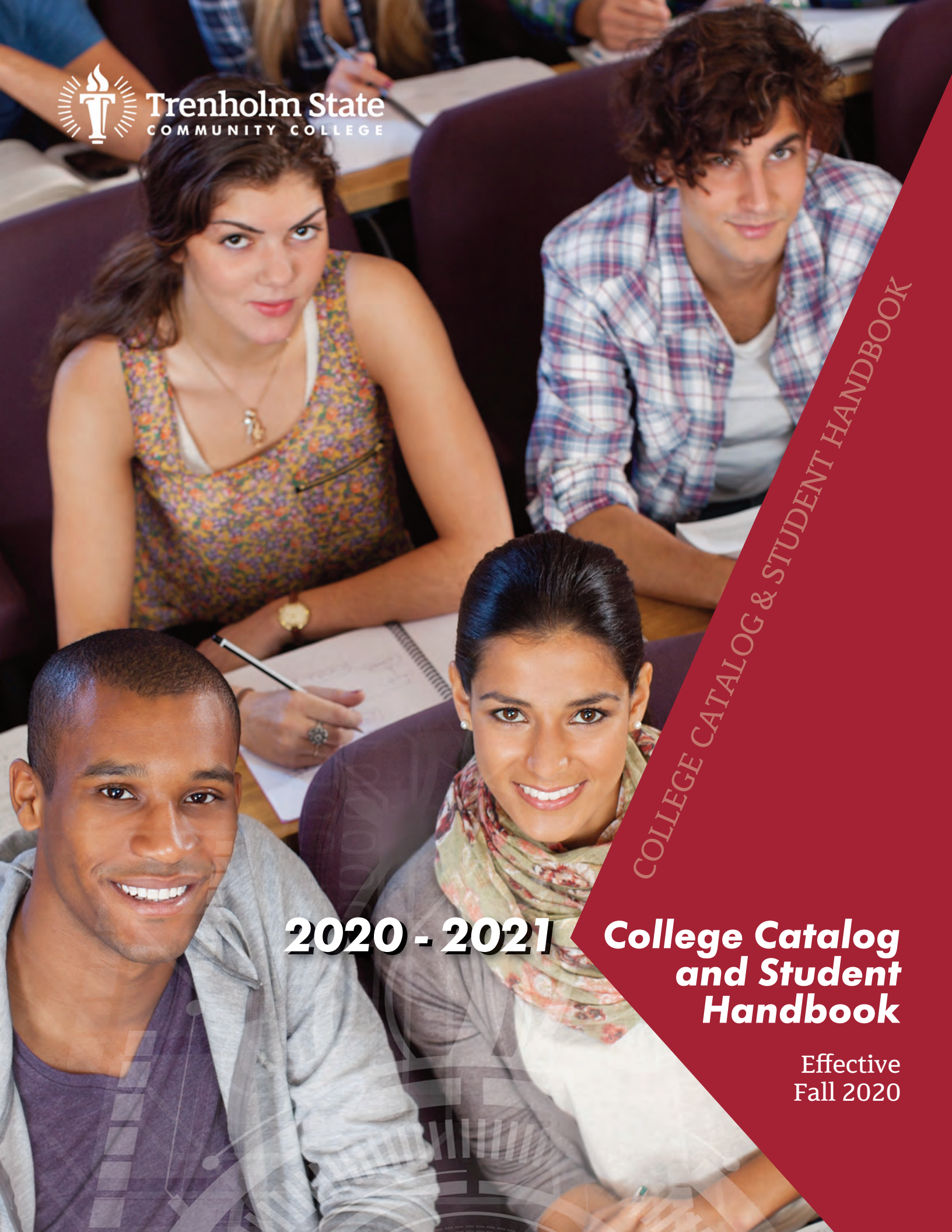


Trenholm State
COMMUNITY COLLEGE

COLLEGE CATALOG & STUDENT HANDBOOK

# 2020 - 2021 College Catalog and Student Handbook

Effective
Fall 2020

# H. Councill Trenholm State Community College


**Patterson Site**
**3920 Troy Highway**
**Montgomery, AL 36116**

**Trenholm Campus**
**1225 Air Base Blvd.**
**Montgomery, AL 36108**

**Mailing Address:**
**P.O. Box 10048**
**Montgomery, AL 36108**

**Telephone: 334-420-4200**
**Fax: 334-420-4206**
**Website: www.trenholmstate.edu**


# 2020-2021 College Catalog and Student Handbook

Effective: Fall 2020

H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of H. Councill Trenholm State Community College.

**Equal Opportunity In Education and Employment**

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by federal and state law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.


This catalog is the official announcement of the program requirements and regulations of H. Councill Trenholm State Community College. The statements set forth in this catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance.

# Message from the President

We welcome you to Trenholm State Community College! We are a comprehensive two-year community college that offers various short-term certificate and degree programs. We pride ourselves on delivering an affordable education to improve the overall quality of life of our community.

We accomplish this mission through building on our strengths of affordable tuition, small class sizes, hands-on training, highly credentialed faculty, dedicated and professional staff, and an ongoing commitment to providing excellence in all facets of education offered at Trenholm State.

Our catalog provides helpful information to begin your journey. Your opportunities are endless for a great career and Trenholm State is here to make your dreams a reality.

Sincerely,

Anita L. Archie
Interim President

# Table of Contents

Accreditation and Certifications . . . . . 9
Alabama Community College System . . . . . 6
Alabama Community College System Board of Trustees . . . . . 6
Buildings & Facilities Listing. . . . . 11
College Calendar (2020-21) . . . . . 4
Financial Services . . . . . 43
Goals . . . . . 7
History. . . . . 5
Introduction to the College . . . . . 7
Map . . . . . 12
Mission . . . . . 7
Operating Hours . . . . . 8
Organization and Administration . . . . . 5
Personnel. . . . . 264
Programs of Study (Table with Page Numbers). . . . . 50
Service Area (College) . . . . . 8
Support Programs . . . . . 47
Student Services Department . . . . . 13
  Admissions and Enrollment . . . . . 14
  Records and Registration . . . . . 21
  Financial Aid. . . . . 34
Student Handbook:
  Student Services . . . . . SH-4
  Student Information . . . . . SH-9
  Student Life . . . . . SH-13
  Division of Student Services . . . . . SH-17
  General Policies . . . . . SH-36
Values (College) . . . . . 8
Vision (College) . . . . . 7
Workforce Development. . . . . 261

# College Calendar 2020 - 2021

**FALL SEMESTER 2020**

| | |
|---|---|
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 4-7 |
| Local Professional Development (No Classes) | August 10 |
| Faculty/Staff Duty Day (No Classes) | August 11 |
| Late Registration | August 12 & 13 |
| Classes Begin; Mini-term A Classes Begin | August 14 |
| Drop/Add | August 14, 17 & 18 |
| Holiday (Labor Day – College Closed) | September 7 |
| Mini-term B Registration | September 23 – October 8 |
| Mid Term; Mini-term A Classes End | October 8 |
| Mini-term B Classes Begin | October 9 |
| Priority Registration for Current Students for SP2021 | October 13 – 30 |
| Last Day to Withdraw Without Academic Penalty | October 29 |
| Early Enrollment & Registration for New Students for SP2021 | November 3, 4 & 5 |
| Holiday (Veterans Day – College Closed) | November 11 |
| State Professional Development (No Classes) | November 23 & 24 |
| Faculty/Staff Duty Day (No Classes) | November 25 |
| Holiday (Thanksgiving – College Closed) | November 26 & 27 |
| Nursing Pinning Ceremony | December 4 |
| Exams | December 8, 9 & 10 |
| Classes End; Mini-term B Classes End | December 10 |
| Grades Due | December 11 |
| Faculty/Staff Duty Days (No Classes) | December 11, 14 & 15 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | December 16, 17, 18, 21 & 22 |
| Local Holiday | December 23 |
| Holiday (Christmas Eve & Christmas Day) | December 24 & 25 |
| Local Holidays | December 28, 29, 30 & 31 |
| Students Pay Tuition/Validate for SP2021 (College Closed) | December 31 |
| Holiday (New Year's Day) | January 1, 2021 |
| College Closed | December 23, 2020 - Jan. 1, 2021 |

