# REID STATE TECHNICAL COLLEGE

## 2021 CATALOG

**MESSAGE FROM THE PRESIDENT**

The 2021-2022 academic year brings exciting new programs and occupational opportunities for current and prospective students.  Reid State's administration, faculty and staff look forward to working with each student, local official, service-area organization, and K-12 entity to establish program services and courses to meet workforce needs as well as expand learning and training opportunities for all.

This Catalog provides detail information on admissions, program curriculum, student support services and financial services for existing and future students.

The College looks forward to working with our community to (R)-expand workforce and community **R**elationships, (**S**) expand Services and programs, (T) promote **T**eamwork among colleagues and community organizations and (C) implement effective **C**ommunication strategies within the upcoming year.  Please feel free to contact the College for questions and recommendation of your academic, continuing education and workforce training needs.

Best Wishes,

Dr. Coretta L. Boykin
President
Reid State Technical College

# REID STATE TECHNICAL COLLEGE

# CATALOG

**Established 1963**

**Address**

**Main Campus**

100 Highway 83
P.O. Box 588
Evergreen, Alabama 36401

**Contact Information**

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750 Greenville Bypass, Greenville.................................................(334)382-2133
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188 C Sheffield Road, Monroeville…………………………..……(251)743-2553

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Website.......................................................................................... www.rstc.edu

**Authorized by the**

Alabama Community College System Board of Trustees

Reid State Technical College
is accredited by the
Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone 770-396-3898/FAX 770-396-3790
www.council.org

**2021**

It is the official policy of the Alabama Community College System, including all postsecondary institutions under the control of the board, that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Reid State complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Title V, Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and Reid State Technical College. Reid State Technical College reserves the right to change any provision or requirement at any time within the student's term of attendance.

The College's Dean of Students, Dr. Tangela Purifoy, serves as the ADA and Section 504 Coordinator and may designate another employee in their department to perform those duties, if desired. DEAN OF STUDENTS AND 504 COORDINATOR Phone: (251) 578-1313

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# GENERAL

This publication shall not be considered a contract between Reid State Technical College and any student or prospective student. Reid State Technical College reserves the right to make changes in the offerings, services, and regulations announced in this publication as circumstances may require. Courses and programs will not normally be continued when enrollment falls below minimum requirements.

# COLLEGE LOCATION - AREA SERVED

Reid State Technical College is located in Evergreen (Conecuh County), Alabama, at a site within the city limits at the intersection of Interstate 65 and Highway 83. This is a center point from which a six-county area is served consisting of Conecuh, Escambia, Monroe, and portions of Butler, Covington, and Wilcox counties.
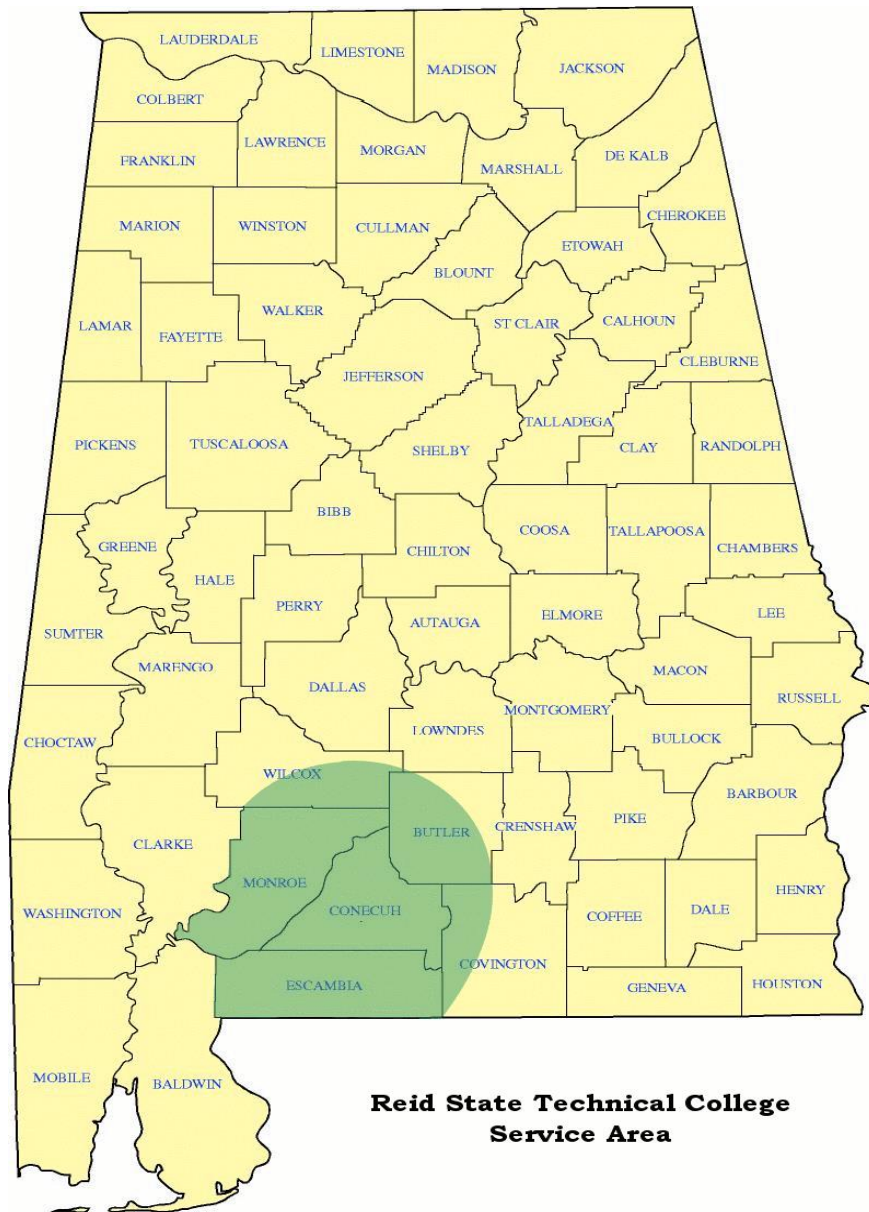


**Reid State Technical College Service Area**

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# CALENDAR DAYS

The college is in session at least 206 instructional days per year. The following holidays are observed by the institution:

| | |
|---|---|
| January: | New Year's Day; Martin Luther King & Robert E. Lee Birthdays |
| March: | Spring Break |
| May: | Memorial Day |
| July: | Independence Day |
| September: | Labor Day |
| November: | Veterans Day; Thanksgiving |
| December: | Christmas |

Reid State Technical College operates on a twelve-month schedule. Regular day classes are in session Monday through Friday from 7:50 a.m. to 3:50 p.m., and evening classes are in session Monday through Thursday from 5:00 p.m. to 9:30 p.m. Additionally, special classes are held on Fridays and Saturdays.

## Reid State Technical College
## 2021-2022 Calendar

### FALL SEMESTER 2021: August 12, 2021-December 31, 2021
### 78 Instructional Days-10 Faculty Duty Days

| | |
|---|---|
| Aug. 12 | Registration (FDD) (College open; no classes) |
| Aug. 13 | Local Professional Development (FDD) (college open; no classes) |
| Aug. 16 & 17 | Registration (FDD) (College open; no classes) |
| Aug. 18 | Late Registration/ONTRAC (FDD) |
| Aug. 19 | Classes Begin |
| Aug. 25 | Drop/Add period ends |
| Sep 6 | HOLIDAY/Labor Day (College closed) |
| Oct. 13 | Mid-Term |
| Nov. 11 | HOLIDAY/Veterans Day (College closed) |
| Nov. 22 & 23 | State Professional Development (FDD) (College open; no classes) |
| Nov. 24 | Local Professional Development (FDD) (College open; no classes) |
| Nov. 25 & 26 | HOLIDAY/Thanksgiving (College closed) |
| Nov. 29 | Classes resume |
| Dec. 13-15 | Final exams and end of classes for Fall Semester |
| Dec. 16 & 17 | Faculty Duty Day (FDD)-Grades Due 8 am (College open; no classes) |
| Dec. 20-23 | Duty Day for Non-Instructional Personnel (College open; no classes) |
| Dec. 24-31 | Winter Break (College closed) |

### SPRING SEMESTER 2022: January 1, 2022-May 17, 2022
### 78 Instructional Days-9 Faculty Duty Days

| | |
|---|---|
| Jan. 3 | HOLIDAY/New year's (College closed) |
| Jan. 4 | Faculty Duty Day (FDD) (College open; no classes) |
| Jan. 6 | Registration (FDD) (College open; no classes) |
| Jan. 10 | Late Registration/ONTRAC (FDD) (College open; no classes) |
| Jan. 11 | Classes Begin |
| Jan. 17 | HOLIDAY/M. L. King/R. E. Lee Birthday (College closed) |
| Jan 18 | Drop/Add period ends |
| Mar. 7 | Mid-Term |
| Mar. 21-25 | Spring Break (College open; no classes) |
| Mar. 28 | Classes Resume |
| Apr. 15 | HOLIDAY/Good Friday (College closed) |
| Apr. 20 & 21 | Graduate Workshop |
| May 5-6 & 9 | Final Exams and end of classes for Spring Semester |
| May 10-11 | Faculty Duty Day (FDD) (College open; no classes) |
| May 12 | Local Professional Development (FDD) (College open; no classes) |
| May 13 | Graduation |
| May 16-18 | Duty Day for Non-Instructional Personnel (College open; no classes) |

**SUMMER SEMESTER 2021- May 18, 2022-August 9, 2022**
**50 Instructional Days-4 Faculty Duty Days**

| | |
|---|---|
| May 19 | Faculty Duty Day (College open; no classes) |
| May 20 | Late Registration/ONTRAC (FDD) (College open; no classes) |
| May 23 | Classes Begin (Late Registration) |
| May 25 | Drop/Add periods ends |
| May 30 | HOLIDAY/Memorial Day (College closed) |
| June 20 | HOLIDAY/Juneteenth Day (College closed) |
| June 28 | Mid-Term |
| July 4 | HOLIDAY/Independence Day (College closed) |
| July 8 | ONTRAC |
| July 20 & 21 | Graduate Workshop |
| July 22 | ONTRAC |
| Aug 2-3 | Final Exams and end of classes for Summer Semester |
| Aug 4-5 | Faculty Duty Day-Grades Due 8 am (College open; no classes) |
| Aug 8-11 | Duty Day for Non-Instructional Personnel (College open; no classes) |

# GENERAL INFORMATION

**History and Purpose, Philosophy, and Goals of Reid State Technical College**

**History and Purpose: A Foundation for the Future**

Reid State Technical College was created by the Alabama State Legislature through a State statute on May 3, 1963. Through this enabling legislation, the College was chartered to provide citizens of the area greater and equal access to postsecondary education to help provide a trained workforce for area employers to assist in the economic development of the area.

Local support for the establishment of the College was provided by the City of Evergreen with the donation of 26 acres of land in north Evergreen at the intersection of Interstate 65 and state Highway 83, which became the institution's main campus. From this campus, the College has provided quality postsecondary education programs for the College's main service area, which includes Conecuh, Monroe, and Escambia counties and portions of Butler, Covington, and Wilcox counties. In 1981, Reid State established an off-site location in the city of Atmore for the College's Practical Nursing program.

The architectural firm of Carl H. Lancaster, Jr., Montgomery, Alabama, designed and supervised construction of the main campus facilities consisting of the administration building, seven shops, laboratory buildings, and a warehouse. The Wiley Salter Auditorium and Administration Building was completed in 1986 with students from selected programs at the College doing most of the construction work. During 1989 and 1990, major renovations were initiated for the creation of a learning center and high tech training laboratories for specialized training in computer software applications, programmable logic controllers, and instrumentation systems. In 1993 and 1994, major renovations were conducted for the creation of a modern practical nursing facility to more closely resemble clinical facilities. In 1995, the cosmetology department was renovated and expanded.

The Workforce Development Center, (located in the prior Hillcrest Career Technical Center) managed and operated by Reid State, was opened in 2004. In 2005, the Stanley Busby Commercial Truck Driving Classroom and the Edith A. Gray Library and Technology Center both were completed. In 2009, the Atmore Practical Nursing classes were moved to the campus of Jefferson Davis Community College in Atmore which served as a satellite campus. In 2012, the Atmore Practical Nursing classes were moved to 201 Brookwood Road, Atmore, Alabama. In 2014, the Nursing Assistant/Home Health Aide program was also relocated to 201 Brookwood Road in Atmore. And in 2014, the Child Development and Education program was relocated to the main campus.

## Philosophy

The overall philosophy of Reid State Technical College blends with that of The Alabama Community College System and is expressed in three succinct beliefs. These beliefs are as follows:

1. Education is essential to the economic, social, environmental, and political well-being of the individual in the College's service area.
2. Education should be made academically, geographically, physically, and financially accessible to students.
3. The technical college is uniquely qualified to deliver quality and equitable educational opportunities and services to assist in providing a trained workforce for area employers and to assist in local economic development.

## Mission

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

## Vision

Reid State Technical College will be the premiere dynamic and innovative college that empowers learners, transforms lives, and enhances communities in a globally competitive environment.

## Strategic Goals

*Goal 1: Enrollment* **-** RSTC will increase institutional enrollment.

**Objective 1**: Design and develop a recruitment plan targeting traditional and non-traditional students.
**Strategy 1a**: Provide personnel to develop essential recruiting and marketing strategies aimed at managing the pre-enrollment process. (Person(s) Responsible: Recruiter, Dean of Instruction & Workforce Development)

**Strategy 1b:** Develop and utilize robust and aggressive social media and public relations campaigns designed to create interest and excitement about RSTC. (Person(s) Responsible: Recruiter, Receptionist, Dean of Instruction & Workforce Development)

**Strategy 1c:** Develop, strengthen, and maintain relationships with community partners and stakeholders such as K12, Workforce Career Centers, and employers to provide pre-enrollment and career pathways. (Person(s) Responsible: Division Chairs, Recruiter, Dual Enrollment Coordinator, Dean of Instruction & Workforce Development, Adult Education Director)

**Objective 2**: Develop efficient and effective enrollment management strategies that maximize and increase student enrollment.
**Strategy 2a**: Develop customer service-oriented best practices throughout the pre-enrollment and enrollment process. (Person(s) Responsible: Dean of Students, Dean of Instruction & Workforce Development, Registrar, Recruiter, Counselor)

**Strategy 2b**: Utilize constant personal and electronic student contact to ensure the best possible onboarding experience. (Person(s) Responsible: Dean of Students, Dean of Instruction & Workforce Development, Registrar, Recruiter, Receptionist)

**Strategy 2c**: Work to anticipate and remove barriers to enrollment for potential and current students. (Person(s) Responsible: Dean of Students, Dean of Instruction & Workforce Development, Registrar, Recruiter, Counselor, Financial Aid Director)

**EVALUATION**: RSTC will increase enrollment by 3% each fall semester beginning in August 2017.

*Goal 2: Technology* – RSTC will increase the use of technology resources.

**Objective 1**: Increase student and community access and availability to technological resources.
**Strategy 1a:** RSTC will establish an open access computer lab on the Atmore Site by Fall 2018. (Person(s) Responsible: Computer Services Director, Dean of Students, Division Chair for Health Sciences)

**Strategy 1b:** RSTC will provide all RSTC students with open access to Wi-Fi by Spring 2018. (Person(s) Responsible: Computer Services Director, Dean of Students, Division Chair for Health Sciences)

**Strategy 1c:** Increase the use of Educart by offering a minimum of two courses each semester beginning Fall 2018 and at least one professional development workshop annually beginning Fall of 2017. (Person(s) Responsible: Professional Development Committee)

**Strategy 1d:** Annually, all faculty and staff will attend one technology-focused professional development workshop beginning Fall 2017**. (Person(s) Responsible: Professional Development Committee)

**Objective 2**: Increase faculty/staff usage of technology.
**Strategy 2**: Provide periodic professional development on technological advancements within each departmental unit that enhances unit activities and processes. (Person(s) Responsible: Professional Development Committee)

**EVALUATION:** Increase student satisfaction in technology access and use on campus by 10%.

*Goal 3: Community Engagement/Workforce Development* – RSTC will produce highly qualified, skilled graduates/workers needed by our economic, business, and industry partners.

**Objective 1**: Build economic, business and industry partnerships to support community vitality
**Strategy 1a:** Increase participation in community events, economic development endeavors, and local government activities. (Person(s) Responsible: Division Chairs, Faculty, Administration)

**Strategy 1b:** Develop workforce development partnerships that correspond with the institutional mission, vision, and goals to enhance graduate placement opportunities and internships. (Person(s) Responsible: Division Chairs, Faculty, Administration)

**Objective 2**: Strengthen institutional advisory council participation by providing the opportunity for feedback and input

beyond regularly scheduled Advisory Council meetings.
**Strategy 2**: Provide Council with quarterly notices regarding institutional events, programmatic changes, and overall college updates.  (Person(s) Responsible: President, Director of HR)

**EVALUATION:** Increase continuing education and training for business and industry program offerings by adding one new CEU/TEBI program annually beginning fall 2017. Eighty percent of the College's Advisory Council will attend the council meeting annually.

*Goal 4: Communication* – RSTC will provide consistent and transparent internal and external communications regularly.

**Objective 1**: Improve internal communications
**Strategy 1**: Promote transparency and communication in each institutional unit through ongoing systematic unit reviews and data meetings. Each unit supervisor disseminates quarterly unit updates and changes to all college personnel beginning in Fall 2017. (Person(s) Responsible: Unit Supervisors)

**Objective 2**: Improve external communications
**Strategy 2**: Develop a comprehensive marketing and public relation plan that enhances the College's awareness. Produce new themed marketing materials (brochures and flyers) and produce an annual college television commercial to begin Spring 2018 (conducted annually in the Spring). (Person(s) Responsible: Receptionist, Recruiter, Marketing Advertising

**EVALUATION:** Increase the number of student admission applications by 5% each semester.
Increase website traffic and visits by 3% annually.

*Goal 5: Teaching and Learning* – RSTC will use benchmarks of accreditation and graduate employer surveys for evaluation and development of strategies for continuous improvement of programs.

**Objective 1:** Each technical and academic program will maintain a minimum graduation rate of 60%.

**Objective 2:** Each technical and academic program requiring licensure will maintain a minimum licensure rate of 70%.

**Objective 3:** Each technical and academic program will maintain a minimum placement rate of 70%.
**Strategy 3:** Expand placement opportunities by building apprenticeship avenues with business and industry partners of our region.

**Objective 4:** Each technical and academic program will receive at least an average rating (70%) from program graduate employers in the following areas:
  a. Interpersonal/Interaction Skills
  b. Oral and Written Communication Skills
  c. Graduate's Work Ethics
  d. Critical Thinking Skills
  e. Entry-Level Occupational Skills
  f. Overall Quality of Graduate Education/Skills

**EVALUATION**: Each Teaching and Learning Objective will be evaluated annually during the Fall/Winter COE Annual Report in December. Strategies will be created based on each program's benchmarks and review. Additional details will be provided in the COE Annual Report files and plans for programs that failed to meet the above benchmarks.

*Goal 6: ASPIRE 2030*-ASPIRE 2030 will be developed by a team of core (internal) and external committee members beginning in the fall of 2020. (additional objectives and strategies will be provided at a later date. (Added 08/2020)

# ACCREDITATION

Reid State Technical College is fully accredited by the Accrediting Commission of the Council on Occupational Education. The Practical Nursing program is accredited by the Alabama Board of Nursing.  The Cosmetology program is approved by the Alabama State Board of Cosmetology, and all educational programs are approved by the Alabama Community College System Board of Trustees.

The Council on Occupational Education is a national accrediting body which succeeded the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools. The Council on Occupational Education can be contacted as follows:

<div align="center">

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Website: www.council.org

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# POLICES REGARDING ADA, REHAB ACT & STUDENTS WITH DISABILITIES

## REHABILITATION ACT

Reid State Technical College complies with Section 504 of the Rehabilitation Act of 1973 as amended and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in, its programs or activities. Questions or concerns regarding this Act should be directed to the Dean of Students, P.O. Box 588, Evergreen, Alabama 36401.

## AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides federal protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Reid State Technical College.

## THE ALABAMA COMMUNITY COLLEGE SYSTEM PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

Screening of disability documentation
Determination of appropriate accommodations
Communication with faculty and/or staff regarding student needs
Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include the following:

- Extended time of exams
- Permission to record lecture
- Change in test format
- Priority registration
- Enlarge print/graphics
- Textbooks on tape/CD/DVD Blue Ray
- Handouts of overhead materials
- Cordless FM system
- Removal of structural barriers
- Class note taker
- Use of spell checker
- Extra time for assignments
- Alternative evaluation methods
- Special parking
- Text telephone

# ADMISSIONS

Students with disabilities are responsible for informing the respective college about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the college. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

## PROCEDURE FOR MAKING APPLICATION FOR ADMISSIONS

1. Applicants must complete the online Application for Admission at www.rstc.edu or obtain the most current application upon request from the Admissions Office of the College. Applicants should submit their application to the Office of Admissions, Reid State Technical College, P.O. Box 588 Evergreen, AL 36401, as early as possible prior to the semester in which they plan to enroll.

2. All applicants are to submit an official, sealed high school transcript or GED and college transcript(s) prior to final acceptance. Mail to Admisions, P.O. Box 588, Evergreen, AL 36401 or send via electronic submission through Parchment or National Student Clearinghouse. Proof of registration for Selective Service for males 18-26 years of age and proof of in-state residency is required.

3. Pell Grants should be submitted electronically by the student at www.FAFSA.ed.gov. Students planning to apply for financial aid should make an appointment with the Financial Aid Director if assistance is needed.

4. When the above forms are received and properly completed, they will be processed and approved or disapproved, and the applicant will be notified of his/her admission status.

5. All admitted students are required to take the ACCUPLACER placement exam or some other placement exam prior to registration for more than four credit hours, unless the student scored 20 or above on the ACT exam in Reading and Math, and 18 in English/Writing. An exam schedule can be obtained from the Testing Coordinator or online at www.rstc.edu.

6. Students who do not have a high school diploma or GED may enroll in selected programs. However, the student must pass the Ability-to-Benefit test prior to being admitted to the College. A testing schedule may be obtained from the Testing Coordinator or online at www.rstc.edu.

7. A student who does not have a high school diploma or GED may enroll in selected programs. Reid State Technical College utilizes the ACCUPLACER Test as the assessment instrument for purposes of exception to standard admission cases. A student must meet the following cut scores prior to being admitted to the college. Testing placement and schedules may be obtained from the Testing office.

## Admission Requirements
## Admission of First-Time College Students

An applicant who has not previously attended a duly accredited postsecondary institution will be designated a first-time college student or a native student. For admission to an Alabama Community College System institution, an applicant must provide: One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U. S. passport; an unexpired U. S. permanent resident card.

Applicants who fail to satisfy the forms of identification required will not be admitted to any Alabama Community College System institution. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section.

Applicants must submit the documentation identified above in person or through U. S. mail by the end of the institution's published drop/add period.

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 or the Code of Alabama of 1974 (as amended).

## Policy Guidelines
## Admission: General

For admission to an Alabama Community College System institution, an applicant must present one (1) primary form of documentation. A list of acceptable primary documentation follows.

Unexpired Alabama Driver's License or instruction permit
Unexpired Alabama Identification Card
Unexpired U. S. Passport
Unexpired U. S. Permanent Resident Card
Resident Alien Card – Pre – 1997

Unexpired Driver's License or instruction permit from another state or possession that verified 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

Voter identification card from a state that verifies lawful presence

Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy. Documentation sent by mail must be received by the close of the business day on the last day of the institution's published drop/add period.

## Ability-to-Benefit Students

Institutions may obtain a written waiver from local superintendents for students seeking enrollment under the ability to benefit but have not been out of high school for one complete year. Each student seeking admission under this section must be assessed.

## Admission of International Students

Reid State Technical College does not accept international students.

## Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:

1. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.

2. Applicants who have attended a non-accredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.

3. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official transcript. Applicant must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria shall be classified as "Degree-Eligible" students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

## Admission to a Course Not Creditable Toward an Associate Degree

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

The student will have to take the Ability-to-Benefit test and achieve scores set as the qualification for Ability-to-Benefit to be admitted to the technical programs such as Welding and Cosmetology.

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

The college may establish higher or additional admission requirements for a specific program of service when student enrollment must be limited or to assure ability-to-benefit.

## Unconditional Admission of First-Time College Students

For Unconditional Admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. 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 Act 91-584.

## Conditional Admission of First-Time College Students

Applicants who do not have all information required on file at registration for unconditional admission may be granted Conditional Admission. No student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

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

## Admission of Ability-to-Benefit Students

In keeping with the mission of 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, provided:

- The applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, or recommended by their principal/superintendent and has specifically documented ability-to-benefit based on an assessment approved by the federal government.

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

## Admission of Transfer Students

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

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree-eligible student.

## Unconditional Admission of Transfer Students

A transfer student must have submitted to the college an application for admission and official transcripts from all duly accredited postsecondary institutions attended and, as designated by the college, any other documents required for first-time college students.

A transfer student who does not meet the requirements in (A) shall 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 (except Nursing and Health Sciences programs in which all college and high school transcripts are required).

## Conditional Baccalaureate Transfers

An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree (except Nursing and Health Sciences programs in which all college and high school transcripts are required).

## Conditional Admission of Transfer Students

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

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

## Admission of Transient Students

A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the 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 college 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.

## Initial Academic Status of Transfer Students

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

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

An applicant who has been academically suspended from another duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation.** The transcript will read **ADMITTED UPON APPEAL—ACADEMIC PROBATION.**

## General Principles for Transfer of Credit

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

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

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

Students transferring between programs within the college shall be granted transfer credit based on the applicability of the credits previously earned to the requirements of the degree sought.

# Early Admission for Accelerated High School Students

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

1. The student has successfully completed the tenth grade;

2. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy;

3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example, a student may not take English Composition until all required high school English courses have been completed).

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor.

# Exceptions

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan for Exceptional Children and Youth. Exceptions apply only to requirements 1 and 3 above.

# Students Not Attending Public School

This policy is applicable to students who are not attending public school but who are enrolled in private school or church school pursuant to 16-28-1 of the Code of Alabama or who are receiving instruction from a private tutor pursuant to 16-28-5 of the Code of Alabama.

# GUIDELINES FOR POLICY
# 801.03: ADMISSION: DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

## Mission

The Dual Enrollment for Dual Credit Program substantiates the mission of the college by enhancing the availability of higher education at convenient instructional sites. Working in partnership with area high schools, the college offers educational programs and services that provide flexibility for administrators while enabling students to achieve their potential and to seek continued higher education.

## Purpose

Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college campuses or at the student's high school, earning college and high school credit simultaneously.

## Tuition and Payment

Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources, including funds provided by Workforce Development, Tuition Assistance for employee dependents as defined in Policy 612.02 and scholarship programs as outlined by the specific system institution.

## Student Eligibility for Dual Enrollment/Dual Credit

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria:

1. Students must meet the entrance requirements of the college as stipulated in ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Student.

2. Students must be in grade 10, 11, or 12.

3. Students must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Transcripts must be provided as documentation of the student's cumulative grade point average.

