

H. Council Trenholm State Technical College

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www.trenholmtech.cc.al.us

Addendum to the 2002 - 2003 College Catalog and Student Handbook

Effective Fall Semester 2003

The information contained in this Addendum supercedes information in the 2002-2003 College Catalog and Student Handbook. The 2002-2003 College Catalog and Student Handbook has been extended for the 2003-2004 academic year. Major changes have been noted in this Addendum with page numbers referenced.

~~Text lined through - DELETE~~

Text italicized and bold - ADD

Page 8 Alabama State Board Members

~~Governor Don Siegelman~~

Governor Bob Riley, President

Alabama State Capitol

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Mr. Randy McKinney, District I

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Gulf Shores, AL 36547

~~Mr. Bradley Byrne, District 1~~

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~~Mobile, AL 36633~~

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~~Mr. G. J. Higginbotham, District 2~~

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~~Auburn, AL 36830~~

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Mrs. Sandra H. Ray, District VII

2008 University Boulevard

Tuscaloosa, Alabama 35401

Dr. Mary Jane Caylor, District VIII

Post Office Box 18903

Huntsville, Alabama 35804

Page 8 Department of Postsecondary Education

Dr. Roy Johnson, ~~Interim~~ Chancellor

Page 11 College Operating Hours

College

Normal Operating Hours shall be:

7:30 a.m. - 10:30 p.m. Monday - Thursday

7:30 a.m. - **11:30** a.m. ~~4:30~~ Friday

as needed Saturday - Sunday

Class Time

Normal Class Time shall be:

8:00 a.m. - 10:30 p.m. Monday - Friday

as needed Saturday - Sunday

Student Services

Normal Operating Hours shall be:

7:30 a.m. - **5:30** p.m. ~~4:30~~ Monday - Thursday ~~Monday - Thursday & Friday~~

7:30 a.m. - **11:30** a.m. ~~6:30~~ Friday ~~Tuesday & Wednesday~~

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00 p.m.

Business Office

Normal Operating Hours shall be:

7:30 a.m. - **5:30** p.m. ~~4:30~~ Monday - Thursday ~~Monday - Thursday & Friday~~

7:30 a.m. - **11:30** a.m. ~~6:30~~ Friday ~~Tuesday & Wednesday~~

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00

Bookstore

Normal Operating Hours shall be:

7:30 a.m. - **5:30** p.m. ~~4:30~~ Monday - Thursday ~~Monday - Thursday & Friday~~

7:30 a.m. - **11:30** a.m. ~~6:30~~ Friday ~~Tuesday & Wednesday~~

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00 p.m.

Page 17 Transactions after Drop/Add (New Section)

For any transactions regarding the dropping of, addition of, or registration for, classes after the drop/add period the following procedure must be followed:

- 1. Student must complete Drop/Add Form (if they are already registered for classes) or a Registration Form (if they are a new student and have not previously registered for classes).*
- 2. Obtain instructor signature for each class being added/dropped*
- 3. Obtain signature from a Financial Aid Official*
- 4. Obtain signature from Dean of Students or Designee*
- 5. Submit Drop/Add or Registration form to Admissions Office for input*

Page 18 Developmental Courses

Developmental courses are required for students who score below the standard established on the Placement Assessment. Based on placement assessment scores, students may be required to take developmental courses in English, reading, writing, math, and/or algebra. Students who do not take the algebra portion of the Placement Assessment will be required to complete MAH-098, Elementary Algebra, if applicable.

Through developmental courses, students will have the opportunity to strengthen their academic skills in order to be successful in college-level courses. Since developmental courses are preparatory in nature, they are not creditable toward a degree or certificate. *Enrollment in developmental courses may alter the length of time in a program.*

Page 19 Excused Absence Petition (New Section)

Attendance Requirements

- 1. A student enrolled in a particular course(s) is obligated for all work that may be assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences, excused or allowable, do not preclude a student's responsibility for class activities missed during the period of absence.*
- 2. The College reserves the right to sever its relationship with any student who has been excessively absent and will award a grade of "F". A student cannot receive credit for a course if he/she does not attend at least 85 percent of the scheduled class meetings, excluding excused absences (see charts below.)*

<i>16 Week Term (Fall/Spring)</i>		
<i>Number of times class meets per week</i>	<i>Number of times class is scheduled to meet during semester</i>	<i>Number of times student may be absent during semester</i>
<i>1</i>	<i>16</i>	<i>2</i>
<i>2</i>	<i>32</i>	<i>5</i>
<i>3</i>	<i>48</i>	<i>7</i>
<i>4</i>	<i>64</i>	<i>10</i>
<i>5</i>	<i>80</i>	<i>12</i>
<i>6</i>	<i>96</i>	<i>14</i>

<i>10 Week Term (Summer)</i>		
<i>Number of times class meets per week</i>	<i>Number of times class is scheduled to meet during semester</i>	<i>Number of times student may be absent during semester</i>
<i>1</i>	<i>10</i>	<i>1</i>
<i>2</i>	<i>20</i>	<i>3</i>
<i>3</i>	<i>30</i>	<i>4</i>
<i>4</i>	<i>40</i>	<i>6</i>
<i>5</i>	<i>50</i>	<i>7</i>
<i>6</i>	<i>60</i>	<i>9</i>

Note: meeting dates are rounded up in order to meet the 85 percent attendance requirement.

3. *A student is tardy for class when late for more than 10 minutes or leaves class before it is officially dismissed. Three tardies are equivalent to one class period of absence.*

NOTE: Individual programs may enforce a stricter policy with the written approval of the Dean of Instruction/Director of Technical Education.

Usage:

1. *Excused absences may be allowed for:*
 - a. *Personal illness (documentation/verification required).*
 - b. *Serious illness or death in the immediate family (documentation/verification required).*
 - c. *Such conditions as the College may consider as dangerous to the health, welfare or life of the student.*
 - d. *Jury duty or other absences caused by legal authority (documentation/verification required).*
 - e. *Military related obligation (documentation/verification required).*
 - f. *Direct participation in a College-sponsored activity.*
 - g. *Other extenuating circumstances approved by the program director, department chair, and Dean of Instruction.*
2. *All excused absences must be approved by the instructor, program coordinator, and division chair. The student's progress in the course, course objectives, and the amount of time that the student was absent will be factors for consideration. Close scrutiny will be given to any student who has a pattern of being absent.*

Moreover, it is the student's responsibility to obtain an "excused" status for the days in question and to inform his/her instructor of the circumstances pertaining to the absences. This should be done prior to the occurrence, if possible. If it is not possible to notify the course instructor prior to the absence, then the student must inform the program coordinator or division chair of the absence before the absentee policy has been violated.

Example: A student has been absent the allotted time from a course due to illness. The instructor is not aware of the reason why the student is absent from class since no one has informed the course instructor of the illness. The course instructor can and should withdraw the student due to non-attendance of class.

Furthermore, it shall be the student's responsibility to report to the course instructor, the first day he/she returns from an absence for verification of excused status. Failure to do so will automatically dictate an unexcused absence for that occurrence.

3. *All other absences except those listed above are unexcused.*
4. *Three tardies will count as one absence. A student is tardy when he/she is not present at the beginning of class, fails to return after a class break, or leaves the class before it is dismissed, or leaves class without the instructor's permission.*
5. *A program may implement a more stringent attendance policy with the approval of the academic dean. Additionally, the policy must be provided to each student in writing, and it should be printed in the program's handbook and/or course syllabus.*

*Location of form: Program directors' offices, department chairs' offices, Dean of Instruction' office.
Submit to: Course instructor, program director, department chair, Dean of Instruction.*

Page 19 Attendance Policy for On-line Courses (New Section)

According to the college attendance policy (see page 19 of the college catalog), students must demonstrate a minimum level of participation to receive college credit for a course. For online courses, this means attending class on campus three times (course orientation, midterm exam, and final exam) and weekly log-ins to the course website. Failure to log in for any three weeks (consecutive or not) will result in withdrawal from the course.

If a student officially withdraws or is withdrawn (breaks the participation policy) prior to 70% of the term, he/she will receive a "W." A student who officially withdraws or is withdrawn (breaks the participation policy) after 70% of the term will receive a letter grade (A, B, C, D, or F) reflecting the grades earned on work completed prior to withdrawal and grades of zero on work missed after withdrawal.

Pages 19, 21, 42

Replace all occurrences of Dean of Instruction with *Dean of Instruction/Director of Technical Education*

Page 20 Grades

S	Satisfactory	For developmental & non-credit courses. Credit hours will not be averaged into the GPA.	0 Quality Points
U	Unsatisfactory	For developmental & non-credit courses. Credit hours will not be averaged into the GPA.	0 Quality Points
IP	In Progress	For developmental & non-credit courses.	0 Quality Points

Satisfactory grades are "A", "B", and "C". Although "D" is a passing grade, it is not considered satisfactory. An "F" denotes failure *and is NOT considered a passing grade in developmental courses*. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

Page 21

With the permission of the Dean of Instruction/Director of Technical Education, an "I" may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F". An "Incomplete Grade Contract" form must be signed by the student, instructor, division chair, Dean of Instruction/Director of Technical Education. This form must be submitted to the Admissions Office along with the Grade Reporting form.

An incomplete grade ("I") does not count toward course work completed and is not counted as courses attempted; therefore, it does not negatively impact on the incremental measurement of progress. A GRADE OF "I" - INCOMPLETE - IS NOT COUNTED IN HOURS ATTEMPTED. However, the grade that replaces the "I" is counted in hours attempted and hours earned once it is removed. An "I" grade is intended to be only an interim course grade.

Page 21 Grade Changes (Replace Section)

If a student has reason to believe that the letter grade received in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Grade Appeal Process. Unless extenuating circumstances exist, the grade change must be made within one year after the grade was initially assigned.

Page 21 Grade Report

A grade report is issued for every enrolled student at the end of each term. The grade report becomes a part of the student's official transcript. The grade report will be mailed at the end of each term unless there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that particular course. ***This must be done by the last day of the next term.*** If an error has been made, it will be corrected and reflected on the student's transcript. If resolution is not attained, the student may appeal to the division director. ***The division director may resolve concerns or may convene an Ad Hoc Appeal Committee to review the concern. The Committee will make a decision and forward a recommendation to the Dean of Instruction/Director of Technical Education.***

Page 21 Formal Grade Appeal Process (New Section)

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order.

A formal grade appeal should be initiated by the student prior to the last day of classes of the semester following the semester in which the grade was issued. Appeals after this deadline will not be considered.

The following procedures should be followed for formally appealing a grade:

- 1. The student should first contact the instructor and request verification of the grade and how it was determined.*
- 2. If the student does not receive satisfaction from the instructor, the Division Chairperson should confer with the student and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Division Chairperson and be retained on file.*
- 3. If closure is not reached, the student may file a formal grade appeal to the Dean of Instruction/Director of Technical Education. This must be done in writing and dated prior to the one semester time limit. The appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.*

The Dean of Instruction/Director of Technical Education will assign an ad hoc Grade Appeals Committee for deliberation. The Chairperson of the department or the Division Director will be the Chair of the Committee. The Committee shall consist of two full-time faculty members. One faculty member from the discipline (if possible), one faculty member from outside the division in which the course is offered, the president of the SGA (or designee), and a college counselor (or designee). The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation. A straw poll of the committee is conducted to ascertain consensus. If no consensus is achieved a formal hearing is scheduled where the student and faculty member are requested to present their side of the matter in person. After deliberation, the Committee makes a recommendation to the Dean of Instruction/Director of Technical Education to either support the grade as awarded or to change the grade. The Dean of Instruction/Director of Technical Education will take appropriate action.