**SPRING SEMESTER 2021**

| | |
|---|---|
| Holiday (New Year's Day) | January 1, 2021 |
| Local Professional Development (No Classes) | January 4 |
| Faculty/Staff Duty Day (No Classes) | January 5 |
| Late Registration | January 6 & 7 |
| Classes Begin; Mini-term A Classes Begin | January 8 |
| Drop/Add | January 8, 11 & 12 |
| Holiday (Robert E. Lee/Martin Luther King – College Closed) | January 18 |
| Mini-term B Registration | February 17 – March 4 |
| Mid Term; Mini-term A Classes End | March 4 |
| Mini-term B Classes Begin | March 5 |
| Faculty Non-Duty Days, Duty for Staff (Spring Break) | March 15 – 19 |
| Priority Registration for Current Students for SU2021 | March 23 – April 14 |
| Last Day to Withdraw Without Academic Penalty | April 1 |
| Early Enrollment & Registration for New Students for SU2021 | April 27, 28 & 29 |
| Exams | May 3, 4 & 5 |
| Classes End; Mini-term B Classes End | May 5 |
| Grades Due | May 6 |
| Commencement Ceremony | May 7 |
| Professional Development (No Classes) (Faculty/Staff Retreat) | May 10 |
| Students Pay Tuition/Validate for SU2021 | May 10 |
| Faculty/Staff Duty Days (No Classes) | May 6, 7, 10, 11 & 12 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | May 13 & 14 |

**SUMMER TERM 2021**

| | |
|---|---|
| Faculty/Staff Duty Day (No Classes) | May 17 |
| Late Registration | May 18 |
| Classes Begin | May 19 |
| Drop/Add | May 19 & 20 |
| Holiday (Memorial Day – College Closed) | May 31 |
| Priority Registration for Current Students for FA2021 | June 16 – 30 |
| Mid Term | June 23 |
| Holiday (Independence Day – College Closed) | July 5 |
| Last Day to Withdraw Without Academic Penalty | July8 |
| SOAR Session – Student Center - Trenholm | July 6 & 7 |
| SOAR Session – Auditorium – Patterson | July 20 & 21 |
| Dental Assisting Pinning Ceremony | July 23 |
| Exams | July 27, 28 & 29 |
| Classes End | July 29 |
| Grades Due | July 30 |
| Nursing Pinning Ceremony | July 30 |
| Faculty/Staff Duty Days (No Classes) | July 30 & August 2 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 3 – 6 |
| Students Pay Tuition/Validate for FA2021 | August 4 |

# History of Trenholm State

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Transfer credit for eligible courses is retroactive to January 1, 2014.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

## Patterson Site

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

## Trenholm Campus

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

# Organization and Administration

H. Councill Trenholm State Community College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The ACCS Board of Trustees is composed of the Governor, who servses as chair by virtue of her elected office. The other board members are appointed from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as Chief Executive Officer of the Alabama Community College System (ACCS). The Chancellor serves at the pleasure of the ACCS Board of Trustees but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the ACCS Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: Student Services; Instructional Services; Development Planning/ Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the ACCS Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as policies and guidelines of the ACCS Board of Trustees.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

# The Alabama Community College System Board of Trustees

| | | |
|---|---|---|
| Governor Kay Ivey | President | Alabama State Capitol<br>600 Dexter Avenue<br>Montgomery, AL 36130 |
| Mr Al Thompson<br>Chairman | District 1 | 307 Hand Avenue<br>Bay Minette, AL 36507 |
| Mr. John Mitchell | District 2 | 206 Aberdeen Avenue<br>Enterprise, AL 36330 |
| Mrs. Susan Foy | District 3 | 423 Auburn Drive<br>Alex City, AL 35010 |
| Mr. Matthew Woods | District 4 | 3103 Old Birmingham Hwy<br>Jasper, AL 35501 |
| Ms. Crystal Brown | District 5 | P.O. Box 2003<br>Decatur, AL 35602 |
| Mr. Milton Davis<br>Vice Chairman | District 6 | P.O. Box 43412<br>Birmingham, AL 35243 |
| Mr. Chuck Smith | District 7 | P.O. Box 29<br>Demopolis, AL 36732 |
| Mr. Blake McAnally | Member-at-Large | P.O. Box 2419<br>Decatur, AL 35602 |
| Mr. Jeffery Newman | Ex-Officio<br>State Board of Education | P. O. Box 266<br>Millport, AL 35576 |

# Alabama Community College System (ACCS)

| | | |
|---|---|---|
| Mr. Jimmy Baker | Chancellor | 135 South Union Street<br>Montgomery, AL 36104 |

# Introduction to the College

Trenholm State Community College serves as an educational and economic asset for the state of Alabama by offering associate degrees and certificate programs that prepare students for further education, fulfilling careers and life-long learning. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success and achievements of all students, and maintains vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries. The College is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the ACCS Board of Trustees.

The College operates two campuses, the Patterson Site and the Trenholm Campus, and provides educational services for Montgomery and the surrounding area.

H. Councill Trenholm State Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic development; and enhance the quality of life for the people of central Alabama. The College operating as a single entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive academic and technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Community College helps multitudes of disadvantaged students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

# Vision

Through our commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

# Mission

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

# Goals

**Student Success Pathways**

GOAL 1: Trenholm State Community College will increase efforts to provide programs and services that enhance active learning to ensure achievement of students' educational and career goals.

**Workforce Pathways**

GOAL 2: Trenholm State Community College will ensure that academic, career and technical degrees, certificates and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance and expanding partnerships

**Transfer Pathways**

GOAL 3: Trenholm State Community College will provide clear and direct educational pathways by delivering flexible, relevant and quality transfer programs and related support services that result in a seamless transfer to four-year institutions.

**Institutional Growth and Sustainability**

GOAL 4: Trenholm State Community College will maintain financial stability and expand infrastructure and technology to establish state-of-the-art learning environments that facilitate career development and student success.

# Values

Trenholm State Community College administrators, faculty and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following 13 values:

1. **Academic rigor:** We are committed to standards of academic rigor that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
2. **Access:** We promote an accessible and affordable education designed to optimize opportunities for student participation.
3. **Accountability:** We create an accountable environment that continually builds an exceptional community college through shared governance, collaboration, and a commitment in the delivery of our mission.
4. **Communication:** We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
5. **Diversity:** We recognize and value diversity in its many forms as a representation of the richness of the human experience.
6. **Excellence:** We set and model high standards for students and our faculty, staff, administrators, and community partners.
7. **Innovation:** We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.
8. **Integrity:** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
9. **Leadership:** We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.
10. **Life-long learning:** We are committed to promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.
11. **Professionalism:** We value professionalism through our clear sense of commitment, perspective and direction.
12. **Quality-driven:** We are dedicated to a supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs.
13. **Student success:** We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

# College Service Area

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

# College Operating Hours

Normal Office Hours shall be:

7:30 a.m. - 5:30 p.m. Monday - Thursday
7:30 a.m. - 11:30 a.m. Friday
as needed on Saturday - Sunday