4.  Students 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.

5.  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 year of high school or submit ACT scores which exempt them from the exam (20 or higher on ACT English, Reading, and Mathematics).

    a.  Students must meet all applicable pre-requisites prior to enrolling in courses.

    b.  Developmental courses (those numbered below 100) are not offered through dual enrollment.

# Continuous Eligibility

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program as specified in the ACCS 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 reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

# Exceptions

An exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code § 290-8-9.12. This exception applied only to the requirement that students be in the 10th, 11th, or 12th grade. The Chancellor may grant other exceptions as specified in the guidelines. Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the College and the School Board. The Alabama Community College System Board of Trustees Policy 705.01 defines a "credit hour" as not less than 50 minutes of instructor/student contact. A semester hour of credit is based upon the average number of hours of instruction taught weekly, the ratio of weekly contact hours to credit hour varies with the type of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice/manipulative laboratory, and internship.

College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement at the postsecondary level indicating dual enrollment credit.

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

1.  The student meets the entrance requirements established by Alabama Community College System institutions;

2.  The student has a minimum cumulative 3.0 average in completed high school courses;

3.  The student obtains written approval of the appropriate principal and the local superintendent of education;

4.  The student is in grade 10, 11, or 12.

Students may enroll in academic, career and technical or health courses in accordance with guidelines of the Department of Postsecondary Education.

**Exceptions**

An exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code § 290-8-9.12. This exception applies only to requirement 3.4.

The Chancellor may grant other exceptions as specified in the guidelines. Students enrolled in courses offered during the normal high school day, on or off the high school campus, must receive prior permission from the students' principal, superintendent, and the President of the participating institution.

Parental permission and travel for courses offered away from the high school campus during the normal school day will be administered by the local boards of education.

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

Guidelines for implementation of this policy shall be established by the Chancellor.

## Course Eligibility

Courses offered shall be drawn from respective College's existing academic inventory of courses offered for credit. Courses numbered below 100 are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy (Policy 801.03). Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

Payments of the current rate of tuition and fees per credit hour, textbooks, and materials will be the responsibility of the student unless otherwise negotiated between the College and the local board of education. Full payment of tuition must be completed by the first day of class. School Boards will be notified of any unpaid tuition and fees prior to the start of classes.
Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.).

All students enrolled under the Career Tech program are subjected to the same rules and regulations as outlined in the RSTC Student Handbook under the description of "Student Regulations".

## Students Not Attending Public School

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant to § 16-28-1 of the *Code of Alabama,* or who are receiving instruction from a private tutor pursuant to § 16-28-5 of the *Code of Alabama.*

Student eligibility should be certified by the appropriate official at the private school or church school or by the private tutor.

## Admission of International Students

Reid State Technical College does not accept international students.

## NURSING ADMISSION POLICY

## Admission Requirements

Applicants to this program must complete the application procedure, present official documentation of a high school diploma, in accordance with Alabama Community College Board of Trustees policy, or GED, and meet the following minimum admission standards for the practical nursing program:

1. Unconditional admission to the college.
2. Receipt of completed application for the practical nursing program by set date.
3. A minimum of 2.50 average GPA on the nursing required general education courses.
4. A minimum of 2.50 high school cumulative GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101, Biology 201, and Math 100 as determined by college policy
6. Good standing with the college.
7. Meeting the essential functions or technical standards required for nursing.
8. The TEAS (The Test of Essential Academic Skills) testing will be done on all nursing applicants. The cost of the test will be will be the responsibility of the student. The TEAS test must have been taken prior to application.
9. The actual score made by the student will be calculated into the compilation of points. The total number of points possible on the TEAS is 150.

10. The TEAS score is good for two (2) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait at least six (6) weeks between taking each test. A student's score on a previous version of the TEAS test may be considered at the discretion of each college if it is within the two-year time frame.
11. Any student who has a minimum of 18 ACT composite score National or Residual will not be required to take the TEAS exam.

Admission to the practical nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

# PLACEMENT TESTING

Reid State Technical College is required to assess student readiness for college-level work using the State approved placement test, ACCUPLACER.

The following students are exempt from the placement test:

A. Any student with acceptable ACT or SAT scores as designated in the Placement Score Chart. However, students who wish to improve their course placement must take the state placement test;
B. Any student who has an associate degree or higher;
C. Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;
D. Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
E. Any student who is enrolling to audit a course;
F. Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
G. Any transient student with documentation;
H. Any student who is enrolling for personal enrichment purposes only.

**Placement Guide Chart**

The following ACCUPLACER score ranges will be used for student placement in math, English, and reading.

| Placement | ACCUPLACER Next-Generation WritePlacer |
|---|---|
| ENG 098 Writing and Reading for College (pilot) | 0 - 3 |
| ENG 099 & END 101 Intro to College Writing (pilot) & English Composition | 4 |
| ENG 101 English Composition | 5 and above |

| Placement | ACCUPLACER Next-Generation Quantitative Reasoning, Algebra, and Statistics (QAS) |
|---|---|
| MTH 098 Elementary Algebra | 200 - 242 |
| MTH 100 & MTH 099 Intermediate College Algebra & Support for Intermediate College Algebra | 243 - 252 |
| MTH 100 Intermediate College Algebra | 253 - 266 |

| ACT and SAT Exemptions | | | | |
|---|---|---|---|---|
| | ACT | SAT (prior to 2016) | New SAT (Section Score) | New SAT (Test Scores) |
| **English/ Writing** | $\geq 18$ (English) | $\geq 440$ (Writing) | $\geq 510$ (Evidence Based Reading and Writing) | $\geq 25$ (Writing and Language) |
| **Reading** | $\geq 20$ | $\geq 480$ | $\geq 510$ (Evidence Based Reading and Writing) | $\geq 26$ |

| Math | ≥ 20 | ≥ 480 | ≥ 510 | ≥ 25.5 |
|------|------|-------|-------|--------|
| **Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading or Math within three years of enrollment is exempt from the subject specific placement assessment.** | | | | |

**ACCUPLACER Retest**

A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Reid State will charge a one-time fee for retesting of $10.00. Students will be allowed to retest in only the deficient subject area; Math, Reading, or Writing. Placement test scores will be valid for three years from the date of the original or retest assessment. Currently enrolled students will not be allowed to retest unless changing majors.

# ADULT EDUCATION AND GED TESTING

Reid State Technical College is one of the many official GED testing centers in the State of Alabama. The tests are administered once a month in a short two-day session (Usually on Tuesday and Wednesday). All persons are required to pre-register, no walk-ins are allowed on test days. Seating is limited to 8. The GED Test fee is $120 for the complete battery or $30 per subject, each retest is $10. Please visit the MyGED portal at http://www.ged.com and sign up for an account to register for the test. You can also access Additional information about studying, test day, scheduling, scoring and college and career opportunities.

Contact the GED Chief Examiner's office for information. Individuals participating in the Adult Education program at Reid State Technical College, or those who have passed the GED pre-test administered by Reid State, will be given a voucher to go online and schedule a test. The voucher will cover $30 for each test totaling $120. Students can break the test up and take 1 part at a time or all at once. If a student fails a subject, then they will be allowed to retest 2 more times within the same calendar year at a discounted fee of $10 per test. The voucher system is only for students enrolled in the Adult Education program. Any walk-ins/non-students will need to pay online with a debit/credit card at full price or contact Caroll Byrd-Lymon in the Adult Education Department at 251-578-1313 ext. 163 for inquiries regarding the voucher system.

# ABILITY-TO-BENEFIT TESTING

Students applying to Reid State Technical College who are non-high school graduates and who do not have a GED may be admitted to selected occupational programs under the Ability-to-Benefit provision. Reid State Technical College will use the ACCUPLACER test as the assessment instrument for Ability-to-Benefit purposes.

ATB Passing Scores
Scores set as the qualification for Ability-to-Benefit are one standard deviation below the mean for recent high school graduates. The approved passing scores for ACCUPLACER are

Reading Comprehension – 233

Writing - 235

Arithmetic – 230

# ATB Retest Procedures

1. Within any three-month period, ATB candidates may be permitted an initial test and one retest. There must be a two week waiting period between the initial test and the retest.

2. Students will be required to retest in all of the subject areas; Math, Reading, and/or Writing. (No fee is required for this test.) Retest scores will replace the original scores. Per federal guidelines, students must pass all subtests in a single administration.

3. Under no circumstances will a retest be given on the same day as the original test. Candidates who do not pass the retest MUST wait three months from the date of the initial test.

# ACADEMIC AFFAIRS

## GRADES

*Regular Programs*

At Reid State Technical College, grades are indicated by the following letter grades in all programs except Nursing and Health Sciences (see program information on pages 106 and 126):

A Excellent           90-100
B - Good              80-89
C - Average           70-79
D - Poor              60-69
F - Failure           Below 60

Alternative program grading policies are noted in the Program Outline. Grades are available on the College website with proper user identification. Grades of "A", "B", and "C" are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses should be repeated before attempting transfer.

A grade of "W" will be assigned to any student who officially withdraws from the College or a particular course as published in the College catalog.

A grade of "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester, or a grade of "F" will be assigned.

## Quality Points

**General**

A student's academic standing is evaluated using the quality point average (i.e., grade point average). Quality points are assigned to letter grades using the following 4.0 system:

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

The student's quality point average is obtained by dividing the total earned quality points by the total credit hours attempted. Courses with grades of "A'', "B", "C", and "D" are included in the computation of the quality point average.

Letter grades will be assigned to developmental courses. However, these grades will carry no quality points and will not be included in the overall grade point average.

## Drop/Add Period

The drop/add period is limited to the first five days of each semester, beginning on the first instructional day. The drop/add period is two days for semesters less than 15 weeks. If a course meets only once a week, the drop/add period begins on the first instructional day of that semester. The drop/add period is designated in the college calendar.

## Schedule Changes/Withdrawal

**Adding/Dropping Classes**

Addition of classes is permitted only during the designated drop/add period following registration as published in the semester class schedule and Catalog. A student may drop a course and a grade of "W" will appear on the permanent record. Students adding or dropping classes should follow this procedure:

Step 1: Log into MyRSTC Portal and select the Student Tab

Step 2: Select Registration Add or Drop Classes

Step 3: Under Registration section click on Add or Drop Classes

Step 4: Under Registration Term select the current term

Step 5: Finally, under the Action tab for the class you want to withdraw, select Web Withdrawn Course and click on submit.

*Complete Withdrawals*

Students who wish to withdraw from all courses must complete the Official Withdrawal form located with their Advisor. The form must be submitted to the Registrar's Office once completed.

After the withdrawal form has been processed, the student will not be allowed to re-register for the course during the term withdrawal. A grade of W will be assigned for classes in which students officially withdraw after drop/add period until the withdrawal deadline.

# COURSE FORGIVENESS POLICY

If a student repeats a course once, the last grade awarded (excluding a grade of "W") replaces the previous grade in the computation of the cumulative grade point average. The semester 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.

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

# ACADEMIC BANKRUPTCY POLICY

The academic bankruptcy policy will allow students at certain intervals of academic pursuit or training to declare bankruptcy. This would mean that grades and credits earned during periods of academic indecision would be forgiven. The transcript will identify the bankrupted courses and credits but will not show credits earned for bankrupted courses in either the cumulative grade point average or the graduation grade point average.

A student may request in writing to the Dean of Students or the Registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation, and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."

A student may declare academic bankruptcy only once.

Implementation of academic bankruptcy at Reid State does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

# GRADE REPORTS

Grades are recorded on the student's permanent record (transcript). If any student suspects an error with his or her grade, he or she should have a consultation with the instructor for that particular course. In the event that there is an error, a new grade will be issued to the student after the correction has been made. A student must challenge any suspected error within one academic year.

# TRANSCRIPT POLICY

The transcript policy of Reid State Technical College includes the following:

Reid State Technical College has partnered with Credential Solutions and is now accepting online transcript orders. Students and Alumni are able to order their official transcripts 24 hours a day, 7 days a week. Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination. More information can be found on the transcript ordering page.

After the initial complimentary copy, a $5 fee will be assessed for each additional transcript requested which can be paid online using credit or debit cards such as Visa, MasterCard, Discover, and American Express.

If you are unable to place your order via internet (recommended), then you may call Credentials, Inc. at 847-716-3005 to place your order over the telephone. Please note that there is an additional operator surcharge for placing orders over the telephone.

**Official College Transcript Requests**
**Current Students**
1. Log into your MyRSTC Account with your email address and password (A01234567@RSTC.EDU) (!RSTC010101)
2. Select "Student" Tab
3. Select "Student Records"
4. Select "Order Official Transcript"
5. Select "Begin Order" and follow instructions on the screen.

**Alumni and Former Students**
1. No RSTC ID, email, or password required.
2. Visit RSTC's Transcript Ordering Service  https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO005692
3. Follow instructions on the screen.

**Unofficial Transcript**

Unofficial transcripts may be obtained through your MyRSTC account at no cost by logging into your account.
Follow steps 1 – 3 above and then after selecting "Student Records" select "Unofficial Transcript".

*Please note that all college financial obligations must be satisfied before a transcript can be released.

# Standards of Academic Progress

### General — All Students

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

Exceptions:

1. 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.

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

3. 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.

# Standards of Progress Policy

Required GPA Levels for Students According to Number of Hours Attempted at Reid State:

1. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

3. 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

1.  When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Reid State, the student's status is **clear.**

2.  When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at Reid State, the student is placed on Academic Probation.

3.  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 Reid State but the semester GPA is 2.0 or above, the student remains on Academic Probation.

4.  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 Reid State and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED-ONE SEMESTER.

5.  When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Reid State, the student's status is clear.

6.  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 Reid State on Academic Probation.

7.  A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at Reid State but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

8.  A student returning from a one term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension. **The student may appeal a one term or one-year suspension.**

9.  The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, OR ONE YEAR SUSPENSION-READMITTED ON APPEAL.**

# Process for Appeal for Readmission

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

# Definition of Terms

1.  **Grade Point Average (GPA):** The grade point average based on all hours attempted during any one term at Reid State based on a 4-point scale.

2.  **Cumulative Grade Point Average (GPA):** The grade point average based on all hours attempted at Reid State based on a 4-point scale.

3.  **Clear Academic Status:** The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at Reid State.

# Academic Probation

1. The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at Reid State; or
2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at Reid State but whose semester GPA for that term was 2.0 or above.

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

**One Year Academic Suspension:** The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at Reid State and whose Semester GPA for that term was below 2.0.

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

# Students under the Title IV Federal Financial Aid Program (i.e., Pell Grant)

To be eligible for Title IV Federal Financial Aid, a student must meet all the requirements specified in the "Student Financial Assistance" section of this Catalog and meet all the requirements specified in the preceding section (i.e., General — All Students).

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

Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of a specific program (the "normal length" of a specific program will vary dependent upon whether the student is half-time, three-fourths-time, or full-time).

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

Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid. Satisfactory academic progress is checked at the end of each semester.

A Title IV Federal Financial Aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. Developmental (remedial) courses are calculated in the quantitative calculation toward financial aid eligibility.

# VETERANS BENEFITS

To be eligible for Veterans Administration benefits, qualified students eligible for such benefits must meet the standards of progress requirements applicable to all students at Reid State (i.e., as specified in the sub-section General – All Students of this section on Standards of Progress).

Terms Beginning 8/1/2019 and Thereafter (PT 115-407 Sec. 103)
Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to

meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

**Students receiving Veterans Administration Benefits**

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program), Chapter 33 (Post-911 G.I. Bill) or Chapter 35 of Title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-911 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30, Chapter 33 or Chapter 35 of Title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy shall be read to be amended as necessary to be compliant with the requirements of ( 38 U.S.C. 3679 (c)(2)(A) as amended.

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

# INSTITUTIONAL CREDIT COURSES

Institutional credit courses are those courses which are not creditable toward a formal award and which include training-for-business and training-for-industry courses and courses numbered below the 100 level.

Reid State may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Excellent (A), Good (B), Average (C), Poor (D), Failure (F).

Special standards of progress for students enrolled in these courses are as follows:

1. A student who is enrolled in an institutional credit course and who receives a grade of "I" for one semester may not take the course a second semester until he/she receives special academic advising.

# PREREQUISITES

A student who fails the first course of a sequence cannot take the succeeding courses before he or she has made up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the department chairperson, Admission/Placement Committee, or Dean of Students & Instructional Services.

# CREDIT BY EXAMINATION POLICY

Students may obtain college credit through examination for competencies gained from previous instruction, on-the-job training, or other instructional methods. To receive credit by examination, a student must comply with certain procedures. These procedures follow:

1. Be admitted to Reid State Technical College under the provisions of "clear status".

2. Submit an application for credit by examination in English and/or math to the Testing Administrator. The Testing Administrator will ensure all other required approvals are properly secured. The application must be submitted no later than the second day of the respective semester. Additionally, all examinations and approvals must be completed prior to the end of the respective drop/add period.

3. Pay, in advance of the examination preparation fee. Waivers for the examination fee may be granted for students enrolled in certain developmental courses required for nursing or for students entering the College under the provisions of an articulated school district.

4. Demonstrate that all pertinent prerequisites of the respective course have been met.

5. Enroll as a regular student in the respective course. This provision includes payment of the respective tuition charges and applicable fees for the course.

6. The Testing Administrator will notify the student of the date, time, and place of the examination in the event the application for credit by examination is approved by all required parties.

7. The Dean of Students & Instructional Services, in consultation with the appropriate Department Chairperson, will appoint a qualified instructor to prepare, proctor, and score the examination.

8. Under normal circumstances the examination will be scored on the same day in which the examination is administered.

9. Letter grades will be given for the examination in accordance with the College grading policy as reflected in the latest edition of the College Catalog or amended through public memorandum.

10. The assigned instructor will score the examination and return it to the Dean of Students & Instructional Services or the Testing Administrator.

11. Once notified by the Dean of Students & Instructional Services or the Testing Administrator, the student may opt to accept the letter grade attained on the test or take the course as scheduled.

12. The credit accepted by examination will be calculated in the student's hours attempted, grade point average, cumulative grade point average, and quality points.

13. A copy of the credit by examination administration form with all appropriate signatures shall be placed in the student's file.

14. A maximum of 16 credit hours may be obtained through credit by examination at Reid State Technical College.

15. A student may challenge a course one (1) time only.

16. Credit by examination procedures may not be utilized to remove or supersede any grade previously earned in a given course or equivalent, including courses which were failed.

## ACADEMIC ADVISING

All faculty members serve as academic advisors. The faculty advisor is an Instructor or Department Chairperson in the department in which the technical content of the degree or certificate program is taught.

## STUDENT ACADEMIC LOAD

The student course load for a full-time student will be twelve to nineteen credit hours. Twelve to nineteen semester credit hours will constitute the normal load for regular students. Any student wishing to enroll for more than nineteen hours must obtain permission from the Dean of Students. A student enrolled for fewer than twelve hours is a part-time student. No student will be approved for more than 24 credit hours in any one term for any reason.

## ACADEMIC DISHONESTY

The College expects all students to be honest in their academic activities. Any student found guilty of academic dishonesty may be dropped from the course with a grade of "F". Any student, faculty, or staff member involved in or affected by an incident of academic dishonesty may use the grievance policy to appeal, change, or increase the severity of the penalty. Examples of academic dishonesty are:

1. Giving or receiving unauthorized help from another student during examination

2. Using any source of unauthorized information or assistance (notes, books, spoken word, etc.) during examination

3. Obtaining an examination or any part of an examination without authorization

4. Submitting for credit any theme, report, speech, outline, lab paper, notebook, or similar item without appropriate acknowledgement (plagiarism) of the whole or part, if it has been obtained or copied from another source

5. Altering or causing to be altered without authorization, the record of any grade in any grade book, office, or other record

6. Taking an examination or otherwise doing any other type of work for another student. (Providing one's work for another student to copy and submit as his/her own)

7. Presenting false data or information or intentionally misrepresenting one's record for admission, registration, or graduation

# ACADEMIC FREEDOM

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent Reid State Technical College from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

# ATTENDANCE POLICY

Reid State Technical College is a non-attendance taking institution that specifies the attendance requirements in the syllabus for each course. Class attendance is considered essential to the educational process at Reid State Technical College. The College subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is also a high correlation between the number of absences and the final grade. Students are expected to punctually attend all classes in which they are registered. Attendance will be recorded from the first day of the student's official enrollment. A student is considered officially enrolled upon payment of tuition and fees. Regulations pertinent to the student attendance are listed below:

1. Faculty members may establish such attendance requirements as they deem academically sound.

2. Any student who does not attend class during the drop/add period will be dropped from the class roll and considered a no-show.

3. It is the student's responsibility to keep track of the exact number of absences in each class and to ensure that any missed assignments are completed in a timely manner. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent. However, at mid-term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Students in courses that meet at least twice per week will be reported if they have missed five consecutive class meetings before mid-term or 5 absences for a 15-week term (consecutive or non-consecutive) for unofficial withdrawal. Students in courses that meet once per week will be reported if they have missed three consecutive class meetings before mid-term. These students will be removed from the courses as an unofficial withdrawal and assigned a grade of W.

4. If a student is unable to attend a class regularly, regardless of the reason or circumstance, he/she should formally withdraw from that class. The student should see their advisor to complete the withdrawal form and the Registrar's Office will process the withdrawal.

5. The attendance policy for classes on special schedules will be announced at the first class meeting.

6. Attendance requirements in programs which lead to a board license (e.g., Cosmetology and Nursing) or which are regulated by federal or state statute (veterans' benefits) may be different from the policy set forth herein.

# TUITION

## Tuition Policy

Tuition is charged at the rate of $123 (subject to change) per credit hour for students who are citizens of the United States and residents of the state of Alabama or who have been approved for in-state tuition eligibility per the Alabama Community College System policy. Tuition rate is subject to change each fall. Nonresidents of Alabama and students who are not citizens of the United States must pay a full-time tuition charge of 2.0 times the rate of resident tuition.

Tuition must be paid each term prior to the first day of class without exception. Presently enrolled students must register and pay their tuition no later than the close of business prior to the first day of class or they will be charged a $25 late fee. Unless tuition is paid by the first day of the term, the student is considered no longer enrolled, and their slot may be filled from the waiting list for the course in which they were enrolled.

## Eligibility for In-State Tuition Rates

The home address provided by a student on the Reid State Technical College admission application is used to determine the state in which a student resides. A student may change his/her address by completing a change of address form in the Admissions Office. If the new address indicates a change from out-of-state to in-state status, a student must provide proof of Alabama residence. Acceptable proof includes an Alabama driver's license, a federal or state income tax form indicating an Alabama address, or a valid Alabama voter registration form.

Students or prospective students described in either Part 1 or Part 2 shall be eligible for "In-State" tuition rates:

### Resident Students

A "resident student" is a person who meets the following criteria:

1.  Is a citizen of the United States who has been a legal resident of the State of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of dependent students) whose parents or legal guardian has been a legal resident of the State of Alabama for such a period; or

2.  Is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parents or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or who has, or whose non-estranged spouse has, been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile, or who is a dependent whose parents or legal guardian has been discharged from the Armed Forces and have formally declared Alabama as his or her state of domicile.

3.  Currently resides in Alabama and is a "Parolee," that is, a non-citizen who has been "paroled" into the United States at the discretion of the United States Government and who is issued an "I-94 Card" stamped "Parolee." (Examples are Cubans and Vietnamese who have left their native countries for political reasons)

### Non-Resident Students Eligible for In-State Tuition Rates

Also eligible for In-State tuition rates, whether or not he or she is a resident of Alabama, is a person who meets the following criteria:

1.  Is a dependent* whose parent(s)* or legal guardian* has taken full-time permanent employment in Alabama; or

2.  Is not a dependent* but who holds full-time permanent employment in Alabama or whose non-estranged spouse* holds permanent full-time employment in Alabama; or

3.  Is incarcerated in a State or Federal correctional institute in Alabama; or

4.  Is eligible for in-state tuition in a state contiguous to Alabama which has a reciprocal tuition agreement with the Alabama Community College System;

5.  Is a resident of Santa Rosa, Escambia, or Okaloosa counties in the state of Florida.

**\*NOTE: Neither the student nor parent, guardian, or spouse need be a resident of Alabama. The term "dependent" shall be defined in accordance with the Internal Revenue Code.**

## Students Subject to Out-of-State Tuition Rates

Any student who does not fall into one of the categories described above for In-State tuition eligibility shall be subject to payment of tuition and fees at the "Out-of-State" rate.

## Tuition and Fees

1.  Tuition fees per semester:

    a.  In-state students $123.00* (subject to change) per credit hour.

    b.  Out-of-state and foreign students $246.00* (subject to change) per credit hour (does not apply to residents of Santa Rosa, Escambia, or Okaloosa counties of Florida)

2.  Fees:

    | | |
    |---|---|
    | Facilities Renewal fee | $  9.00* per credit hour |
    | Technology fee | $  9.00* per credit hour |
    | Special Building fee | $11.00* per credit hour |
    | Bond Surety fee | $  1.00* per credit hour |
    | ACCS Enhancement fee | $10.00* per credit hour |

3.  Late registration fee                                  $25.00*
    (Assessed first day of class during term)

4.  Student accident insurance                      $ 5.12 ** per semester & $3.41 summer term

5.  Student liability insurance                         $15.00 ** per year
    (Nursing and Health Sciences students only)

6.  Returned check charge                            $30.00 *

7.  Parking/traffic fines                                $  5.00 *

**\*Tuition and fees are subject to change.**
**\*\*Non-refundable and amount may vary if change in cost to college occurs.**

MasterCard and Visa are accepted. No out-of-state checks are accepted.

## SENIOR CITIZENS

Alabama residents 60 years of age or older may attend regular classes tuition-free on a space-available basis. 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.

# REFUND POLICY

## Institutional Refund

**Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

**Complete Withdrawal**

A student who officially or unofficially withdraws from all classes for which he/she registered before the first day of class will be refunded the total tuition and other refundable institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of classes will be refunded according to the official or unofficial withdrawal date, as follows:
Withdrawal during the first week .................75% of net tuition and other refundable institutional charges
Withdrawal during the second week............. 50% of net tuition and other refundable institutional charges
Withdrawal during the third week ................25% of net tuition and other Refundable institutional charges
After the close of the third week.................. No Refund

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or $100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Refunds, when due, are made to students without their request. Refunds are made within 45 days of the Student's last day of attendance. Refunds are computed according to the date the student officially withdraws.

**Books/Tools/Supplies**

A student who withdraws and who has purchased returnable books/tools/supplies from the College and returns the items in new/unused condition by the end of the second week of the semester will be refunded the full purchase price. The required books/tools/supplies listing for each department will indicate which items are refundable. Students who purchased books/tools/supplies by cash must present receipt to receive a refund.

## RETURN OF TITLE IV FUNDS

A student who officially withdraws from the College prior to completing 60% of any given term could result in the student having to repay a portion of the Title IV federal financial aid grants he/she received (excluding Federal Work-Study wages). The return of funds calculation shall be based on the midpoint of the term for students who do not officially withdraw. Each student who owes a repayment will be notified in writing. The failure to repay may result in the termination of eligibility for federal financial aid.