The Dean of Instruction/Director of Technical Education will notify the student of the decision and/or action as soon as possible following the Committee's recommendation.

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Students who do not take the algebra portion of the Placement Assessment will be required to complete MAH-0981, *Elementary Algebra* ~~Developmental Algebra I~~, if applicable.

~~Those who wish to repeat the Placement Assessment must wait a minimum of six weeks and receive written permission from the Office of Student Services. Each section of the Placement Assessment may be repeated only once.~~

Each section of the Placement Assessment may be repeated only once at a charge of \$8.00 per section.

A study guide for the assessment is on the College website, or one may be picked up in the Admissions Offices. Any questions about the Placement Assessment should be directed to the LEC at 420-4349 or 420-4350.

~~A schedule of dates and times the Placement Assessment will be given can be obtained from the Office of Student Services. Students must make an appointment to take the assessment. Placement Assessment results are a prerequisite for initial enrollment in all general education courses.~~

A schedule of times the Placement Assessment will be given can be obtained from the Admissions Office. Placement Assessment results are a prerequisite for initial enrollment to the College.

Page 46 Tuition and Fee Schedule (Effective Summer Term 2003)

Credit Hours	Tuition	Facility Fee	Technology Fee	Tuition & Fees
1	68.00	8.00	8.00	84.00
2	136.00	16.00	16.00	168.00
3	204.00	24.00	24.00	252.00
4	272.00	32.00	32.00	336.00
5	340.00	40.00	40.00	420.00
6	408.00	48.00	48.00	504.00
7	476.00	56.00	56.00	588.00
8	544.00	64.00	64.00	672.00
9	612.00	72.00	72.00	756.00
10	680.00	80.00	80.00	840.00
11	748.00	88.00	88.00	924.00
12	816.00	96.00	96.00	1008.00
13	884.00	104.00	104.00	1092.00
14	952.00	112.00	112.00	1176.00
15	1020.00	120.00	120.00	1260.00
16	1088.00	128.00	128.00	1344.00
17	1156.00	136.00	136.00	1428.00
18	1224.00	144.00	144.00	1512.00
19	1292.00	152.00	152.00	1596.00
20	1360.00	160.00	160.00	1680.00
21	1428.00	168.00	168.00	1764.00
22	1496.00	176.00	176.00	1848.00
23	1564.00	184.00	184.00	1932.00
24	1632.00	192.00	192.00	2016.00

Page 50 Returned Checks (New Section)

Two-year colleges have been authorized by the Alabama State Board of Education to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. Once the Business Office sends a returned check notification, the check writer has 10 days to reclaim the check and pay the College, in cash, at the Business Office for the fee plus the amount of the check. The Business Office will provide information regarding the current fee for returned checks. If the returned check has not been cleared within 10 days, it will be turned over to the District Attorney's Worthless Check Unit for Collection. The check writer will be responsible for any fees and court costs assessed during the collection process.

Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a cash basis only thereafter.

Page 50 Books and Supplies

A student who withdraws and who has purchased returnable books, and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the term will be refunded fifty percent (50%) of purchase price. Students must present a receipt to receive a refund.

Page 59 Federal Student Aid Standards of Progress (Replace Section)

All TrenholmTech students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, or Alabama Student Assistance Programs are required to make satisfactory academic progress toward the goal of completing their declared degree or certificate program. Satisfactory academic progress will be checked annually, usually at the end of the Spring Term. In addition, satisfactory academic progress is checked when financial aid is awarded and/or when awards are revised. The progress of students who receive these benefits will be measured against the following standards and all financial aid recipients will be subject to the following policies:

Qualitative Measure: Grade Point Average (GPA) Requirements

All students receiving Title IV aid will be expected to meet or exceed the following cumulative GPAs based on the total number of hours attempted in his/her degree or certificate program:

REQUIRED CUMULATIVE GPA LEVELS			
<i>Hours Attempted</i>	<i>GPA Required</i>	<i>Status if Successful</i>	<i>Status if Not Successful</i>
<i>12-21 Credit Hours</i>	<i>1.5</i>	<i>Clear</i>	<i>Probation</i>
<i>22-32 Credit Hours</i>	<i>1.75</i>	<i>Clear</i>	<i>Probation</i>
<i>33 or More Hours</i>	<i>2.0</i>	<i>Clear</i>	<i>Probation</i>

Note: All applicable academic designations except Clear will appear on the student's transcript

ACADEMIC PROBATION	
<i>Required GPA Not Achieved, but Current Term GPA 2.0 or over</i>	<i>Required GPA Not Achieved, and Current Term GPA under 2.0</i>
<i>Academic Probation Continues</i>	<i>Suspension for One Term (May be Appealed)</i>

SUSPENSION FOR ONE TERM		
<i>Student Action</i>	<i>Student Status</i>	<i>Status Upon Readmission</i>
<i>No Appeal Filed</i>	<i>Serves Suspension</i>	<i>Academic Probation</i>
<i>Appeal Successful</i>	<i>Readmitted</i>	<i>Academic Probation</i>
<i>Appeal Denied</i>	<i>Serves Suspension</i>	<i>Academic Probation</i>

READMISSION AFTER HAVING BEEN SUSPENDED ONE TERM (Whether Suspension Served or Readmitted Upon Appeal)	
<i>Required GPA for Hours Attempted Not Achieved, but Current Term GPA 2.0</i>	<i>Student Remains on Academic Probation</i>
<i>Required GPA for Hours Attempted Not Achieved, and Current Term GPA Under 2.0</i>	<i>Student Suspended for One Year. (This suspension may be appealed, and, if successful, the student will be readmitted to the College on Academic Probation. If appeal is unsuccessful, student serves suspension and then may be readmitted on academic probation.)</i>

Students who receive Federal Pell Grant and are on ACADEMIC PROBATION WILL remain eligible to receive Federal Pell Grant. Students will be placed on Financial Aid Suspension if they fail to raise their overall GPA to the required level by the end of their Probation term. To again secure Title IV aid, the student must appeal to the Financial Aid Appeals Committee. Readmission to the College does not mean that a student is automatically eligible to receive Federal assistance again.

Quantitative Measure: Time Frame for Completion

Each student receiving aid will be expected to complete his/her course of study within a period of time not to exceed 1.5 times the normal length of his/her program. For example, students in a two-year Associate degree program will be permitted to attend TrenholmTech with assistance for a maximum of six semesters as a full-time student. Half-time students are allowed twelve semesters to complete their program. To be considered as making satisfactory progress under this standard, each student must successfully complete the number of credit hours indicated by the end of each increment period indicated below.

Each student receiving Title IV Federal Financial Aid must also earn each academic year 2/3 of the minimum number of hours required to complete a program in the normal length of time allowed. Refer to the chart below to determine the required minimum hours completed for hours attempted.

CREDIT HOURS ATTEMPTED	MINIMUM CREDIT HOURS EARNED
<i>24</i>	<i>16</i>
<i>32</i>	<i>22</i>
<i>43</i>	<i>34</i>
<i>96</i>	<i>64</i>

Transfer/Returning Students: *All transfer and returning students must meet the minimum grade-point standards indicated above in order to be eligible for financial aid. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.*

Withdrawals, Audits, and Attendance: *Students who withdraw from classes after receiving financial aid face the possibility of financial aid probation/suspension due to failure to pass a sufficient number of hours under the time frame requirements as stated above. In addition, students who completely withdraw are subject to the Federal Return of Title IV Funds Policy, or “R2T4”. This federal policy requires Title IV financial aid recipients who completely withdraw from classes before completing 60% of any given term to repay a portion of any grants received to the Title IV financial aid programs.*

Students will not receive financial aid for any classes they audit, or for any classes they never attend. At the beginning of each term TrenholmTech faculty must identify the names of those students who fail to attend their classes, and those students' names are deleted from any pending financial aid payrolls until attendance can be verified by the instructor.

Grades: *A grade of “W” is assigned to a student who officially withdraws* or is unofficially withdrawn** from the College or from a course prior to 70 percent of the term being completed. This specified date will be listed in the semester academic calendar during each term. It is the responsibility of the student to read the academic calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College or from a course after 70 percent of the semester has been completed will receive a letter grade reflecting the grade earned during the first 70 percent of the course and the work missed during the last 30 percent of the course.*

- * *Officially Withdraws – means that student receives, completes, gets the appropriate signatures, and returns all appropriate withdrawal forms to the Admissions Office.*
- ** *Unofficially Withdrawn – means that the student has violated the attendance policy (missed 15% or more of the class) and the instructor has submitted to the Admissions Office a Notification of Unofficial Withdrawal form.*

A grade of “W” earns zero quality points and is counted in hours attempted by the student. With the permission of the Dean of Instruction/Director of Technical Education, an “I” may be assigned when a student’s work in a course is incomplete because of circumstances beyond the student’s control, but is otherwise of passing quality. An incomplete grade (“I”) does not count toward course work completed and is not counted as courses attempted; therefore it does not negatively impact on the incremental measurement of progress. A grade of “I” is NOT counted in hours attempted. However, the grade that replaces the “I” is counted in hours attempted and hours earned once it is removed. An “I” grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the “I” automatically becomes an “F” when grades are processed at the end of the next term.

Repeated Courses and Remedial Courses: *If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted will not count towards the minimum number of academic hours required for program completion. A Title IV federal financial aid recipient who is enrolled in a developmental (remedial) course of study may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 30 semester credit hours of developmental work. Developmental courses are not counted in the hours attempted.*

Extenuating Circumstances & Appeals Process: *Any student placed on Financial Aid probation or suspension may appeal his/her status. All appeals must be submitted to the Director of Student Financial Aid in writing within two weeks following the date the student receives notification of his/her status. This written appeal should explain reasons for the non-compliance with the minimum standards and plans for bringing their grades into compliance with the policy.*

Refund Policy

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 class(es) dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

Total Withdrawal: Students who officially or are unofficially withdrawn from all classes for which they are registered before the first day of classes for the term will be refunded the total amount of tuition and other refundable fees. Students who officially or are unofficially withdrawn completely on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date. The \$25.00 late registration fee is not refundable.

<i>Total Withdrawal before the official first day of classes</i>	<i>100% refund</i>
<i>Total Withdrawal during first week</i>	<i>75% refund</i>
<i>Total Withdrawal during second week</i>	<i>50% refund</i>
<i>Total Withdrawal during third week</i>	<i>25% refund</i>
<i>Total Withdrawal after the end of the third week</i>	<i>NO REFUND</i>

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or \$100.00 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. The first official day of the term is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds, a week is defined as the first day of class running seven calendar days (inclusive of Saturday and Sunday).

Page 66 GED Testing (Replace Section)

H. Councill Trenholm State Technical College is a GED State Test Center. The GED Test is administered twice monthly. The cost of the test is \$40 (cash). Two forms of identification are required: a picture I.D. Card and/or a Social Security Card. The minimum age to take the GED Test is 18. AN APPOINTMENT IS REQUIRED TO TAKE THE GED TEST. To schedule your test date, you must call the Trenholm Campus at (334) 420-4312. Re-test fee: \$8.00 per test, except Writing which is \$10.00.