# Accreditation and Certifications

H. Councill Trenholm State Community College is presently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500.

In addition, individual programs are accredited, licensed or certified by the following agencies:

| | |
|---|---|
| Automotive Service | National Automotive Technician Education Foundation (NATEF)<br>101 Blue Seal Drive – Suite 101<br>Leesburgh, VA 20175<br>(703) 669-6650<br>www.natef.org |
| Computer Information Systems | Cisco Certified Network Associate (CCNA)<br>CISCO Systems, Inc.<br>170 West Tasman Drive<br>San Jose, CA 95134<br>(800) 553-6387 |
| Cosmetology | Alabama Board of Cosmetology<br>PO Box 301750<br>Montgomery, AL 36130-1750<br>(334) 242-1918 |
| Culinary Arts | American Culinary Federation (ACF)<br>180 Center Place Way<br>St. Augustine, FL 32095<br>1-800-624-9458 |
| Dental Assisting | American Dental Association<br>Commission on Dental Accreditation (ADA)<br>211 East Chicago Avenue<br>Chicago, IL 60611-2678<br>(312) 440-2500 |
| Ultrasound<br>(Diagnostic Medical Sonography) | Commission on Accreditation of Allied Health Education Programs<br>(CAAHEP)<br>25400 US Highway N, Suite 158<br>Clearwater, FL 33763<br>(727) 210-2350 |
| Emergency Medical Services | The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).<br><br>Commission on Accreditation of Allied Health Education Programs<br>25400 US Highway 19 N., Suite 158<br>Clearwater, FL 33763<br>727-210-2350<br>www.caahep.org<br><br>To contact CoAEMSP:<br>8301 Lakeview Parkway Suite 111-312<br>Rowlett, TX 75088<br>214-703-8445<br>FAX 214-703-8992<br>www.coaemsp.org |

| | |
|---|---|
| Medical Assisting | Commission on Accreditation of Allied Health Education Programs (CAAHEP)<br>25400 US Highway N, Suite 158<br>Clearwater, FL 33763<br>(727) 210-2350<br><br>Medical Assisting Education Review Board (MAERB)<br>A CAAHEP Commission on Accreditation<br>20 North Wacker Drive<br>Suite 1575<br>Chicago, IL 60606<br>(312) 899-1500 |
| Practical Nursing | Alabama Board of Nursing<br>RSA Plaza, Ste 250<br>770 Washington Avenue<br>Montgomery, AL 36104<br>(334) 293-5200<br><br>Accreditation Commission for Education in Nursing (ACEN)<br>Formerly NLNAC, National League for Nursing Accrediting Commission, Inc.<br>3343 Peachtree Road NE, Suite 850<br>Atlanta, Georgia 30326<br>(404) 975-5000 |

# Buildings and Facilities

## Trenholm Campus
## 1225 Air Base Blvd

| | |
|---|---|
| Building A/B | President's Office |
| | Business Office |
| | Human Resources |
| | Practical Nursing |
| | Registered Nursing |
| Building C | Health Services Simulation Lab |
| | Career Center |
| | Music Department |
| Building D | Student Center |
| Building E | Emergency Medical Services |
| | Executive Vice President |
| | Dean of Instructional Services |
| Building F | Admissions & Records |
| | Cashier |
| | Dean of Students |
| | Enrollment Management |
| | Financial Aid |
| | Student Success Center |
| | Testing |
| Building G | Vacant |
| Building H | Diagnostic Medical Sonography (Ultrasound) |
| | Medical Radiologic Technology |
| | Respiratory Care Therapy |
| Building I | Child and Human Development |
| Building J | Dental Assisting |
| | Medical Assisting |

## Library Tower
## 3086 Mobile Highway

| | |
|---|---|
| 1st Floor | Library |
| 2nd Floor | Archival Display |
| | Architectural & Engineering Design |
| | Business Administration |
| 3rd Floor | Accounting |
| | General Business |
| | Office Administration |
| 4th Floor | Dean of Development |
| | Information Technology |
| | Institutional Effectiveness |
| | Title III Offices |
| | Upward Bound |

## Downtown Site
Renasant Bank Building
8 Commerce Street

Culinary Arts
Hospitality Management

## Joseph Dickerson Education Center
3085 Mobile Highway

General Education

## Patterson Site
## 3920 Troy Highway

| | |
|---|---|
| Building B | General Education |
| | Student Success Center (Rm 133) |
| Building D | Auditorium |
| | Dean of Workforce Development |
| | Admissions & Records |
| | Financial Aid |
| | Cashier |
| Building E | Computer Information Systems |
| | Air Conditioning / Refrigeration |
| | Library |
| Building F | Continuing Education |
| | Workforce Dev Apprenticeship |
| | Precision Mechining |
| Building G | Automotive Service |
| Building H | Welding |
| Building I | Maintenance Department |
| Building J | Adult Education |
| Building K | Graphic Design |
| Building L | Diesel Mechanics |
| Building M | Electrical |
| | Robotics/Mechatronics |
| Building N | Automotive Collision Repair |
| Building Q | Automotive Manufacturing & Automation |
| | Industrial Systems & Automation |