The amount to be returned is based on the concept of "earned" and "unearned" federal financial aid. The percentage of enrollment time completed determines the percentage of earned aid. The percentage completed is calculated as days attended in the period (based on the withdrawal date) divided by the total days in the term. If the percentage completed exceeds 60%, the student has earned 100% of his/her Title IV Aid awarded for the term.

## Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the term due to active duty orders or assignment to another location.

# Returned Check Policy

Returned check charge is $30.

If a check is deposited to the College's bank account and does not clear the student's account, there is a possibility the check will be resubmitted to the student's banking institution before the College is notified the check did not clear. Once the check is returned to the College, the student is informed in writing and has ten days in which to clear the outstanding obligation. If at the end of ten days the obligation has not been cleared, it will be turned over to the Magistrate Court for collection. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.

# FINANCIAL OBLIGATIONS TO THE COLLEGE

Failure to meet financial obligations to the College may result in the student's account being placed on processing hold with no credit for the semester. Additionally, such students may be denied enrollment in subsequent semesters. The College will withhold copies of educational records of students who have outstanding debts to the institution.

# COLLEGE BOOKSTORE

Students must purchase their own textbooks, workbooks, equipment, materials and supplies specified for their program of study. As a convenience for students, a college bookstore is provided with a full array of instructional materials, supplies, and equipment for purchase by students and the general public. The bookstore is located in Building 300 and is open Tuesdays and Thursdays from 8:00 a.m. until 11:00 a.m., with the exception of the first week of the semester at which time the bookstore is open Monday through Thursday from 8:00 a.m. until 3:30 p.m. Additional hours will be posted during periods of day and evening registration. The financial aid coverage ending date will be posted at the appropriate time.

# NON-DISCRIMINATION AND COLLEGE GRIEVANCE PROCEDURES

## Non-discrimination

Reid State Technical College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant to Section 601 of Title VI of the Civil Rights Act of 1964 and the regulation issued there under, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Reid State Technical College to comply with Section 901 of Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

It is the policy of Reid State Technical College to comply with Section 504 of Title V, the Americans with Disabilities Act of 1990, and the Rehabilitation Act of 1973 which provide that ". . . no otherwise qualified handicapped individual in the United States . . . shall, solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Therefore, Reid State Technical College does not discriminate on the basis of race, color, national origin, gender, creed, or physical condition in the educational programs or activities it operates or in its employment or admission policies.

The coordinator of Title V, VI, IX, and Section 504 of Title V, and Title VI for the College is the Dean of Students, P.O. Box 588, Evergreen, Alabama 36401, telephone (251) 578-1313. Any inquiries regarding the application of Reid State Technical College's non-discriminatory policy should be directed to the Dean of Students.

# GENERAL COMPLAINT AND GRIEVANCE PROCEDURES

**Procedures outlined in this section do not apply to the following areas: Academic Grievances, Sexual Harassment, Civil Rights, Americans with Disabilities Act, Title IX, Motor Vehicle Violations, Educational Records, and Financial Aid. Complaints and/or grievances regarding these issues have been addressed in other sections of this *Catalog* and the *Student Handbook*.**

Reid State Technical College promotes the open exchange of ideas among all members of the College community, including students, faculty and staff members, and administrators; however, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve without intervention.

The procedures described below shall be available to any Reid State Technical College student who feels that he or she has **not** been treated fairly or that College policies have been applied to them inappropriately. The steps outlined are designed as means of resolving complaints at the lowest level possible or in accessing subsequent steps in the grievance procedure.

## COMPLAINTS OR GRIEVANCES RELATING TO THE INSTRUCTIONAL DIVISION

1.  The student discusses his or her concern directly with the faculty member or college official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The appropriate **faculty member or College official** will have 5 instructional days to attempt to informally reach an agreeable solution.

2.  If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate **division chairperson/supervisor**. The **division chairperson/supervisor** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

3.  If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in step 2, the student will have 3 instructional days to appeal the issue and report it in writing to the **Dean of Instruction/Workforce Development**. The **Dean of Instruction/Workforce Development** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

4.  If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 3**, the student will have 3 instructional days to report the issue to the **Dean of Students**. The **Dean of Students** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

    **4.** If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 4**, the student will have 3 instructional days to report the issue to the **President or the President's designee**. The **President or President's designee** will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution. **THE DECISION REACHED BY THE COLLEGE AT THIS LEVEL IN THE PROCESS IS FINAL.**

## COMPLAINTS OR GRIEVANCES RELATING TO OTHER COLLEGE DIVISIONS

1.  The student discusses his or her concern directly with the College official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The **College official** will have 5 instructional days to attempt to informally reach an agreeable solution.

2.  If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate immediate supervisor. The **immediate supervisor** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

3.  If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 2**, the student will have 3 instructional days to appeal and report the issue in writing to the **Dean of Students**/supervisor of the division. The **Dean of Students/supervisor of the division** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

4.  If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 3**, the student will have 3 instructional days to appeal the issue and report it in writing to the **President or the President's designee**. The **President or President's designee** will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution.

**THE DECISION REACHED BY THE COLLEGE AT THIS LEVEL IN THE PROCESS IS FINAL. Any student who is uncertain of which college official to report a complaint under this section, should seek guidance from the Dean of Students.**

## DISCIPLINARY PROCEDURES

### Disciplinary Action by Faculty Members

With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of a student having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to take one of the following actions:

1.  Impose a grade of "F" for the respective assignment or test;
2.  Impose an "F" for the respective course;
3.  Require that an assignment be redone, or a test be retaken; or
4.  Impose other similar sanctions designed to preserve academic integrity.

The faculty member shall not have the right to suspend or expel a student(s). That authority is reserved for the Dean of Students and the College Judiciary Committee.

If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean of Students for disciplinary review. In any situation where a student(s) is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student(s) written notice of the allegation and give the student(s) the opportunity to respond to each allegation made.

The student(s) shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student(s) has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student(s) give a response for a grade to be finalized, only that the student(s) has been given an opportunity to respond and that the instructor give due consideration to any response that is made.

Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student(s) against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Dean of Instruction/Workforce Development.

The appeal must be filed with the Dean of Students within 5 working days after the student(s) is first made aware of the date that the decision has been made to impose a sanction and must include the following:

1.  A copy of the faculty member's written allegations of academic dishonesty;
2.  A statement of the sanction imposed;
3.  The dates on which the student(s) received the written allegation and on which the student(s) responded to the allegation;
4.  The nature of the student's response to the faculty member concerning the allegation; and
5.  The rationale for the appeal of the sanction.

The student(s) shall have the option of admitting to the Dean of Students the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed. The Dean of Students shall, within 15 working days after receipt of the appeal, issue a report by which the Dean will:

1.  Affirm the sanction;
2.  Overrule the sanction; or
3.  Modify the sanction.

The Dean of Students shall not overrule or modify any sanction imposed by a faculty member except where a compelling and substantial academic or legal reason exists for doing so.

If the Dean of Students determines that the student(s) or organization is not guilty, the student(s) or group will be cleared of all charges.

If the student(s) or organization is found guilty, the Dean of Students will delineate appropriate sanctions on a Reid State Technical College Sanction Agreement. Upon administration of the Sanction Agreement, the student(s) or organization will be offered the opportunity to select one of the following options:

1.  Sign the Sanction Agreement, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
2.  Sign the Sanction Agreement, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee.

Appeal requests must be made in writing within 5 working days to the Dean of Students. Student(s) who desire to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-11 of the next section (Disciplinary Procedures by Staff and Judiciary Committee).

Any student(s) or organization who fails to sign the Sanction Agreement as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Dean of Students will be final.

# Procedures by the Staff and Judiciary Committee

The individual designated to handle disciplinary complaints at various College locations is the division chairperson/supervisor on the campus. Procedures for filing complaints are presented below:

1. A complaint regarding the conduct of any student(s) or organization may be filed by any person having personal knowledge of the alleged activity. The College may also file complaints.

2. Such complaints must be directed to the designated official at either campus and must be presented in writing. The written charge must define the specific charge and state the grounds for the charge.

3. The designated College official at either campus shall conduct, or have conducted, a thorough investigation of allegations within 10 working days from receipt of the written complaint. After the investigation, the student(s) or organization will be offered an opportunity to admit to the charge, accept sanctions, and waive the right to a further hearing. If the student(s) or organization denies the charge and in the designated College official's opinion, after a review of the complaint and information obtained in the investigation, enough probable cause exists to reasonably believe that the student(s) or organization in question did commit the offense; the designated College official will discuss the complaint and evidence with the student(s) or organization. The designated College official will offer the student(s) or organization every opportunity to explain its actions. If sanctions are necessary, this action will be fully explained and prescribed in writing and administered by the designated College official by use of a Reid State Technical College Sanction Agreement.

4. On administration of the Sanction Agreement, the student(s) or organization will be offered the opportunity to select one of the following options:

   a. Sign the Sanction Agreement, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or

   b. Sign the Sanction Agreement, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Dean of Students. Any student(s) or organization that fails to sign the Sanction Agreement as stated above shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the designated College official will be final.

5. On written appeal, the student(s) or organization will be directed to the Dean of Students, who will hear the appeal and determine, based on evidence and testimony(ies), if the student(s) or organization is guilty as determined by the designated College official and will determine appropriate sanctions. If the Dean of Students determines that the student(s) or organization is not guilty, the student(s) or group will be cleared of all charges. If the student(s) or organization is found guilty, the Dean of Students will delineate appropriate sanctions on a Reid State Technical College Sanction Agreement. This process will be completed within 10 working days. On administration of the Sanction Agreement, the student(s) or organization will be offered the opportunity to select one of the following options:

   a. Sign the Sanction Agreement, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or

   b. Sign the Sanction Agreement, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Any student(s) or organization that fails to sign the Sanction Agreement as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Dean of Students will be final.

6. In the event that the student(s) or organization requests a hearing before the Judiciary Committee or is brought before the committee as a result of an interim suspension, the student(s) or organization shall be provided with a written statement of the charges as filed to provide the student(s) or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. This statement shall be presented by the chairperson of the Judiciary Committee. The statement shall advise the student(s) or organization that it is permissible to appear alone or with counsel before the Judiciary Committee and to be present during all phases of the hearing except during the committee's deliberation. Counsel shall not speak for or on behalf of the accused student(s) or organization but may act only in an advisory capacity. Counsel may not question or cross-examine witnesses or committee members. Moreover, the statement shall set out that the advised student(s) or organization will be provided the opportunity to present evidence and to conduct reasonable cross-examination of witnesses.

7. The hearing before the Judiciary Committee shall be scheduled as soon as it is practical but no later than 30 calendar days from the date of the student's or organization's meeting with the Dean of Students, or within the 72 hours' interim suspension.

8. A student(s) or organization that is scheduled for a hearing before the Judiciary Committee and that fails to appear at the designated date, hour, and place of the hearing after notification thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Judiciary Committee. The Judiciary Committee may then proceed with the hearing. If the accused student(s) or organization is unable to attend the hearing for good cause at the appointed time, prior written notice of

the inability to attend shall be submitted to the Dean of Students, where upon a new date shall be set by the Dean of Students in coordination with the chairperson of the Judiciary Committee. Only one such extension shall be granted except where additional extensions would cause undue hardship to the student(s) or organization.

9. The hearing before the Judiciary Committee shall not be conducted as a courtroom trial, but shall proceed as follows:

    a. One appointed faculty or staff member shall serve as chairperson of the Judiciary Committee. The chairperson shall screen the committee members prior to the hearing for any prejudicial knowledge. In the event of special prejudicial knowledge, those members may be replaced by the President or his or her designee with other qualified faculty or staff members and/or student(s).
    A simple majority of the member's present will be allowed to make a judgment and render a decision in the matter with regard to a finding of guilty and imposition of appropriate disciplinary action. (A minimum of 3 committee members must be present to hear and rule on the case.)

    b. A record of all proceedings shall be kept in the form of a tape recording and a copy may be reproduced at the expense of the accused student(s) or organization.

10. The chairperson of the Judiciary Committee assumes the following duties:

    a. Arranges for appropriate times and places for committee meetings and hearings.

    b. Informs, in writing when possible, the parties to the action being considered of the times and places of committee hearings, which they are requested or required to attend, and supplies them with a statement of the charge(s).

    c. Informs appropriate individuals that a hearing is pending.

    d. Arranges for the hearing to be electronically recorded.

    e. Conducts the hearing.

    f. Maintains committee records and all documents that will be presented to the Dean of Students after conclusion of the meeting.

    g. Informs, in writing, appropriate individuals of the decisions of the committee, to include findings and, if appropriate, sanctions.

    h. Arranges for appropriate security when necessary during hearings. Proceedings shall open with the chairperson of the Judiciary Committee reading the following statement:

A College is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence which would apply in a court proceeding. The committee is allowed to admit and consider evidence that might not be admissible in a court of law. This includes hearsay; however, evidence must be relevant to the charge.

**Note:** Formal rules of evidence shall not be observed in proceedings before the Judiciary Committee; however, the chairperson of the committee shall be authorized to exclude irrelevant, redundant, or unduly inflammatory evidence. The findings of the committee on the issue of violation(s) of the Code of Student Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal laws, ordinances, and regulations shall not be considered in any way by the committee in determining whether the violation charges were committed, but such evidence may be considered by the committee in consideration of the appropriate sanctions. They may also be introduced as evidence in rebuttal of any related character evidence introduced by the accused party.

The chairperson of the Judiciary Committee will then read the charge against the student(s) or organization. The student(s) or the organization's president shall then make a plea of guilty or not guilty. If the accused student(s) or organization admits guilt, the committee will go directly into closed session to deliberate sanctions.

The plaintiff or their representative shall present the evidence against the accused student(s) or organization. The accused student(s) or organization will be afforded the opportunity for reasonable cross-examination. The accused student(s) or organization may then present evidence by oral testimony, witnesses, and/or written sworn affidavits. Reasonable cross-examination will be afforded. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant. The accused student(s) or organization may make a closing statement.

The plaintiff, the College, and the accused student(s) or organization may each have an attorney or other personal representative present to act as an advisor. The respective attorneys or personal representatives shall not be advocates and shall not question witnesses or have any role other than to act as advisors to the committee or the accused.

After presentation of all evidence, the Judiciary Committee shall enter closed session. The committee shall deliberate and make its determination of findings and determine appropriate sanctions if the student(s) or organization is found guilty. Once the Judiciary Committee has reached its decision, the student(s), or organization and the student's or organization's counsel or advisor may return and be informed of the results.

If the accused student(s) or organization is found not guilty, the hearing is ended. If the accused student(s) or organization is found guilty, the chairperson of the Judiciary Committee will disclose the findings and sanctions determined by the committee. The student(s) or organization shall then have an opportunity to make a statement to the Judiciary Committee, accepting the findings and sanctions recommended by the committee, or decline to accept the findings and sanctions. If the student(s) or organization declines to accept the findings and sanctions imposed by the committee, an appeal may be filed with the President or designee. Appeals to the President or designee must be filed in accordance with procedures outlined in the Appeals section of this Catalog or in the Student Handbook. The student(s) or organization shall be provided with a written statement of the determination of the Judiciary Committee within 72 hours of the close of the hearing.

## Sanctions

A student(s) or organization deemed to be in violation of the Code of Student Conduct is subject to imposition of one or more of the following sanctions:

1.  Reprimand—A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.

2.  Restitution—Compensation for damages to property limited to the actual cost of repair or replacement.

3.  Probation—This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges.

    Furthermore, if the student(s) is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student(s) may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the committee.

4.  Voluntary Withdrawal—A student(s) may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Judiciary Committee; Dean of Student; or the complaint officer, in some circumstances, may specify a period of time before the student(s) may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student(s) must receive approval from the Dean of Students and meet the academic standards for readmission. Student(s) will not be eligible for any refund from the College. (If a student(s) withdraws before disciplinary procedures are carried out, the student(s) will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).

5.  Suspension—Separation from the College for a definite period of time. A student(s) may be suspended for a specific period of time not to exceed 2 years. To qualify for readmission after suspension, a student(s) must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for any refund from the College.

6.  Expulsion—An indefinite termination of student(s) status from the College for a period of not less than 2 years. To qualify for readmission after expulsion, a student(s) must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.

## Appeal to the President or Designee

The determination and sanction imposed by the Judiciary Committee are subject to review on appeal by the President of the College or his or her designee. The President of the College or designee has discretionary authority to modify or affirm the sanction(s) imposed by the Judiciary Committee, to exonerate the accused student(s) or organization, and/or to order a rehearing of the case in question. A student(s) or organization has 5 calendar days from the day of the hearing and determination by the Judiciary Committee to request a review of the proceedings and/or the sanction. Such appeal request must be submitted in writing to the designated College official on either campus. Failure to request an appeal as stated herein shall be a waiver of a review by the President of the College or designee and all rights in relation thereto. Furthermore, failure to request an appeal as stated herein shall be an admission of the charges and consent to the sanctions imposed by the Judiciary Committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances. The designated College official may appeal the decision of the Judiciary Committee to the President of the College or his or her designee if the sanctions delivered are not appropriate or if the committee failed to act.

The student(s) or organization shall be provided a written statement of the decision of the President or designee within 7 working days from the date of filing the request for appeal.

# STUDENT ACADEMIC GRIEVANCES

The College has established policies and procedures to resolve student(s) academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant. When student(s) believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, student(s) should take the following steps in seeking redress:

1.  Consult with the instructor involved, in person, or by written contact, no later than 12 calendar days following the incident.

2.  If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate division chairperson.

3.  If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean of Instruction/Workforce Development. The Dean of Instruction/Workforce Development will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.

4.  The student(s) should read the Judgments section of this policy carefully before contacting the Dean of Instruction/Workforce Development for a hearing before the Admissions Committee.

5.  As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student(s) may take a grievance in writing to the Dean of Instruction/Workforce Development and the chairperson of the Admissions Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred. No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student(s) within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student(s) request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable. In some instances, when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, student(s) may initiate a complaint at the next higher level listed.

# Types of Grievances

No list of grievance types can cover all contingencies that might arise; however, this procedure should resolve the following types of grievances, which are among those expressed most often by student(s).

1.  Errors in calculating or recording quiz or other grades.

2.  Improper lowering of a grade based on an alleged violation of an attendance policy.

3.  Failure of a faculty member to follow College policies in conduct of classes or examinations.

4.  Capricious or unreasonable actions by a faculty member or administrator that intimidate student(s) or adversely affect their performance.

5.  Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time (e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination).

6.  Failure of a faculty member to provide the student(s) with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation. Some types of grievances should not be brought to the committee, although they may be brought to the attention of the division chairperson and, if necessary, the Dean of

Instruction/Workforce Development so that a continuing administrative effort may be made to ameliorate problems. Such grievances should be addressed through the General Complaint and Grievance Process in this Catalog or Student Handbook.

Examples of these grievances include:

1. Gross differences in grading by instructors teaching separate sections of the same course.

2. Personal habits of the instructor that distract student(s) in their attempts to learn course material.

3. Fine distinctions in grading (e.g., the line between an "A" and a "B", or between a "D" and an "F") may be appealed only to the instructor.

4. Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

## Role of the Admissions Committee

The role of the Admissions Committee shall be to hear academic grievances, to hear academic appeals for student(s) who have been suspended from the College for academic reasons, and to provide input on College policies.

The chairperson shall be the administrative officer of the committee. The chairperson's duties shall include arranging appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept in a permanent file in the Office of the Dean of Instruction/Workforce Development; and informing, in writing, appropriate individuals of the decisions of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case(s) because of personal bias. A simple majority of member's present may rule on any request or issue before the committee. Either party to the hearing may request of the chairperson, in writing, that any member or members of the committee be excluded from consideration of the case. Such a request must be for just cause and be brought to the chairperson's attention as the first step in the hearing.

## Procedures for Hearing

The Admissions Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below. The only people present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), witnesses actually testifying before the committee, and 2 representatives of the Student Services Division.

The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way. The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It will then decide, on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not sufficient grounds exist to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that no sufficient grounds exist to hear a case and subsequently closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions. If the committee determines that the case merits further consideration, the parties involved shall be informed in writing; consulted as to the possibility of correcting the situation; and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been resolved finally.

## Judgments

Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned. The committee has been delegated by

the President the authority to change or direct changes in student(s) grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student(s) or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days. If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

# SEXUAL HARASSMENT, ADA, OTHER CIVIL RIGHTS, AND TITLE IX COMPLAINT AND GRIEVANCE POLICIES AND PROCEDURES

**NOTE:** Faculty and staff members and students should know that any expectation of confidentiality does not include any illegal act. Faculty and staff members, including College administrators, are required to notify law enforcement and College officials when they learn of a criminal act.

### Consumer Complaint Information

Reid State Technical College believes that all student(s) should have easy access to a process for resolving conflicts, complaints, or grievances. Several policy and procedural statements are contained in this Catalog and the Student Handbook. Any member of the College community, who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Compliance Officer.

### Compliance Officers

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for student(s).
Compliance officers are listed below.

Other Civil Rights and Title IX Compliance Officer: Dean of Students, (251) 578-1313.

Sexual Harassment Compliance Officer: Dean of Students, (251) 578-1313.

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disabilities. The Compliance Officer for Section 504 is listed below.

504 Compliance Officer: Dean of Students, (251) 578-1313.

The Americans with Disabilities Act of 1990 (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Reid State Technical College endeavors to provide reasonable accommodations to qualified student(s) with disabilities. Student(s) needing disability services or information should contact the appropriate compliance officer as listed below.

ADA Compliance Officer: Dean of Students, (251) 578-1313.

### Other Civil Rights and Title IX Policy

Reid State Technical College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to race, religion, disability, age, or national origin. A grievance process is in place to ensure the rights of all student(s) with regard to unencumbered learning. Designated compliance officers assist student(s) in resolving grievances at the lowest possible level or in accessing subsequent steps in the grievance process. Student(s) are strongly encouraged to use this process if problems arise.

# SEXUAL HARASSMENT POLICY

Reid State Technical College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to sex. The College administrators will take all necessary steps to ensure that sexual harassment, in either the hostile environment or quid pro quo form, does not occur at any facility or at any event or activity sponsored by the College. This policy applies to all members of the College community, who are encouraged to report promptly any complaints of sexual harassment. Any member of the College community who believes that they have been the victim of sexual harassment may

bring the matter to the attention of any academic or administrative officer, dean, chairperson, supervisor, staff, teacher, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate College official, who shall be designated by the President to coordinate the investigation of such complaints.

All employees of Reid State Technical College are expected to treat student(s) with respect and dignity at all times. Behaviors, words, or actions that create (directly or indirectly) a working or learning environment hostile to members of either sex will not be tolerated. Recognizing that individual perceptions differ, the College subscribes to the reasonable person standard, which measures sexual harassment by whether or not such conduct would substantially affect the work environment of a reasonable person.

Employees are cautioned to be conservative in projecting how a reasonable person would react and are strongly advised to ask their administrators and/or compliance officers if in doubt. The College will not tolerate quid pro quo harassment whereby sexual favors are requested or demanded in exchange for grades, employee ratings, promotions, etc. The College reaffirms the Equal Employment Opportunity Commission guidelines which state that whether or not sexual harassment exists is a matter that must be viewed from the perspective of the recipient. In other words, harassment may exist even when no direct intent to harass is present. Therefore, all employees are encouraged to be aware of the environment they help to create and to be sensitive to the perceptions of others. Student(s) with any conflict, complaint, or grievance will initially report to any College official.
Student(s) may also report directly to the sexual harassment officers listed in this section.

### *Legal Authority*

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments. Reid State Technical College also subscribes to the guidelines of the Equal Employment Opportunity Commission.

### *Definition*

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

1.  Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);

2.  Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo); or

3.  Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

### *Examples of Prohibited Behavior*

Prohibited acts that constitute sexual harassment may take a variety of forms. The kinds of conduct that may constitute sexual harassment include, but are not limited to, the following examples:

1.  Unwelcome sexual propositions, invitations, solicitations, and flirtations

2.  Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

3.  Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; or obscene phone calls.

4.  Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.

5.  Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.

# Consensual Relationships

Reid State Technical College believes that consenting romantic and sexual relationships between faculty members and student(s) are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community.

A power differential may result in the following situations:

1. An instructor and a student(s) in that instructor's class and

2. An instructor or staff member and a student(s) who are participating in an extracurricular activity requiring the student(s) to report to the instructor or staff member in that activity.

A faculty member who enters into a sexual relationship with a student(s) where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent. The faculty member or supervisor must also be aware that Reid State Technical College can be sued as well if sexual harassment can be proven. The College regards as inappropriate any and all romantic relationships between student(s) and student(s), instructors, or staff members who have any power over student(s). The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment.

The College expects compliance with the position above by all instructors and staff members and hereby notifies all instructors and staff members that violation of this policy leading to concern regarding sexual harassment may result in sanctions.

# Complaint and Grievance Procedures

Reid State Technical College is committed to an environment conducive to learning and free from discrimination (intentional or implied) with regard to sex, race, age, national origin, religion, or disability. The following procedure is in place at Reid State Technical College to provide recourse for any student(s) who feel that their civil rights have been violated or that they have not been treated fairly with regard to those rights. The College recognizes two distinct levels of action: complaints and grievances.

# Complaint Procedures Ada, Other Civil Rights, And Title Ix

Student(s) who desire to register a complaint regarding a College action under ADA, other civil rights, or Title IX shall, within 10 working days of an alleged violation, report the complaint to the Dean of Students. A conference will then be arranged with the appropriate College compliance officer. If the complaint is about the designated College compliance officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another administrator. It shall be the responsibility of the designated College compliance officer to attempt to secure a solution to the complaint.

The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action to resolve the complaint and will submit a written report to the President within 10 working days of filing the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process.

If, after discussion, it is determined that the complaint cannot be resolved immediately but requires instead a plan of resolution, the designated College compliance officer will submit a written report to the President within 10 working days of filing the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the plan to resolve the problem. Copies will be sent to all parties involved in the discussion.

This plan is subject to modification by the President or designee, who will inform the submitting designated College compliance officer in writing of any changes. Unless this duty is otherwise assigned by the President, the submitting designated College compliance officer has the responsibility of monitoring implementation of the plan and advising the President, in writing, when the plan has been completed.

# Sexual Harassment

Within 10 working days of an alleged violation, the complainant will initially report to any College official. A conference will then be arranged with the appropriate College sexual harassment compliance officer. If the complaint is about the designated College sexual harassment compliance officer, the written complaint shall be sent directly to the President's Office. The President

will assign the complaint to another administrator. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to any problem that may arise. These proceedings will be kept as informal and confidential as may be appropriate.

The 10-day request is in no way intended to limit a complainant's right to assistance after that time period but rather is to ensure timely resolution of any complaint. If a student's complaint cannot be resolved at this level, such an unresolved complaint shall be termed a grievance.