Page 66 Testing Services

COMPASS Assessment 420-4349 or 420-4350
 Building J - Patterson Campus
 420-4328
 Building C - Trenholm Campus

Page SH-6 Learning Enhancement Center

The LEC supports programs at the College by providing computer-assisted instruction. Computers with access to the Internet are available for student research and for accessing the Alabama Virtual Library.

The LEC is located on the Patterson Campus in Building "J", and on the Trenholm campus in Building "C". LEC personnel may be contacted at (334) 420-4349 or (334) 420-4350.

Page SH-6 Learning Resource Center/Library Tower (Replace Section)

The Learning Resource Center on the Trenholm Campus houses the library that maintains a collection of print and non-print materials, and an archival collection. The library also provides remote access to sources of current information and full-text general and discipline-related databases, as well as a wide range of other services to students, faculty, staff, and community patrons. Bibliographic instruction is available upon request. In addition, departmental collections, located on both campuses, provide quick and easy access to frequently used resources. The Learning Resource Center/Library Tower is located on the Trenholm Campus (3086 Mobile Highway) and may be contacted at (334) 420-4455 or by email, lstaff@trenholmtech.cc.al.us.

SH-14 Violations

1. No parking decal
2. Wrong parking zone, or parking in numbered/reserved parking space
3. Improper parking within parking areas, including backing into parking places
4. Obstructing fire lanes
5. Excessive speed on campus (15 mph maximum)
- ~~6. Parking too close to a corner~~
6. Parking on grass-covered areas
7. Decal not applied properly to rear bumper or rear windshield
8. ***Driving wrong way on one-way street***
9. Parking in area reserved for the use of handicapped individuals without a handicapped decal or tag

Penalties

1. Violations of regulations will subject the violator to fines as follows:
 - ALL ~~First~~ Violations \$5.00
 - ~~Second Violation~~ \$5.00
 - ~~Third Violation~~ Disciplinary Action
 - Unauthorized Handicap Parking \$25.00

SH-16 Reporting Criminal Actions or Other Emergencies

Immediately contact Campus Security: 301-2225, Sam Munnerlyn - 799-6540, Gail Taylor - 799-6537 or Dennis Monroe - 799-6544.

If security cannot be reached, then the situation should be reported to the Trenholm Campus Director, Gail Taylor - 799-6537 or the Patterson Campus Director, Sam Munnerlyn - 799-6540.

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**CURRICULUM REQUIREMENTS
FOR
CERTIFICATE IN
AUTOMOTIVE COLLISION REPAIR**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (51 credit hours)				
ABR-111	Non-Structural Repair	1	5	3
ABR-112	Non-Structural Panel Replacement	1	5	3
ABR-121	Refinishing Material and Equipment	1	5	3
ABR-122	Surface Preparation	1	5	3
ABR-152	Plastic Repairs	1	5	3
ABR-154	Auto Glass and Trim	1	5	3
ABR-156	Auto Cutting and Welding	1	5	3
ABR-211	Structural Analysis	1	5	3
ABR-212	Structural Repair	1	5	3
ABR-222	Electrical Components	1	5	3
ABR-252	Body Shop Management	1	5	3
ABR-254	Collision Damage Reports	1	5	3
ABR-255	Steering and Suspension	1	5	3
ABR-256	Topcoat Applications	1	5	3
ABR-257	Advanced Structural Repair	1	5	3
ABR-291	Auto Body Repair Co-op	0	5	1
ABR-292	Auto Body Repair Co-op	0	10	2
ABR-293	Auto Body Repair Co-op	0	15	3
General Education (12 credit hours)				
COM-100	Vocational Technical English <i>or higher</i>	3	0	3
DPT-103	Introductory Computer Skills <i>or higher</i>	2	2	3
MAH-101	Vocational Technical Mathematics <i>or higher</i>	3	0	3
SPC-103	Oral Communication Skills <i>or higher</i>	3	0	3
Total Hours (63 credit hours) (2,010 contact hours)				

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**CURRICULUM REQUIREMENTS
FOR
CERTIFICATE IN CLERICAL TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (30 credit hours)				
CLR-100	Keyboarding	2	3	3
CLR-125	Basic Word Processing	2	3	3
CLR-126	Advanced Word Processing	2	3	3
CLR-135	Basic Accounting	3	0	3
CLR-138	Records and Information Management	2	3	3
CLR-218	Office Procedures	3	0	3
CLR-230	Desktop Publishing	2	3	3
CLR-243	Spreadsheet Applications	2	3	3
CLR-244	Database Concepts	2	3	3
CLR-246	Office Graphics	2	3	3
General Education (12 credit hours)				
COM-100	Vocational Technical English	3	0	3
DPT-103	Introductory Computer Skills	2	2	3
MAH-101	Vocational Technical Mathematics	3	0	3
SPC-103	Oral Communication Skills	3	0	3

Total Hours (42 credit hours)

5/24/02

**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
CLERICAL TECHNOLOGY
EMPHASIS: SOFTWARE APPLICATIONS**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
PROGRAM				
CLR-125	Basic Word Processing	2	3	3
CLR-126	Advanced Word Processing	2	3	3
CLR-230	Desktop Publishing	2	3	3
CLR-243	Spreadsheet Applications	2	3	3
CLR-244	Database Concepts	2	3	3
CLR-246	Office Graphics	2	3	3

Total Hours (18 credit hours)

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN COSMETOLOGY
EMPHASIS: COSMETOLOGY HAIRSHAPING AND COSMETIC APPLICATIONS**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
COS-111	Cosmetology Science and Art	3	0	3
COS-112	Cosmetology Science and Art Lab	0	6	3
COS-131	Esthetics	3	0	3
COS-132	Esthetics Applications	0	6	3
COS-144	Hair Shaping	1	5	3
COS-150	Manicuring	1	5	3
COS-156	Career and Personal Development	3	0	3
<i>COS-191</i>	<i>Co-op</i>	<i>0</i>	<i>10</i>	<i>2</i>
Total Hours (23 credit hours) (688 contact hours)				

Add to Info
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COMMISSION ON DENTAL ACCREDITATION
POSTING FORM FOR POLICY ON THIRD PARTY COMMENTS

The Commission currently publishes, in its accredited lists of programs, the year of the next site for each program it accredits. In addition, the Commission publishes in its spring and fall newsletter, Communications Update, those programs being site visited January through June or July through December. Developing programs submitting applications for initial accreditation may be scheduled for site visits after the publication of Communications Update; thus, the specific dates of these site visits will not be available for publication. These programs will be listed in Communications Update with a special notation that the developing programs have submitted applications for initial accreditation and may or may not be scheduled for site visits. Parties interested in these specific dates (should they be established) are welcomed/encouraged to contact the Commission office. The United State Department of Education (USDE) procedures now also require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the department's requirement on the use of third-party comment regarding program's qualifications for accreditation, the following procedures have been developed.

WHO CAN SUBMIT COMMENTS: Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, Commission consultants, specialty and dental-related organizations, patients, and/or consumers.

HOW COMMENTS CAN BE SOLICITED: The Commission will request written comments from interested parties in the spring and fall issues of Communications Update. In fairness to the accredited programs, all comments relative to programs being visited will be due in the Commission office no later than 60 days prior to each program's site visit to allow time for the program to respond. Therefore, programs being site-visited in January through June will be listed in the fall issue of CU of the previous year and programs scheduled for a site visit from July through December will be listed in the spring issue of the current year. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the site visit team while on-site.

Those programs scheduled for review are responsible for soliciting third-party comments from students and patients by publishing an announcement at least 90 days prior to their site visit. The notice should indicate the deadline of 60 days for receipt of third-party comments in the Commission office and should stipulate that comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process. The announcement may include language to indicate that a copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1-800-621-8099, extension 4653.

TYPES OF COMMENTS CONSIDERED: All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitted comments, requests can be made to the Commission office for receiving standards and/or the Commission's Evaluation Policies and Procedures (EPP).

MANAGEMENT OF COMMENTS: All relevant comments will be referred to the program at least 50 days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the site visit team 15 days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel.

Adopted: (07/95) Revised: (01/97) Updated: (08/02) Reaffirmed: (01/03)

INSTITUTION: H. Councill Trenholm State Technical College

PROGRAM(S) TO BE REVIEWED: Dental Assisting and Dental Laboratory Technology

SITE VISIT DATE: 11/17/2004 to 11/19/2004

60-DAY DEADLINE FOR RECEIPT OF COMMENTS IN THE COMMISSION OFFICE: 9/18/2004
(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)

CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
DENTAL ASSISTING TECHNOLOGY

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Course #	Course Title	Theory Contact Hours/Wk	Lab Contact Hours/Wk	Credit Hours
Technical Core (38 credit hours)				
DAT-100	Introduction to Dental Assisting	2	0	2
DAT-101	Pre-Clinical Procedures I	2	3	3
DAT-102	Dental Materials	2	3	3
DAT-103	Anatomy and Physiology for the Dental Assistant	3	0	3
DAT-104	Basic Science for Dental Assisting	2	0	2
DAT-111	Clinical Practice I	1	12	5
DAT-112	Dental Radiology	2	3	3
DAT-113	Dental Health Education	2	0	2
DAT-116	Pre-Clinical Procedure II	2	0	2
DAT-121	Dental Office Procedures	4	0	4
DAT-122	Clinical Practice II	0	12	4
DAT-123	Dental Assisting Seminar	4	0	4
DAT-124	Clinically Applied Infection Control & OSHA Standards	0	3	1
General Education (21 credit hours)				
MAH	Math (above 101)	3	0	3
ENG-101	English Composition I	3	0	3
ENG-102	English Composition II	3	0	3
PSY	Psychology	3	0	3
<i>PSY/HIS/SOC</i>	<i>History or Social or Behavioral Science</i>	3	0	3
<i>DPT</i>	<i>Computer Science</i>	3	0	3
DPT 107	Computing Essentials	2	2	3
	Speech or Ethics	3	0	3
<i>BIO/DPT</i>	<i>Science or Computer Science</i>	3	0	3
<i>PLH/HUM</i>	<i>Ethics or Humanities</i>	3	0	3
BIO	Biology	3	0	3
Technical Electives (3 credit hours - select courses from the list below)				
Total Hours (62 credit hours)				
Electives:				
DAT-107	Dental Computer Basics	1	2	2
DAT-126	Dental Assisting Seminar	2	0	2
DAT-131	Business & Industrial Psychology	1	0	1
DAT-134	Clinical/Co-op	0	5	1
DAT-135	Clinical/Co-op	0	10	2
DAT-136	Clinical/Co-op	0	15	3
DAT-137	Clinical/Co-op	0	20	4
DAT-138	Dental Terminology for Dental Assisting	1	0	1
DAT-139	Directed Studies in Dental Assisting	1	0	1
DAT-140	Directed Studies in Dental Assisting	2	0	2
DAT-141	Directed Studies in Dental Assisting	3	0	3
DAT-202	Advanced Dental Assisting	2	2	3
DAT-203	Advanced Dental Assisting Clinic	0	9	3
DAT-204	Dental Assisting Symposium	2	0	2
DAT-296	Special Topics in Dentistry	1	0	1
DAT-297	Special Topics in Dentistry	2	0	2
DAT-298	Special Topics in Dentistry	3	0	3
DAT-299	Special Topics in Dentistry	4	0	4