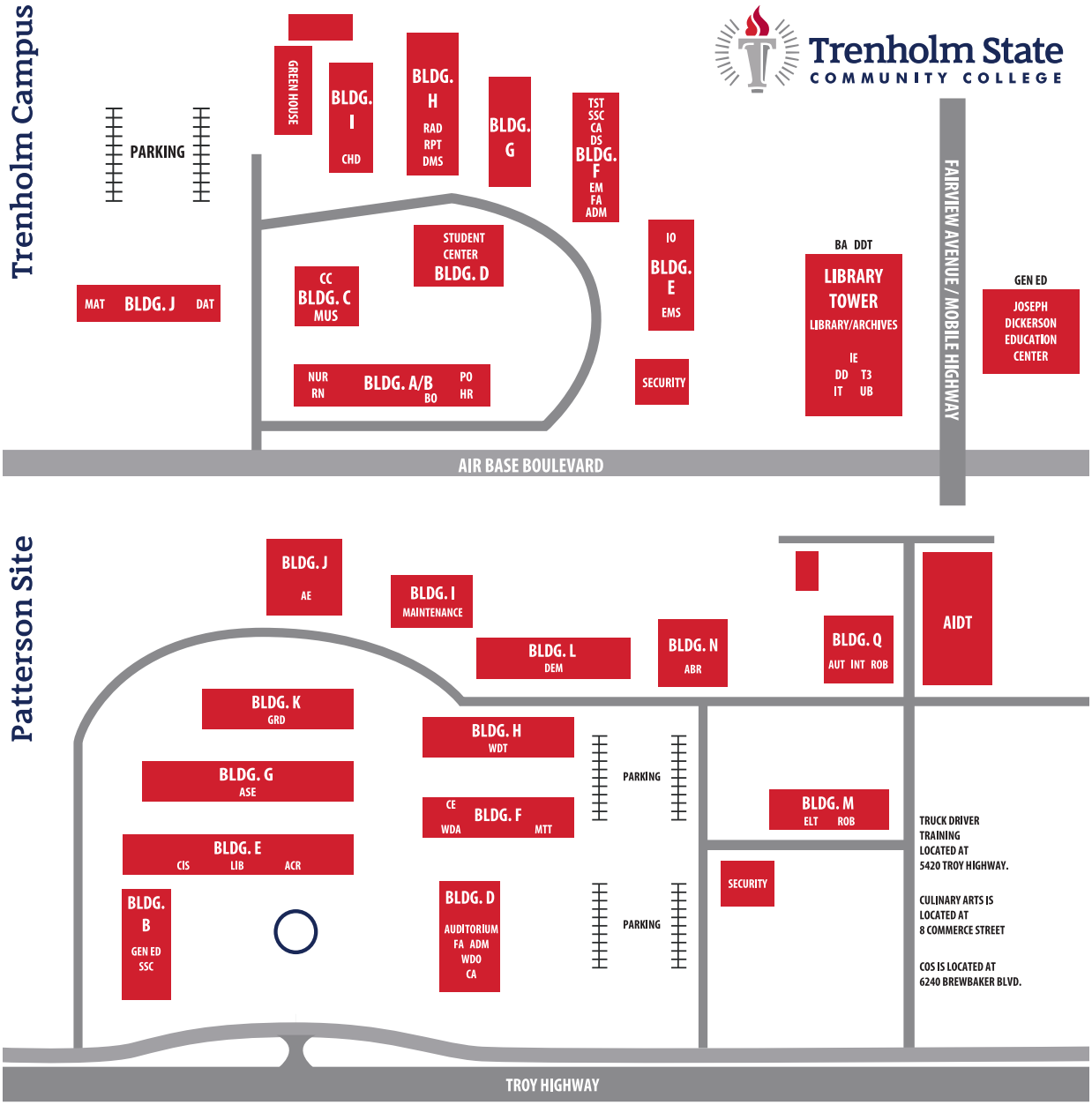
## Service Occupations Building

Cosmetology

6240 Brewbaker Blvd.
Montgomery, AL 36116
(one mile south of Patterson Site)

## Truck Driver Training Center
5420 Troy Highway
Montgomery, AL 36117
(three miles south of Patterson Site)

# Campus Maps




ABR - Automotive Collision Repair
ACR - A/C & Refrigeration
ADM - Admissions
AE - Adult Education
ASE - Automotive Technology
AUT - Automotive Manufacturing and Automation
BA - Business Administration
BO - Business Office
CA - Cashier
CC - Career Center
CE - Continuing Education
CHD - Child and Human Development
CIS - Computer Information Systems
COS - Cosmetology (Svc Occupations Bldg)
CUA - Culinary Arts (Downtown Site)
DAT - Dental Assisting
DEM - Diesel Mechanics
DD - Dean of Development
DDT - Architectural & Engineering Design
DMS - Diagnostic Medical Sonography
DS - Dean of Students
ELT - Electrical/Instrumentation
EMT - Emergency Medical Services
EM - Enrollment Managment
FA - Financial Aid
Gen Ed - General Education
GRD - Graphic Design
HR - Human Resources
INT - Industrial Systems and Automation
IO -Dean of Instruction
IT - Information Technology
IE - Institutional Effectiveness
LIB - Library
MTT - Precision Machining
MAT - Medical Assisting
MUS - Music Department
NUR - Practical Nursing
PO - President's Office
RAD - Medical Radiologic Technology
RN - Registered Nurse
ROB – Robotics/Mechatronics
RPT – Respiratory Care Therapy
SSC - Student Success Center
T3 - Title III Program
TST - Testing
TRK - Truck Driver Training
UB - Upward Bound
WDA - Workforce Dev Apprenticeship
WDO - Dean of Workforce Development
WDT - Welding

**Mission and Goals**

The fundamental mission of the Student Services Division is to demonstrate a strong commitment to student success by providing a learning environment in which individuals from varied backgrounds, with diverse goals and needs, are afforded both the conditions and opportunities for student success, not as an aside from instruction, but in partnership with and as a compliment to the educational opportunities afforded to students. Student Services goals are listed below. The belief of each member of the Student Services staff at H. Councill Trenholm State Community College is that all people are provide the opportunity to reach their maximum potential. Dedicated to this belief, and in support of the educational mission of the College, the division assists students with admissions, registration and financial aid, advisement, assessment, achieving success, disabilities services, student activities, and career planning.

Coordinated by the Dean of Students, these functions service the student and compliment classroom instruction by ensuring that each student has the opportunity for success.

- Work in concert with faculty to develop a holistic individual.
- Offer professional development opportunities that will enhance the recruitment and retention for students.
- Increase enrollment through assertive recruiting and retention strategies.
- To offer an array of social, cultural and educational activities to students to create a feeling of belonging.
- To develop an on-going comprehensive public relations campaign utilizing news releases, brochures, billboards, college website, civic speaking engagements, recruitment videos, college view book, television and radio commercials and other printed and electronic publications.
- To accommodate students in gaining access to the College by providing admission, registration, counseling, advising, placement testing and other support services.
- To facilitate the successful movement of the student through the educational process to completion of the student's identified goal (personal enhancement, specific job skill(s) improvement, career preparation and/or development, or continuation of an undergraduate education).
- To maintain a system of accurately recording, safely maintaining and efficiently retrieving student records.
- To provide a program of financial assistance to students.
- To enhance development of the student's mind, body and character by providing a program of student activities that compliment classroom instruction and/or other curricula endeavors.
- To assist in satisfying the College's and community's need for information relative to students served.
- To participate in the governing system of the College, particularly in the areas of student life, long-range planning and due process in student discipline.

# Admissions and Enrollment

## ADMISSIONS

The Office of Admissions is responsible for interpreting and implementing Alabama Community College System Policy as well as federal, state, and local laws and policies regarding the admission of students to the College. The Office of Admissions coordinates all aspects of student recruitment and the admission of qualified student body. The Office processes student applications, inform students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, and verifies student qualifications for specific certificate and degree programs.

## GENERAL ID POLICY

For Admissions to Trenholm State Community College, an applicant is required to provide one of the following forms of identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date

All international applicants must provide: VISA acceptable to the United States and an official translated copy of the student's high school /college transcript; a minimum score on an approved English as a Foreign Language exam as specified by the guidelines: signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

For the protection of the public and to assist in maintaining state and local security persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the office of the Attorney General of the United States, pursuant to the section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).

## REQUIRED ADMISSIONS DOCUMENTATION

**Degree-seeking students must provide:**

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended,
- ACT scores (for placement purposes only)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning a degree or fulfilling prerequisites.

**Non-degree seeking students (who are high school graduates or GED® recipients) must provide:**

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)

Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution

**Non-degree seeking students (who are non-high school graduate or does not have a GED) must provide:**

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)

Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

**Non-degree seeking in Truck Driving Training**

An applicant must provide the following documentation at the time of registration:

- Completed Application for Admissions, which includes proof of residency.
- A Current Driver's License.
- Department of Transportation (DOT) physical which indicates no physical or mental limitations which could impair the individual's ability to drive a truck.

The physical must be dated within two (2) years of one's registration date and must be documented on the proper DOT physical form.
- The drug screen must indicate negative results and be dated within 30 days of registration. The results should be mailed to:

  Trenholm State Community College
  Truck Driver Training
  P.O. Box 10048
  Montgomery, AL 36108

- Motor Vehicle Report (MVR), which may be obtained from the Alabama Law Enforcement Agency (ALEA), 301 South Ripley Street, Montgomery, AL 36104. The MVR must be dated within 30 days of applicant's registration.
- Applicants enrolled in the Truck Driving program are subject to random drug testing. The applicant is responsible for all costs related to the DOT physical and drug screen. Tuition, books and fees are due at the time of registration. The cost of the program is $2,800.00. Books are included in the cost for Alabama residents. Out of-state residents will be charged double this amount.

The applicant is responsible for all cost related to the DOT physical, drug screen and MVR at the time of registration.

**Readmission**

All new and returning students must see their assigned advisor prior to registering for classes. Students returning to the College after a break in enrollment of two consecutive terms are required to update admissions information in the Office of Admissions. In addition, returning students must submit official transcripts from all regionally accredited colleges attended since the last date of attendance at Trenholm State Community College. Applicants are subject to fulfilling the requirements of the curriculum that is current at the time of readmission.

**Ability-to-Benefit**

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions and at (334) 420-4301. (See Ability to Benefit Testing)
The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED, or who completed secondary education in a home or private setting effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED), or who fail to meet the home or private school requirements will no longer be eligible to receive federal financial aid as of July 1, 2012.

**RESIDENCY**

For the purpose of assessing tuition, applicants for admission will be classified in one of three categories.