## GRIEVANCE PROCEDURES

The following grievance procedures are in place at Reid State Technical College to provide recourse for student(s) who believe that their civil rights have been violated and who have not been able to resolve the situation at the complaint level. The steps below shall be followed:

1. The original and two copies of Grievance Form A must be filed with the complainant's dean or division chairperson within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated. (Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)

2. Complainant's supervisor or division chairperson will immediately notify the President and the Title IX Compliance Officer of receipt of Grievance Form A. The Dean of Students or division chairperson will have 30 calendar days following the date of receipt of Grievance Form A to investigate and study the complainant's allegations, hold a formal hearing, and make a written report of findings to the complainant. Grievance Form A must be used for the report. Copies of Grievance Form A must be provided to the Title IX Compliance Officer and the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

3. The complainant must, within 15 calendar days following receipt of the dean or division chairperson's report, file with the President and Title IX Compliance Officer written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Grievance Form B must be used. Complainant must state clearly and specifically on Grievance Form B the objections to the findings and/or decision of the dean or division chairperson. Copies of Grievance Form B must be provided to the Title IX Compliance Officer and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the dean or division chairperson's report, the right to further appeal will be forfeited.

4. The President will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the dean or division chairperson, and make a written report of findings to the complainant. Grievance Form B must be used for the report. Copies of Grievance Form B must be provided to the Title IX Compliance Officer and the Chancellor. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

5. The complainant must, within 15 calendar days following receipt of President's report, file with the President and Title IX Compliance Officer a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Grievance Form C must be used. The complainant must state clearly and specifically on Grievance Form C objections to the findings and/or decisions of the President. Copies of Grievance Form C must be provided to Title IX Compliance Officer and the Chancellor. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.

6. The Chancellor will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President, hold a formal hearing, and make written report of findings to the complainant. Grievance Form C must be used for the report. Copies of Grievance Form C must be provided to the Title IX Compliance Officer. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

Note: If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.

## HEARING PROCEDURES

If a hearing is scheduled within the time frame designated by the compliance officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. Compliance officers will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present,

at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee in any way. The grievance statement will be formally presented at the meeting.

After the grievance is read into the record, the complainants will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence they deem appropriate to the respondents' defense against the charges. No cross examination will be allowed.

Either party may ask the hearing officer to ask a question of the other party; the hearing officer may or may not choose to do so. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative. The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. 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.

## Report of Findings

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing.
2. Name of each member of the hearing committee.
3. List of all witnesses for all parties to the grievance.
4. Findings relevant to the grievance.
5. Decisions and recommended consequences.
6. Recommendation(s) to the President arising from the grievance and the hearing thereon.

## Non-Retaliation

No faculty member, administrator, staff member, applicant for employment, student(s), or member of the public may be subject to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice concerning any sexual harassment, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance.

## Filing a False Report

It is a violation of the faculty and staff and student(s) conduct policies to file a false report.

## Contact Persons and Compliance Officers

Student(s) are strongly encouraged to contact the Dean of Students if they need to use the grievance process for problems concerning sexual harassment, The Americans with Disabilities Act of 1990, Section 504 of Title IX, or other civil rights issues. The Dean of Students will direct student(s) to the appropriate contact person. For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## Alabama's Two-Year Institutions Of Higher Education Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students

are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.edu). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130 Phone: 334.293.4500 Fax: 334.293.4504

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

# ALABAMA COMMUNITY COLLEGE SYSTEM
## Student Complaint Form

Complainant _____

Address _____

_____
City                          State                          Zip Code

Phone_____     Alternate Phone _____

E-mail_____

Institution Name _____

Address _____
City                          State                          Zip Code

Phone Number _____

Program of Study _____

Last Date of Attendance _____

**Did you follow the Institution's grievance procedure to resolve your complaint?**

☐ **No**

If no, stop here and refer back to the institution's complaint/grievance process. Please exhaust all steps in the institution's complaint/grievance process before filing a complaint with the System Office of the Alabama Community College System.

☐ **Yes**

Please continue with this form.

**How did you contact the Institution? Please specify who was contacted and on what date(s), if possible.**

☐ Phone Call_____Date_____

☐ In Person_____Date_____

☐ Letter_____Date_____

☐ E-mail_____Date_____

☐ Other _____

What outcome did you seek from the Institution?

_____

**Have you contacted another agency or organization about the matter?**

☐ **Yes**

☐ **No**

If yes, please give name of agency. _____

**Have you contacted an attorney?**

☐ **No**

☐ **Yes**

If yes, please give name of attorney. _____

**Describe your complaint in detail. Specify any dates, staff you dealt with, monies owed, balances due, etc.** Use additional paper/space as necessary. Attach any documentation which will help describe the problem and substantiate your allegations, such as an enrollment contract, correspondence with or from the institution, etc. Do not submit original documents as they may not be returned.

**Certification**

I certify that the above information is true and correct to the best of my knowledge and grant the ACCS permission to release my name and complaint details to the System Office investigating officer and the institution for response.

_____                    _____
**Signature of Complainant**                                                                  **Date**

Also complete the following FERPA Consent Form and mail both forms to Alabama Community College System, Attention: Division of Academic and Student Affairs, P.O. Box 302130, Montgomery, AL 36130-2130 or e-mail to complaints@accs.edu.

**FERPA (Federal Educational Rights and Privacy Act)**
# Consent to Release Student Information

I,_____, am a student at, or a

former student of, _____

(Institution). I have submitted a complaint concerning the above institution to the Alabama Community College System.

I hereby consent to the institution's release of any of my educational records, including personally identifiable information that the institution determines is relevant and necessary to provide to the ACCS System Office in response to my complaint. I also authorize representatives of the institution to discuss the details of my complaint with representatives of the ACCS System Office.

Signature_____Date _____

For grievances not settled at the institutional and system office you may contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone 770-396-3898/FAX 770-396-3790
www.council.org

# HONORS

## President's List

The President's List is compiled at the end of each semester. Requirements for the President's List shall be:

1. A semester grade point average of 4.0, and
2. Completion of a minimum semester course load of 12 semester credit hours of college-level work

Developmental (i.e., pre-collegiate) courses carrying grades of "A" – "F" will be calculated in the semester GPA but will not count toward the minimum course load requirement.

## Dean's List

The Dean's List is compiled at the end of each semester. Requirements for the Dean's List shall be:

1. A semester grade point average (GPA) of 3.5 or above but below 4.0, and
2. Completion of a minimum semester course load of 12 semester credit hours of college-level work

Developmental (pre-collegiate) courses carrying grades of "A" – "F" will be calculated in the semester GPA but will not count toward the minimum course load requirements.

## Graduation Honors for Degrees

Superior academic achievement by graduating students will be recognized by the following designation on degrees and transcripts:

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

## Graduation Honors for Short Certificates or Certificates

Superior academic achievement by graduating students will be recognized by the following designation on short certificates, certificates, and transcripts:

| | |
|---|---|
| Graduation with Distinction | 3.50 to 4.00 GPA |

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, short certificate, or certificate being earned. In order to be eligible for any of the preceding graduation honors, the student must have completed a minimum of 32 semester credit hours at Reid State Technical College toward the respective degree, short certificate, or certificate.

# DEGREES

A student shall be awarded the Associate in Applied Technology or the Associate in Occupational Technology degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the Alabama Community College System Board of Trustees.

A student must:

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

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

3. Complete at least 25 percent of semester credit hours at Reid State Technical College

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

5. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs

6. Comply with formal procedures for graduation in accordance with institutional policy at Reid State Technical College

7. Fulfill all financial obligations to the College

8. The Registrar shall approve the formal award when the student meets all the requirements for graduation satisfactorily

## FORMAL AWARDS OTHER THAN DEGREES

A student shall be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Reid State Technical College in accordance with policies of the Alabama Community College System Board of Trustees. A student must:

a. Satisfactorily complete an approved program of study

b. Earn a 2.0 cumulative grade point average in all courses attempted at Reid State Technical College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements

c. Complete at least 25 percent of the total semester credit hours at Reid State Technical College

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

e. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

f. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.

g. Fulfill all financial obligations to the College.

h. The Registrar shall approve the formal award when the student meets all requirements for graduation satisfactorily.

# LIVE WORK POLICES

## Definition

Live work is done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

## Relationship to Training

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student's training program.

## Administration

Administration and control of live work in accordance with Alabama Community College System Board of Trustees policies are the responsibilities of the President of the College. All live work performed must be approved by the President or his designee. The President shall be responsible for the determination and collection of all charges and maintenance of appropriate records. The state-prescribed and approved accounting procedures will be followed.

## Live Work Projects

Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined before acceptance. Live work projects can be conducted for any of the following:

1. Tax supported programs and institutions;

2. Active and retired public employees/officials;

3. Students in the two-year colleges; and

4. Charitable organizations which are supported by donations.

Live Work may occasionally be conducted for individuals or organizations other than those listed provided the following criteria are met:

1. Such live work is not designed for competition with private enterprise;

2. The circumstances involved are unusual and justify the acceptance of the live work project; and

3. The President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.

## Release of College Liability

The person, program, institution, or organization for which live work is done shall comply with the following:

1. Assume all responsibility for the results of the work being done by students;

2. Bear all actual cost of materials and parts involved; and

3. Pay a service charge according to schedule as prescribed by the section on service charges and established by the President of the College to cover indirect expenses

## Service Charges for Live Work Projects

The total charges (cost plus a service charge) for live work will be cost plus 10 percent for internal work (work performed for students, faculty, and staff of the institution) and cost plus 20 percent for external work (work performed for those persons not connected directly with the institution). A minimum charge may be set by the President.

In exceptional cases such as the construction of a public building, a reduced service charge for the indirect expense of live work projects may be used provided the Chancellor of The Alabama Community College System or a representative concurs in writing. In all instances, the College must recover all costs.

## Construction Projects

In order to protect the public, all construction projects of public buildings must be approved by the Chancellor of The Alabama Community College System or a representative. Written agreements will be submitted by the College for approval.

## Licensed Training Programs

When a licensed training program such as cosmetology is operated, services may be provided to the public within a schedule of charges established by the President of the College.

## Restrictions on Live Work

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment

2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual

3. No person, regardless of his connection, shall use the state technical college for personal gain or profit

# LIBRARY AND TECHNOLOGY CENTER

The mission of the Edith A. Gray Library and Technology Center is to provide the information resources and research services necessary to advance and support the educational and cultural needs of the students, faculty, and staff. This will enable Reid State and the surrounding communities to function responsibly in a diverse society.

The Edith A. Gray Library and Technology Center opened on December 11, 2005. It is named in honor of a lifelong resident and educator of Conecuh County. The building is a two-story, state-of-the-art, technologically advanced facility located at the entrance of the campus.

The library provides web-based learning resources and services including an online catalog for books, periodicals, and multimedia materials. The library's print collections consist of a Reference Collection, Alabama Collection, and a current and bound periodical collection located on the main floor of the building. The first floor also houses the Circulating Collection as well as a collection of fiction and nonfiction best sellers, a folio collection, and multimedia materials.

The library offers services such as reference assistance, library information literacy classes, and interlibrary loan. A photocopy center and microcomputers are also available. In addition to many of the services, the library promotes special programs and annual activities honoring library events that are open to students, faculty, staff, and the administration at Reid State as well as to the community.

The library provides services and accessibility to users with disabilities. Additional services for patrons with disabilities are provided when requested.

# SPECIAL INSTRUCTIONAL PROGRAMS

## Evening and Weekend Programs

Reid State Technical College schedules evening and weekend classes for student convenience for those unable to attend class meetings during weekdays. Flexible schedule offerings are intended to enable students to satisfy most requirements for various programs of study. Evening and weekend programs share the same mission and are qualitatively consistent with weekday programs. As extensions of most weekday programs of study, the evening and weekend programs feature courses, assignments, grading standards, attendance requirements, and instructors comparable to those offered during weekdays. See the schedule of classes for a list of evening, online, and weekend offerings

## Special Populations Program

The Special Populations Program is a component of the Student Services Division, which provides services for students. The Special Populations Program encourages students to seek guidance and counseling services when planning and preparing for college admittance. Proper selection of programs and courses ensures accurate placement of students in coursework.

Students' academic and personal achievements are enhanced through periodic Special Populations seminars that help build self-esteem and general knowledge of current events. The Special Populations Program attempts to encourage student participation in college activities via the student monthly calendar. The Special Populations Program attempts to develop every aspect of participants' total experience: educational, personal, professional, family, and community while acquiring job training skills.

Individuals served by the Special Populations program include: 1) displaced homemakers-unemployed homemakers without job skills, 2) the academically disadvantaged-persons who have not earned a high school diploma or GED, 3) Sex Equity program participants-students in non-traditional career paths, 4) and single parents.

Reid State Technical College's Special Populations Program may be of assistance to you. For more information contact Ms. Vivian Rogers Fountain, at (251) 578-1313, email fountain@rstc.edu, or visit the her office located in Student Services, Building 400.

## Career Pathway Programs

Career Pathway is a series of connected education and training programs and student support services that enable individuals to secure a job or advance in a demand industry or occupation. Career Pathways focus on easing and facilitating student transition from Adult Education to community college or employment; from high school to community college; from pre-college courses to credit postsecondary programs; and from community college to university or employment. Students enrolled in this program will gain certificates, stackable credentials, and degrees in demand occupations.

## Training for Business and Industry

At the request of area business and industrial firms, RSTC's Training for Business and Industry services arrange a wide variety of appropriate educational experiences for the employees of these firms. By marshaling the best institutional and other community resources available, these services can offer innovative training projects. For more information, contact the Workforce Development representative at (251) 578-1313.

## Office of Workforce Development

The Office of Workforce Development provides a specialized approach to increase the preparedness, productivity, and professionalism of the Region 7 workforce. Individuals have access to short-term, non-credit training that is designed for quick access to employment. Customized training is provided to businesses and can be delivered on-site or on the college campus.

Services provided through the Workforce Development office will serve two purposes:

1. Business and industry will be provided a world-class workforce with a competitive advantage in the region, and

2. Citizens will be empowered to obtain prosperous career opportunities through acquisition of knowledge and skills

Short-term, non-credit courses are two major types: community enrichment and professional development. These courses are generally open to the public and do not require that participants have a high school diploma. Most classes are scheduled in the

evenings or on Saturdays; however, classes may be scheduled at any time that is convenient for participants. Fees for the courses vary depending on the topic of the course, the number of hours of instruction, and the supplies needed. Individuals may register for these courses in person, by mail, or by phone.

## Community Enrichment & Continuing Education

Community Enrichment/Continuing Education courses are primarily special interest classes designed to expand one's horizons and create new interests. Interested persons may contact the Workforce Development Training representative at (251) 578-1313. Courses offered vary from semester to semester and include a variety of topics.

## Professional Development Courses

Professional development courses include seminars and workshops aimed at individuals already in the workplace who need to update their knowledge and skills. Because these non-credit courses are flexible, they can be quickly arranged to meet the constantly changing need of area businesses and industries. These programs are held on the Reid State Technical College campus in Evergreen, at local businesses, or other convenient locations.

## Registration Policy

Registration may be done in online or in person. The early registration deadline for each course is the end of drop/add each semester.

## Tuition/Payment of Fees

Fees for non-credit courses are based on course requirements for each special instructional program. Tuition must be paid in prior to the first class meeting. No one is officially enrolled until course tuition, fees and registration is complete. Payments can be made in the form of cash, check, money order, or credit card.

**Please note: Checks and money orders are made payable to Reid State Technical College.**

## Textbooks

Some courses for special instructional programs may require the purchase of a textbook. The Reid State Technical College Bookstore, located on the main campus in Building 300, will have a listing of required books for purchase. Depending on the course, books may already be included in the price of the course.

## Bad Weather or Emergency Policy

All College programs and instructors abide by the policy of the College; therefore, non-credit classes will not be cancelled unless other College classes are cancelled. The only exception to this policy is if the instructor informs his or her students that he or she will not be present at a given class meeting. The instructor is then responsible for arranging a make-up class.

# INSTRUCTIONAL DIVISION

## Mission

The mission and purpose of the instructional division is to provide postsecondary occupational education on a non-discriminatory basis for individuals who desire to prepare for entry-level employment, advancement, or retraining in a career field. The training should meet the needs and standards of business, industry, and the professions, and also afford reasonable expectation of gainful employment.

## Program Objectives

1. Each technical and academic program will maintain a minimum graduation rate of 60%.
2. Each technical and academic program requiring licensure will maintain a minimum licensure rate of 70%.
3. Each technical and academic program will maintain a minimum placement rate of 70%.
4. Each technical and academic program will receive at least an average rating (70%) from program graduate employers in the following areas:

   a. Interpersonal/Interaction Skills
   b. Oral and Written Communication Skills
   c. Graduate's Work Ethics
   d. Critical Thinking Skills
   e. Entry Level Occupational Skills
   f. Overall Quality of Graduate Education/Skills

## General Education

### Mission

Reid State Technical College is a degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The General and Developmental Education Division supports the College in its mission by providing academic preparation for students to successfully participate in the workforce. This academic preparation includes proficiency in oral and written communication, problem solving and critical thinking, mathematical concepts and applications, computation and quantitative reasoning, as well as developing individual citizenship and work ethic skills that will help graduates be successful in careers in business and industry.

### General Education Outcome Objectives

1. Students will be proficient in oral and written communication.
2. Students will be proficient in mathematical concepts and applications, computation, problem solving, and quantitative reasoning.
3. Students will be proficient in human relations.
4. Students will develop individual citizenship.
5. Students will develop work ethics.

## Developmental Courses

A full array of developmental courses is offered at Reid State Technical College. Through participation in these courses, students will have an opportunity to develop the academic skills necessary for success in their chosen occupational programs. As these courses are preparatory in nature, developmental courses are not creditable toward a degree, certificate, or short-term certificate. Students taking developmental courses will be unable to complete their program of study in the number of semesters specified in the curriculum outline section of this Catalog.

# ALABAMA COMMUNITY COLLEGE SYSTEM DEGREE REQUIREMENTS

| Associate in Applied Technology (AAT) Degree | | |
|---|---|---|
| **Award Description** | **Degree Requirements by Area** | **Credit Hours** |
| Designed for students attending Council on Occupational Education (COE) accredited technical colleges, the AAT provides specialization in technical, business, or semi-professional fields leading to employment upon graduation. | Area I | Written Composition I and II | 3 – 6 |
| | Area II | Humanities and Fine Arts | 3 – 6 |
| | Area III | Natural Science and Mathematics | 6 |
| | Area IV | History, Social, and Behavioral Sciences | 3 |
| | **Areas I – IV** | **General Education Requirements** | **15 – 21** |
| | Area V | Technical Core, Technical Concentration, and Electives | 39 – 61 |
| | **Areas I – V** | **Total Semester Hours for Award** | **60 – 76** |

**NOTES:**

**Area II:** *In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.*

*Note: Colleges planning to transition from COE to SACSCOC accreditation should design degree plans accordingly. See the requirements for the AAS degree for more information.*

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

Requirements Prescribe: A minimum of 3 hours in Mathematics required.

**Area IV:** *In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.*

**Area V:** Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

| Associate in Occupational Technologies (AOT) Degree | | | |
|---|---|---|---|
| **Award Description** | **Degree Requirements by Area** | | **Credit Hours** |
| Designed for students seeking to become multi-skilled technicians, the AOT includes both a Primary Technical Specialty and a Secondary Technical Specialty. | Area I | Written Composition I and II | 3 – 6 |
| | Area II | Humanities and Fine Arts | 3 – 6 |
| | Area III | Natural Science and Mathematics | 6 |
| | Area IV | History, Social, and Behavioral Sciences | 3 |
| | **Areas I – IV** | **General Education Requirements** | **15 – 21** |
| | Area V | Primary* and Secondary** Technical Specialties | 39 – 61 |
| | **Areas I – V** | **Total Hours Required** | **60 – 76** |

**NOTES:**

**Area I**

**Area II:** *In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.*

*Note: For purposes of SACSCOC accreditation, courses in basic composition that do not contain a literature component, courses in oral communication (Speech), and introductory foreign language courses are considered skills courses and may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for a humanities/fine arts course. Colleges planning to transition from COE to SACSCOC accreditation should design degree plans accordingly. See the* [SACSCOC Resource Manual for the Principles of Accreditation](#) *for complete information on this restriction.*

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

A minimum of 3 hours in Mathematics is required. One Computer Science course or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s) is highly recommended. Appropriate 100 level courses (or higher) as denoted in *The Alabama Community College System Course Directory* may be substituted.

**Area IV:** *In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.*

**Area V:** Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

*Primary Technical Specialty (Major): A minimum of 27 credit hours in a single content area.

**Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

| Certificate | | | |
|---|---|---|---|
| **Award Description** | **Degree Requirements by Area** | | **Credit hours** |
| Designed for students seeking a specialized set of skills for employment or professional advancement. | Area I | Written Composition | 3 - 6 |
| | Area II | Humanities and Fine Arts | 0 - 6 |
| | Area III | Natural Science and Mathematics | 3 - 7 |
| | Area IV | History, Social, and Behavioral Sciences | 0 |
| | **Areas I – IV** | **General Education Requirements** | **6 – 19** |
| | Area V | Technical Core, Technical Concentration and Electives | 11 – 54 |
| | **Areas I – V** | **Total Hours Required** | **30 – 60** |

**NOTES:**

**Area I:** Requirements Prescribe: A minimum of one written composition course which may have a discipline specific prefix other than COM or ENG or the integration of written communication proficiencies within a required discipline-specific course(s).

**Area III:** Requirements Prescribe: A minimum of one mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of mathematics proficiencies within a required discipline-specific course(s).

| CTE Short-Term Certificate | | | |
|---|---|---|---|
| **Award** | **Degree Requirements by Area** | | **Credit hours** |
| Designed to equip the student with a focused set of skills for an entry-level position in business or industry. | Area I | Written Composition | 0 – 3 |
| | Area II | Humanities and Fine Arts | 0 |
| | Area III | Natural Science and Mathematics | 0 – 3 |
| | Area IV | History, Social, and Behavioral Sciences | 0 |
| | **Areas I – IV** | **General Education Requirements** | **0 – 6\*** |
| | Area V | Technical Core, Technical Concentration and Electives | 9 – 29 |
| | **Areas I - V** | **Total Hours Required** | **9 – 29** |

**NOTES:**

\*for certificates with 6 hours of general education credits, the minimum total credit hours will be 15 credit hours.

# Estimated Program Cost Sheet

Tuition Rate $133 per credit hour; institutional fees total $30 per credit hour

| Program | Business Administration Technology-Associate in Applied Technology | Commercial Truck Driving/Non-Credit | Cosmetology-Certificate | Cosmetology Instructor Training-Short-Certificate 28 Credit hours-2 | Health Sciences-Short Certificate | Industrial Electricity/Electronics-Certificate | Industrial Electricity/Electronics-Associate in Applied Technology | Industrial Maintenance-Short Certificate | Nursing Assistant/Non-Credit | Practical Nursing-Certificate | Welding-Short-Certificate | Welding-Certificate | Welding-Associate in Occupational Technology |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Credit Hours/Program Length | 67 Credit Hours-5-6 Semesters (full-time attendance) | 8 weeks | 46 Credit Hours-3 Semesters | 28 Credit Hours-2 Semesters | 29 Credit Hours-2 Semesters | 56 Credit Hours-4-5 Semesters | 74 Credit Hours-6 Semesters | 29 Credit Hours-2 Semesters | 6 weeks | 45 Credit Hours-3 Semesters | 28 Credit Hours-2 Semesters | 58 Credit Hours-4 Semesters | 77 Credit Hours-6 Semesters |
| Books | $2,600.00 | | $269.46 | $300.00 | $830.00 | $523.26 | $1,480.92 | $296.12 | $200.00 | $1,500.00 | $106.10 | $546.34 | $1,414.73 |
| Materials/Supplies/Tools | $280.00 | | $577.00 | $115.50 | $245.00 | $475.00 | $475.00 | $475.00 | $426.00 | $520.00 | $224.31 | $224.31 | $224.31 |
| Uniforms | | | $40.00 | $40.00 | included in Materials and supply costs | | | | $225.00 | included in Materials and supplies | | | |
| Test/Exam Costs | | | | | | | | | $125.00 | | | | |
| Program Credit Hours (Tuition) & Fees Costs | $10,921.00 | | $7,498.00 | $4,564.00 | $4,727.00 | $9,128.00 | $12,062.00 | $4,727.00 | $644.00 | $7,335.00 | $4,564.00 | $9,454.00 | $12,551.00 |
| Insurance Rate per Semester | $23.89 | | $13.65 | $10.24 | $10.24 | $23.89 | $27.30 | $10.24 | $5.12 | $15.36 | $10.24 | $18.77 | $27.30 |
| Other Program Costs | | | | | $479.00 | | | | $875.00 | $849.00 | | | |
| **Estimated Total Program Costs** | **$13,824.89** | **$3,500.00** | **$8,398.11** | **$5,029.74** | **$6,291.24** | **$10,150.15** | **$14,045.22** | **$5,508.36** | **$2,500.12** | **$10,219.36** | **$4,904.65** | **$10,243.42** | **$14,217.34** |

***Liability Fee: $5.12 fall and spring $3.41 Summer

***Cosmetology Instructor Training Additional Cost Breakdown: $75.00 AL Board of Cosmetology & Barbering Examination Fee

***Cosmetology Additional Cost Breakdown: $75.00 AL Board of Cosmetology & Barbering Examination Fee

***Health Sciences Other Program Costs Breakdown: Liability Insurance-$15, Physical Exam and other immunizations-$100, Hepatitis Series-$150, Drug Screen/Background Check-$69, ASCP Certification Exam Fee $135

***Practical Nursing Other Program Costs Breakdown: Liability Insurance-$15, Physical Exam and other immunizations-$100, Hepatitis Series-$150, Drug Screen/Background Check-$69, ATI Assessment Fee-$1400, ABON Application $100, NCLEX Application Fee $200

***Additional Program Cost for Commercial Truck Driving Breakdown: MVR (Motor Vehicle Record)-$5.75, CDL Leaner's Permit Certification -$25, CDL Learners Permit-$36.25

Notice: All costs are subject to change

# BUSINESS ADMINISTRATION TECHNOLOGY

## Program Purpose

The purpose of the Business Administration Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the general, medical, and computer information systems professions.

This associate degree program is intended to produce graduates who are prepared for employment as secretaries, data entry clerks, word processors, receptionists, general clerical clerks, office managers, medical administrative assistants, and information technology assistants. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, human relations, and in the technical areas of word processing, information management, records management, data entry, keyboarding, document production, office management, and accounting.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of business administration. The college will ensure program quality by acquisition of certification of graduate competencies through Office Proficiency Assessment Certification (OPAC) or another certification method.

### *Occupational Data*

Graduates of the Business Administration Technology program work in the office setting where they use their skills which are grouped under the classification of business administrator personnel. According to Economic Modeling, the national median wage for business administrator personnel was $18.70/hr. in 2019.

### *Admission Requirements*

Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of a high school diploma, or GED in accordance with Alabama Community College System Board of Trustees' policy.

### *Office Proficiency Assessment and Certification Requirements*

Students are required to obtain certification in at least one area of business prior to graduation through The Office Proficiency Assessment and Certification (OPAC) System or another certification method. Proof of certification is required, and a fee may be assessed to obtain a certificate of certification.

