- I. Building I - Center for Community Development
- J. Building J - General Automotive

Lawson State COMMUNITY COLLEGE

Birmingham Campus

3060 Wilson Road
Birmingham, AL 35022



- A. Building A - Administration
- B. Building B - Academic
- C. Building C - Science
- D. Building D - Library
- E. Building E - Arthur Shores Fine Arts
- F. Building F - Leon Kennedy Student Center

- G. Building G - W. Fred Horn High Tech
- H. Building H - Shipping & Receiving / Grounds
- I. Building I - Facility Operations / G.E.D. Program
- J. Building J - Howard
- K. Building K - A. G. Gaston
- L. Building L - Ethel H. Hall Health Professions

- M. Building M - Public Relations / Community Affairs
- N. Building N - Student Residence Hall
- O. Building O - Information / Campus Security
- P. Building P - Student Residence Hall
- Q. Building Q - Baseball Field & Press Box
- R. Building R - Dr. Perry W. Ward Alabama Center for Advanced Technology & Training
- S. Building S - Storm Shelter
- T. Building T - Student Residence Hall
- U. Building U - Boiler
- V. Building V - Information / Campus Security
- W. Building W - Academic Success Center
- X. Building X - Birmingham Fire Station No. 25