**I. Resident Student**

- A resident student will be charged the in-state tuition rate established by the Alabama Community College System.
- A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the state of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of- state student cannot attain resident student status simply by attending school for twelve (12) months in the state of Alabama.
- In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.
- Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age, but excludes an individual whose disabilities of non-age has been removed by court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
- Supporting Person: Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither have legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
2. An individual claiming to be a resident will certify by a signed statement each of the following:

   a) a specific address or location within the state of Alabama as his or her residence;
   b) an intent to remain at this address indefinitely;

and
(c) possession of more substantial connections to the state of Alabama than with any other state.

Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the state of Alabama. This evaluation will include the consideration of the following connections:

- consideration of the location of high school graduation;
- payment of Alabama state income taxes as a resident;
- ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
- full-time employment in the state;
- residence in the state of spouse, parents, or children;
- previous periods of residency in the state continuing for one (1) year or more;
- voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
- possession of state or local licenses to do business or practice a profession in the state;
- ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
- continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
- membership in religious, professional, business, civic, or social organizations in the state;
- auxiliary services in the state of checking and savings ac- counts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state.
- Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

**II. Non-Resident Student**

a) A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
b) A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.

1. The dependent student is one:

   a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
   b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
   c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
   d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

2. The student is not a dependent (as defined by Internal Revenue Codes) who:

   a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
   b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
   c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
   d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

*In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof the applicant meets the stipulations noted above prior to admission.*

**III. Out-of-State Student**

1. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.

2. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

**IV. Residency Policy for Veterans, Dependents, and Spouses**

*For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:*

1. The student is a member or spouse of a member of the United States military on full-time active

duty stationed in Alabama under orders other than attending school.

2. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.

3. The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:

   a. The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
   b. The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.

**ADMISSIONS STATUS TYPE**

There are two types of admission status:

- Unconditional: Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

- Conditional: Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and official transcript release.

Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

**ADMISSIONS CLASSIFICATIONS**

1. First Time: A student who has no prior post-secondary experience, attending any institution for the first time.
2. Transfer: A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon Trenholm State Community College policy.
3. Transient: A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose for transferring credit back to the home college or university.
4. Accelerated High School Program: A secondary education student who is earning college credit while still in high school.
5. Dual Enrollment and Dual Credit: A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma, a technical or health certificate.
6. International: A student who is a citizen of another country.

*Admission to TSCC or an ACCS institution does not ensure admission to any individual program or course.*

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

**1. First-Time Students**

A. **Unconditional Admission of First Time Students:** Applicants who have not previously attended any regionally or nationally accredited college will be considered first-time college applicants or “native” applicants. A student, who has no prior post-secondary experience and attending any institution for the first time, must apply for admission, appropriate ID, and an official high school transcript, or official GED transcript.

B. **Conditional Admission of First Time Students:** A first-time student who does not have on file the official high school transcript or official GED transcript and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admission records have been received prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS.** This notation will be removed from the transcript only upon receipt of all required admissions records.

**2. Transfer Students**

A. **Unconditional Admissions for Transfer Students:** An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must apply for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students.

Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions are required for recipients of federal student aid. A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.

B. **Conditional Admissions for Transfer Students:** A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

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

If all required admissions records have not been received prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS**. This notation will be removed from the transcript only upon receipt of all required admissions records. Students with a conditionally admitted are not eligible for federal financial aid.

**Initial Academic Status of Transfer Students**

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear Academic status. A transfer student who is admitted on Clear Academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited colleges are not included in the Grade Point Average (GPA) calculation at the College.

A transfer student who is admitted on Academic Probation retains that status until the applicant has attempted at least 12 semester credit hours.

If the Cumulative GPA at the College is below 1.5 at the conclusion of the semester in which the applicant has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE TERM.

If the Cumulative GPA at the College is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours and earned a cumulative 2.0 or higher GPA, the student's status will become Clear.

**3. Transient Students**

Students who attended another college/university and who wish to earn credits for transfer to that parent college may be admitted to Trenholm State Community College as transient students. Students must apply for admissions and submit a transient letter from the parent institution to certify that the credits earned at the College will be accepted as part of their academic program. The official letter or Transient Permission Form must be properly signed by the dean, registrar, or advisor at the parent college and must contain the specific college course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/universities. *Transient students are not eligible for federal financial aid.*

**4. Accelerated High School Program**

The Accelerated High School program allows high school students the opportunity to each college credits while enrolled in high school. College. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issues by the Chancellor of the Alabama Community College System. *Accelerated High School Students are not eligible for financial aid. College credits that are earned with the Accelerated Program cannot be substituted for high school credits.*

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

1. The student has completed the 10th grade;
2. The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
3. The student may enroll only in courses for which the high school prerequisites have been completed.

***Exceptions may be granted for requirements 1 and 3 by the Chancellor of the Alabama Community College System for a student documents as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.***

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

Institutions within the Alabama Community College System are authorized to establish dual enrollment/ dual credit programs with local boards of education in the College service area. Courses offered by Alabama Community College System shall be of postsecondary level, or as stipulated in a contract for services between the two levels. Trenholm State Community College admits students from within its service area for dual enrollment/ dual credit. An applicant is eligible for dual enrollment/ dual credit if the applicant meets the following criteria:

- The student must meet the entrance requirements established by Alabama Community College System and Procedures for Dual Enrollment for Dual Credit

for high school students;
- The applicant must have a 2.0 Grade Point Average on a 4.0 scale in completed high school courses.
- The applicant must have written approval of the appropriate principal and/or the local superintendent of education.
- All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, and math courses.
- The applicant must be in either grade 10, 11, or 12, or have an exception granted by Trenholm State upon the recommendation of the local Board of Education's Superintendent or his/her designee in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented applicants.
- Applicants may enroll in occupational/technical courses/programs in accordance with Alabama Community College System guidelines.

**Continuous Eligibility for Dual Enrollment**

Students who meet the criteria for initial admission to Dual Enrollment for Dual Credit Program as specified in the Alabama Community College System Procedure for Dual Enrollment for Dual Credit for High School Students, section 2, will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For reentry, the student must re-apply to the program and must meet the minimum (unweighted) grade point average of 2.0 on a 4.0 scale.

For more information regarding the Dual Enrollment program, contact (334) 420-4240 or 334-420-4373.

**INTERNATIONAL STUDENTS**

Prospective international students must apply for admissions to Trenholm State prior to the issuance of the Form I-20. Admissions process must be completed prior to enrolling in classes.

**An international student must provide the following documentation:**

- Completed Trenholm State Community College application for admission and signature page;
- Copy of student's U.S. Visa and Passport with a current photo. Current and valid passport or other official documentation verifies lawful presence;
- An official translated copy of the student's high school transcript and college transcript(s), if applicable; all foreign transcripts and credentials must be evaluated by World Education Services (WES). The web site is www.wes.org. International students must request that their previous high school and college(s), if applicable, mail all official transcripts to WES. Once credentials are evaluated, WES will send the students' official transcripts to Trenholm State Community College.
- A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the STUDENT SERVICES 161 British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.
- A signed, notarized statement verifying financial support of the student from the sponsor indicating their full responsibility for the international student's financial obligations while attending Trenholm State. The letter must include an original current bank letter or statement from the sponsor's financial institution showing sufficient funds to support the student's educational expenses. ***Please note that Trenholm State Community College offers no financial assistance or scholarships for international students;***
- Documentation demonstrating adequate health and life insurance inclusive of a repatriation which must be maintained during all periods of enrollment;
- All international students must submit a physical and proof of immunizations;
- Transient or transfer international students must submit a **Transient/Transfer Clearance Form** signed by the international student advisor at the institution from which the prospective student comes. Transient or transfer international students must submit a copy of the Form I-20 from the institution from which the student transfers.

An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System Institutions. For further assistance, contact the Records Department at tmcbryde@trenholmstate.edu.