Requirements for success in the Program:

1.  Knowledge of English, spelling, filing and records control, accounting, business mathematics, office procedures, and business correspondence

2.  Skills in: keyboarding, calculators, comprehensive software application programs, office procedures, proofreading, and word processing

3.  Desirable personal traits: ability to get along with others, helpful attitude, genuine friendliness, pleasant voice, honesty, reliability, neatness, self-control, efficiency, and punctuality

**BUSINESS ADMINISTRATION TECHNOLOGY-ASSOCIATE OF APPLIED TECHNOLOGY (AAT)**

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

| GENERAL EDUCATION CORE: 19 Semester Credit Hours | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |

| PHL206 | Ethics in Society | 3 | 0 | 3 | 3 |
|--------|------------------|---|---|---|---|
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| SPH106 | Speech or SPH 106 | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers or OAD 110 | 3 | 0 | 3 | 3 |
| MTH116 | Mathematical Applications | 3 | 0 | 3 | 3 |
| PSY200 | General Psychology or PSY 210 | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION: 48 Semester Credit Hours** | | | | | |
| BUS100 | Introduction to Business | 3 | 0 | 3 | 3 |
| BUS105 | Customer Service or OAD 218 | 3 | 0 | 3 | 3 |
| BUS151 | Modern Business Mathematics with Excel or OAD 243 | 3 | 0 | 3 | 3 |
| BUS190 | Introduction to Business Grant Writing | 3 | 0 | 3 | 3 |
| BUS210 | Introduction to Accounting or OAD 135/136 | 3 | 0 | 3 | 3 |
| BUS215 | Business Communication or OAD 218 | 3 | 0 | 3 | 3 |
| BUS245 | Accounting with QuickBooks or OAD 137 | 3 | 0 | 3 | 3 |
| BUS263 | Legal and Social Environment or OAD 127 | 3 | 0 | 3 | 3 |
| BUS275 | Principles of Management | 3 | 0 | 3 | 3 |
| BUS279 | Small Business Management | 3 | 0 | 3 | 3 |
| BUS285 | Principles of Marketing | 3 | 0 | 3 | 3 |
| BUS296 | Business Internship | 3 | 0 | 3 | 3 |
| OAD138 | Records and Information Management | 3 | 0 | 3 | 3 |
| OAD218 | Office Procedures | 3 | 0 | 3 | 3 |
| OAD232 | The Computerized Office | 3 | 0 | 3 | 3 |
| OAD240 | Certified Admin Assistant Review (OPAC) | 3 | 0 | 3 | 3 |

## BUSINESS ADMINISTRATION TECHNOLOGY-AAT
### (with Medical Administrative Assistant concentration)

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

| **GENERAL EDUCATION CORE:** 19 Semester Credit Hours | | Theory | Lab | Contact | Credit |
|--------|------------------|--------|-----|---------|--------|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| PHL206 | Ethics in Society | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| SPH106 | Speech or SPH 107 | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers or OAD 110 | 3 | 0 | 3 | 3 |
| MTH116 | Mathematical Applications | 3 | 0 | 3 | 3 |
| PSY200 | General Psychology or PSY 210 | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION: 48 Semester Credit Hours** | | | | | |
| BUS100 | Introduction to Business | 3 | 0 | 3 | 3 |
| BUS105 | Customer Service OR OAD 218 | 3 | 0 | 3 | 3 |
| BUS151 | Modern Business Mathematics with Excel or OAD 243 | 3 | 0 | 3 | 3 |
| OAD211 | Medical Terminology | 3 | 0 | 3 | 3 |
| BUS210 | Introduction to Accounting or OAD 135/136 | 3 | 0 | 3 | 3 |
| BUS215 | Business Communication or OAD 218 | 3 | 0 | 3 | 3 |
| BUS245 | Accounting with QuickBooks or OAD 137 | 3 | 0 | 3 | 3 |
| BUS263 | Legal and Social Environment or OAD 127 | 3 | 0 | 3 | 3 |
| BUS275 | Principles of Management | 3 | 0 | 3 | 3 |
| BUS279 | Small Business Management | 3 | 0 | 3 | 3 |
| BUS285 | Principles of Marketing | 3 | 0 | 3 | 3 |

| | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| BUS296 | Business Internship | 3 | 0 | 3 | 3 |
| OAD215 | Health Information Management | 3 | 0 | 3 | 3 |
| OAD214 | Medical Office Procedures | 3 | 0 | 3 | 3 |
| OAD232 | The Computerized Office | 3 | 0 | 3 | 3 |
| OAD240 | Certified Admin Assistant Review (OPAC) | 3 | 0 | 3 | 3 |

**BUSINESS ADMINISTRATION TECHNOLOGY-AAT**
**(with Computer Information Systems concentration)**

**MINIMUM CREDITS REQUIRED:** 67 Semester Credit hours

Length of Program: 4 - 5 Semesters of full-time attendance (12 – 15 hours per semester)

| **GENERAL EDUCATION CORE:** 19 Semester Credit Hours | | **Theory** | **Lab** | **Contact** | **Credit** |
|---|---|---|---|---|---|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| PHL206 | Ethics in Society | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| SPH106 | Speech or SPH 107 | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers or OAD 110 | 3 | 0 | 3 | 3 |
| MTH116 | Mathematical Applications | 3 | 0 | 3 | 3 |
| PSY200 | General Psychology or PSY 210 | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION: 48 Semester Credit Hours** | | | | | |
| BUS100 | Introduction to Business | 3 | 0 | 3 | 3 |
| BUS105 | Customer Service OR OAD 218 | 3 | 0 | 3 | 3 |
| BUS151 | Modern Business Mathematics with Excel or OAD 243 | 3 | 0 | 3 | 3 |
| CIS134 | IT Fundamentals | 2 | 1 | 4 | 3 |
| BUS210 | Introduction to Accounting OR OAD 135/136 | 3 | 0 | 3 | 3 |
| BUS215 | Business Communication or OAD 218 | 3 | 0 | 3 | 3 |
| BUS245 | Accounting with QuickBooks or OAD 137 | 3 | 0 | 3 | 3 |
| BUS263 | Legal and Social Environment or OAD 127 | 3 | 0 | 3 | 3 |
| BUS275 | Principles of Management | 3 | 0 | 3 | 3 |
| BUS279 | Small Business Management | 3 | 0 | 3 | 3 |
| BUS285 | Principles of Marketing | 3 | 0 | 3 | 3 |
| BUS296 | Business Internship | 3 | 0 | 3 | 3 |
| OAD138 | Records and Information Management | 3 | 0 | 3 | 3 |
| CIS146 | Microcomputer Applications | 3 | 0 | 3 | 3 |
| CIS147 | Advanced Micro Applications | 3 | 0 | 3 | 3 |
| OAD240 | Certified Admin Assistant Review (OPAC) | 3 | 0 | 3 | 3 |

# CHILDCARE EDUCATION AND DEVELOPMENT

Program Purpose

The purpose of the Child Development and Education program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the childcare professions. This degree program is intended to produce graduates who are prepared for employment as childcare directors or teachers, Head Start teachers or assistants, and teacher's aides. Program graduates are to be competent in the academic areas of communications and mathematics and in the technical areas of planning programs for children, child development, creative experiences for children, and child health, safety and nutrition. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Child Development and Education. The occupational skill preparation should meet the Child Development Association (CDA) recognized skill standards. The College will ensure program quality through internal certification of graduate competencies and external credentialing of graduates through the Child Development Association. The philosophy and purpose of the Child Development and Education program is consistent with that of the governing institution. The Child Development and Education Program is located at the main campus.

*Occupational Data*
Graduates of the Childcare Education and Development program work as childcare workers in an education or childcare setting. According to Economic Modeling, the national median for Childcare Workers in the United States is $25,229 annually or $12.13 per hour.

*Admissions Requirements*
Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of high school diploma in accordance with ACCS Board of Trustees policy, or GED.

## CHILDCARE EDUCATION-Associate of Applied Technology (AAT)

MINIMUM CREDITS REQUIRED: 65 Semester Credit hours
Length of Program: 5-6 Semester

| **GENERAL EDUCATION CORE:** 19 Semester Credit Hours | **Theory** | **Lab/Clinical** | **Contact** | **Credit** |
|---|---|---|---|---|
| ORT 100 Orientation | 1 | | | 1 |
| ENG 101 English Composition I | 3 | | | 3 |
| MTH 116 Mathematical Applications | 3 | | | 3 |
| PHL 206 Ethics and Society | 3 | | | 3 |
| CIS 146 Microcomputer Applications | 3 | | | 3 |
| PSY 200 General Psychology | 3 | | | 3 |
| SPH 106 Oral Communications | 3 | | | 3 |
| **TECHNICAL CONCENTRATION:** 46 Semester Credit Hours | | | | |
| CHD 100 Introduction of Early Care and Education of Children | 3 | | | |
| CHD 201 Child growth and Development Principles | 3 | | | |
| CHD 202 Children's Creative Experiences | 3 | | | |
| CHD 203 Children's Literature and Language Development | 3 | | | |

| | | | | |
|---|---|---|---|---|
| CHD 204 Methods and Materials for Teaching Children | 3 | | | |
| CHD 205 Program Planning for Educating Young Children | 3 | | | |
| CHD 206 Children's Health and Safety | 3 | | | |
| CHD 208 Administration of Child Development Programs | 3 | | | |
| CHD 209 Infant and Toddler Education Programs | 3 | | | |
| CHD 210 Educating Exceptional Children | 3 | | | |
| CHD 214 Families and Communities in Early Care and Education Programs | 3 | | | |
| CHD 215 Supervised Practical Experience in Child Development | | 3 | | |
| CHD 217 Math and Science for Young Children | 3 | | | |
| CHD 221 Family Child Care | 3 | | | |
| CHD 224 School Age Childcare | 3 | | | |
| CHD 211 Child Development Seminar | 3 | | | |

# COMMERCIAL TRUCK DRIVING

## Program Purpose

The purpose of the Commercial Truck Driving program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the commercial truck driving profession. This program is intended to produce graduates who are prepared for entry-level employment, upon licensure, as Class "A" commercial truck drivers. Program graduates are to be competent in the technical areas of hours of service regulations, vehicle inspection procedures, basic backing skills, defensive driving techniques, basic driving techniques, driver fatigue recognition, and recognition of driving environment hazards.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive technical training in the core area of Commercial Truck Driving. The occupational skill preparation is designed to meet the United States Department of Transportation, Federal Highway Administration, and Commercial Driver's License (CDL) recognized skill standards.

### Occupational data

Graduates of the Commercial Truck Driving program work in the transportation industry where they use their skills which are grouped under the classification of commercial truck driver personnel. According to Economic Modeling, the national median wage for commercial truck driver personnel was $21.76/hr. in 2019.

### Admission Requirements

Applicants to this program must complete the Commercial Truck Driving admission application, the TABE assessment thru RSTC's Adult Education Program, and be 18 years of age. Additionally, applicants must provide a motor vehicle driving record (MVR) for the last three years. Students will also submit a D.O.T. physical, drug screen, and Commercial Learners License in order to register. While enrolled, students are subject to random drug and alcohol tests in accordance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991.

Alabama Department of Public Safety regulation, effective January 1, 2006, requires a student to possess one of the following commercial licenses:

1. Commercial Learner License (CLL) – A CLL is required for someone to legally drive upon the highway if they do not currently possess a CDL. A state learner license, valid for up to one year, shall be considered valid commercial drivers' licenses for purposes of behind-the-wheel training on public roads or highways. This includes Class D privileges. This license is issued to Class D operators or individuals with no driver license.

### Program Costs

Tuition: $3,359.88 (fall and spring); $3,361.59 (summer)
Insurance Fee: $5.12 (Fall & Spring); $3.41 (Summer)
Drug Screen and DOT Physical: Approximately $135.00
Total Cost: $140.12 (fall and spring); $138.41 (summer)
**TOTAL PROGRAM COSTS and FEES: $3500.00**

Additional expenses for the required textbooks, tools, and supplies for this program are approximately:
- Books and Supplies               $ 50.00
- Commercial Knowledge Test        $ 25.00
- CDL Permit                       $ 36.25
- Motor Vehicle Record fee (MVR)   $ 5.75

### Certification Requirements

The student will be eligible to take the CDL Third Party Road Test as part of his/her truck driving training if the student has received a satisfactory (S) rating in the overall program. The student would also be required to seek employment with a minimum of two truck driving employers.

*Evaluation/Grading*

**Student MUST receive a satisfactory (S) in all seven content areas to take the CDL final examination.**

P- Pass
F- Fail

### COURSE CONTENT
**Length of Program: 345 hours (8 weeks)**
**Classes Meet Monday – Friday, 7:00 AM – 3:00 PM**

Basic Vehicle Operation
Safe Operating Practices
Non-Vehicle Activities
Vehicle Maintenance
Advanced Operating Practices
Proficiency Development
Commercial Driver's License

*VA Student Class Attendance*
Minimum attendance requirement for students enrolled in a NCD program is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not returned to satisfactory attendance at the end of the one-month attendance probation period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted against the student. Appropriate documentation for mitigating circumstances will be kept in the file.

# COMPUTER INFORMATION SCIENCE
# (CIS)

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## Program Purpose

The purpose of the Computer Information Science program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the Computer Information Science' profession.

The associate degree and certificate programs are intended to produce graduates who are prepared for employment as entry-level microcomputer specialists or networking specialists. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of general computer terminology and concepts, program design and development, system analysis and design, database management, computer installation and maintenance, and computer networking. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Computer Information Science. The occupational skill preparation should meet the recognized skill standards.

The philosophy and purpose of the Computer Information Science program is consistent with that of the governing institution.

### *Occupational Data*

According to the Alabama Department of Industrial Relations demand for computer support specialist is expected to increase faster than average because of the rapid pace of improved technology. To operate more efficiently, firm will continue to demand computer support specialists who are able to apply the latest technologies to meet the needs of the organization. Job prospects are best for those with a college degree in related field. According to the Alabama Department of Labor; Computer User Support Specialists in Alabama earns an annual median salary of $47,880 and an annual median salary of $52,690 nationally. Computer Network Support Specialists in Alabama earns an annual median salary of $59,570 and an annual median salary of $65,450 nationally. Web Developers in Alabama earns an annual salary of $63,560 and an annual salary of $77,200 nationally.

### *Program Outcome Objectives*
1. Program graduates will be proficient in communication, computation, and interpersonal skills

2. Program graduates will be technically proficient.

3. Program graduates will be able to obtain industry certification.

4. Program graduates will be successfully employed in the field.

5. Employers of program graduates will be satisfied with their education and training.

### *Admission Requirement*
Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of high school diploma, in accordance with ACCS Board of Trustees policy, or GED.

### *Program Certification*
Computer Information Science currently offers a variety of courses that can lead to industry certifications such as CompTIA's A+, Network +, and Security +. Classes can also lead to several Microsoft certifications that include Microsoft Certified Professional (MCP), Microsoft Certified System Administrator of Windows Server, and Microsoft Office Specialist.

### *Program Cost*
Estimated costs for the required textbooks, tools and supplies for this program are:

| | |
|---|---|
| Tools and Supplies | $ 614 |
| Books | $ 2,675 |
| Estimated Total | $ 3,289 |

*Certificate Requirements*

Students majoring in Computer Information Science are eligible to earn short-term certificates in the area of Development & Support, Network Services, and Database Applications & Directory Administration.  Certification programs are designed to give students the technical skills and knowledge to gain entry-level employment into the Computer Information Science Related Occupations.  Students will also have the opportunity to gain Industry Certifications through the knowledge and skills learned by completing coursework.

**Systems & Support - Short Certificate**

**MINIMUM CREDITS REQUIRED:  16 Semester Credit Hours**

**Length of Program:  2 Semester**

| GENERAL EDUCATION:  4 Credit Hours | Theory | Lab | Contact | Credit |
|---|---|---|---|---|
| ORT100 Orientation | 1 | 0 | 1 | 1 |
| CIS 146 Microcomputer Applications | 3 | 0 | 3 | 3 |
| **PRIMARY TECHNICAL CONCENTRATION:  12 Credit Hours** | | | | |
| CIS149 Introduction to Computers | 3 | 0 | 3 | 3 |
| CIS249 Microcomputer Operating Systems | 3 | 0 | 3 | 3 |
| CIS268 Software Support | 3 | 0 | 3 | 3 |
| CIS269 Hardware Support | 3 | 0 | 3 | 3 |

*CIS146 will help prepare students for the MOS and IC$^3$ certification.*

*CIS149 will help prepare students for the IC$^3$ certification.*

*CIS268 will help prepare students for the A+ Certification sponsored by CompTIA.*

*CIS269 will help prepare students for the A+ Certification sponsored by CompTIA.*

**Access and Communication - Short Certificate**

**MINIMUM CREDITS REQUIRED:  16 Semester Credit Hours**

**Length of Program:  2 Semester**

| GENERAL EDUCATION:  1 Credit Hours | Theory | Lab | Contact | Credit |
|---|---|---|---|---|
| ORT100 Orientation | 1 | 0 | 1 | 1 |
| **PRIMARY TECHNICAL CONCENTRATION:  15 Credit Hours** | | | | |
| CIS161 Intro to Network Communications | 3 | 0 | 3 | 3 |
| CIS199 Network Communications | 3 | 0 | 3 | 3 |
| CIS277 Network Services Administration | 3 | 0 | 3 | 3 |
| CIS279 Network Infrastructure Design | 3 | 0 | 3 | 3 |
| CIS280 Network Security | 3 | 0 | 3 | 3 |

*// CIS161, CIS199, CIS 280 will help prepare students for the CCNA and Network+          certifications.*

**Administration & Application - Short Certificate**

**MINIMUM CREDITS REQUIRED:  16 Semester Credit Hours**

**Length of Program:  2 Semester**

| GENERAL EDUCATION: 4 Credit Hours | Theory | Lab | Contact | Credit |
|---|---|---|---|---|
| ORT100 Orientation | 1 | 0 | 1 | 1 |
| CIS146 Microcomputer Applications | 3 | 0 | 3 | 3 |
| **PRIMARY TECHNICAL CONCENTRATION:  12 Credit Hours** | | | | |
| CIS117 Database Management Software Applications | 3 | 0 | 3 | 3 |
| CIS275 Workstation Administration | 3 | 0 | 3 | 3 |
| CIS276 Server Administration | 3 | 0 | 3 | 3 |
| CIS278 Directory Services Administration | 3 | 0 | 3 | 3 |

*// CIS146 will help prepare students for the MOS and IC³ certification.*

**Degree Requirements**

Students majoring in Computer Information Science are eligible to earn an Associate in Applied Technology Degree.  This degree is designed to produce graduates who have comprehensive skills in a technical specialty (Computer Information Science).

Students may be admitted to the Associate in Applied Technology degree program provided they are a high school graduate or have a GED.

**Associate of Applied Technology in Computer Science**

**MINIMUM CREDITS REQUIRED:  64 Semester Credit Hours**

**Length of Program:  4 Semester of full-time attendance**

**GENERAL EDUCATION CORE:  12 Semester Credit Hours**

*Areas I and II:  Written Composition (3-6 hours)*
*Humanities and Fine Arts (3-6 hours):  7 Semester Credit Hour*

| | Theory | Lab | Contact | Credit |
|---|---|---|---|---|
| ORT100 Orientation | 1 | 0 | 1 | 1 |
| ENG101 English Composition I | 3 | 0 | 3 | 3 |
| PHL206 Ethics and Society | 3 | 0 | 3 | 3 |
| *// Oral Communication Skills ae embedded in ENG101* | | | | |
| | | | | |
| *Area III:  Natural Science and Mathematics:  9 Semester Credit Hours* | | | | |
| | | | | |
| MTH100 Intermediate Algebra | 3 | 0 | 3 | 3 |
| MTH116 Mathematical Applications | 3 | 0 | 3 | 3 |
| CIS146 Microcomputer Applications | 3 | 0 | 3 | 3 |
| | | | | |
| *Area IV:  History, Social and Behavioral Sciences:  3 Semester Credit Hours* | | | | |
| | | | | |
| PSY200 General Psychology | 3 | 0 | 3 | 3 |
| | | | | |
| **PRIMARY TECHNICAL CONCENTRATION:  45 Semester Credit Hours** | | | | |
| | | | | |
| CIS117 Database Management Software Applications | 3 | 0 | 3 | 3 |
| CIS149 Introduction to Computers | 3 | 0 | 3 | 3 |
| CIS 150 Introduction to Computer Logic and Programming | 3 | 0 | 3 | 3 |
| CIS161 Intro to Network Communications | 3 | 0 | 3 | 3 |
| CIS199 Network Communications | 3 | 0 | 3 | 3 |
| | Theory | Lab | Contact | Credit |
| CIS207 Introduction to Web Development | 3 | 0 | 3 | 3 |

| | | | | |
|---|---|---|---|---|
| CIS249 Microcomputer Operating Systems | 3 | 0 | 3 | 3 |
| CIS268 Software Support | 3 | 0 | 3 | 3 |
| CIS269 Hardware Support | 3 | 0 | 3 | 3 |
| CIS275 Workstation Administration | 3 | 0 | 3 | 3 |
| CIS276 Server Administration | 3 | 0 | 3 | 3 |
| CIS277 Network Services Administration | 3 | 0 | 3 | 3 |
| CIS278 Directory Services Administration | 3 | 0 | 3 | 3 |
| CIS279 Network Infrastructure Design | 3 | 0 | 3 | 3 |
| CIS280 Network Security | 3 | 0 | 3 | 3 |

# COSMETOLOGY

## Program Purpose

The purpose of the Cosmetology Program is to provide accessible, quality technical educational opportunities that will provide individuals with the knowledge and technical skills necessary to pass the Alabama Board of Cosmetology and Barbering Licensure Exam and to obtain entry-level employment in the cosmetology and personal appearance profession. The philosophy and purpose of the Cosmetology Program is consistent with that of the governing institution.

The certificate program is designed to produce graduates who, when licensed, are prepared for an entry-level career as a cosmetologist, natural hairstylists, barber, esthetician or manicurist. Other careers that may be obtained through further education in the cosmetology field are beauty consultant for publishing, salon owner, educational specialist or platform artist, and other careers in the beauty industry. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of wet hairstyling, thermal hairstyling, thermal straightening, hair cutting/shaping, hair color, skin care, manicuring and pedicuring, permanent waving, facials, facial makeup, hair removal, and chemical hair relaxing. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of cosmetology. The program is carefully constructed to provide the student with skills and knowledge required for the Alabama Board of Cosmetology and Barbering Licensure Examination. The occupational skill preparation should meet the Alabama Board of Cosmetology and Barbering recognized skill standards. The college will ensure program quality through internal certification of graduate competencies and external licensure of graduates and program approval by the Alabama Board of Cosmetology and Barbering.

### *Occupational Data*

Graduates of the Cosmetology program work in the salon setting where they use their skills which are grouped under the classification of cosmetologist personnel. According to Economic Modeling, the national median wage for cosmetologist personnel was $13.04/hr. in 2019.

### *Admission Requirements*

1. Must be at least 16 years of age as documented by birth certificate, school records or driver's license.

2. Application for Admission from the Office of Student Services.

3. Official high school transcript or GED and college transcript(s).

4. Applicants are required to take the Placement Exam.

5. While a high school diploma or GED is the preferred entry requirement, the applicant may be admitted provided he or she:
   a. Present official transcript documenting completion of the $10^{th}$ grade and promotion to the $11^{th}$ grade.
   b. Pass the Ability-to-Benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must be obtained the GED prior to graduation.

Exam schedule and GED testing may be obtained from the Testing Coordinator.

### *Grading Scale for Cosmetology*

The Alabama Board of Cosmetology and Barbering requires a grade of at least 70% to pass licensure examinations.

90 – 100 =  A
80 – 89 =    B
70 – 79 =    C
Below 70 = F

### *Licensure Requirements*

Upon completion of the Cosmetology Program's required courses, the student will be eligible to apply for the Alabama Board of Cosmetology and Barbering Student Written Examination. The ABOC requires:
1. Fee: $75.00 Non-Refundable (No personal checks or cash)
2. Cosmetology Student Written Exam Application
3. Copy of current driver's license and social security card.

4. One current 2" x 2" Color Professional Passport Photo (No Glamour or Snapshots)
5. Proof of program's Record of Completion (transcripts)
6. Must be at least 16 years' old

A student who has completed 70 percent of the required school instructional hours may, when school is not in session, receive a permit to work in a cosmetology salon. Within 120 days after a student completes the required school hours and training, the appropriate instructor shall certify a record of completion for the student to the board.

## *Dual Enrollment/Dual Credit for High School Students*

Eligible high school students may enroll in cosmetology classes and receive college credit. Students who present transcript documentation for completion of the 11th grade and promotion to the 12th may enroll in classes being offered during the summer semester.

## COSMETOLOGY-Certificate

**MINIMUM CREDITS REQUIRED: 46 Semester Credit hours**

**Length of Program: 3 Semesters of full-time attendance or 6 Semester of part time attendance**

| GENERAL EDUCATION CORE: 7 Semester Credit Hours | Theory | Lab/Clinical | Contact | Credit |
|---|---|---|---|---|
| ENG100 Vocational Technical English I | 3 | 0 | 3 | 3 |
| MAH101 Introductory Mathematics I | 3 | 0 | 3 | 3 |
| ORT100 Orientation | 1 | 0 | 1 | 1 |
| **TECHNICAL CONCENTRATION:** 39 Semester Credit Hours | | | | |
| COS111 Introduction to Cosmetology | 3 | 0 | 3 | 3 |
| COS112 Introduction to Cosmetology Lab | 0 | 3 | 9 | 3 |
| COS113 Theory of Chemical Services | 3 | 0 | 3 | 3 |
| COS114 Chemical Services Lab | 0 | 3 | 9 | 3 |
| COS115 Hair Coloring Theory | 3 | 0 | 3 | 3 |
| COS116 Hair Coloring Lab | 0 | 3 | 9 | 3 |
| COS117 Basic Spa Techniques | 3 | 0 | 3 | 3 |
| COS118 Basic Spa Techniques Lab | 0 | 3 | 9 | 3 |
| COS119 Business of Cosmetology | 3 | 0 | 3 | 3 |
| COS123 Cosmetology Salon Practices | 0 | 3 | 9 | 3 |
| COS144 Hair Shaping and Design | 1 | 2 | 7 | 3 |
| COS152 Nail Care Applications | 0 | 3 | 9 | 3 |
| COS167 State Board Review | 1 | 2 | 7 | 3 |
| **Electives** | | | | |
| COS182 Special Topics/Natural Hair Styling | 0 | 3 | 9 | 3 |

# COSMETOLOGY INSTRUCTOR TRAINING

## Program Purpose

The purpose of the Cosmetology Instructor Training Program is to provide students the opportunity to prepare, train, and develop skills necessary to teach cosmetology or any practices related to personal appearance. This training allows individuals to enter a skilled workforce which will promote personal and economic growth, contribute to community stability and provide an improved quality of life.