**CURRICULUM REQUIREMENTS
FOR
CERTIFICATE IN
DENTAL ASSISTING TECHNOLOGY**

Course #	Course Title	Theory Contact Hours/Wk	Lab Contact Hours/Wk	Credit Hours
Technical Core (38 credit hours)				
DAT-100	Introduction to Dental Assisting	2	0	2
DAT-101	Pre-Clinical Procedures I	2	3	3
DAT-102	Dental Materials	2	3	3
DAT-103	Anatomy and Physiology for the Dental Assistant	3	0	3
DAT-104	Basic Science for Dental Assisting	2	0	2
DAT-111	Clinical Practice I	1	12	5
DAT-112	Dental Radiology	2	3	3
DAT-113	Dental Health Education	2	0	2
DAT-116	Pre-Clinical Procedure II	2	0	2
DAT-121	Dental Office Procedures	4	0	4
DAT-122	Clinical Practice II	0	12	4
DAT-123	Dental Assisting Seminar	4	0	4
DAT-124	Clinically Applied Infection Control & OSHA Standards	0	3	1
General Education (12 credit hours)				
MAH	Math (above 101)	3	0	3
COM-100	Vocational Technical English or above	3	0	3
ENG 101	English Composition I	3	0	3
DPT 107	Computing Essentials	2	2	3
	Ethics or Speech	3	0	3
Technical Electives (3 credit hours - select courses from the list below)				
Total Hours (53 credit hours)				
Technical Electives:				
DAT-107	Dental Computer Basics	1	2	2
DAT-126	Dental Assisting Seminar	2	0	2
DAT-131	Business & Industrial Psychology	1	0	1
DAT-138	Dental Terminology for Dental Assisting	1	0	1
DAT-139	Directed Studies in Dental Assisting	1	0	1
DAT-140	Directed Studies in Dental Assisting	2	0	2
DAT-141	Directed Studies in Dental Assisting	3	0	3
DAT-296	Special Topics in Dentistry	1	0	1
DAT-297	Special Topics in Dentistry	2	0	2
DAT-298	Special Topics in Dentistry	3	0	3
DAT-299	Special Topics in Dentistry	4	0	4

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CURRICULUM REQUIREMENTS **
FOR
SPECIALIZED TRAINING CERTIFICATE IN
DENTAL ASSISTING TECHNOLOGY

Course #	Course Title	Theory Contact Hours/Wk	Lab Contact Hours/Wk	Credit Hours
DAT-100	Introduction to Dental Assisting	2	0	2
DAT-101	Pre-Clinical Procedures I	2	3	3
DAT-102	Dental Materials	2	3	3
DAT-103	Anatomy and Physiology for the Dental Assistant	3	0	3
DAT-104	Basic Science for Dental Assisting	2	0	2
DAT-111	Clinical Practice I	1	12	5
DAT-112	Dental Radiology	2	3	3
DAT-113	Dental Health Education	2	0	2
DAT-116	Pre-Clinical Procedure II	2	0	2
DAT-124	Clinically Applied Infection Control & OSHA Standards	0	3	1

Total Hours (26 credit hours)

**** This Specialized Training Certificate DOES NOT meet all standards for the American Dental Association and is not accredited.**

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COURSE DESCRIPTION
DRAFTING & DESIGN TECHNOLOGY

DDT-233 SOLIDS MODELING 2 2 3

PREREQUISITE: DDT-123 or instructor permission

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface, and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production from created solid models. This is offered at least once a year.

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**CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
ELECTRICAL TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (55 credit hours)				
ELT-105	DC/AC Principles of Electricity or ACR-121 and ACR-122	4	6	6
ELT-104	Distribution Systems	2	3	3
<i>ETC-111</i>	<i>DC/AC Principles</i>	3	0	3
<i>ETC-112</i>	<i>DC/AC Principles Lab</i>	0	9	3
<i>ILT-181</i>	<i>Special Topics</i>	1	5	3
ELT-115	Installation Techniques	0	6	2
ELT-123	AC/DC Machines	4	6	6
<i>ILT-101</i>	<i>Survey of Electronics</i>	3	0	3
<i>ILT-102</i>	<i>Survey of Electronics Lab</i>	0	9	3
ELT-113	Residential Wiring	4	6	6
ELT-133	Commercial/Industrial Wiring	4	6	6
ELT-210	Motor Controls	4	6	6
ELT-230	Programmable Controls	4	6	6
ELT-241	National Electric Code	3	0	3
<i>ILT-201</i>	<i>Industrial Electronics</i>	3	0	3
<i>ILT-202</i>	<i>Industrial Electronics Lab</i>	0	6	2
<i>ILT-211</i>	<i>Troubleshooting Techniques</i>	1	6	3
INT-105	Introduction to Process Technology	3	0	3
INT-106	Introduction to Process Technology Lab	0	9	3
INT-215	Troubleshooting Techniques	1	6	3
General Education (21 credit hours)				
ENG-101	English Composition I	3	0	3
ENG-130	Technical Report Writing or ENG-102 English Composition II	3	0	3
MAH-103	Introduction to Technical Mathematics	3	0	3
MAH-104	Plane Trigonometry Approved science or approved math course	3	0	3
PSY-200	General Psychology	3	0	3
SPH-106	Fundamentals of Oral Communication or PHL-200 Ethics in the Workplace	3	0	3

Total Hours (76 credit hours)

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN ELECTRICAL TECHNOLOGY
EMPHASIS: ELECTRICIAN HELPER**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ELT-105	DC/AC Principles of Electricity or ACR-121 and ACR-122	4	6	6
ELT-113	Residential Wiring	4	6	6
ELT-115	Installation Techniques	0	6	2
ELT-123	AC/DC Machines	4	6	6
INT-105	Introduction to Process Technology	3	0	3
INT-106	Introduction to Process Technology Lab	0	6	3
Total Hours (26 credit hours)				

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
ELECTRICAL TECHNOLOGY
EMPHASIS: INDUSTRIAL CONTROLS**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ELT-210	Motor Controls	4	6	6
ELT-230	Programmable Controls	4	6	6
ELT-233	Applied Programmable Controls	2	3	3
ELT-234	Applied Programmable Controls II	2	3	3
ILT-216	Industrial Robotics	3	0	3
ILT-217	Industrial Robotics Lab	0	6	2
ILT-233	Introduction To Network Cabling and Fiber	1	5	3
Total Hours (26 credit hours)				

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
ELECTRICAL TECHNOLOGY
EMPHASIS: MASTER ELECTRICIAN PREP**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ELT-103	Wiring Methods	2	3	3
ELT-104	Distribution Systems	2	3	3
ELT-115	Installation Techniques	0	6	2
ELT-121	Basic AC/DC Machines	2	3	3
ELT-131	Commercial/Industrial Wiring I	2	3	3
ELT-211	Motor Control I	2	3	3
ELT-241	National Electric Code	3	0	3
ELT-242	Journeyman-Master Prep Exam	3	0	3
ELT-245	Electrical Grounding Systems	3	0	3
Total Hours (26 credit hours)				

(NEW)
**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN ELECTRICAL TECHNOLOGY
EMPHASIS: ELECTRONICS/INSTRUMENTATION/ELECTRICAL
TECHNICIANS HELPER**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
<i>ETC-111</i>	<i>DC/AC Principles</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ETC-112</i>	<i>DC/AC Principles Lab</i>	<i>0</i>	<i>9</i>	<i>3</i>
<i>ILT-181</i>	<i>Special Topics</i>	<i>1</i>	<i>5</i>	<i>3</i>
<i>ELT-115</i>	<i>Installation Techniques</i>	<i>0</i>	<i>6</i>	<i>2</i>
<i>ELT-123</i>	<i>AC/DC Machines</i>	<i>4</i>	<i>6</i>	<i>6</i>
<i>ILT-101</i>	<i>Survey of Electronics</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-102</i>	<i>Survey of Electronics Lab</i>	<i>0</i>	<i>9</i>	<i>3</i>
<i>DPT-107</i>	<i>Computing Essentials</i>	<i>2</i>	<i>2</i>	<i>3</i>
Total Hours (26 credit hours)				

CURRICULUM REQUIREMENTS

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**FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
ELECTRICAL/INSTRUMENTATION TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (55 credit hours)				
ILT-106	Industrial Instrumentation Lab	0	6	2
INT-105	Introduction to Process Technology	3	0	3
INT-106	Introduction to Process Technology Lab	0	9	3
INT-109	Industrial Process Equipment & Fittings	3	0	3
INT-110	Industrial Process Equipment & Fittings Lab	0	9	3
INT-115	Industrial Measurement	3	0	3
INT-116	Industrial Measurement Lab	0	9	3
INT-207	Industrial Automatic Controls	3	0	3
	or INT-209 Distributed Control Systems			
INT-208	Industrial Automatic Controls Lab	0	9	3
	or INT-210 Distributed Control Systems Lab			
INT-215	Troubleshooting Techniques	1	6	3
ELT-105	DC/AC Principles of Electricity	4	6	6
	or ACR-121 and ACR-122			
<i>ETC-111</i>	<i>DC/AC Principles</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ETC-112</i>	<i>DC/AC Principles Lab</i>	<i>0</i>	<i>9</i>	<i>3</i>
<i>ILT-181</i>	<i>Special Topics</i>	<i>1</i>	<i>5</i>	<i>3</i>
<i>ELT-115</i>	<i>Installation Techniques</i>	<i>0</i>	<i>6</i>	<i>2</i>
ELT-123	AC/DC Machines	4	6	6
<i>ILT-101</i>	<i>Survey of Electronics</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-102</i>	<i>Survey of Electronics Lab</i>	<i>0</i>	<i>9</i>	<i>3</i>
<i>ILT-201</i>	<i>Industrial Electronics</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-202</i>	<i>Industrial Electronics Lab</i>	<i>0</i>	<i>6</i>	<i>2</i>
ELT-210	Motor Controls	4	6	6
ELT-230	Programmable Controls	4	6	6
<i>ILT-148</i>	<i>Automatic Control Systems</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-149</i>	<i>Automatic Control Systems Lab</i>	<i>0</i>	<i>6</i>	<i>2</i>
<i>ILT-115</i>	<i>Advanced Industrial Controls</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-116</i>	<i>Advanced Industrial Controls Lab</i>	<i>0</i>	<i>6</i>	<i>2</i>
<i>ILT-222</i>	<i>Adv Programmable Logic Controllers</i>	<i>3</i>	<i>0</i>	<i>3</i>
<i>ILT-223</i>	<i>Adv Programmable Logic Controllers Lab</i>	<i>0</i>	<i>6</i>	<i>2</i>
General Education (21 credit hours)				
ENG-101	English Composition I	3	0	3
ENG-130	Technical Report Writing or ENG-102	3	0	3
MAH-103	Introduction to Technical Mathematics	3	0	3
MAH-104	Plane Trigonometry	3	0	3
	Approved science or approved math course	3	0	3
PSY-200	General Psychology	3	0	3
SPH-106	Fundamentals of Oral Communication or PHL-200 Ethics in the Workplace	3	0	3
Total Hours (76 credit hours)				

ELT 104 — DISTRIBUTION SYSTEMS ————— 2 ————— 3 ————— 3

PREREQUISITE: None

This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field. This course is offered one term per year.