**Senior Citizen Admission**

Alabama residents 60 years of age or older may attend classes tuition free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. The tuition waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to an associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools or repeated courses. Persons who qualify must register for courses the first day of class each semester.

**Admission Requirements for Allied Health Programs**

Individuals who are seeking admission to selective Allied Health programs **(Diagnostic Medical Sonography, Medical Radiologic Technology, Practical Nursing, Registered Nursing, Respiratory Therapy)** must meet all admissions requirements of the College. In addition, these programs have a separate admissions application and several admissions requirements that must be met by a publicized application deadline. Advisors in those programs are available to answer questions and assist students in understanding these requirements; however, responsibility for meeting all admissions requirements for these programs is the sole responsibility of the student.

Selective admissions programs are highly competitive. Meeting minimum admissions requirements ensures that students' applications will be considered but **does not** guarantee program acceptance. Students are selected based on an objective scoring system for each program; students selected for admission to the programs generally exceed minimum admissions requirements. Prospective students should contact program faculty or staff or visit the program section of the College website for up-to-date information.

**Audit Students**

Applicants may apply for admissions to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. Standards of performance for each class will be defined by the individual instructor. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only during the official drop/add period of each semester.

**Non-Credit Students**

An applicant enrolling exclusively in non-credit courses may be granted admissions to the College via the Continuing Education Department. For additional information, please contact (334) 420-4235.

**Change of Name**

Academic records at Trenholm State are permanently maintained by student name. Name changes will not be made for an inactive student. A student may maintain academic records under the name used at the time of admission. There is NO requirement that a student must make a name change. A student who wishes to change his or her name must complete the Readmission/Information Change form in the Office of Admissions and Records. The student must provide proof of a divorce decree or a marriage license. If the aforementioned are not available, a valid Driver's License AND social security card will be required.

**Change of Curriculum or Program of Study (Major)**

A student accepted and enrolled in a program of study who seeks to pursue another program of study must meet the requirements for admissions to the new program. A student who changes a program of study will follow the program requirements of the College catalog which is current at the time of the program of study change. Students are cautioned that changing a program may negatively impact the student's financial aid status.

**Orientation to College ORI-101**

All new and returning students, who have not previously taken Orientation to College (ORI-101) course at Trenholm State Community College, are required to take ORI-101 during their first term of enrollment. ORI-101 College orientation classes taken at another institution will not be accepted for transfer credit at Trenholm State.

Orientation to College (ORI-101) is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. Students are engaged, equipped and empowered to excel in their college studies and are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community at large. Focus provided through Orientation to College (ORI-101) includes critical thinking, improvement of technology skills, social skills, leadership skills, oral and written communication skills, commitment to studies and more. Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor and students are encouraged to discuss their academic and career plans, problems, and challenges with their faculty advisors.

**College Orientation for Dual Enrolled Students**

Dual enrolled students must attend an orientation session during their first term of enrollment. Through attendance and participation, dual enrolled students are informed of the College's policies and procedures as well as practices designed to help with study and test-taking skills, time management, and more. This is non-credit and does not substitute for ORI-101.

# Records and Registration

The Office of Records is here to provide information and services to meet the needs of the Trenholm State faculty, staff, students and community. The Office provides transcripts of student academic records (official and student copies), facilitates advising and registration each semester for credit classes, and verifies and certifies student enrollment status. In addition to planning the Commencement Ceremony, the Office processes grade changes, transfer credit, certificates and degrees, curriculum updates, degree plans, and changes in student information. Specific registration information is contained in instructions distributed to applicants and students before each semester begins.

## REGISTRATION

### Advising

Academic Advising is a critical part for students seeking a degree or certificate or planning to take courses prior to transferring to a four-year institution from Trenholm State. Advisors are available to provide information regarding courses, programs, and careers. Prior to each semester, all students are encouraged to consult with their program advisor to plan their course of study, review their degree plan for a timely graduation. Program advisors are available in each program to advise students who may wish to enroll.

Students are assigned to their advisors through the Office of Admissions with input from the program coordinator or division chair of the student's respective program of study. For information on academic advising, contact the Office of Admissions at (334) 420-4464.

Registration is held each semester according to scheduled dates and procedures published on the College's website www.trenholmstate.edu and the College Calendar. Students are responsible for registering each semester. Trenholm State may withhold the privilege of a student's registration for the following reasons:

- Unpaid Fees
- Library Books
- Incomplete Admissions Records

A schedule of classes is published on the College's website (www.trenholmstate.edu) each semester. All new and returning students must communicate with their assigned advisor prior to registering for classes. All currently enrolled students may register online. It is advisable for students to plan their schedules two or three terms in advance. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year. Students should have a degree plan on file in with their program advisor during the first term of enrollment. Students should work closely with advisors and instructors to follow the required degree plan for their program.

New students will meet with their program advisors for advising. Additionally, program advisors will assist students in selecting classes and completing the registration process. During advising, students should obtain a copy of their degree plan. Students should follow their degree plans since it is their responsibility to make sure that courses are taken in proper sequence. In addition, any required prerequisite course must be completed before registering for requisite courses.

### Online Registration

All methods of registration are available to all students through their student logins. Prior to registration, students should communicate with their program advisors to ensure they are registering for appropriate courses.

### Late Registration

Any registration which is completed after the beginning of classes is considered late. Late registration is permitted during a designated period (drop/add) and every effort should be made to avoid late registration. Many courses may be full, at this time, and it may be difficult to cover any missed material. Applicants will not be admitted after the drop/add period has ended. Students may have an opportunity to register for mini-term courses.

### Time and Location of Courses

Trenholm State Community College offers most courses and instructional programs with day, evening and online schedules. Courses are offered at the Trenholm Campus, the Patterson Sites, Culinary Arts, and online. All courses meet the same standards and have the same requirements regardless of the time, place or method offered.

### Statewide Transfer and Articulation Reporting System (STARS)

In order to assist Trenholm State Community College students with the transferring of courses to other institutions of higher education in the state, Trenholm State is a member in the Statewide Transfer and Articulation Reporting System (STARS). The STARS computerized advising system has been created to inform students of the courses that they can take and transfer among public institutions within the State of Alabama without losing credit. Go to the STARS website at http://stars.troy.edu.

### Prerequisites

A student who fails a course in a sequence cannot take the succeeding course before making up the failure. Prerequisites for a course must be met before the course is taken.

**Course Load**

The maximum course load is nineteen (19) semester credit hours. A student may take more than nineteen (19) semester credit hours only with special permission from the Program Coordinator and the Dean of Instruction. Registration forms are located on the College's website at www.trenholmstate.edu. An absolute maximum of twenty-four (24) semester credit hours exists for all students. The minimum load for a regular full-time student is twelve (12) semester credit hours. Students who are enrolled in developmental courses are strongly encouraged to enroll in 12 hours or less each term until all developmental courses have been completed.

**Dropping and Adding Courses**

Adding classes to a student's schedule is permitted only during the first three days of the Fall and Spring Semester. During the summer, the addition of classes is permitted only on the first day of the term. Students who wish to add or drop classes during the drop/add period must complete the proper form which is located on the College's website at www.trenholmstate.edu.

**Student Classification**

Students who have earned less than 30 credit hours are classified as freshmen. Students who enroll for less than twelve (12) credit hours are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements of all students. Students registered at the College for twelve (12) credit hours or more are classified as full-time students.

**Academic Freedom**

Trenholm State Community College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste. Any student who believes his or her rights to academic freedom have been suppressed should follow the procedures outlined in the Grievance Appeals Procedures listed in the Student Handbook section of the Catalog.

**Course Substitution**

Generally, completion of the curriculum, as defined by program faculty, is required to be awarded a degree or certificate. It may be acceptable, on occasion, to substitute a different course/s for a course required in the curriculum.