The short-certificate program is intended to produce graduates who are prepared for employment as an entry-level cosmetology instructor. Additional education beyond the cosmetology instructor licensure, specifically a bachelor's or master's degree, is required for employment in Alabama's two-year college system. Program graduates are to be competent in the academic areas of communications, computer literacy, and human relations and in the technical areas of curriculum development, lesson planning and presentation, instructional methods, and classroom management.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Cosmetology Instructor Training. The occupational skill preparation should meet the Alabama State Board of Cosmetology and Barbering recognized skill standards. The college will ensure program quality through internal certification of graduate competencies and external licensure of graduates and program approval by the Alabama State Board of Cosmetology and Barbering.

### *Occupational Data*

Graduates of the Cosmetology Instructor Training program work in the education setting where they use their skills which are grouped under the classification of post-secondary education training personnel. According to Economic Modeling, the national median wage for all post-secondary education training personnel was $33.32/hr. in 2019.

### *Admission Requirements*

1. Education equivalent to the completion of 12 grades in school.
2. Application for Admission from the Office of Student Services.
3. Official high school transcript or GED and college transcript(s).
4. Documentation of current work experience (at least one year of experience as an active practicing Cosmetologist).

The Cosmetology Instructor Training course of study is designed as a two-semester program, fall and spring semesters only. A maximum of two students may be enrolled at the same time. This program does not lend itself to a classroom lecture situation. The cosmetology instructor training student will participate in cosmetology classes as a student instructor. It is the student instructor's responsibility to prepare course work and prepare for exams as outside assignments.

### *Grading Scale for Cosmetology Instructor Training*

The Alabama Board of Cosmetology and Barbering requires a grade of at least 80% to pass licensure examinations.

90 – 100 = A
80 – 89 =   B
79-Below = F

### *Licensure Requirements*

Upon completion of the Cosmetology Instructor Training Program's required courses, the student will be eligible to apply for the Alabama Board of Cosmetology and Barbering Instructor Written Examination. The ABOC requires:

1. Fee: $75.00 Non-Refundable (No personal checks or cash)
2. Instructor Written Exam Application

3. Copy of current driver's license and social security card.
4. One current 2" x 2" Color Professional Passport Photo (No Glamour or Snapshots)
5. Proof of program's Record of Completion (transcripts)

A student who has completed 70 percent of the required school instructional hours may, when school is not in session, may receive a permit to work in a cosmetology salon/school. Within 120 days after a student completes the required school hours and training, the appropriate instructor shall certify a record of completion for the student to the board.

# Cosmetology Instructor Training-Short-Certificate

**MINIMUM CREDITS REQUIRED FOR CERTIFICATE: 28 Semester Credit Hours**

**Length of Program: 2 Semesters**

| **GENERAL EDUCATION COURSES:** 4 semester credit hours | | Theory | Lab/Clinical | Contact | Credit |
|---|---|---|---|---|---|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| **TECHNICAL CONCENTRATION:** 24 Semester Credit Hours | | | | | |
| CIT211 | Teaching and Curriculum Development | 3 | 0 | 3 | 3 |
| CIT212 | Teacher Mentorship | 0 | 3 | 9 | 3 |
| CIT213 | Cosmetology Instructor Co-Op | 0 | 3 | 9 | 3 |
| CIT214 | Lesson Plan Methods and Development | 1 | 2 | 7 | 3 |
| CIT221 | Lesson Plan Implementation | 0 | 3 | 9 | 3 |
| CIT222 | Audio Visual Materials and Methods | 3 | 0 | 3 | 3 |
| CIT223 | Audio Visual Materials & Methods Apps | 0 | 3 | 9 | 3 |
| CIT225 | Special Topics in Cosmetology Instruction | 0 | 3 | 9 | 3 |

# HEALTH SCIENCES (HPS)

## Program Purpose

The primary intent of short-term certificate Health Program Science is to fulfill basic occupational objectives, prepare the graduate or to provide specialty training/competencies for students who wish to enter a health field. The prescribed program of study is included in the College catalog. All health sciences clinical are supervised practicums within the clinical setting that provides laboratory practice, medication administration assistance and basic nursing care in health sciences. Emphasis is placed on collection techniques, specimen processing, workflow practices, referrals, utilizing information systems, medication administration providing activities of daily living care and basic nursing care. Math, English, asepsis, and are also included courses.

In addition to CPR Certification, the graduate will be eligible to sit for the Phlebotomist Certification Examination, Medication Aide Certification Examination and Certified Nurse Aide Certification upon completion of the program. This course satisfies the requirements necessary to sit for the Phlebotomist Certification Examination and is certified by the American Society for Clinical Pathology (ASCP) Board of Registry (BOR), Nurse Aide Certification Examination (certified by Alabama Department of Public Health) and Medication Aide Certification Exam (Certified by Alabama Board of Nursing and National Council State Board of Nursing).
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The Health Sciences Short Certificate (Phlebotomy) is designed to prepare the graduate to recognize situations that require Cardiopulmonary Resuscitation (CPR) first aid, and effectively implement emergency procedures when needed. Graduates will be able to apply medical terminology in verbal and written communication. It is also designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, patients, and the general public.

NAS-100 Long Term Care Nursing Assistant course fulfills the seventy-five hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NAS-102 Medication Assistant course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN and The Alabama Board of Nursing.

### Occupational Data

Graduates of the Health Sciences program work in the healthcare industry where they use their skills which are grouped under the classification of phlebotomist's personnel. According to Economic Modeling, the national median wage for phlebotomist's personnel was $17.07/hr. in 2019.

Graduates of the Certified Nursing Assistant program work in the healthcare industry where they use their skills which are grouped under the classification of nursing assistant personnel. According to Economic Modeling, the national median wage for nursing assistant personnel was $14.26/hr. in 2019.

According to the Bureau of Labor and Statistics (BLS), nursing assistants with a Medication Aide certification should have even better prospects. According to United States Bureau of Statistics, the hourly pay for medication aides $14.25. The median annual wage for nursing assistants was $29,660 in May 2019

### Admission Requirements

Applicants to this course must possess a GED or high school diploma, complete all general application requirements, and pass the admissions exam. Applicants applying for Medication Aide Course must acquire an Active Certification as a Certified Nurse Assistant or Certified.

Prior to clinical placement the student must show proof of liability insurance (purchased through the school), completion of a health form, a drug and alcohol screen and background check required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a

positive drug screen, then the student will be dismissed from the program immediately.

## Criminal Background Checks: Eligibility for Clinical Rotations

Reid State Technical College is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Students will be subject to criminal background checks at their own expense prior to attending the clinical rotation. A "Consent for Release of Information" form must be signed to authorize the criminal history record check and the release of information to the clinical agencies. The Human Resource Director (or designee) of the clinical agency will make the determination whether a student can attend clinical or not, depending on the results of the background check.

The background screening is good for only one year. The cost of the background check is the responsibility of the student. Results are confidential and submitted directly to the health career's department and the clinical agencies. Any student denied clinical access by a clinical affiliate will be withdrawn from the program. (See Policy on Background Screening)

## Drug Screening

Students are required to abide by the policies, procedures and rules of behavior of the institutions from which the student obtains a clinical rotation. Students will be required to undergo drug and alcohol testing prior to the clinical experience. Students will also be subject to random drug testing and drug or alcohol testing for "cause". Students will be responsible for the cost of such testing. Students who test positive for drugs (that cannot be confirmed by a MRO) or alcohol will be withdrawn from the program. Substance abuse (drug and alcohol) screening is good for only one year. (See Policy on Substance Abuse)

### *Grading Policy/Scale*

No rounding of test scores (daily, weekly or final exam) will be done (example: 78.6 is 78.6). Only the final course grade average will be rounded: 0.5 or higher will be raised to the next whole number (Example: 79.5 or higher will be rounded to 80). A student must have a "75" or better average (C) in all health sciences (HPS) courses or a "70" or better in general education courses (English and math) to pass and be allowed to progress in the program.

A grade of "D" or "F" is not acceptable for any course in the health sciences curriculum (including English & math). A student must pass both components of a theory/clinical class to pass the course. A passing grade in one component will not bring up a failing grade in the other.

Grading Scale for Health Sciences Courses:

        A = 90 – 100
        B = 80 – 89
        C = 75 – 79         AU =  Audit
        D = 60 – 74          I = Incomplete
        F = 59 and below    W = Withdrawn

Grading Scale for General Education Courses:

        A = 90 – 100
        B = 80 – 89
        C = 70 – 79
        D = 60 – 69
        F = 59 and below

# HEALTH SCIENCES (HPS)-SHORT CERTIFICATE

**MINIMUM CREDITS REQUIRED: 29 Semester Credit Hours**

**Length of Program: 2 semesters of full-time attendance**

| Health Sciences Program | Credit Hours | Contact Hours |
| --- | --- | --- |
| General Education | 7 | |
| Technical Concentration | 22 | |
| Total | 29 | |
| **1st Semester** | | |
| Orientation (ORT 100) | 1 | 1 |
| English Composition (ENG101) | 3 | 3 |
| Long Term Nursing Care (NAS100) | 4 | 6 |
| Medication Assistant (NAS102) | 6 | 135 |
| Asepsis (HPS109) | 1 | 3 |
| **Semester Total** | 15 | 148 |
| | | |
| **2nd Semester** | | |
| Mathematical Applications (MTH116) **OR** Intermediate College Algebra (MTH100) | 3 | 3 |
| Fundamental of Phlebotomy | 7 | 19 |
| Phlebotomy Clinical | 4 | 12 |
| **Semester Total** | 14 | 34 |
| **TOTAL HOURS** | 29 | |

# INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY

## Program Purpose

The purpose of the Associate of Applied Technology in Industrial Electricity/Electronics Technology program is to provide accessible, premium quality educational opportunities that will provide individuals with the knowledge, technical skills, values, and attitudes necessary to obtain entry-level employment in the electrical, electronics, computer, and/or industrial maintenance fields.

The associate degree is intended to produce graduates who are prepared for employment as entry-level industrial electricians, electronics technicians, or computer industry technicians. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of electronics circuit repair, industrial electrical wiring, programmable logic controllers, instrumentation, troubleshooting, preventive maintenance, and computer system operation set up and repair. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of industrial electricity/electronics/maintenance. The occupational skill preparation will meet recognized skill standards. The College will ensure program quality through internal certification of graduate competencies.

### *Occupational Data*

Graduates of the Industrial Electronics/Electricity program work in the electronic/electrical industry where they use their skills which are grouped under the classification of industrial electronic/electrical maintenance/technician personnel. According to Economic Modeling, the national median wage for industrial electronic/electricity maintenance/technician personnel was $35.28/hr. in 2019.

### *Admission Requirements*

Applicants to this program must complete the application procedures and be 16 years of age. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees Policy, or GED. If the ACCUPLACER score is between 200-242 the student will be required to enroll in MTH 098. With a score of 243-252 the student must take MTH 100+MTH 099.

## INDUSTRIAL ELECTRICITY/ELECTRONIC - Certificate

MINIMUM CREDITS REQUIRED FOR CERTIFICATE: 56 Semester Credit hours
Length of Program: 4-5 Semesters of full-time attendance

|  |  | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| **GENERAL EDUCATION CORE:** 7 semester credit hours |  |  |  |  |  |
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| MTH116 | Mathematical Application | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| **TECHNICAL CONCERNTRATION CORE:** 49 semester credit hours |  |  |  |  |  |
| ILT160 | DC Fundamentals | 1 | 2 | 5 | 3 |
| ILT117 | Principles of Construction Wiring | 1 | 2 | 5 | 3 |
| ILT169 | Hydraulics/Pneumatics | 2 | 1 | 4 | 3 |
| ILT194 | Introduction to Programmable Logic Controllers | 2 | 1 | 4 | 3 |
| WKO110 | NCCER Core | 2 | 1 | 4 | 3 |
| ILT161 | AC Fundamentals | 1 | 2 | 5 | 3 |
| ILT195 | Troubleshooting Techniques I | 2 | 1 | 4 | 3 |
| ELT241 | National Electric Code | 3 | 0 | 3 | 3 |
| INT113 | Motor Controls I | 1 | 2 | 5 | 3 |
| ILT104 | Industrial Instrumentation | 2 | 1 | 4 | 3 |
| ILT105 | Industrial Instrumentation Lab | 0 | 2 | 4 | 2 |
| INT126 | Preventive Maintenance OR WKO 144 | 1 | 2 | 5 | 3 |

| INT112 | Industrial Maintenance Safety Procedures | 3 | 0 | 3 | 3 |
| INT119 | Principles of Mech and Tech Drawing OR WKO 142 | 1 | 2 | 5 | 3 |

| ILT216 | Industrial Robotics | 3 | 0 | 3 | 3 |
|--------|---------------------|---|---|---|---|
| ILT217 | Industrial Robotics Lab | 0 | 2 | 4 | 2 |
| INT213 | Motor Controls II | 1 | 2 | 5 | 3 |
| **Technical Electives:** | | | | | |
| INT117 | Principles of Industrial Mechanics | 1 | 2 | 4 | 3 |
| INT129 | Industrial Safety and Maintenance Techniques OR WKO141 | 1 | 2 | 5 | 3 |
| INT109 | Components of Material Handling | 2 | 1 | 4 | 3 |
| INT127 | Principles of Industrial Pumps and Piping | 2 | 1 | 4 | 3 |
| ILT163 | Digital Fundamentals | 1 | 2 | 5 | 3 |
| ILT162 | Solid State | 1 | 2 | 5 | 3 |
| INT161 | Industrial Blueprint Reading | 3 | 0 | 3 | 3 |
| ILT286 | CO-OP | 0 | 1 | 2 | 1 |
| WKO143 | MSSC Manufacturing Processes & Production | 1 | 2 | 5 | 3 |

## INDUSTRIAL ELECTRICITY/ELECTRONICS- Associate of Applied Technology

**MINIMUM CREDITS REQUIRED FOR DEGREE:** 74 Semester Credit Hours
Length of Program: 6 Semesters of full-time attendance

| **GENERAL EDUCATION CORE**: 19 semester credit hours | | Theory | Lab | Contact | Credit |
|------------------------------------------------------|---|--------|-----|---------|--------|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| PHL206 | Ethics in Society | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| MTH100 | Intermediate College Algebra | 3 | 0 | 3 | 3 |
| MTH116 | Mathematical Applications | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers | 3 | 0 | 3 | 3 |
| PSY200 | General Psychology | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION:** 55 Semester Credit Hours | | | | | |
| ILT160 | DC Fundamentals | 1 | 2 | 5 | 3 |
| ILT117 | Principles of Construction Wiring | 1 | 2 | 5 | 3 |
| ILT169 | Hydraulics/Pneumatics | 2 | 1 | 4 | 3 |
| ILT194 | Introduction to Programmable Logic Controllers | 2 | 1 | 4 | 3 |
| WKO110 | NCCER Core | 2 | 1 | 4 | 3 |
| ILT161 | AC Fundamentals | 1 | 2 | 5 | 3 |
| ILT195 | Troubleshooting Techniques I | 2 | 1 | 4 | 3 |
| ILT196 | Advanced Programmable Logic Controllers | 2 | 1 | 4 | 3 |
| INT113 | Motor Control I | 1 | 2 | 5 | 3 |
| ILT104 | Industrial Instrumentation and Process Control | 2 | 1 | 4 | 3 |
| ILT105 | Industrial Instrumentation Lab | 0 | 2 | 4 | 2 |
| INT126 | Preventive Maintenance OR WKO144 | 1 | 2 | 5 | 3 |
| INT112 | Industrial Maintenance Safety Procedures | 3 | 0 | 3 | 3 |
| ILT216 | Industrial Robotics | 3 | 0 | 3 | 3 |
| ILT217 | Industrial Robotics Lab | 0 | 2 | 4 | 2 |
| INT119 | Principles of Mech and Tech Drawing OR WKO142 | 1 | 2 | 5 | 3 |
| INT213 | Industrial Motor Controls II | 1 | 2 | 5 | 3 |
| ELT241 | National Electric Code | 3 | 0 | 3 | 3 |
| INT161 | Industrial Blueprint Reading | 3 | 0 | 3 | 3 |
| **Technical Electives:** | | | | | |
| INT117 | Principles of Industrial Mechanics | 2 | 1 | 4 | 3 |
| INT129 | Industrial Safety and Maintenance Techniques OR WKO141 | 1 | 2 | 5 | 3 |
| INT109 | Components of Material Handling | 2 | 1 | 4 | 3 |
| INT127 | Principles of Industrial Pumps and Piping | 2 | 1 | 4 | 3 |
| ILT163 | Digital Fundamentals | 1 | 2 | 5 | 3 |
| ILT162 | Solid State | 1 | 2 | 5 | 3 |
| ILT286 | CO-OP | 0 | 1 | 2 | 1 |
| WKO143 | MSSC Manufacturing Processes & Production | 1 | 2 | 5 | 3 |

# INDUSTRIAL MAINTENANCE TECHNOLOGY

## Program Purpose

The purpose of the Industrial Maintenance Technology program is to provide accessible, premium quality educational opportunities that will provide individuals with the knowledge, technical skills, values, and attitudes necessary to obtain entry-level employment in the business and industry sectors seeking industrial maintenance employees. Industrial Maintenance prepares students with the skills demanded for multi-craft positions. The program is designed to provide detailed knowledge of several technical subjects and prepare students that apply this knowledge in the industrial environment to preserve and maintain industrial systems. Providing an available labor pool to industry in Region 7 is a priority. Program completers are to be competent in the technical areas of electronics circuit repair, industrial electrical wiring, industrial motor controls, hydraulics and pneumatics, measurements, and technical drawing. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of industrial maintenance. The occupational skill preparation should meet recognized skill standards. The college will ensure program quality through internal certification of graduate competencies. The philosophy and purpose of the Industrial Maintenance Technology program is consistent with that of the governing institution.

### *Occupational Data*

Graduates of the Industrial Maintenance program work in the industry maintenance setting where they use their skills which are grouped under the classification of industrial maintenance/technician personnel. According to Economic Modeling, the national median wage for industrial maintenance/technician personnel was $28.83/hr. in 2019.

### *Admission Requirements*

Applicants to this program must complete the application procedures and be 16 years of age. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees Policy, or GED

### INDUSTRIAL MAINTENANCE TECHNOLOGY - SHORT CERTIFICATE

**MINIMUM CREDITS REQUIRED:** 29 Semester Credit
Hours Length of Program: 2 Semester of full-time attendance

| GENERAL EDUCATION CORE: 1 Semester Credit Hours | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| **TECHNICAL CONCENTRATION: 28 Semester Credit Hours** | | | | | |
| INT101 | DC Fundamentals OR ILT 160 | 1 | 2 | 5 | 3 |
| INT103 | AC Fundamentals OR ILT 161 | 1 | 2 | 5 | 3 |
| INT129 | Industrial Safety and Maintenance Techniques OR MSSC WKO 141 Safety | 1 | 2 | 5 | 3 |
| INT113 | Industrial Motor Controls I | 1 | 2 | 5 | 3 |
| INT117 | Principles of Industrial Mechanics | 2 | 1 | 4 | 3 |
| INT118 | Funda. of Industrial. Hyd/ Pne OR ILT169 | 2 | 1 | 4 | 3 |
| INT119 | Principles of Mechanical Measurements and Tech Drawin OR WKO142 | 1 | 2 | 5 | 3 |
| INT158 | Industrial Wiring I OR ILT117 | 1 | 2 | 5 | 3 |
| WKO110 | NCCER CORE | 2 | 1 | 4 | 3 |
| ILT286 | CO-OP | 0 | 1 | 2 | 1 |
| **Electives:** | | | | | |
| ILT195 | Troubleshooting Techniques | 2 | 1 | 4 | 3 |
| INT127 | Principles of Industrial Pumps and Piping | 2 | 1 | 4 | 3 |
| INT161 | Industrial Blue Print Reading | 3 | 0 | 3 | 3 |
| INT126 | Preventive Maintenance OR MSSC WKO 144 Maintenance Awareness | 1 | 2 | 5 | 3 |
| INT112 | Industrial Maintenance Safety | 3 | 0 | 3 | 3 |
| | | | | | |
| INT109 | Components of Material Handling | 2 | 1 | 4 | 3 |
| ILT286 | CO-OP | 0 | 1 | 2 | 1 |
| WKO143 | MSSC Manufacturing Processes and Production | 1 | 2 | 5 | 3 |
| WDT108 | SMAW Fillet/OFC | 2 | 2 | 5 | 3 |

# NURSING ASSISTANT

## Program Purpose

The purpose of the Nursing Assistant Program is to prepare students as a long-term care nursing assistant 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.

*Occupational Data*
Graduates of the Certified Nursing Assistant program work in the healthcare industry where they use their skills which are grouped under the classification of nursing assistant personnel. According to Economic Modeling, the national median wage for nursing assistant personnel was $14.26/hr. in 2019.

*Admissions Requirements*
Applicants entering the non-credit or TBI track must complete the non-credit Nursing Assistant admission application and provide a valid photo ID. Additionally, all applicants must submit a drug screen and background check to register.

*VA Student Class Attendance*
Minimum attendance requirement for students enrolled in a NCD program is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not returned to satisfactory attendance at the end of the one-month attendance probation period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted

*Program Cost/Fees TBI/Non-Credit*

| | |
|---|---|
| Books | $200.00 |
| Materials/Supplies/Tools | $426.00 |
| Uniforms | $225.00 |
| Test/Exam Costs | $125.00 |
| Program Tuition Costs & Fees | $644.00 |
| Insurance Fees ($5.12 for Fall and Spring, $3.41) | $5.12 |
| Other Program Costs | $875.00 |
| **Overall Program Estimated Costs** | $2,500.12 |

**Additional Program Expenses**
Drug Screen and Background Check          $69.00
Urine Drug Screen Collection          Up to $25.00

*Certification Requirements*
After successful completion of the program, students will be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) exam through the Alabama Department of Public Health.

**Length of Program:** Reid State offers three training options for nursing assistant. Students can train through the College's Workforce Development Training for Business and Industry (TBI) division in collaboration with a nursing facility. This option is offered in a 3-week format. The College also offers the course as a 6-week non-credit course and as a course (NAS 100) in the Health Careers program.

**Class Days/Times**: TBA

**Curriculum**
The Nursing Assistant curriculum is an approved course of study by the Alabama Department of Public Health (ADPH). Additionally, students attending the non-credit Nursing Assistant program will dually enroll in the Ready-to-Work and Adult

Education Program for soft skill and basic academic skill preparation for three weeks and then you will begin the nursing assistant portion for three weeks.

# PRACTICAL NURSING

The Practical Nursing Program, established in 1966, offers a full-time and part-time program that leads to a certificate in practical nursing. This program is approved by the Alabama Board of Nursing. Upon satisfactory completion of the program, the student will be eligible to apply to the Alabama Board of Nursing, or the Board of Nursing in another state, to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Practical Nursing program has two sites, one on the main campus in Evergreen and an off-campus site located in Atmore. Both sites offer full-time and part-time programs. Classrooms for the Atmore site are located at 201 Brookwood Road, Atmore, AL 36502. The mailing address is P.O. Box 400, Atmore, AL 36504. The clinical facilities for both programs are located within a 50-mile radius of the site at which the student is enrolled. Primary clinical areas are: Andalusia, Evergreen, Greenville, Brewton, Monroeville, Georgiana, Atmore, and Bay Minette, Alabama.

The curriculum is identical at both locations. Full-time and part-time students may enroll in first term classes fall and spring semesters.

## *Mission*

The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

## *Program Purpose*

The purpose of the Practical Nursing program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge and technical skills necessary to pass the NCLEX-PN and subsequently to obtain entry-level employment in the practical nursing profession. The practical nursing graduate will be capable of providing safe care to individuals and/or groups with common health problems.

The certificate program is intended to produce graduates who are prepared for employment as entry-level licensed practical nurses in hospitals, nursing homes, home health agencies, doctors' offices, clinics, and as occupational health nurses. Program graduates are to be competent in the academic areas of communication, mathematics, computer literacy, and human relations and in the technical areas of maternity, pediatrics, geriatrics, and adult health. They must also have the foundation to function at the level of a practical nurse in surgery, outpatient departments, intensive care units, community health, and general nursing care units.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of practical nursing. The occupational skill preparation should meet the Alabama State Board of Nursing recognized skill standards. The college will ensure program quality through internal certification of graduate competencies and external licensure of graduates and program approval by the Alabama Board of Nursing.

## *Philosophy*

We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

## Competencies

NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

**Human Flourishing**- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

**Patient-Centered Care** – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)

**Nursing Judgment**- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

**Safety** – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

**Informatics** – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

**Professional Identity**- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

**Teamwork and Collaboration** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

**Spirit of Inquiry**- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

**Evidence-based practice** – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

**Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

## CONCEPTUAL FRAMEWORK
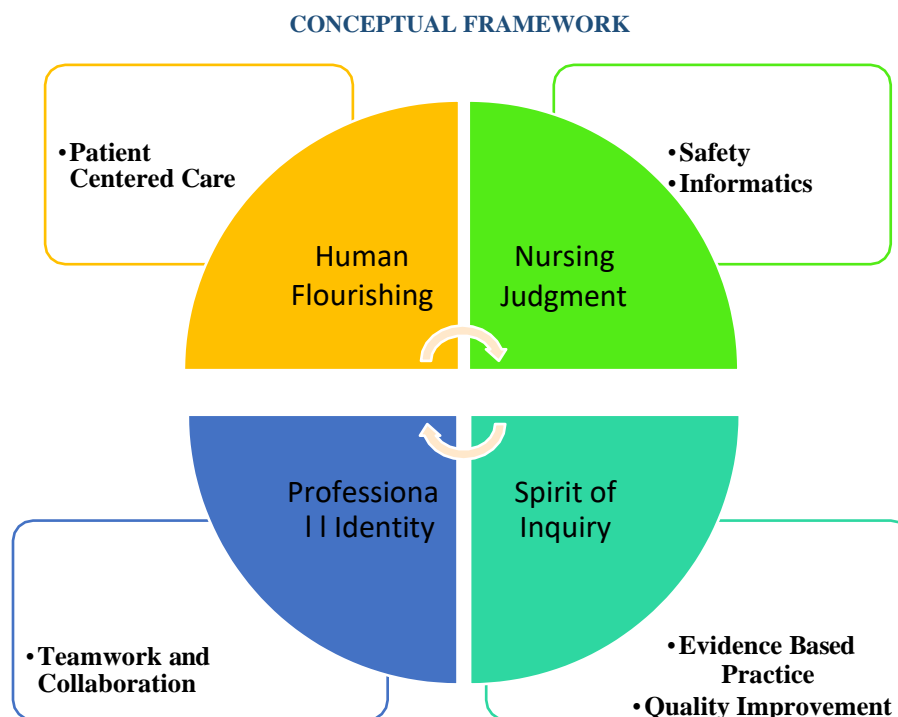


The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice.

Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to in an ever-changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

# Nursing Program Outcomes

The program outcomes are consistent with The Alabama Community College System Nursing Program Outcomes which include theoretical and clinical competency, graduation rates, NCLEX-PN passage rate of first-time test takers, and job placement rates.