ELT 105 — DC/AC PRINCIPLES OF ELECTRICITY ————— 4 ————— 6 ————— 6

PREREQUISITE: None

This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power, conductors and insulators, alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism, sinewave generation and valves, circuit construction and analysis. Upon completion, students should be able to understand and solve DC electrical quantity problems, use voltmeters, ohm meters, and amp meters, and be able to construct AC circuits and use AC test equipment. This course is offered one term per year.

ELT 121 — BASIC AC/DC MACHINES ————— 2 ————— 3 ————— 3

PREREQUISITE: ELT105

This course covers the theory and operation of single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Upon completion, students should be able to explain, wire and troubleshoot most single and three phase AC motors. This course is offered one term per year.

ELT 131 — COMMERCIAL/INDUSTRIAL WIRING I ————— 2 ————— 3 ————— 3

PREREQUISITE: ELT 105

This course teaches the student the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and the NEC code requirements as it applies to commercial and industrial wiring and the lab will reinforce the knowledge in this class. Upon completion, students should be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications and interpret the NEC code requirements. This course is offered one term per year.

ELT 181 — SPECIAL TOPICS IN ELECTRICAL TECHNOLOGY 0 3 ————— 0 9 ————— 3

PREREQUISITE: Permission of instructor.

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs. This course is offered as needed.

ELT 192 — PRACTICUM/INTERN/CO-OP ————— 0 ————— 5 ————— 1

PREREQUISITE: Permission of instructor.

This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission. This course is offered as needed.

ELT 193 — PRACTICUM/INTERN/CO-OP ————— 0 ————— 10 ————— 2

PREREQUISITE: Permission of instructor.

This course provides practical experience in the electrical craft as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical

wiring and conduit; this course may be repeated with the instructor's permission. This course is offered as needed.

~~ELT 194 — PRACTICUM/INTERN/CO-OP ————— 1 ————— 10 ————— 3~~

~~PREREQUISITE: Permission of instructor.~~

~~This course provides practical experience in the electrical craft as an electrician's helper or higher level working more advanced special projects or conducting more advanced research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives while studying in the classroom one hour per week. Upon completion, students should possess a higher state of proficiency in the basic skills and a better knowledge of testing for Electrical Journeyman's Block Test. This course is offered as needed.~~

~~ELT 195 — PRACTICUM/INTERN/CO-OP ————— 2 ————— 10 ————— 4~~

~~PREREQUISITE: Permission of instructor.~~

~~This course provides additional practical experience in the electrical craft as an apprentice electrician or higher level working advanced projects or research/study in a directed area of the field. Emphasis is placed on gaining more hands-on experience with tools of the trade as well as NEC directives while studying in the classroom two hour per week. Upon completion, students should possess a higher state of proficiency in all electrician skills and a better knowledge of testing for Electrical Journeyman's Block Test. This course is offered as needed.~~

~~ELT 211 — MOTOR CONTROL I ————— 2 ————— 3 ————— 3~~

~~PREREQUISITE: ELT 105~~

~~This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push button stations and sizing of magnetic motor starters and overload protection. Topics include, sizing magnetic starters and overload protection and the use of push button stations, ladder diagrams and magnetic motor starters in control of electric motors. Upon completion, students should be able to understand the operation of magnetic motor starters, overload protection and interpret ladder diagrams using push button stations. This course is offered one term per year.~~

~~ELT 233 — APPLIED PROGRAMMABLE CONTROLS ————— 2 ————— 3 ————— 3~~

~~PREREQUISITE: ELT 230~~

~~This state-of-the-art course covers the more advanced topics of PLC's. Emphasis is placed on, but not limited to the following: high speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques and special projects. Upon completion, students must demonstrate their ability by developing programs, loading programs into PLC's and troubleshooting the system if necessary. This course is offered as needed.~~

~~ELT 234 — APPLIED PROGRAMMABLE CONTROLS II ————— 2 ————— 3 ————— 3~~

~~PREREQUISITE: ELT 233~~

~~This state-of-the-art course includes the principles of PLC's including hardware, programming, and program design. Emphasis is placed on material handling systems. This course is offered as needed.~~

~~ELT 241 — NATIONAL ELECTRIC CODE ————— 3 ————— 0 ————— 3~~

~~PREREQUISITE: None~~

~~This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation. This course is offered one term per year.~~

~~ELT 242 — JOURNEYMAN MASTER PREP EXAM ————— 3 ————— 0 ————— 3~~

~~PREREQUISITE: None~~

~~This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principals, practice tests, and test taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam. This course is offered one term per year.~~

~~ELT 245 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. This course is offered one term per year.~~

ETC-111 DC/AC PRINCIPLES 3 0 3

PREREQUISITE: None

This course provides a study of direct current. Topics including direct current and its measurements, the use of DC test equipment basic laws of electronic circuits series-parallel, electromagnetics and the introduction of AC concepts. Upon completion, students will be able to design a series-parallel circuit and make measurements using DC testing equipment. This course is offered every term.

ETC-112 DC/AC PRINCIPLES LAB 0 9 3

PREREQUISITE: None

This lab focuses on direct current and its measurements, the use of DC test equipment, basic laws of electronic circuits series-parallel, electromagnetics and the introduction of AC concepts. Upon completion, students will be able to design a series-parallel circuit and make measurements using DC Testing equipment. This course is offered every term.

ILT-101 SURVEY OF ELECTRONICS 3 0 3

PREREQUISITE: None

This course, in a non-technical way, describes the history and implications of electronics in the modern world. Topics include: fundamental concepts of electronics theory, devices, digital and analog circuits, microprocessors, and modern test equipment. Upon completion of this course, a student should be able to describe basic laws and circuit behavior for analog and digital circuits. This course is offered every term.

ILT-102 SURVEY OF ELECTRONICS LAB 0 9 3

PREREQUISITE: None

This course provides extensive experiences in problems faced by maintenance electricians. Topics include troubleshooting, renovations, and recognition of safety hazards. Upon completion, students should be able to apply maintenance and troubleshooting techniques. This course is offered every term.

~~ILT 106 INDUSTRIAL INSTRUMENTATION LAB 0 6 2~~

~~PREREQUISITE: None.~~

~~This course is designed to provide the student with an introduction to process technology and the role of the technician in industry. Topics include plant safety, piping and instrument diagrams, pressures, levels, flows, temperatures, gaskets, packing, lubricants, sealants, and cleaners. Upon completion, students should be able to understand process technology concepts and practices. This course is offered every term.~~

ILT-115 ADVANCED INDUSTRIAL CONTROLS 3 0 3

PREREQUISITE: None

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID

process control. Upon completion, students should be able to apply principles of solid state motor starters. This course is offered one term per year.

ILT-116 ADVANCED INDUSTRIAL CONTROLS LAB 0 6 2

PREREQUISITE: None

This lab emphasizes DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters. This course is offered one term per year.

ILT-148 AUTOMATIC CONTROL SYSTEMS 3 0 3

PREREQUISITE: None

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems. This course is offered one term per year.

ILT-149 AUTOMATIC CONTROL SYSTEMS LAB 0 6 2

PREREQUISITE: None

This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems. This course is offered one term per year.

ILT-201 INDUSTRIAL ELECTRONICS 3 0 3

PREREQUISITE: None

This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion of this course, students should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as, perform necessary calculations. This course is offered one term per year.

ILT-202 INDUSTRIAL ELECTRONICS LAB 0 6 2

PREREQUISITE: None

This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion of this course, students should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits. This course is offered one term per year.

ILT-211 TROUBLESHOOTING TECHNIQUES 1 6 3

PREREQUISITE: None

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting. This course is offered one term per year.

~~**ILT 216 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. This course is offered one term per year.~~

INT 115 — INDUSTRIAL MEASUREMENTS ————— 3 ——— 0 ——— 3

PREREQUISITE: None

This course focuses on craft related mathematics and process control theory. Topics include elements, transistors, transducers, displacers, controllers, recorders, control valves, actuating and electrical devices. Upon completion, students should be able to understand process control theory and apply the related calculations. This course is offered two terms per year.

INT 116 — INDUSTRIAL MEASUREMENTS LAB ————— 0 ——— 9 ——— 3

COREQUISITE: INT 115.

This course provides the student with practical experience in process control theory. Emphasis is placed on connecting and calibrating transistors, transducers, displacers, controllers, recorders, control valves, actuating and electrical devices. Upon completion, students should be able to install industrial measurement devices. This course is offered two terms per year.

INT 180 — SPECIAL TOPICS ————— 0 ——— 6 ——— 2

PREREQUISITE: Instructor and Dean of Instruction approval.

This course is designed to allow students an opportunity to study directly related topics of particular interest, which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. This course is offered as needed.

INT 207 — INDUSTRIAL AUTOMATIC CONTROLS ————— 3 ——— 0 ——— 3

PREREQUISITE: None

This course focuses on the function of automatic controllers in different modes: on off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon completion, students should be able to write start up and shut down procedures, operate, monitor, and control continuous and batch model plants. This course is offered two terms per year.

INT 208 — INDUSTRIAL AUTOMATIC CONTROLS LAB ————— 0 ——— 9 ——— 3

COREQUISITE: INT 207.

This course provides the student with practical experience related to industrial automatic controls. Topics include operation and service of various equipment, development and interpretation of charts and data, and root cause analysis. Upon completion, students should be able to write start up and shut down procedures, operate, monitor and control continuous and batch model plants. This course is offered two terms per year.

INT 209 — DISTRIBUTED CONTROL SYSTEMS ————— 3 ——— 0 ——— 3

PREREQUISITE: None

This course focuses on distributed control systems as used in the modern industrial plant, the interfacing of digital and analog signals from field devices to computers, and current trends in SMART devices. Topics include reports and interfacing of equipment with the distributed control system, preventive maintenance and service to processes, and equipment and instrumentation on process models. Upon completion, students should be able to operate, monitor, and control continuous and batch processes using the distributed control system. This course is offered as needed.

INT 210 — DISTRIBUTED CONTROL SYSTEMS LAB ————— 0 ——— 9 ——— 3

COREQUISITE: INT 208.

~~This course provides the student with practical experience related to distributed control systems. Topics include interfacing, maintenance and service on process models. Upon completion, students should be able to operate, monitor and control a distributed control system. This course is offered as needed.~~

~~INT 215 — TROUBLESHOOTING TECHNIQUES ————— 1 ————— 6 ————— 3~~

~~PREREQUISITE: Instructor permission.~~

~~This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting. This course is offered as needed.~~

**CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (56 credit hours)				
EMT-140	EMT Prep & Prehospital EMT Operations	1	2	2
EMT-141	EMT Assessment & Trauma Related Injuries	2	2	3
EMT-142	EMT Medical Emergencies & Pediatric Care	2	2	3
EMT-143	EMT Basic Clinical Competencies	0	3	1
EPT-189*	Applied Anatomy and Physiology For the Paramedic	4	0	4
EPT-191	Paramedic Preparatory	2	0	2
EPT-192	Paramedic Operations	2	2	3
EPT-193	Patient Assessment and Management	2	2	3
EPT-194	Paramedic General Pharmacology	1	2	2
EPT-196	Advanced Trauma Management B	2	2	3
EPT-197	Paramedic Clinical Competencies I	0	9	3
EPT-198	Medical Patient Management I	2	2	3
EPT-199	Cardiovascular-Electrophysiology	2	2	3
EPT-201	Medical Patient Management II B	2	2	3
EPT-202	Paramedic Clinical Competencies II	0	9	6
EPT-203	Cardiovascular Patient Management	0	9	3
EPT-204	Transition to Paramedic Practice	2	2	3
EPT-205	Paramedic Terminal Competencies	1	2	2
EPT-206	Paramedic Field Preceptorship	1	15	6
EPT-207	Paramedic Team Leader Preceptorship	0	3	1
General Education (21 credit hours)				
ENG-101	English Composition I	3	0	3
ENG-102	English Composition II	3	0	3
MAH-103	Intro to Technical Math or MAH-116 Mathematical Applications	3	0	3
DPT/MAH or BIO	Elective	3	0	3
DPT/MAH or BIO	Elective	3	0	3
PSY	Psychology	3	0	3
PLH/HUM Elective		3	0	3
	Ethics or Speech	3	0	3

Total Hours (77 credit hours)

*BIO-111, BIO-201, BIO-202, BIO-211, or BIO-212 (or approved BIO elective) may be substituted for EPT-189.