Course substitutions will be made when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree or certificate program may be substituted. Credit for course substitutions required for a degree or certificate must be recommended by the program coordinator and approved by the Division Chair, College Registrar, and Dean of Instruction.

The Program Coordinator must submit a Course Substitution Request form listing the required course(s) and the requested Substitution course(s) to the appropriate Division Chair. Upon completion, the Division Chair forwards the request to the College Registrar and the Dean of Instruction for review.

**Assignment of Course Instructor**

The College reserves the right to change instructors listed to teach courses due to class cancellation, splits, or other conditions which might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name to teach a course in the schedule of classes is no guarantee that the instructor will teach the course.

**Course Cancellation**

If the course is cancelled, the class will be deleted, and no grade will be assigned.

**Independent Study Courses**

In certain unusual circumstances, the appropriate Academic Dean, upon recommendation of the Division Director and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability, completion for graduation, and the student's academic record. The student's grade point average will be considered before approval to take a course by independent study is granted. A student will not be allowed to take more than one independent study course per semester. Transient students and other students whose GPAs are unknown will not be allowed to take any courses by independent study.

**GENERAL PRINCIPLES FOR TRANSFER OF CREDIT**

Coursework transferred or accepted for credit toward a certificate or a degree must represent collegiate coursework relevant to the student's degree plan. In assessing and documenting equivalent learning and qualified faculty, Trenholm State uses recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

The Director of Records/College Registrar is charged with initial evaluation of transcripts for potential transfer of credit. The Director of Records/College Registrar has the authority to approve transfer credit applicable to a student's degree plan when (a) the transferred course meets the General Principles for Transfer of Credit as previously outlined and (b) the course name, level, description, and learning outcomes substantially match that of the course for which credit is awarded in the student's degree plan. In addition, the Director of

Records/College Registrar may grant transfer credit for a specific course in a student's degree plan when the transferred course is of a higher level and has the specific course (or one with substantially similar learning outcomes) as a prerequisite. For example, the Director of Records/College Registrar may grant credit for MTH 100 (Intermediate Algebra) if the student earned a grade of C or better in MTH 112 (College Algebra) for which MTH 100 is a prerequisite.

Other potentially transferable courses are evaluated for credit toward the student's degree plan cooperatively by the Director of Records/College Registrar and designated faculty member. For general education courses, the designated faculty member is the lead academic instructor credentialed in the discipline. For technical courses in the student's major, the designated faculty member is the corresponding Program Coordinator. In determining whether credit is awarded, the Director of Records/ College Registrar and designated faculty member consider evidence such as the course description, the credentials of the instructor who taught the course, and the curriculum and learning outcomes detailed in the course syllabus. Credit is awarded when the evidence affirms that the student has achieved the knowledge, skills, and experiences comparable to those attained by students who successfully complete the required course at Trenholm State.

The College will accept courses completed at other duly accredited colleges for transfer credit only when the student earned a passing grade of "C" or higher in the course and the course is part of the student's degree plan at Trenholm. Higher grades may be required by the College for selected courses provided the higher grades are also required in courses for native students.

- Transfer credit accepted for course work completed at another institution will reflect the letter grade earned and is not included in Trenholm State's GPA calculation.
- Transfer credit(s) will be evaluated during the first term of enrollment, only if transferrable grades are "C" or better. College transcripts will only be evaluated when all transcripts are received.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree pursued.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).

Courses completed at Trenholm State may transfer to other duly accredited colleges and to the technical divisions of community colleges. Credits may transfer to the academic divisions of community colleges or to four-year colleges/universities. However, the decision on the acceptance of transfer credits always rests with the receiving college. All requests concerning transfer courses should be directed to the college/university to which a student plans to transfer.

**Credit for Prior Learning**

It is the philosophy of Trenholm State Community College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the applicant. Therefore, if prior learning can be appropriately documented, the applicant may be awarded credit or advanced placement.

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education. A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student's transcript until the student is enrolled. Non-traditional credit may not count toward the 25% of TSCC work needed to satisfy residency for graduation. Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received. PLA applies only to non-academic transfer courses. Credit awarded through nontraditional means for academic transfer courses may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DSST, Challenge Exams, ACE PONSI/ CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System office.

**Industry-Recognized Credentials**

Credit(s) may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual departments may identify specific licensure and/or certification that will be accepted for course credit. The departmental faculty and the appropriate Dean will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the applicant requesting credit and attach supporting documentation for review by the appropriate Deans. There is no fee for evaluation of industry-recognized credentials.

**College Level Examination Program (CLEP)**

Trenholm State Community College accepts credits earned from the College Level Examination Program (CLEP) if there is a course equivalent in the student's degree plan. Credit for CLEP subject examinations is granted based on 50th percentile scores with courses awarded for credit listed in the college catalog. Trenholm State is not currently a testing center for CLEP examinations but will evaluate and accept credits for CLEP examinations for courses listed in the college catalog. Students will be responsible for scheduling and paying for CLEP examinations. For information on testing centers, examinations, fees and other details, please visit the College Board website https://clep.collegeboard.org/about-clep. Credit will be indicated on the student's transcript as "EC" (Exemption/ CLEP).

**Military Credit**

Military credit may be granted for any military service school or for any United States Armed Forces Institute/ Defense Activity for Non-Traditional Education Services (USAFI/DANTES). Subject tests that have been satisfactorily completed and are determined to have a course equivalent in the student's degree plan will be accepted. Credit will be indicated on the student's transcript as "ED" (exemption/DANTES).

**WITHDRAWAL POLICY**

A grade of "W" is assigned to a student who officially withdraws from the College or from a course after 60 percent of the term being completed. This specified date is included in the Student Calendar for each term and is listed as "Last Day to Withdraw Without Any Academic Penalty." It is the responsibility of the student to become familiar with the Student Calendar to know the exact date to withdraw without penalty. A student who officially withdraws from the College after the 60 percent of the semester has been completed will receive the grades that he/she has earned at that time of withdrawal. A student cannot be withdrawn administratively. Grades of "W" earn zero quality points and, for financial aid purposes, are counted in hours attempted by the student. If a student never attended or the class is cancelled, the class will be deleted, and no grade will be assigned.

Students who withdraw from classes after receiving Title IV Aid face the possibility of being placed on either Financial Aid Warning or Financial Aid Suspension. Additionally, financial aid recipients who completely withdraw are subject to the Federal Return of Title IV Funds(R2T4) Policy. This policy may require Title IV recipients who completely withdraw from all courses before the 60% date of the semester/ term to repay a portion of any grant funds received to the Title IV Programs.

***** Official Withdrawal is defined as a student who receives, completes, gets the appropriate signatures and returns all appropriate withdrawal forms to the Office of Records.***

**Withdrawal Prior to the Start of Classes**

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first-class day is not the first day of the student's class, it is the first day of the semester.

**Partial Withdrawal**

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the college calendar and conforms to the guidelines issued by the Alabama Community College Office.