- Performance on Licensure Exam—the licensure exam pass rate will be at or above the national mean for first-time writers.
- Program Completion—At least 75% 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:
- 
  - Associate degree nursing--eight semesters
  - LPN-RN mobility option with NUR 200--six semesters
  - LPN-RN mobility option without NUR 200--five semesters
  - Paramedic -RN mobility option--five semesters
  - Practical nursing--five semesters
  - Part-time practical nursing and associate degree nursing options-one and one-half times the semester length of the respective program
- Program Satisfaction—At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
- Job Placement- At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

**Practical Nurse Student Learning Outcomes/Graduate Competencies**

**Human Flourishing**
Support human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

**Patient-Centered Care**
Distinguish the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

**Nursing Judgement**
Appraise judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context at the level of practice for a practical nurse.

**Informatics**
Integrate information and technology to communicate, manage knowledge, mitigate error, and support decision making at the level of practice for a practical nurse.

**Safety**
Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

**Professional identity**
Evaluate how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

**Teamwork and Collaboration**
Collaborate effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Spirit of Inquiry**
Defend the basis for nursing actions, considering research, evidence, tradition, and patient preferences

**Quality Improvement**
Interpret data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

**Evidence-Based Practice**
Synthesize current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

## *Occupational Data*

Graduates of the Licensed Practical Nursing program work in the healthcare setting where they use their skills which are grouped under the classification of practical nursing personnel. According to Economic Modeling, the national median wage for practical nursing personnel was $22.83/hr. in 2019.

## *Admission Requirements*

Applicants to this program must complete the application procedure, present official documentation of a high school diploma, in accordance with Alabama Community College Board of Trustees policy, or GED, and meet the following minimum admission standards for the practical nursing program:

1. Unconditional admission to the college.
2. Receipt of completed application for the practical nursing program by set date.
3. A minimum of 2.50 average GPA on the nursing required general education courses.
4. A minimum of 2.50 high school cumulative GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101, Biology 201, and Math 100 as determined by college policy
6. Good standing with the college.
7. Meeting the essential functions or technical standards required for nursing.
8. The TEAS (The Test of Essential Academic Skills) testing will be done on all nursing applicants. The cost of the test will be the responsibility of the student. The TEAS test must have been taken prior to application.
9. The actual score made by the student will be calculated into the compilation of points. The total number of points possible on the TEAS is 150.
10. The TEAS score is good for two (2) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait at least six (6) weeks between taking each test. A student's score on a previous version of the TEAS test may be considered at the discretion of each college if it is within the two-year time frame.
11. Any student who has a minimum of 18 ACT composite score National or Residual will not be required to take the TEAS exam.

Admission to the practical nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. <u>Meeting minimal requirements does not guarantee acceptance.</u>

# Essential Functions

Reid State Technical College Practical Nursing Program and the Alabama College System endorse 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 program with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing program 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 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 Reid State and the Alabama 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 of the following:

1. Sensory Perception

    a. Visual
        1) Observe and discern subtle changes in physical conditions and the environment
        2) Visualize different color spectrums and color changes
        3) Read fine print in varying levels of light
        4) Read for prolonged periods of time
        5) Read cursive writing
        6) Read at varying distance
        7) Read data/information displayed on monitors/equipment
    b. Auditory
        1) Interpret monitoring devices
        2) Distinguish muffled sounds heard through a stethoscope
        3) Hear and discriminate high and low frequency sounds produced by the body and the environment
        4) Effectively hear to communicate with others
    c. Tactile
        1) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
    d. Olfactory
        1) Detect body odors and odors in the environment

2. Communication/Interpersonal Relationships

    a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
    b. Work effectively in groups
    c. Work effectively independently
    d. Discern and interpret nonverbal communication
    e. Express one's ideas and feelings clearly
    f. Communicate with others accurately in a timely manner
    g. Obtain communications from a computer

3. Cognitive/Critical Thinking

    a. Effectively read, write and comprehend the English language
    b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing
    c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
    d. Satisfactorily achieve the program objectives

4. Motor Function

    a. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
    b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
    c. Maintain balance from any position
    d. Stand on both legs
    e. Coordinate hand/eye movements
    f. Push/pull heavy objects without injury to client, self or others
    g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities require energy without jeopardizing the safety of the client, self or others
    h. Walk without a cane, walker or crutches
    i. Function with hands free for nursing care and transporting items
    j. Transport self and client without the use of electrical devices
    k. Flex, abduct, and rotate all joints freely
    l. Respond rapidly to emergency situations
    m. Maneuver in small areas
    n. Perform daily care functions for the client
    o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
    p. Calibrate/use equipment
    q. Execute movement required to provide nursing care in all health care settings
    r. Perform CPR and physical assessment
    s. Operate a computer

5. Professional Behavior

    a.    Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
    b.    Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
    c.    Handle multiple tasks concurrently
    d.    Perform safe, effective nursing care for clients in a caring context
    e.    Understand and follow the policies and procedures of the college and clinical agencies
    f.    Understand the consequences of violating the student code of conduct
    g.    Understand that posing a direct threat to others is unacceptable and subjects one to discipline
    h.    Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
    i.    Not to pose a threat to self or others
    j.    Function effectively in situations of uncertainty and stress inherent in providing nursing care
    k.    Adapt to changing environments and situations
    l.    Remain free of chemical dependency
    m.    Report promptly to clinicals and remain for 6-12 hours on the clinical unit
    n.    Provide nursing care in an appropriate time frame
    o.    Accepts responsibility, accountability, and ownership of one's actions
    p.    Seek supervision/consultation in a timely manner
    q.    Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college.

In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

## Licensure Requirements

Students who complete the practical nursing program may apply to the Alabama Board of Nursing, or the board of nursing in another state, to take the National Council Licensure Examination for Practical Nurses. Program completion does not guarantee a student the right to sit for the examination. Graduates must be licensed in order to practice as a practical nurse.

## Progression Policy

1. In order to progress in the nursing program, the following policy should be followed:

    **a.**    A student can only have two withdrawals in two separate semesters **or**
    **b.**    A student can only have one withdrawal and one failure in two separate semesters **or**
    c.    A student can only have 2 failures in two separate semesters.

2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed. 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 Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

## Nursing Non-Progression

1. Nursing non-progression is defined as failure of one of more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters.
2. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression and should return to repeat the required courses at the first course offering.

3. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

# Reinstatement Policy

1. Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
4. Reinstatement to the program will be allowed one time only.
5. Reinstatement to the nursing program is based on space availability and is not guaranteed.
6. Selection for reinstatement is based on GPA in nursing program required courses.
7. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
8. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
   a. Space unavailability
   b. Refusal by clinical agencies to accept the student for clinical experiences
   c. Twelve months have elapsed since the student enrollment in a nursing course.

Criteria for Reinstatement

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experience.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

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 application by published deadline.
3. Students who have been out of the program for more than one semester, seeking reinstatement, must pass a written validation exam on material with courses completed prior to the non-progression and successfully validate skills required by program.
4. Students must apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
5. Update all drug testing and background screening according to program policy.

# Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

# Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

# Criteria for Transfer

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 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 institutions
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance
8. Student selection for transfer is based on GPA in nursing program courses

# 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 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 by 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. Student selection for transient status is based on GPA in nursing program required courses

## Dismissal Policy

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

## Grading Policy/Scale

No rounding of test scores (daily, weekly, or final exam) will be done (example: 78.6 is 78.6). Only the final course grade average will be rounded: 0.5 or higher will be raised to the next whole number (Example: 79.5 or higher will be rounded to 80). A student must have a "75" or better average (C) in all nursing courses and a "70" or better in general education courses (math, English, and biology) to pass and be allowed to progress in the nursing program.

A grade of "D or F" is not acceptable for any course in the standardized practical nursing curriculum (including math, English, and biology). A student must pass both components of a theory/clinical class to pass the course. A passing grade in one component will not bring up a failing grade in the other.

**Grading Scale for Nursing Courses:**

| | |
|---|---|
| A = 90 - 100 | |
| B = 80 - 89 | |
| C = 75 - 79 | AU = Audit |
| D = 60 - 74 | I = Incomplete |
| F = 59 and below | W = Withdrawn |

**Grading Scale for General Education Courses in the Nursing Curriculum:**

| | |
|---|---|
| A = 90 - 100 | D = 60 - 69 |
| B = 80 - 89 | F = 59 and below |
| C = 70 - 79 | |

**PRACTICAL NURSING-Certificate**

**Minimum Credits Required: 45 Semester Credit Hours Plus ORT (1 Credit Hour)**
**Length of Program: 3 semesters of full-time attendance or 4-6 semesters of part-time attendance**

| GENERAL EDUCATION CORE: 20 semester credit hours | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| MTH100 | Intermediate College Algebra | 3 | 0 | 3 | 3 |
| BIO201 | Human Anatomy & Physiology I | 3 | 1(2)2 | 5 | 4 |
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| BIO202 | Human Anatomy & Physiology II | 3 | 1(2)2 | 5 | 4 |
| PSY210 | Human Growth and Development | 3 | 0 | 3 | 3 |
| SPH106 | Speech OR SPH 107 | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION CORE**: 25 semester credit hours | | | | | |
| NUR112 | Fundamental Concepts of Nursing | 4 | 2(3)6 | 13 | 7 |
| NUR113 | Nursing Concepts I | 4 | 3(3)12 | 16 | 8 |
| NUR114 | Nursing Concepts II | 5 | 3(3)9 | 14 | 8 |
| NUR115 | Evidence Based Clinical Reasoning | 1 | 1(3)3 | 4 | 2 |

# Pharmacy Technology

## Program Purpose

The Pharmacy Technology Program is designed to prepare students to assume positions in both institutional and retail pharmacies. The program curriculum consist of theory courses, lab activities, and supervised clinical internships. Program curriculum consist of theory courses, lab activities, and supervised clinical internships. Program coursework includes pharmacology, medical terminology, pharmacy laws, and regulations, and pharmaceutical calculations. Clinical Internship are utilized to enable students to take the knowledge and skills they have obtained and apply them in a working pharmacy environment.

### *Occupational Data*

Median annual wage of pharmacy technicians in May 2016 was $30,920 with the highest 10 percent earning more than $45,710 (Source: U.S. Department of Labor Bureau of Labor Statistics*).*

### *Admission Requirements*

1.Applicants must complete the online Application for Admission at www.rstc.edu or obtain the most current application upon request from the Admissions Office of the College. Applicants should submit their application to the Office of Admissions, Reid State Technical College, P.O. Box 588 Evergreen, AL 36401, as early as possible prior to the semester in which they plan to enroll.

2. All applicants are to submit an official, sealed high school transcript or GED and college transcript(s) prior to final acceptance. Mail to Admissions, P.O. Box 588, Evergreen, AL 36401 or send via electronic submission through Parchment or National Student Clearinghouse. Proof of registration for Selective Service for males 18-26 years of age and proof of in-state residency is required.

3. Pell Grants should be submitted electronically by the student at www.FAFSA.ed.gov. Students planning to apply for financial aid should make an appointment with the Financial Aid Director if assistance is needed.

4. When the above forms are received and properly completed, they will be processed and approved or disapproved, and the applicant will be notified of his/her admission status.

5. All admitted students are required to take the ACCUPLACER placement exam or some other placement exam prior to registration for more than four credit hours, unless the student scored 20 or above on the ACT exam in Reading and Math, and 18 in English/Writing. An exam schedule can be obtained from the Testing Coordinator or online at www.rstc.edu.

6. Students who do not have a high school diploma or GED may enroll in selected programs. However, the student must pass the Ability-to-Benefit test prior to being admitted to the College. A testing schedule may be obtained from the Testing Coordinator or online at www.rstc.edu.

7. A student who does not have a high school diploma or GED may enroll in selected programs. Reid State Technical College utilizes the ACCUPLACER Test as the assessment instrument for purposes of exception to standard admission cases. A student must meet the following cut scores prior to being admitted to the college. Testing placement and schedules may be obtained from the Testing office.

**Selection, Notification, and Admission Criteria into the program:**

1. Students will be selected based on their completion of admissions requirements and the college application.
2. Upon acceptance into the Pharmacy Technology Program, the student must submit:
   a. A completed physical form certifying that the student is good health and is able to meet clinical.
   b. Evidence of Hepatitis B immunization and other vaccinations.
   c. Proof of Health Insurance
   d. A drug and alcohol screen and background check required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a positive drug screen, then the student will be dismissed from the program immediately.
   e. Submit an immunization record showing that a 2 step TB test has been completed, proof of Measles, mumps, and rubella (MMR), tetanus, proof of varicella, and during flu season a current influenza immunization.
   f. Submit proof of CPR certification before they will be allowed into clinical facilities.
   g. Obtain an Alabama Pharmacy Technician Registration.

*Certification Requirements*

Certification as a Pharmacy Technician (CPhT) is achieved upon successful completion of the Pharmacy Technician Certification Exam (PTCE).  In addition, pharmacy technicians are required to register with the Alabama Board of Pharmacy.

## Pharmacy Technology Short Term Certificate:

**MINIMUM CREDITS REQUIRED: 27 Semester Credit Hours**
**LENGTH OF PROGRAM:  2 Semesters of full-time attendance**

| 1st Semester | | Cr | Co | |
|---|---|---|---|---|
| ORT 100 | Orientation | 1 | 1 | |
| PHM 100 | Introduction to Pharmacy | 2 | 2 | |
| PHM 102 | Pharmacology 1 | 3 | 3 | |
| PHM 205 | Computers and Billing | 3 | 5 | |
| PHM 207 | Institutional Pharmacy | 3 | 3 | |
| PHM 210 | Pharmacy Practice | 3 | 7 | |
| **Total Semester Credit/Contact** | | **15** | **21** | |
| **2nd Semester** | | | | |
| PHM 112 | Pharmacology II | 3 | 3 | |
| PHM 113 | Drugs and Health | 3 | 3 | |
| PHM 211 | Clinical Practicum 1 | 3 | 7 | |
| PHM 212 | Clinical Practicum II | 3 | 9 | |
| **Total Semester Credit/Contact Hours** | | **12** | **22** | |
| **Total Credit/Contact hours** | | **27** | **43** | |

# WELDING TECHNOLOGY

## Program Purpose

The purpose of the Welding Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain employment in the welding profession. The diploma and certificate programs are intended to produce graduates who are prepared for employment as structural and/or pipe welders. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of cutting processes, blueprint reading, SMAW and FCAW structural welding and SMAW and GTAW pipe welding to applicable codes.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Welding Technology. The occupational skill preparation should meet the American Welding Society recognized skill standards. The college will ensure program quality through internal certification of graduate competencies through written exams and performance evaluations to applicable welding codes.

### *Occupational Data*

Graduates of the Welding Technology program work in the structural iron and steel worker industry where they use their skills which are grouped under the classification of welder/pipefitter personnel. According to Economic Modeling, the national median wage for welder/pipefitter personnel was $26.86/hr. in 2019.

### *Admission Requirements*

Applicants to this program must complete the application procedures. While a high school diploma, in accordance with ACCS Board of Trustees Policy or GED is the preferred entry requirement, applicants who did not receive a high school diploma or GED may be admitted provided they are 16 years of age, have been out of school for one year (or upon recommendation of the local superintendent), and they must demonstrate ability-to-benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under ATB provision must obtain the GED prior to graduation.

### *Certification Requirements*

Students who complete this program may receive voluntary certification through the National Center for Construction Education and Research or through the American Welding Society. Graduate competency is recognized through certificates and a listing in the National Training Registry. This nationally recognized record of training can be transferred throughout the industry and provide a means of assuring construction and maintenance industries that graduates are prepared for productive positions.

### WELDING TECHNOLOGY –Short Term Certificate

**MINIMUM CREDITS REQUIRED: 28 Semester Credit Hours**
**LENGTH OF PROGRAM:  2 Semesters of full-time attendance**

### PLATE WELDING CERTIFICATION

|  |  | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| WDT108 | SMAW Fillet/OFC | 2 | 1 | 5 | 3 |
| WDT122 | SMAW Fillet/OFC/Lab | 0 | 3 | 9 | 3 |
| WDT109 | SMAW Fillet/PAC/CAC | 2 | 1 | 5 | 3 |
| WDT123 | SMAW Fillet/PAC/CAC Lab | 0 | 3 | 9 | 3 |
| WDT286 | CO-OP | 0 | 1 | 1 | 1 |
| WDT120 | Shielded Metal Arc Grooves Welding | 2 | 1 | 5 | 3 |
| WDT125 | Shielded Metal Arc Grooves Welding Lab | 0 | 3 | 9 | 3 |
| WDT119 | Gas Metal Arc/Flux Cored Arc Welding | 2 | 1 | 5 | 3 |
| WDT124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 0 | 3 | 9 | 3 |
| WKO110 | NCCER Core Curriculum | 1 | 2 | 5 | 3 |

**WELDING TECHNOLOGY –Certificate – Pipe Welding**

**MINIMUM CREDITS REQUIRED: 58 Semester Credit Hours**
**LENGTH OF PROGRAM: 4 Semesters of full-time attendance**

| GENERAL EDUCATION CORE: 10 Semester credit hours | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| *ENG100 | Technical English I or ENG101 English Comp I | 3 | 0 | 3 | 3 |
| MAH101 | Introductory Mathematics I | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers | 3 | 0 | 3 | 3 |
| **TECHNICAL CONCENTRATION: 52 Semester credit hours** | | | | | |
| WDT108 | SMAW Fillet/OFC | 2 | 1 | 5 | 3 |
| WDT122 | SMAW Fillet/OFC Lab | 0 | 3 | 9 | 3 |
| WDT109 | SMAW Fillet/PAC/CAC | 2 | 1 | 5 | 3 |
| WDT123 | SMAW Fillet/PAC/CAC Lab | 0 | 3 | 9 | 3 |
| WDT120 | Shielded Metal Arc Grooves Welding | 2 | 1 | 5 | 3 |
| WDT125 | Shielded Metal Arc Grooves Welding Lab | 0 | 3 | 9 | 3 |
| WDT119 | Gas Metal Arc/Flux Cored Arc Welding | 2 | 1 | 5 | 3 |
| WDT124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 0 | 3 | 9 | 3 |
| WKO110 | NCCER Core Curriculum | 1 | 2 | 5 | 3 |
| WDT217 | SMAW Carbon Pipe | 1 | 2 | 7 | 3 |
| WDT257 | SMAW Carbon Pipe Lab | 0 | 3 | 9 | 3 |
| WDT110 | Industrial Blueprint Reading | 3 | 0 | 3 | 3 |
| WDT115 | GTAW Carbon Pipe | 1 | 2 | 5 | 3 |
| WDT155 | GTAW Carbon Pipe Lab | 0 | 3 | 9 | 3 |
| WDT116 | GTAW Stainless Pipe | 1 | 2 | 5 | 3 |
| WDT156 | GTAW Stainless Pipe Lab | 0 | 3 | 9 | 3 |
| **ELECTIVIES** | | | | | |
| WDT 281 | Special Topics in Welding | 0 | 3 | 9 | 3 |
| WDT286 | CO-OP | 0 | 1 | 2 | 1 |

*These courses will not apply toward general education requirements for the Association in Occupational Technology degree, but may be used for technical credit only, Students planning to pursue the Association in Occupational Technology degree must take ENG101, MTH116, CIS149, and CIS 146 or other courses approved by their advisor or dean of instruction.*

# ASSOCIATE IN OCCUPATIONAL TECHNOLOGY (AOT)

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

The AOT degree program may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 27-35 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and mathematics. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence. Reid State Technical College offers the Associate in Occupational Technologies (AOT) Degree as an option for the following certificate programs.

| Program | Prefix | Award | Minor | Credit Hours |
|---|---|---|---|---|
| Welding Technology | WDT | AOT | ILT | 77 |

# Associate in Occupational Technology Degree

Students majoring in Welding Technology are eligible to earn an Associate in Occupational Technology Degree. This degree is designed to produce graduates who have comprehensive skills in a primary technical specialty (Welding Technology major) combined with complementary skills in a secondary technical specialty. Students may be admitted to the Associate in Occupational Technology degree program provided they are a high school graduate or have the GED and have completed a diploma in the major of Welding Technology.

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES—Occupational Technology

**Primary Technical Specialty—Welding Technology**
**Secondary Technical Specialty Industrial Electricity/Electronics Technology**

**MINIMUM CREDITS REQUIRED: 77 Semester Credit Hours**
**Length of Program: 6 Semesters of full-time attendance**

| GENERAL EDUCATION CORE: 19 Semester Credit Hours | | Theory | Lab | Contact | Credit |
|---|---|---|---|---|---|
| ENG101 | English Composition I | 3 | 0 | 3 | 3 |
| PHL206 | Ethics in Society | 3 | 0 | 3 | 3 |
| ORT100 | Orientation | 1 | 0 | 1 | 1 |
| MTH116 | Mathematical Applications | 3 | 0 | 3 | 3 |
| CIS146 | Microcomputer Applications | 3 | 0 | 3 | 3 |
| CIS149 | Introduction to Computers | 3 | 0 | 3 | 3 |
| PSY200 | General Psychology | 3 | 0 | 3 | 3 |
| **PRIMARY TECHNICAL CONCENTRATION:** 46 Semester Credit Hours | | | | | |
| WDT108 | SMAW Fillet/OFC | 2 | 1 | 5 | 3 |
| WDT122 | SMAW Fillet/OFC Lab | 0 | 3 | 9 | 3 |
| WDT109 | SMAW Fillet/PAC/CAC | 2 | 1 | 5 | 3 |
| WDT123 | SMAW Filet/PAC/CAC Lab | 0 | 3 | 9 | 3 |
| WDT120 | Shielded Metal Arc Grooves Welding | 2 | 1 | 5 | 3 |
| WDT125 | Shielded Metal Arc Grooves Welding Lab | 0 | 3 | 9 | 3 |
| WDT119 | Gas Metal Arc/Flux Cored Arc Welding Theory | 2 | 1 | 5 | 3 |
| WDT124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 0 | 3 | 9 | 3 |
| WDT217 | SMAW Carbon Pipe | 1 | 2 | 7 | 3 |
| WDT257 | SMAW Carbon Lab | 0 | 3 | 9 | 3 |
| WDT110 | Industrial Blueprint Reading | 3 | 0 | 3 | 3 |
| WDT115 | GTAW Carbon Pipe | 1 | 2 | 5 | 3 |
| WDT155 | GTAW Carbon Pipe Lab | 0 | 3 | 9 | 3 |
| WDT116 | GTAW Stainless Pipe | 1 | 2 | 5 | 3 |
| WDT156 | GTAW Stainless Pipe Lab | 0 | 3 | 9 | 3 |
| WDT286 | CO-OP | 0 | 1 | 2 | 1 |
| **SECONDARY TECHNICAL SPECIALTY:** 12 Semester Credit Hours | | | | | |
| **INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY:** | | | | | |
| ILT160 | DC Fundamentals | 1 | 2 | 5 | 3 |
| ILT161 | AC Fundamentals | 1 | 2 | 5 | 3 |
| ILT117 | Principles of Construction Wiring | 1 | 2 | 5 | 3 |
| INT113 | Motor Controls 1 | 1 | 2 | 5 | 3 |

**NOTE: Theory credit hours are a 1:1 contact to credit ratio. Lab hours may be scheduled as manipulative (3:1 contact to credit hour ratio) or experimental (2:1 contact to credit hour ratio)**

# COURSE DESCRIPTIONS

## BUSINESS ADMINISTRATION TECHOLOGY (BUSINESS)

**BUS100 INTRODUCTION TO BUSINESS (3-0-3)**
*PREREQUISITE: As required by the program.*
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.

**BUS105 CUSTOMER SERVICES (3-0-3)**
*PREREQUISITE: As required by the program.*
This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.

**BUS151 MODERN BUSINESS MATHEMATICS WITH EXCEL (3-0-3)**
*PREREQUISITE: CIS 146*
This course applies mathematics to solve common business problems using Microsoft Excel. Topics include basic mathematical concepts and applications such as percentages, decimals and basic arithmetic operations; markup, markdown and discounts; financial computations including simple and compound interest amortization, depreciation methods, liquidity ratios and present value; accounting computations such as payroll ad tax calculations and management of complex business problems. Emphasis is placed on the use of Microsoft Excel as a computational and problem-solving tool.

**BUS190 INTRODUCTION TO BUSINESS GRANT WRITING (3-0-3)**
*PREREQUISITE: As required by the program.*
This course provides instruction on researching and developing various types of grants for use in the business community.

**BUS210 INTRODUCTION TO ACCOUNTING (3-0-3)**
*PREREQUISITE: As required by the program.*
This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

**BUS215 BUSINESS COMMUNICATION (3-0-3)**
*PREREQUISITE: As required by the program.*
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS245 ACCOUNTING WITH QUICKBOOKS (3-0-3)**
*PREREQUISITE: As required by the program.*
This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.

**BUS263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3-0-3)**
*PREREQUISITE: As required by the program.*
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS275 PRINCIPLES OF MANAGEMENT (3-0-3)**
*PREREQUISITE: As required by the program.*
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS279 SMALL BUSINESS MANAGEMENT (3-0-3)**
*PREREQUISITE: As required by the program.*
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS285 PRINCIPLES OF MARKETING (3-0-3)**
*PREREQUISITE: As required by the program.*

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**BUS296 BUSINESS INTERNSHIP (3-0-3)**
*PREREQUISITE: As required by 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.

# CHILDCARE EDUCATION AND DEVELOPMENT

**CHD100 INTRODUCTION OF EARLY CARE AND EDUCATION OF CHILDREN (3-0-3)**
*PREREQUISITE: As required by college.*
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.

**CHD201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3-0-3)**
*PREREQUISITE: As required by college.*
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.*

**CHD202 CHILDREN'S CREATIVE EXPERIENCES (3-0-3)**
*PREREQUISITE: As required by college.*
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.

**CHD203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CHD204 METHODS AND MATERIALS FOR TEACHING CHILDREN (3-0-3)**
*PREREQUISITE: As required by college*
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.**

**CHD205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CHD206 CHILDREN'S HEALTH AND SAFETY (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CHD208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CHD209 INFANT AND TODDLER EDUCATION PROGRAMS (3-0-3)**
*PREREQUISITE: As required by college*

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.

### CHD210 EDUCATING EXCEPTIONAL CHILDREN (3-0-3)
*PREREQUISITE: As required by college*
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.

### CHD211 CHILD DEVELOPMENT SEMINAR (1-0-1)
*PREREQUISITE: As required by college*
This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

### CHD214 FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS (3-0-3)
*PREREQUISITE: As required by college*
This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

### CHD215 SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT (0-3-3)
*PREREQUISITE: As required by college*
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.

### CHD217 MATH AND SCIENCE FOR YOUNG CHILDREN (3-0-3)
*PREREQUISITE: As required by college*
This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

### CHD221 FAMILY CHILD CARE (3-0-3)
*PREREQUISITE: As required by college*
This course introduces methods for providing a developmentally-appropriate child care program in a home setting to include organizing home environments, establishing a daily schedule with children of different ages, building partnerships with parents and helping children learn through play, etc. Special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.

### CHD224 SCHOOL AGE CHILDCARE (3-0-3)
*PREREQUISITE: As required by college*
This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care and summer programs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

# COMPUTER INFORMATION SCIENCE

### CIS117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS (3-0-3)
*PREREQUISITE: As required by the program.*
This course provides with hands-on experience using database management software. s will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

### CIS146 MICROCOMPUTER APPLICATIONS (3-0-3)
*PREREQUISITE: As required by college.*
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification. This course is CORE course.