**CURRICULUM REQUIREMENTS
FOR
CERTIFICATE IN
EMERGENCY MEDICAL TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (56 credit hours)				
EMT-140	EMT Prep & Prehospital EMT Operations	1	2	2
EMT-141	EMT Assessment & Trauma Related Injuries	2	2	3
EMT-142	EMT Medical Emergencies & Pediatric Care	2	2	3
EMT-143	EMT Basic Clinical Competencies	0	3	1
EPT-189*	Applied Anatomy and Physiology For the Paramedic	4	0	4
EPT-191	Paramedic Preparatory	2	0	2
EPT-192	Paramedic Operations	2	2	3
EPT-193	Patient Assessment and Management	2	2	3
EPT-194	Paramedic General Pharmacology	1	2	2
EPT-196	Advanced Trauma Management- B	2	2	3
EPT-197	Paramedic Clinical Competencies I	0	9	3
EPT-198	Medical Patient Management I	2	2	3
EPT-199	Cardiovascular-Electrophysiology	2	2	3
EPT-201	Medical Patient Management II B	2	2	3
EPT-202	Paramedic Clinical Competencies <i>II</i>	0	9	6
EPT-203	Cardiovascular Patient Management	0	9	3
EPT-204	Transition to Paramedic Practice	2	2	3
EPT-205	Paramedic Terminal Competencies	1	2	2
EPT-206	Paramedic Field Preceptorship	1	15	6
EPT-207	Paramedic Team Leader Preceptorship	0	3	1
General Education (6 credit hours)				
ENG-101	English Composition I	3	0	3
MAH	Math (above 101)	3	0	3

Total Hours (62 credit hours)

*BIO 201, BIO 202, BIO 211, or BIO 212 (or approved BIO elective) may be substituted for EPT 1989.

**EMERGENCY MEDICAL SERVICES
COURSE DESCRIPTIONS**

EPT 196 ADVANCED TRAUMA MANAGEMENT-B 2 2 3

PREREQUISITE: Admission to the EMT-Paramedic Program

COREQUISITE: Approved anatomy and physiology course(s)

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

EPT 201 MEDICAL PATIENT MANAGEMENT IIB 2 2 3

PREREQUISITE: Admission to the EMT-Paramedic Program

COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and complaints in the clinical setting. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

EPT 202 PARAMEDIC CLINICAL COMPETENCIES-II 0 9 6

PREREQUISITE: Admission to the EMT-Paramedic Program

COREQUISITE: Approved anatomy and physiology course(s)

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations including cardiac patients, psychiatric/behavioral patients, labor and delivery and newborn nursery, pediatric patients, geriatric, acute care of home health patients, patients with special challenges, and other clinical settings, with a focus on assessment, communication, and management of medical emergencies across the lifespan of the patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. **CORE**

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**CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
INDUSTRIAL ELECTRONICS TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (55 credit hours)				
ETC-111	DC/AC Principles	3	0	3
ETC-112	DC/AC Principles Lab	0	9	3
ETC-123	Principles of Electronics	2	2	3
ETC-131	Solid State Fundamentals	3	0	3
ETC-132	Solid State Fundamentals Lab	0	9	3
CCT-132	Principles of Solid State Devices	2	3	3
CCT-141	Basic Analog Electronics Circuits	2	3	3
ETC-141	Digital Fundamentals	3	0	3
ETC-142	Digital Fundamentals Lab	0	9	3
CCT-241	Microprocessor Basics	2	3	3
CCT-242	6800 Microprocessor Lab	2	3	3
ILT-251	Principles of Communications -RF	1	5	3
ILT-252	Principles of Communications-Digital	1	5	3
ILT-201	Industrial Electronics	3	0	3
ILT-202	Industrial Electronics Lab	0	6	2
ILT-129	PC Hardware	2	3	3
ILT-172	Programmable Logic Controllers	3	0	3
ILT-173	Programmable Logic Controllers Lab	0	6	3
ILT-180	Special Topics	3	0	3
	Or ILT 237 Network Cabling: Copper			
	ILT 238 Network Cabling: Fiber Optics			
ILT-181	Special Topics	1	5	3
ILT-101	Survey of Electronics	3	0	3
ILT-102	Survey of Electronics Lab	0	9	3
ELT-123	AC/DC Machines	4	6	6
ELT-115	Installation Techniques	0	6	2
ILT-174	Circuit Fabrication	0	3	1
ILT-207	RF Communications	3	0	3
ILT-208	RF Communications Lab	0	6	2
ILT-229	PC Repair	3	0	3
ILT-230	Computer Repair Lab	0	6	2
General Education (21 credit hours)				
ENG-101	English Composition I	3	0	3
ENG-130	Technical Report Writing	3	0	3
	Approved science or approved math course	3	0	3
MAH-103	Introduction to Technical Mathematics	3	0	3
MAH-104	Plane Trigonometry	3	0	3
PSY-200	General Psychology	3	0	3
SPH-106	Fundamentals of Oral Communication or PHL-200 Ethics in the Workplace	3	0	3
Total Hours (76 credit hours)				

A Class III NARTE (National Association of Radio and Telecommunications Engineers) Certificate is granted upon completion of the Associate in Applied Technology Degree.

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
INDUSTRIAL ELECTRONICS TECHNOLOGY
EMPHASIS: PERSONAL COMPUTER REPAIR (A+ CERTIFICATION)**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ETC-111	DC/AC Principles	3	0	3
ETC-112	DC/AC Principles Lab	0	9	3
ETC-131	Solid State Fundamentals	3	0	3
CCT-132	Principles of Solid State Devices	2	3	3
ETC-141	Digital Fundamentals	3	0	3
CCT-241	Microprocessor Basics	2	3	3
ILT-129	PC Hardware	2	3	3
ILT-229	PC Repair	3	0	3
ILT-230	Computer Repair Lab	0	6	2

Total Hours (26 credit hours)

**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
INDUSTRIAL ELECTRONICS TECHNOLOGY
EMPHASIS: BASIC ELECTRONICS**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ETC-111	DC/AC Principles	3	0	3
ETC-112	DC/AC Principles Lab	0	9	3
ETC-131	Solid State Fundamentals	3	0	3
ETC-132	Solid State Fundamentals Lab	0	9	3
CCT-132	Principles of Solid State Devices	2	3	3
CCT-141	Basic Analog Electronics Circuits	2	3	3
ETC-141	Digital Fundamentals	3	0	3
CCT-241	Microprocessor Basics	2	3	3
ILT-271	Independent Study	0	6	2

Total Hours (26 credit hours)

(NEW)
CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN ELECTRICAL TECHNOLOGY
EMPHASIS: ELECTRONICS/INSTRUMENTATION/ELECTRICAL
TECHNICIANS HELPER

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
ETC-111	DC/AC Principles	3	0	3
ETC-112	DC/AC Principles Lab	0	9	3
ILT-181	Special Topics	1	5	3
DPT-107	Computing Essentials	2	2	3
ELT-123	AC/DC Machines	4	6	6
ILT-101	Survey of Electronics	3	0	3
ILT-102	Survey of Electronics Lab	0	9	3
ELT-115	Installation Techniques	0	6	2

Total Hours (26 credit hours)

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INDUSTRIAL ELECTRONICS
COURSE DESCRIPTIONS

~~CCT 132 PRINCIPLES OF SOLID STATE DEVICES 2 3 3~~

~~PREREQUISITE: ETC 131~~

~~This course is designed to provide the student with advanced knowledge of basic solid state devices. Topics include field effect transistors (FETs), thyristors, integrated circuits, optoelectronic devices, construction and operational parameters. Students will be able to define terms, identify components, test components, explain components construction, construct circuits, explain circuit characteristics, troubleshoot circuits, and make accurate circuit measurements using applicable test equipment. This course is offered two terms per year.~~

~~CCT 141 BASIC ANALOG ELECTRONICS CIRCUITS 2 3 3~~

~~PREREQUISITE: ETC 132~~

~~This course is designed to provide the student with a working knowledge of analog electronics circuits. Topics include amplifier configurations, amplifier biasing, types of amplifiers, and operational characteristics. Students will be able to define terms, identify amplifier biasing, types of coupling, class of operation, identify circuits, construct circuits, explain circuit characteristics, troubleshoot circuits and make accurate circuit measurements using applicable test equipment. This course is offered two terms per year.~~

~~CCT 241 MICROPROCESSOR BASICS 2 3 3~~

~~PREREQUISITE: ETC 141~~

~~This course is designed to introduce the student to a working knowledge of the fundamentals and laboratory applications of the microprocessor. Course topics include fundamentals of binary, octal, and hexadecimal number systems, binary codes, arithmetic, and introduction to programming. Students will be able to define terms, convert numbers from one base to another base, explain microprocessor operation, and perform basic programming. This course is offered two terms per year.~~

~~CCT 242 6800 MICROPROCESSOR /LAB 2 3 3~~

~~PREREQUISITE: ETC 142~~

~~This course is designed to introduce the fundamentals and laboratory applications of 6800 Microprocessor. Course topics include stack operations, subroutines, input-output operations, and interrupts. UCC students will be able to define terms, perform interfacing and programming routines. This course is offered two terms per year.~~

~~DPT 107 COMPUTING ESSENTIALS 2 2 3~~

~~PREREQUISITE: High School Graduate or GED~~

~~This is an introductory course in Computer Technology Essentials. The three critical areas of study in this course are: 1) essential computing concepts and components, 2) survey of applications software, and 3) Internet fundamentals. This course requires lab work in addition to scheduled class time. Credit for this course is available by department exam. This course is offered every semester.~~

~~ETC 123 PRINCIPLES OF ELECTRONICS AC 2 3 3~~

~~PREREQUISITE: ETC 111 and ETC 112~~

~~This course is a study of alternating current (AC). Topics include its measurements, sinewave function and analysis, RLC circuits; vectors, and phase relationships; power factor; reactance, resonance, and impedance, AC test equipment. Upon completion, students should be able to use AC test equipment and calculate vectors and phase relationships. This course is offered two terms per year.~~

~~ETC 131 SOLID STATE FUNDAMENTALS 3 0 3~~

~~PREREQUISITE: ETC 111~~

~~This course includes atomic structure, covalent bonding, and device construction. Topics include characteristic, diodes, power supplies, bipolar transistors, amplifiers, circuit biasing, and troubleshooting. Upon completion, students should be able to apply circuit design and layout of amplifier configuration and troubleshoot techniques. This course is offered two terms per year.~~

~~ETC 132 SOLID STATE FUNDAMENTALS LAB 0 9 3~~

~~PREREQUISITE: ETC 112~~

~~This lab includes characteristic, diodes, power supplies, bipolar transistors, amplifiers, circuit biasing, and troubleshooting. Upon completion students should be able to apply circuit design and layout of amplifier configuration and troubleshoot techniques. This course is offered two terms per year.~~

ILT-102 SURVEY OF ELECTRONICS LAB 0 9 3

PREREQUISITE: ETC-112

This course provides extensive experiences in problems faced by maintenance electricians. Topics include troubleshooting, renovations, and recognition of safety hazards. Upon completion, students should be able to apply maintenance and troubleshooting techniques. This course is offered two terms per year.

~~ILT 172 PROGRAMMABLE LOGIC CONTROLLERS 3 0 3~~

~~PREREQUISITE: Permission of Instructor~~

~~This course focuses on the use of PLC's. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers. This course is offered two terms per year.~~

~~ILT 173 PROGRAMMABLE LOGIC CONTROLLERS LAB 0 6 2~~

~~PREREQUISITE: Permission of Instructor~~

~~This lab focuses on operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students will be able to perform functions~~

necessary in the operation and programming of PLC's. This course is offered two terms per year.

ILT-174 CIRCUIT FABRICATION

0 3 1

PREREQUISITE: *Permission of Instructor*

Utilizing discrete components students will fabricate functional circuits. Printed circuit board design, layout, fabrication, and repair is covered, as well as soldering techniques, care of tools, wire splicing, wire wrapping, cabling, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction. This course is offered as needed.

ILT 180 SPECIAL TOPICS

3 0 3

PREREQUISITE: *Permission of Instructor*

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. This course is offered as needed.

ILT-181 SPECIAL TOPICS

1 5 3

PREREQUISITE: *Permission of Instructor*

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. This course is offered as needed.

ILT-207 RF COMMUNICATIONS

3 0 3

PREREQUISITE: *ILT-101*

This course introduces the concepts of communications systems. Topics include: communications fundamentals, AM transmitters and receivers, FM transmitters and receivers, AM and FM transceivers, pulse modulation, antenna design, and advanced communication systems. Upon completion of this course, students should be able to describe the operation of various RF circuits and calculate all parameters. This course is offered as needed.

ILT-208 RF COMMUNICATIONS LAB

0 6 2

PREREQUISITE: *ILT-102*

This course verifies basic radio frequency theories through experimentation. Upon completion of this course and RF communications, students should be able to construct various RF circuits and make necessary measurements and adjustments. This course is offered as needed.

ILT 237 NETWORK CABLING: COPPER

1 3 2

PREREQUISITE: *None*

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install copper-based cabling systems. They learn Category 5 Systems, IBM cabling systems, and coaxial cabling systems. Students can qualify as certified Network Cabling Specialists. This course is offered two terms per year.

ILT 238 NETWORK CABLING: FIBER OPTICS

1 3 2

PREREQUISITE: *ILT 237*

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install various fiber optic cabling systems. Students can qualify as certified Network Cabling Specialists. This course is offered two terms per year.

~~ILT 251 PRINCIPLES OF COMMUNICATIONS RF 1 5 3~~

~~PREREQUISITE: Permission of Instructor~~

~~This course provides a study of the principles of R.F. communications used in the transmission of radio and tv signals. Topics include oscillators, modulators, demodulators, and transmitters and receivers of R.F. communications. Upon completion, students should be able to apply R.F. communication principles in the transmission of radio and TV signals. This course is offered alternate terms.~~

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**CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
MACHINE TOOL TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (54 credit hours)				
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-120	Engine Lathe	3	0	3
MTT-123	Engine Lathe Lab I	0	9	3
MTT-124	Engine Lathe Lab II	0	9	3
MTT-130	Milling	3	0	3
MTT-132	Milling Lab I	0	9	3
MTT-133	Milling Lab II	0	9	3
MTT-112	CNC Lathe	3	0	3
MTT-243	CNC Programming Lab I	0	9	3
MTT-244	CNC Programming Lab II	0	9	3
MTT-113	Basic Computer Numerical Control Milling	3	0	3
MTT-235	CNC Milling Lab I	0	9	3
MTT-236	CNC Milling Lab II	0	9	3
MTT-213	Advanced Computer Numerical Control Milling	1	9	3
MTT-215	CNC Graphics Programming Milling	1	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
MTT-122	Advanced Blueprint Reading For Machinists	3	0	3
MTT-143	Geometric Dimensioning and Tolerancing	2	2	3
MTT-294	NIMS Theory	1	0	1
MTT-295	NIMS Lab	0	6	2
General Education (21 credit hours)				
ENG-101	English Composition I	3	0	3
ENG-130	Technical Report Writing	3	0	3
DPT-107	Computing Essentials	2	2	3
MAH-103	Introduction to Technical Mathematics	3	0	3
MAH-104	Plane Trigonometry	3	0	3
PSY-200	General Psychology	3	0	3
SPH-106	Fundamentals of Oral Communication	3	0	3

Total Hours (75 credit hours)

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**CURRICULUM REQUIREMENTS
FOR
ASSOCIATE DEGREE IN APPLIED TECHNOLOGY IN
MACHINE TOOL TECHNOLOGY**

EMPHASIS: INDUSTRIAL MAINTENANCE TECHNOLOGY

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (53 credit hours)				
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-120	Engine Lathe	3	0	3
MTT-123	Engine Lathe Lab I	0	9	3
MTT-124	Engine Lathe Lab II	0	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
MTT-122	Advanced Blueprint Reading For Machinists	3	0	3
MTT-130	Milling	3	0	3
MTT-132	Milling Lab I	0	9	3
ELT-115	Installation Techniques	0	6	2
INT-111	Industrial Mechanics	3	8	6
INT-113	Fundamentals of Industrial Hydraulics	2	3	3
INT-121	Industrial Hydraulics Troubleshooting	1	6	3
INT-123	Industrial Pumps and Piping Systems	1	6	3
INT-124	Production Equipment Layout and Installation	1	6	3
INT-242	Fundamentals of Industrial Pneumatics	2	3	3
General Education (21 credit hours)				
<i>DPT-107</i>	<i>Computing Essentials</i>	2	2	3
ENG-101	English Composition I	3	0	3
ENG-130	Technical Report Writing	3	0	3
MAH-103	Introduction to Technical Mathematics	3	0	3
MAH-104	Plane Trigonometry	3	0	3
PSY-200	General Psychology	3	0	3
SPH-106	Fundamentals of Oral Communication	3	0	3
Total Hours (71 credit hours)				

**CURRICULUM REQUIREMENTS
FOR
CERTIFICATE IN MACHINE TOOL TECHNOLOGY**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
Technical Core (48 credit hours)				
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-120	Engine Lathe	3	0	3
MTT-123	Engine Lathe Lab I	0	9	3
MTT-124	Engine Lathe Lab II	0	9	3
MTT-130	Milling	3	0	3
MTT-132	Milling Lab I	0	9	3
MTT-133	Milling Lab II	0	9	3
MTT-112	CNC Lathe	3	0	3
MTT-243	CNC Programming Lab I	0	9	3
MTT-244	CNC Programming Lab II	0	9	3
MTT-113	Basic Computer Numerical Control Milling	3	0	3
MTT-235	CNC Milling Lab I	0	9	3
MTT-236	CNC Milling Lab II	0	9	3
MTT-213	Advanced Computer Numerical Control Milling	1	9	3
MTT-215	CNC Graphics Programming Milling	1	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
General Education (12 credit hours)				
DPT-107	Computing Essentials	2	2	3
ENG-101	English Composition I	3	0	3
MAH-103	Introduction to Technical Mathematics	3	0	3
SPH-106	Fundamentals of Oral Communication	3	0	3
Total Hours (60 credit hours)				

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN MACHINE TOOL TECHNOLOGY
EMPHASIS: CNC**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
<i>MTT-112</i>	<i>CNC Lathe</i>	3	0	3
MTT-243	CNC Programming Lab I	0	9	3
MTT-244	CNC Programming Lab II	0	9	3
MTT-113	Basic Computer Numerical Control Milling	3	0	3
<i>MTT-235</i>	<i>CNC Milling Lab I</i>	0	9	3
<i>MTT-236</i>	<i>CNC Milling Lab II</i>	0	9	3
MTT 213	Advanced Computer Numerical Control Milling	1	9	3
MTT 215	CNC Graphics Programming Milling	1	9	3
MTT 121	Basic Blueprint Reading for Machinists	3	0	3

Total Hours (18 credit hours)

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN MACHINE TOOL TECHNOLOGY
EMPHASIS: ENGINE LATHE**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-120	Engine Lathe	3	0	3
MTT-123	Engine Lathe Lab I	0	9	3
MTT 124	Engine Lathe Lab II	0	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
<i>MTT-122</i>	<i>Advanced Blueprint Reading For Machinists</i>	3	0	3
<i>MAH-103</i>	<i>Introduction to Technical Mathematics</i>	3	0	3

Total Hours (24 credit hours)

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**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN MACHINE TOOL TECHNOLOGY
EMPHASIS: MILLING**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
MTT-130	Milling	3	0	3
MTT-132	Milling Lab I	0	9	3
MTT-133	Milling Lab II	0	9	3

Total Hours (21 credit hours)

**CURRICULUM REQUIREMENTS
FOR
SPECIALIZED TRAINING CERTIFICATE IN
MACHINE TOOL TECHNOLOGY
EMPHASIS: MILLWRIGHT HELPER**

<u>Course #</u>	<u>Course Title</u>	<u>Theory Contact Hours/Wk</u>	<u>Lab Contact Hours/Wk</u>	<u>Credit Hours</u>
MTT-115	Introduction to Machine Shop	3	0	3
MTT-116	Introduction to Machine Shop Lab I	0	9	3
MTT-117	Introduction to Machine Shop Lab II	0	9	3
MTT-121	Basic Blueprint Reading for Machinists	3	0	3
ELT-115	Installation Techniques	0	6	2
INT-111	Industrial Mechanics	3	8	6
INT-113	Fundamentals of Industrial Hydraulics	2	3	3
INT-123	Industrial Pumps and Piping Systems	1	6	3

Total Hours (26 credit hours)

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COURSE DESCRIPTIONS
MACHINE TOOL TECHNOLOGY**MTT-112 CNC LATHE**

3 0 3

PREREQUISITE: MTT-115

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. This course is offered one term per year.

~~MTT 124 ENGINE LATHE LAB II~~~~0 9 3~~~~PREREQUISITE: MTT 116.~~

~~The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, turning to the shoulder and tapers, grinding of round parts, and threading and offset work. This course is offered alternate terms.~~

~~MTT 143 GEOMETRIC DIMENSIONING AND TOLERANCING 2 2 3~~~~PREREQUISITE: Permission of instructor.~~

~~This course serves as an introduction to geometric dimensioning and tolerancing for students who are pursuing careers in manufacturing technology or other related fields. Topics covered include fundamentals of symbols, terms used in applications, positional tolerance coastal applications, data frame and conversion tables. This course is offered one term every two years.~~

~~MTT 181 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY~~~~1 6 3~~~~PREREQUISITE: Permission of instructor.~~

~~This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. This course is offered as needed.~~

~~MTT 182 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY~~~~1 6 3~~~~PREREQUISITE: Permission of instructor.~~

~~This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. This course is offered as needed.~~

MTT-235 CNC MILLING LAB I

0 9 3

PREREQUISITE: MTT-116

Student applies CNC principles of operation and programming to transfer blueprints to the computer which controls machine operations. This course is offered one term per year.