### CIS147 ADVANCED MICRO APPLICATIONS (3-0-3)
*PREREQUISITE: As required by college.*
This course is a continuation of CIS146 in which students utilize the advanced features of topics covered in CIS146. 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.

**CIS149 INTRODUCTION TO COMPUTERS (3-0-3)**
*PREREQUISITE: As required by college.*
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 system. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC 3 certification.

**CIS150 Introduction to Computer Logic and Programming (3-0-3)**
*PREREQUISITE: As required by college.*
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

**CIS161 INTRO TO NETWORK COMMUNICATIONS (3-0-3)**
*PREREQUISITE: As required by the program.*
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. *This course further helps prepare students for certification.* NOTE: This course is a suitable substitute for CIS 199. Additionally, CISCO I may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CISCO I.

**CIS199 NETWORK COMMUNICATIONS (3-0-3)**
*PREREQUISITE: As required by the program.*
This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. *This course will help prepare students for the CCNA and Network + certifications*. **This is a CORE course for the AAT, AAS CIS programs.**

**CIS207 WEB DEVELOPMENT (3-0-3)**
*PREREQUISITE: As required by the program.*
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.

**CIS249 MICROCOMPUTER OPERATING SYSTEM (3-0-3)**
*PREREQUISITE: As required by college.*
This course introduces microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with aid of its system programs. Upon completion, students should understand the function and role operating systems, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

**CIS268 SOFTWARE SUPPORT (3-0-3)**
*PREREQUISITE: As required by college.*
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. This course supports CIP Code 11.0101.

**CIS269 HARDWARE SUPPORT (3-0-3)**
*PREREQUISITE: As required by college*
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. *The class will help to prepare participants for the A+ Certification sponsored by CompTIA.* This is a suitable substitute for CIS 240, Networking Hardware. This supports CIP Codes 11.0101.

**CIS275 WORKSTATION ADMINISTRATION (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CIS276 SERVER ADMINISTRATION (3-0-3)**
*PREREQUISITE: As required by college*
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

**CIS277 NETWROK SERVICES ADMINISTRATION (3-0-3)**
*PREREQUISITE: As required by college*
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.

**CIS278 DIRECTORY SERVICES ADMINISTRATION (3-0-3)**
*PREREQUISITE: As required by college*
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

**CIS279 NETWORK INFRASTRUCTURE DESIGN**
**(3-0-3)**
*PREREQUISITE: As required by college*
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.

**CIS280 NETWORK SECURITY**
**(3-0-3)**
*PREREQUISITE: As required by college*
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and appropriate counter measures. *This course further helps prepare students for certification.*

# COSMETOLOGY INSTRUCTOR TRAINING

**CIT211 TEACHING AND CURRICULUM DEVELOPMENT (3-0-3)**
*PREREQUISITE: None.*
This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenge, aspects of

**CIT212 TEACHER MENTORSHIP (0-3-3)**
*PREREQUISITE: None.*
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student   assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**CIT213 COSMETOLOGY INSTRUCTOR CO-OP (0-3-3)**
*PREREQUISITE: None.*
This course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

**CIT214 LESSON PLAN METHODS AND DEVELOPMENT (1-2-3)** *PREREQUISITE: None.*
During this course student have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course

**CIT221 LESSON PLAN IMPLEMENTATION (0-3-3)**
*PREREQUISITE: None.*
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

**CIT222 AUDIO VISUAL MATERIALS AND METHODS (3-0-3)**
*PREREQUISITE: None.*
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.

**CIT223 AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS (0-3-3)**
PREREQUISITE: *None.*
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is place on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

**CIT225 SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION**
*PREREQUISITE: None.*
This course is designed to allow students for further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

# COSMETOLOGY

### COS111 INTRODUCTION TO COSMETOLOGY (3-0-3)
*PREREQUISITE: None.*
*COREQUISITE: COS112 0 Introduction to Cosmetology Lab.*
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. This is a **CORE** course.

### COS112 INTRODUCTION TO COSMETOLOGY LAB (0-3-3)
*PREREQUISITE: None.*
*COREQUISITE: COS111 – Introduction to Cosmetology.* In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, 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 COS111. This is a **CORE** course.

### COS113 THEORY OF CHEMICAL SERVICES (3-0-3)
*PREREQUISITE: None.*
*COREQUISITE: COS114 – Chemical Services Lab.*
During this course student 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. This is a **CORE** course.

### COS114 CHEMICAL SERVICES LAB (0-3-3)
*PREREQUISITE: None.*
*COREQUISITE: COS113 – Theory of Chemical Services.*
During this course student perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a **CORE** course.

### COS115 HAIR COLORING THEORY (3-0-3)
*PREREQUISITE: None.*
*COREQUISITE: COS116 – Hair Coloring Lab.*
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels, and classifications of color and problem solving. Upon completion, the student should be able to identify all classifications of hair coloring and the effects of the hair. This is a **CORE** course.

### COS116 HAIRCOLORING LAB (0-3-3)
*PREREQUISITE: None.*
*COREQUISITE: COS115 – Hair Coloring Theory.*
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin text and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening. This is a **CORE** course.

### COS117 BASICS SPA TECHNIQUES (3-0-3)
*PREREQUISITE: None.*
*COREQUISITE: COS118 – Basic Spa Techniques Lab.*
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin. This is a **CORE** course.

### COS118 BASICS SPA TECHNIQUES LAB (0-3-3)
*PREREQUISITE*: None.
*COREQUISITE:* COS117 – Basic Spa Techniques.
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. This is a CORE course.

### COS119 BUSINESS OF COSMETOLOGY (3-0-3)
*PREREQUISITE:* None.

This course is designed to develop job-seeking and entry- level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**COS123 COSMETOLOGY SALON PRACTICES (0-3- 3)**
*PREREQUISITE:* None.
In this course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**COS144 HAIR SHAPING AND DESIGN (1-2-3)**
*PREREQUISITE*: None.
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**COS152 NAIL CARE APPLICATION (0-3-3)**
*PREREQUISITE:* None.
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation, and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

**COS167 STATE BOARD REVIEW (1-2-3)**
*PREREQUISITE: None.*
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.

**COS182 SPECIAL TOPICS/NATRUAL HAIR STYLING (0-3-3)**
*PREREQUISITE: None.*
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

# HEALTH SCIENCES

**HPS103 FOUNDATION COMPETENCIES FOR HEALTH SCIENCES (2-0-2)**
*PREREQUISITE: None.*
This course is designed to assist the student in developing the knowledge, skills and abilities necessary to be successful in health-related disciplines. Content focuses on development and use of effective study and test-taking skills, assertiveness training, stress management, values clarification, diversity, ethical-legal concepts, problem- solving and communication skills. Upon completion of this course, the student will demonstrate the knowledge, skills and abilities needed to be successful in the student role.

**HPS 105 MEDICAL TERMINOLOGY (2-1-3)**
*PREREQUISITE: None.*
This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

**HPS 109 ASEPSIS (0-1-1)**
*PREREQUISITE: None.*
This interdisciplinary course provides the student with the opportunity to study pathological organisms as they relate to health, illness, and maintenance of physiological integrity. The principles and skills of clean and sterile technique, universal precautions, medical isolation, and OSHA guidelines are included. Related medical terminology may be presented through computer assisted instruction. Upon completion of this course, students should be able to apply these principles in a variety of clinical settings.

**HPS 111 COMPUTER APPLICATIONS FOR THE HEALTH SCIENCES (0-1-1)**
*PREREQUISITE: None.*
This course introduces computer applications relevant for use in the health sciences. Emphasis is placed on the use of Windows, health-related software, Internet, and basic word processing. Upon completion of this course, the student should demonstrate basic competency in the use of computers.

**HPS 118 FUNDAMENTALS OF PHLEBOTOMY (1-6-**7)
*PREREQUISITE: None.*
This course is designed to train individuals in the principles and methods of obtaining blood for diagnostic purposes and monitoring of prescribed treatment as well as receiving other clinical specimens for laboratory testing. The phlebotomy student will be taught to interact with clients, health care personnel, and with the general public.
Laboratory presentation and practice will include equipment and additives, basic anatomy, specimen receiving and processing, and techniques for safe and effective capillary puncture and venipuncture. This course along with the Phlebotomy Clinical will

prepare individuals to write the Phlebotomist Certification Examination.

### HPS 119 PHLEBOTOMY CLINICAL (0-4-4)
*PREREQUISITE: HPS118 Fundamentals of Phlebotomy* This supervised practicum within a healthcare setting will provide the phlebotomy student with hands-on training in capillary puncture, venipuncture, and receiving of other laboratory specimens. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This course along with Fundamentals of Phlebotomy will prepare individuals to write the Phlebotomist Certification
Examination.

### NAS 100 LONG TERM CARE NURSING ASSISTANT (3-0-1)
*PREREQUISITE: As determined by the college*
This course fulfills the seventy-five hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

### NAS 102 MEDICATION ASSISTANT (4-1-1)
*PREREQUISITE: None*
This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.

### NAS 115 CPR & BASIC FIRST AID (1-1-2)
*PREREQUISITE: None.*
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support the student will receive appropriate course completion documentation.

### BIO 250 DIRECTED STUDIES IN BIOLOGY (0-2-2)
*PREREQUISITE: None*.
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.

# INDUSTRIAL ELECTRICITY/ELECTRONICS

### ILT104 INDUSTRIAL INSTRUMENTATION (2-1-3)

*PREREQUISITE: None.*
This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

### ILT105 INDUSTRIAL INSTRUMENTATION LAB (0- 2-2)
*PREREQUISITE: None.*
This lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

### ILT117 PRINCIPLES OF CONSTRUCTION WIRING (1-2-3)
*PREREQUISITE: None.*
This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial, and industrial applications**.**

### ILT129 PERSONAL COMPUTER (PC) HARDWARE (2-1-3)
*PREREQUISITE: None.*
This course covers PC Hardware terminology, component purpose, configuration, pricing and selecting components and systems, for assembling, repairing, and upgrading IBM compatible computers. Upon completion of this course, students should be able to describe the basic systems of a PC and be able to perform disassembly and assembly of same.

### ILT160 DC FUNDAMENTALS (1-2-3)
*PREREQUISITE: None.*

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. This is a CORE course.

### ILT161 AC FUNDAMENTALS (1-2-3)

*PREREQUISITE: None.*

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. This is a CORE course.

### ILT162 SOLID STATE FUNDAMENTALS (1-2-3)

*PREREQUISITE: None.*

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. This is a CORE course.

### ILT163 DIGITAL FUNDAMENTALS (1-2-3)

*PREREQUISITE: None.*

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. This is a CORE course.

### ILT169 HYDRAULICS/PNEUMATICS (2-1-3)

*PREREQUISITE: None.*

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot, and repair hydraulic pumps, pneumatic compressors work, and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

### ILT194 INTRODUCTION TO   PROGRAMMABLE LOGIC CONTROLLERS I (2-1-3)

*PREREQUISITE:  None.*

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.

### ILT195 TROUBLESHOOTING TECHNIQUES I (2-1-3)

*PREREQUISITE: None.*

This course focuses on the systematic approach to solving problems. Emphasis is placed on the instrument failures and their interaction with process downtime. Upon completion, students will be able to solve problems on a process simulator or in an actual setting.

### ILT196 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (2-1-3)

*PREREQUISITE:  ILT194.*

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.

### ILT216 INDUSTRIAL ROBOTICS (3-0-3)

*PREREQUISITE: None.*

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

### ILT217 INDUSTRIAL ROBOTICS LAB (0-2-2)

*PREREQUISITE: None.*

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electromechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

### ILT229 PC REPAIR (3-0-3)
*PREREQUISITE: None.*

This course covers the repair of personal computers including hardware and software problems. Proper procedures for circuit card handling and replacement, installation of various drives and installation of software are covered. This course helps prepare the student for the A+ certification. Upon completion of this course, the student should be able to explain the proper procedures used in handling and replacing circuit cards, drives, memory and installing software.

### ILT241 ELECTRICAL GROUNDING SYSTEMS (3-0-3)
*PREREQUISITE: None.*

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following: residential installations, commercial installations, and the function of independent grounding elements. Upon completion, the students should be able to explain and design a simple grounding system.

### INT103 AC FUNDAMENTALS (2-1-3)
*PREREQUISITE: None.*

This course provides an in-depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a CORE course.

### INT112 INDUSTRIAL MAINTENANCE SAFETY PROCEDURES (3-0-3)
*PREREQUISITE:  None.*

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

### INT113 INDUSTRIAL MOTOR CONTROL I (1-2-3)
*PREREQUISITE: None.*

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.

### INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS (2-1-3)
*PREREQUISITE: As required by college.*

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a **CORE** course.

# INDUSTRIAL MAINTENANCE TECHNOLOGY

### INT101 DC FUNDAMENTALS (2-1-3)
*PREREQUISITE: None.*

This course provides an in-depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

### INT118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS (2-1-3) *PREREQUISITE: None.*
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

**INT 119 PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING (1-2-3)**
*PREREQUISITE: As required by college.*
This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

**INT213 Industrial Motor Control II (1-2-3)**
*PREREQUISITE: INT113.*
This course is a continuation of INT 113 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and soft start wiring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup, and programming of variable speed drives. Upon completion students will be able to remove, replace, and wire different types of resistors, reactors, and transformers similar to those used in the control of industrial polyphase motors and large DC motors.

**INT 126 PREVENTIVE MAINTENANCE (1-2-3)**
*PREREQUISITE: As required by college.*
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**WKO110 NCCER Core (2-1-3)**
*PREREQUISITE: None.*
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. Topics include Safety, Construction Math, Introduction to Hand tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling.

**WKO141 MSSC SAFETY COURSE (1-2-3)**
*PREREQUISITE:*
This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

This course is equivalent to AUT 102.
Students completing this course will receive an MSSC certificate in Safety. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

**WKO142 MSSC QUALITY PRACTICES AND MEASUREMENT COURSE (1-2-3)**
*PREREQUISITE: WKO 141 MSSC SAFETY COURSE*
This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

This course is equivalent to ADM 106.
Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

**WKO143 MSSC MANUFACTURING PROCESSES AND PRODUCATION COURSE (1-2-3)**
*PREREQUISITE: WKO 141 MSSC SAFETY COURSE*
This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

This course is equivalent to AUT 144.
Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

**WKO144 MSSC MAINTENANCE AWARENESS COURSE (1-2-3)**
PREREQUISITE: WKO 141 MSSC SAFETY COURSE
This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
- electrical systems;
- pneumatic systems
- hydraulic systems;
- machine automation systems
- lubrication systems
- bearings and couplings

This course is equivalent to MET 220.

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.

# OFFICE ADMINISTRATION

**OAD138 RECORDS AND INFORMATION MANAGEMENT (3-0-3)**
*PREREQUISITE: None.*
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. This is a CORE course.

**OAD214 MEDICAL OFFICE PROCEDURES**
**(3-0-3)**
*PREREQUISITE: None.*
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.

**OAD215 HEALTH INFORMATION MANAGEMENT**
**(3-0-3)**
*PREREQUISITE: None.*
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.

**OAD218 OFFICE PROCEDURES (3-0-3)**
*PREREQUISITE: None.*
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.

**OAD232 THE COMPUTERIZED OFFICE**
**(3-0-3)**
*PREREQUISITE: None.*
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.

**OAD240 CPS/CAP REVIEW (3-0-3)**
*PREREQUISITE: OAD135, OAD136, OAD138, OAD232.*
This course, Certified Professional Secretary/Certified Administrative Professional Review, is designed to provide skills and knowledge in office systems technology, office systems and technology, and management. Emphasis is on the knowledge and skills required of those who qualify as professional administrative support. Upon completion, the student should be able to demonstrate knowledge and successful performance of skills in a variety of business- related subjects.

# PHARMACY TECHNICIAN

**PHM100 INTRODUCTION TO PHARMACY (2-0-2)**
*PREREQUISITE: None.*
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.

**PHM102 PHARMACOLOGY I (3-0-3)**
*PREREQUISITE: None.*
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.

**PHM205 COMPUTERS AND BILLING (3-0-3)**
*PREREQUISITE: None.*
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.

**PHM207 INSTITUTIONAL PHARMACY (3-0-3)**
*PREREQUISITE: None.*
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.

**PHM210 PHARMACY PRACTICE (3-0-3)**
  *PREREQUISITE: None.*
This course considers all aspects of pharmacy, from retail, inpatient, 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.

**PHM112 PHARMACOLOGY II (3-0-3)**
*PREREQUISITE: PHM102*
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.

**PHM113 DRUGS AND HEALTH (3-0-3)**
*PREREQUISITE: None.*
This course emphasizes rational use of prescription and nonprescription medications. Topics include how to use licit drugs and chemical substances appropriately; development of drugs; economic factors which impact on health care; drugs and pregnancy, children, and the elderly; and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

**PHM 211 CLINICAL PRACTICUM I (3-0-3)**
*PREREQUISITE: None.*

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 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.

**PHM212 CLINICAL PRACTICUM II (3-0-3)**
*PREREQUISITE: PHM211*
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.

# PRACTICAL NURSING

**NUR 112 Fundamental Concepts of Nursing**. (**4-9-7**)
*PREREQUISITE COURSES: Admission to the program. COREQUISITE: A grade of "C" or better in BIO 201, and MTH 100 or higher.*
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence- based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**NUR 113 Nursing Concepts I.** 8 hrs. (**4-12-8**)
*PREREQUISITE COURSE: A grade of "C" or better in BIO 201, MTH 100 or higher, and NUR 112.*
*COREQUISITE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210.*
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence- based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**NUR 114 Nursing Concepts II.** 8 hrs. (**5-9-8**)
*PREREQUISITE COURSE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113.*
*COREQUISITE: SPH 106 or 107.*
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence- based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**NUR 115 Evidence Based Clinical Reasoning** (**1-3-2**)
*PREREQUISITE COURSE: A grade of "C" or better in BIO 202, ENG 101 and PSY 210 and NUR 113*
*COREQUISITE: SPH 106 or 107, NUR 114.*
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

# WELDING TECHNOLOGY

**WDT 108 SMAW FILLET / OFC (2-1-3)**
*PREREQUISITE: None.*
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.

**WDT 109 SMAW FILLET/ PAC/ CAC (2-1-3)**
*PREREQUISITE: None.*
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) processes. 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 operations of carbon arc cutting and plasma arc cutting.

**WDT 110 INDUSTRIAL BLUEPRINT READING (3-0-3)**
*PREREQUISITE: None.*
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.

**WKO 110 NCCER CORE (2-1-3)**
*PREREQUISITE: None.*
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.

**WDT 115 GTAW CARBON PIPE THEORY**
**(1-2-3)**
*PREREQUISITE: None.*
This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc welding (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions; filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable codes.

**WDT 116 GTAW STAINLESS PIPE THEORY (1-2-3)**
*PREREQUISITE: None.*
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc welding (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

**WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING (2-1-3)**
*PREREQUISITE: None.*
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.

**WDT 120 SHEILDED METAL ARC WELDING GROOVE THEORY (2-1-3)**
*PREREQUISITE: None.*
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.

**WDT 122 SMAW FILLET/OFC LAB (0-3-3)**
*PREREQUISITE: None.*
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding codes and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. This is a **CORE** course.

**WDT 123 SMAW FILLET/PAC/CAC LAB (0-3-3)**
*PREREQUISITE: None.*
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operations of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 GAS METAL ARC/FLUX CORED ARC WELDING LAB (0-3-3)**
*PREREQUISITE: None.*
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 SHIELDED METAL ARC WELDING GROOVE LAB (0-3-3)**
*PREREQUISITE: None.*
This course provides instruction and demonstration in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 155 GTAW CARBON PIPE LAB (0-3-3)**
*PREREQUISITE: None.*
This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten and the welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten are welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 156 GTAW STAINLESS PIPE LAB (0-3-3)**
*PREREQUISITE: None.*
This course is designed to provide the student with the skills welding stainless steel pipe with gas tungsten arc welding

techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

### WDT 217 SMAW CARBON PIPE THEORY (1-2-3)
*PREREQUISITE: None.*
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions; electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

### WDT 229 BOILER TUBE THEORY (1-2-3)
*PREREQUISITE: None.*
This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gastungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

### WDT 257 SMAW CARBON PIPE LAB (0-3-3)
*PREREQUISITE: None.*
This course is designed to provide the student with skills in welding carbon steel pipe with shielded metal arc welding techniques in various pope weld positions. Upon completion, students should be able to perform
shielded metal arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

### WDT 269 BOILER TUBE LAB 0-3-3
*PREREQUISITE: None.*
This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code.
Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

### WDT 281 SPECIAL TOPICS IN WELDING (0-3-3)
*PREREQUISITE: None.*
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting student's needs.

### WDT 286 CO-OP (0-1-1)
*PREREQUISITE: As required by college.*
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the students submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

### WKO 110 NCCER CORE (2-1-3)
*PREREQUISITE: None.*
Note: There is an approved plan of instruction for this course. 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.


# ORIENTATION NON-DEGREE

### ORT100 ORIENTATION FOR CAREER STUDENTS (1-0-1)
*PREREQUISITE: None.*
This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques.

### ORT105 ORIENTATION AND STUDENT SUCCESS (3-0-3)
*PREREQUISITE: None.*
This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

### ORT111 WORKING STUDENTS SUCCESS (1-0-1)
*PREREQUISITE: None.*
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health,
self-esteem, motivation, goal setting, diversity, communication, child care provisions, college support system, managing work

and study conflicts and advisor contact process. Upon completion, students should be able to function effectively within the college environment to meet their educational and work objectives.

# BASIC SKILLS READING

**BSR090 INTRODUCTIONS TO COLLEGE READING (1-1-2)**

*PREREQUISITE: BSR070 or college placement test score.* This course introduces effective reading and inferential thinking skills in preparation for BSR095. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in contest.

# COLLEGE STUDY SKILLS/PERSONAL DEVELOPMENT

**BSS090 COLLEGE STUDY SKILLS (3-0-3)**
*PREREQUISITE: None.*
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

# BIOLOGY

**BIO103 PRINCIPLES OF BIOLOGY I (3-1-4)**
*PREREQUISITE: None.*
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required.

**BIO201 Human Anatomy and Physiology I (3-1-4)** *PREREQUISITE: BIO103 (unless waived or satisfactory performance on the Alabama Community College System approved placement exam).*
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses.
Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**BIO202 Human Anatomy and Physiology II (3-1-4)** *PREREQUISITE: BIO103 (unless waived or satisfactory performance on the Alabama Community College System approved placement exam) and BIO201.*
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolytes, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**BIO220 General Microbiology (2-2-4)**
*PREREQUISITE: None.*
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro- techniques, distribution, culture identification, and control. Two 120-minute laboratories are required.

# ENGLISH

**ENR098 WRITING AND READING FOR COLLEGE (4-0-4)**
*PREREQUISITE: 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.

**ENG099 INTRODUCTION TO COLLEGE WRITING (1-0-1)**
*PREREQUISITE: None COREQUISITE: English 101*
This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and

supportive of material taught in ENG 101 and the needs of the ENG 099 student.

### ENG100 VOCATIONAL TECHNICAL ENGLISH I (3- 0-3)
*PREREQUISITE: Satisfactory placement score.*
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

### ENG101 ENGLISH COMPOSITION I (3-0-3)
PREREQUISITE: ENR 098 or appropriate English placement score
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

### ENG102 ENGLISH COMPOSITION II (3-0-3)
*PREREQUISITE: A grade of "C" or better in ENG101 or the equivalent.*
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or reference 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.

# HISTORY

### HIS101 WESTERN CIVILIZATION I (3-0-3)
*PREREQUISITE: None.*
This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

# HUMANITIES AND FINE ARTS

### ART100 ART APPRECIATION (3-0-3)
*PREREQUISITE: None.*
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original artwork. Upon completion, students should understand the fundamentals of art; the materials used and have a basic overview of the history of art.

### HUM100 HUMANITIES FORUM (1-0-1)
*PREREQUISITE: None.*
In this course, credit is given for participation in lectures, concerts, and other events, which have relevance to the study of the humanities. The course may be repeated for credit.

### HUM101 INTRODUCTION TO HUMANITIES I (3-0-3)
*PREREQUISITE: None.*
This is the first course in a two-semester sequence, which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy, which relates to a unifying theme.

### HUM102 INTRODUCTION TO HUMANITIES II (3-0-3)
*PREREQUISITE: HUM 101.*
This course is a continuation of HUM101.

# SPEECH

### SPH106 FUNDAMENTALS OF ORAL COMMUNICATIONS (3-0-3)
*PREREQUISITE: None.*
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

### SPH107 FUNDAMENTALS OF PUBLIC SPEAKING (3-0-3)
*PREREQUISITE: None.*
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.

# MATHEMATICS

### MAH101 INTRODUCTORY MATHEMATICS I (3-0- 3)
*PREREQUISITE: Satisfactory placement score.*

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, application of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study.

**MTH090 BASIC MATHEMATICS (3-0-3)**
*PREREQUISITE: None.*
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

**MTH098 ELEMENTARY ALGEBRA (4-0-4)**
*PREREQUISITE: 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.

**MTH099 SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA (1-0-1)**
*PREREQUISITE: MTH098 or appropriate mathematics placement score.*
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH100. The material covered in this course is parallel to and supportive of the material taught in MTH100. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH100 class. This course does not apply toward the general core requirement for mathematics

**MTH100 INTERMEDIATE COLLEGE ALGEBRA (3- 0-3)**
*PREREQUISITE: MTH098 or appropriate mathematics placement score.*
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

**MTH116 MATHEMATICAL APPLICATIONS (3-0-3)**
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics.

# PHILOSOPHY

**PHL206 ETHICS AND SOCIETY (3-0-3)**
*PREREQUISITE: None.*
This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

# PHYSICAL SCIENCE

**PHS111 PHYSICAL SCIENCE I (3-1-4)**
*PREREQUISITE: None.*
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

# PSYCHOLOGY

**PSY200 GENERAL PSYCHOLOGY (3-0-3)**
*PREREQUISITE: None.*
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY210 HUMAN GROWTH AND DEVELOPMENT (3-0-3)**
*PREREQUISITE: PSY200*
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

# SOCIOLOGY

**SOC200 INTRODUCTION TO SOCIOLOGY (3-0-3)**
*PREREQUISITE: None.*
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

Amended 06/21/2021 added orientation dates to the college calendar
Amended 06/30/2021 page 44 Updated Tuition and Fees
Amended 09/28/2021 Added Computer Information Science Info
Amended 10/01/2021 VA Student Attendance Added to CDL and NAS pages
Amended 10/05/2021 Updated Industrial Maintenance Degree Plan
Amended 11/09/2021 Updated College 2021-2022 Calendar and Contact page
Amended 11/18/2021 Board of Trustees
Amended 11/30/2021
Amended 02/08/2022
Amended 02/16/2022
Amended 03/09/2022 Childcare Education and Development