MTT-236 CNC MILLING LAB II

0 9 3

PREREQUISITE: MTT-116

Student applies advanced CNC principles of operation and programming to transfer blueprints to the computer which controls machine operations. This course is offered one term per year.

Page 328**PRACTICAL NURSING**

Delete the following sections: Essential Functions, Selection and Notification, Progression and Graduation, Readmission, and Grievance/Appeal Procedure.

Replace with the following:

ADMISSION REQUIREMENTS

Applicants to the Practical Nursing Program must satisfy certain requirements beyond those imposed on persons seeking admission to other H. Council Trenholm State Technical College programs. For more information, contact the admissions office, visit us On-Line at www.trenholmtech.cc.al.us or contact the Practical Nursing Department at (334) 420-4415. To be eligible for admission, applicants must:

1. Have an official high school transcript that verifies graduation, or GED report of satisfactory test results on file in the Registrar's Office. The Registrar's Office requires that official transcripts or GED certificates be mailed from the school or GED testing center to the H. Council Trenholm State Technical College Registrar Office.
2. Have satisfactory scores on the pre-admission test (COMPASS Test). All scores must be current, within one year from the date of entry. To be eligible for admission, students must earn a minimum COMPASS score of 75 in reading, 41 in pre-algebra, and 47 in writing.

When the number of qualified applicants for admission into the Practical Nursing Program exceeds the number of students that the program can accommodate, students will be ranked according to their cumulative COMPASS scores. Applicants with the highest cumulative COMPASS scores will be admitted. To be considered for a subsequent term, applicants who meet the minimum admission requirements but are not accepted must renew/update his/her request for admission by contacting the Practical Nursing Department at (334) 420-4415.

ADMISSION PROCEDURE

Applicants to the Practical Nursing Program should:

1. Follow the procedure for admission to the institution as directed by the Admissions Office. Practical Nursing should be declared as the applicant's major on the admission application and all other forms. Information of importance to Practical Nursing Program applicants can be obtained from the College Catalog, On-Line at www.trenholmtech.cc.al.us, or by contacting the Practical Nursing Department at (334) 420-4415. The College Catalog may be obtained from the Admissions Office.
2. Complete the admission procedure as directed by the Admissions Office, including the submission of official transcripts and other documents that may be required by the Admissions Office. Financial aid counselors should also be consulted, as needed, during this process.
3. Schedule an appointment to take the COMPASS test. Directions and assistance are provided by the Admissions Office. The applicant should be aware that the scores made on this test are used, along with other criteria, to determine eligibility for admission to the Practical Nursing Program. It is therefore,

advisable that the test be approached with sincerity. Scores on the COMPASS test taken more than one year prior to the date of admission will not be considered by the Practical Nursing Department and the test must be repeated.

4. Submit completed application no later than one month prior to the beginning of the semester in which the applicant plans to enroll.

SELECTION AND NOTIFICATION

1. After all requirements for admission to the Practical Nursing Program are met, relevant applicant data is submitted to the Practical Nursing Department. Applicants whose admission files are incomplete or whose pre-admission placement scores fail to meet minimum requirements are not submitted to the Practical Nursing Department for program admission consideration. Depending upon the availability of space, applicants will be selected based upon criteria as stipulated in "Admission Requirements" above.
2. The program coordinator will notify applicants regarding acceptance into the program.
3. Eligible applicants who meet the minimum requirements for admission into the program but are not selected will be notified in writing by the program coordinator. Applicants who are not selected may elect to reapply to the Nursing Program for the following semester or seek enrollment in another program at the institution. The Admission's Office provides career counseling for prospective students who elect to seek enrollment in another program.
4. All applicants accepted for admission will be assigned a faculty advisor. Accepted applicants are requested to contact their faculty advisor prior to the first day of registration and arrange an appointment. During the pre-enrollment conference, the faculty advisor establishes rapport with the student, addresses the student's concerns, and assists the student in completing the course registration form. The student maintains the same faculty advisor throughout enrollment.
5. Applicants who have been notified of their selection for admission into the Practical Nursing Program must notify either the assigned faculty advisor or the program coordinator prior to the scheduled orientation session. Failure to follow this procedure will result in forfeit of their place in the class. Students who forfeit their place in the class must reapply for the next term if admission into the program is desired.
6. By the stipulated deadline, the student must submit completed physical, dental, and drug screen reports verifying mental and physical health sufficient to allow him/her to meet the nursing curriculum objectives and the requirements of the clinical agencies that provide clinical experiences.
7. The physician must verify the student's ability to comply with the Essential Functions for this program. Students experiencing a change in health status after admission into the program (for example: pregnancy, infectious disease, interference with mobility, emotional instability, etc.), may be required to have an additional medical examination and a specific release from his/her physician to re-evaluate his/her state of health. Applicants will be provided with each of these forms along with the acceptance letter. Health forms may also be obtained from the Practical Nursing Department. The deadline for submission of forms will be indicated in the acceptance letter but must precede engagement in clinical activities. The Alabama Infected Health Care Worker Management Act mandates that any health care worker who performs

invasive procedures and who is infected with human immunodeficiency virus (HIV) or Hepatitis B virus shall notify the state health officer, or his designee, of the infection.

8. Each student must undergo drug and/or alcohol testing as a precondition to participation in clinical activities and will be required to undergo random drug and/or alcohol testing at any time. Students with a positive drug screen will be dismissed from the program. Students dismissed from the program due to positive drug screen may be considered for readmission upon submission of documentation of successful drug/alcohol rehabilitation from an accredited program and agree to random testing.
9. Students should refrain from employment and limit other outside obligations while enrolled.

***ESSENTIAL FUNCTIONS:**

REQUIREMENTS FOR STUDENTS ENTERING AND PARTICIPATING IN THE PRACTICAL NURSING PROGRAM

The student entering and participating in the Practical Nursing Program must:

1. Be able to read, comprehend, and write legibly in the English language**,
2. Possess the visual acuity to read, write, and assess the client and the environment (with or without corrective lenses),
3. Be able to hear sounds produced by the body and the environment,
4. Be able to send and receive verbal messages and to respond appropriately,
5. Be able to perform correctly simple mathematical computations **,
6. Be able to walk and maintain balance without the use of a cane, a walker, or crutches,
7. Demonstrate adequate hand-eye coordination,
8. Be oriented to reality and not be mentally impaired by mind altering substances,
9. Possess the tactile ability to feel body characteristics,
10. Be able to position and transfer clients with assistance as needed, and
11. Be able to transport self and client without the use of electrical devices.

*The Essential Functions are a part of the Physical and Dental Forms and are to be verified by the physician signing the form.

**Reading level, speed, and comprehension, and numerical ability must be in accordance with the norm referenced criteria as established by the American College Testing Program for the administration of the COMPASS Test and will be verified through the COMPASS Test, which is provided at the College.

TRANSFER STUDENTS

If you are seeking to transfer credit into the Practical Nursing Program, please observe the following requirements, policies, and procedure. Notice that acceptance of a transfer student is dependent upon the fulfillment of the criteria listed below. If you have failed one or more nursing courses at another college, you may not be considered for transfer nursing course credits. Nursing courses completed in excess of one year prior to entry into the program will not be accepted.

1. Follow the procedure for admission as outlined under “Admission Requirements” and “Admission Procedure” above. Transfer of nursing credit will be considered only after the applicant has met the Admission Requirements. However, all transfers of nursing course credits must be completed upon entry into the program. No preference will be given to transfer students during the admission process.
2. You must have attended a comparable nursing program approved by a state board of nursing.
3. Submit course syllabi of all nursing courses that have been successfully completed to the faculty advisor for evaluation by the Practical Nursing Admissions/Progression Committee, course syllabi of all nursing courses that you have taken. The course syllabi should indicate the content, objectives, methods of evaluation and required clinical activities. Your official college transcripts must be on file in the Registrar’s Office.
4. Have the director of the school of nursing and a nursing instructor from which you will transfer credit write a letter to the Chair of the Practical Nursing Admissions/Progression Committee, certifying that you left your former school in good standing and that you are eligible for progression in the program from which you are transferring.
5. If your request for transfer of credits is approved, you must submit a petition for transfer of credit form to the Registrar’s Office for all courses being transferred. The transfer of credit process should be completed prior to registration for the first term.
6. The Practical Nursing Admissions/Progression Committee has the prerogative to require that you repeat any required nursing education course(s) that you originally completed more than one year prior to admission into the program. This requirement will be based on the content of the course(s), the grade(s) you earned, and the time lapse since you took the course(s).
7. You may be required to satisfactorily complete certain nursing theory and practical examinations prior to being granted transfer credit and advance placement status in the nursing curriculum.
8. In order to earn a Diploma in Practical Nursing from H. Councill Trenholm State Technical College, you must complete at least two Full-time semesters and at least 30 semester hours in the Practical Nursing Curriculum at H. Councill Trenholm State Technical College.

ANTICIPATED EXPENSES

As a student in this program, you can anticipate certain necessary expenses. The tuition rate is the same as that for other programs, but nursing program students will incur other expenses, which are listed below. Note that the amounts listed are approximations, and that they are **subject to change without notice**.

Tuition

Uniforms and small equipment.....	\$ 200.00
Liability Insurance (entire Program).....	15.50
Books (entire Program).....	600.00
Standardized Achievement & Exit Examinations..	210.00
Nurse's Pin.....	56.00
NCLEX-PN.....	200.00
Pictures.....	30.00
Graduation Fee.....	35.00
Board of Nursing Application for Licensure.....	85.00
Temporary License Permit.....	50.00

NOTE: In addition to the expenses listed above, you are responsible for transportation, meals, health care expenses, and any liability incurred during and while traveling to and/or from educational experiences. Health and/or accident insurance are also the student's responsibilities.

PRACTICAL NURSING LICENSURE BY EXAMINATION: ELIGIBILITY AND GROUNDS FOR DENIAL OF LICENSE

An objective of the H. Council Trenholm State Technical College Practical Nursing Program is to prepare qualified applicants for licensure to practice as first-level technical nurses. Pursuant to this objective, the nursing faculty recommends that each program applicant and student reviews the following information. Neither the Program Coordinator nor any member of the faculty is involved in determining an applicant's eligibility for licensure. Program applicants and students should consult the Alabama Board of Nursing for more information.

The Alabama Board of Nursing Administrative Code 610-X-8.01 and 610-X-8-05 and Code of Alabama, 1975, Section 34-21-25, detail grounds for denial of a nursing license by examination. The Application for Licensure by Examination includes questions regarding past arrests or convictions, any history of mental illness or chemical abuse/addiction. Candidates must respond honestly to the questions asked on the application for licensure. Failure to do so could constitute fraud or deceit in attempting to procure a license. Grounds for denial of licensure by examination may include, but are not limited to:

- * conviction of a felony;
- * conviction of a misdemeanor or felony involving moral turpitude or gross immorality
- * conviction of a state or federal law related to controlled substances-either a misdemeanor or felony;
- * failure to show good moral character as pertaining to nursing;
- * abuse of or addiction to alcohol or drugs;
- * being mentally incompetent;
- * unprofessional conduct; or
- * false representation of facts on application for licensure.