**Complete Withdrawal**

Students who wish to completely withdraw from the College, must complete a "Notification of Official Withdrawal form, "located on the Student Forms page of the Trenholm State website(https://www.trenholmstate.edu/current-students/student-forms/). Students who submit a complete withdrawal form prior to the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, semesters and mini terms. Students who submit a complete withdrawal form 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, as follows:

| | |
|---|---|
| Total Withdrawal **before** the official first day of class | 100% refund |
| Total Withdrawal **during** the first week | 75% refund |
| Total Withdrawal **during** the second week | 50% refund |
| Total Withdrawal **during** the third week | 25% refund |
| Total Withdrawal **after** the end of the third week | NO REFUND |

An administrative fee not to exceed 5% of tuition and other refundable institutional charges 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 classes 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 during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer semesters and mini terms will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17.
Fourth day = 75% Refund due.

| | |
|---|---|
| Tuition/fees paid: | $648.00 |
| | x .75 |
| | $486.00 |
| Administrative Fee: | - 32.40 |
| Round to nearest dollar | $453.60 |
| Refund amount: | $454.00 |

## GRADES

### Grade Points

Letter grades are assigned according to the following system for all courses for which students have registered:

| | | Numerical Range | Quality Points |
|---|---|---|---|
| A | Excellent | 90-100 | 4 |
| B | Good | 80-89 | 3 |
| C | Average | 70-79 | 2 |
| D | Poor | 60-69 | 1 |
| F | Failure | Less than 60 | 0 |
| I | Incomplete | Must be removed during the following term or the grade of F will be assigned | 0 |
| AU | Audit | Must be declared prior to the end of Drop/Add Period | |
| W | Withdrawal | Must be prior to 70% date. | 0 |

Satisfactory grades are "A", "B", "C" and "D." However, a grade of "D" is NOT considered a passing grade in a developmental course or in some programs of study. A student must earn a minimum final course average of 70, a grade of "C", to pass a developmental course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

If a student withdraws from courses by the published withdrawal date identified in the College Calendar, a grade of "W" will be assigned. If a student never attended or the class is cancelled, the class will be deleted, and no grade will be assigned.

## GRADE POINT AVERAGE (GPA)

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as indicated below:

A - 4 Quality Points
3 semester hours of "A" = 3 x 4 = 12 quality points

B - 3 Quality Points
3 semester hours of "B" = 3 x 3 = 9 quality points

C - 2 Quality Points
3 semester hours of "C" = 3 x 2 = 6 quality points

D - 1 Quality Points
3 semester hours of "D" = 3 x 1 = 3 quality points

F - 0 Quality Points
3 semester hours of "F" = 3 x 0 = 0 quality points

The grade point average (GPA) of a student is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course. The total number of quality points is divided by the total number of credit hours attempted, excluding courses with W, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

## INCOMPLETE (I) GRADE

With the permission of the instructor and appropriate dean, 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". In the event that circumstances prevent the deficiency from being made up within the following term, the College reserves the right to extend the make- up period for up to two semesters after the "I" is awarded. An "Incomplete Grade Contract" form must be signed by the student, instructor, program coordinator, and the appropriate dean. The instructor is responsible for securing all signatures required on this form before submitting it to the Office of Records along with the Class Attendance Roster. Students are not allowed to secure these signatures.

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 AND EARNED. 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."

***Students who are receiving Financial aid or any financial assistance (Scholarships, WIOA, VA, etc.) should contact the Financial Aid Department to determine how receiving a Grade of "I" will impact your future eligibility.*

## EARNED "F" VERIFICATION PROCEDURE

If a student receives the final grade of "F," the instructor is required to complete the "Earned "F" Verification" form to verify that the student earned the "F" grade. The Earned "F" Verification form must be submitted to the Office of Records at the time that final grades are entered each semester. Consequently, any student receiving the final "F" grade has earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

*****Students who are receiving Financial aid or any financial assistance (Scholarships, WIOA, VA, etc.) should contact the Financial Aid Department to determine how this can impact your future eligibility.***

### Grade Changes

If a student has reason to believe that the letter grade earned in a 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 below. The grade change must be made within one semester after the grade was initially

earned. Grade changes after one semester must be done through the Final Grade Appeal Process. The instructor is responsible for securing all signatures required on the Grade Change Request form before submitting the form to the Office of Records. Students are not allowed to secure these signatures.

**Grade Report**

Students may access their grade reports and view their academic status via "My Trenholm" on the College website, www.trenholmstate.edu, at the end of each term. The grade report becomes a part of the student's official transcript. The grade report will be withheld if 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 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 program coordinator. The program coordinator may resolve concerns or may convene an Ad Hoc Appeal Committee to review the concern. The Committee will decide and forward a recommendation to the Dean of Instruction. If a resolution is not obtained, the student may file a written appeal to the Dean of Instruction.

**Formal Grade Appeal Process**

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. A written 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. After this deadline, the appeals 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 student may confer with the program coordinator 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 program coordinator and be retained on file.
3. If closure is not reached, the student may file a formal grade appeal to the Dean of Instructional Services. 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, and the name of the instructor who issued the grade, to include all previous attempts to resolve the situation.

The Dean will assign an Ad Hoc Grade Appeals Committee for deliberation. The Department Chair or the Program Coordinator will Chair the Committee. The Committee shall consist of two full-time faculty members, one faculty member from the discipline and one faculty member from outside the Division and a Student Services designee. The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their sides of the matter. After deliberating, the Committee will make a recommendation to the appropriate dean to either support the grade as awarded or to change the grade. The dean will notify the student of the decision and/or action within 3-5 days following the hearing.

**STANDARDS OF ACADEMIC PROGRESS**

Required Credit Hours, Grade-Point Averages (GPAs) and Required Pace of Completion

A student enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 0-21 credit hours, must earn a 1.50 GPA
- After attempting 22-32 credit hours, must earn a 1.75 GPA
- After attempting 33 or more credit hours, must earn a 2.00 GPA

Students enrolled in Certificate Programs 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 GPA
- After attempting 18 or more credit hours, must earn a 2.00 GPA

**Exceptions to Standards of Academic Progress**

Standards of academic progress shall apply to all students unless otherwise noted:

- **Exemptions:** Programs which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher academic standards;
- Transfer students on Academic Probation must adhere to these standards of academic progress;
- Special standards of academic progress have been established for students enrolled in institutional credit courses (developmental courses) and for students who wish to remain eligible to receive Title IV Financial Aid. (See Satisfactory Academic Progress detailed in the Financial Aid Section).

**Intervention for Student Success**

When a student is placed on academic probation, one term academic suspension, or one-year academic suspension, the College may advise the student to take the minimum course load and refer the student to the Student Success

Center for intervention in study skills and tutorials. Other services may be available on a case-by-case basis. For assistance or more information from the Student Success Center, please email mrobinson@trenholmstate.edu.

**Application of Standards of Progress for Institutional Credit Courses**

Institutional credit courses are those which are not creditable toward a formal degree and include Training for Existing Business and Industry, Continuing Education and courses numbered below the 100 series.

**Standards of Academic Progress for Transfer Student**

A transfer student who is admitted on CLEAR academic status is subject to the same standards of academic progress as "native" students. Grades accrued at other regionally accredited colleges and universities are not included in grade point average calculation.

A transfer student admitted on ACADEMIC PROBATION retains that status until the student has attempted at least 12 credit hours. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours and the Cumulative GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.

At the conclusion of the semester in which the transfer student was admitted on ACADEMIC PROBATION, has attempted a total of 12 or more credit hours, and the Cumulative GPA at the College is 2.0 or above, the student's status is CLEAR. For additional information regarding transfer credit see the "Records and Registration" section of this catalog.

**ACADEMIC BANKRUPTCY**

A student must complete a request for Academic Bankruptcy listing the courses he/she wishes to bankrupt. This form which is located on the College's website at www.trenholmstate.edu must be signed by the Director of Records/College Registrar and a Financial Aid Official. A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at the College does not guarantee that other college/universities will approve such action. This determination will be made by the respective transfer college/university. A student may declare academic bankruptcy under the following conditions:

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

B. If three (3) or more calendar years have lapsed since the most recent semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken prior to 12 semester credit hours of coursework since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

C. When academic bankruptcy is declared, the term **"ACADEMIC BANKRUPTCY"** will be reflected on the transcript for each semester affected. The transcript will be stamped **"ACADEMIC BANKRUPTCY IMPLEMENTED."** All individual courses and grades will remain on the permanent transcript. Academic Bankruptcy cannot be considered by the Financial Aid Office when calculating Satisfactory Academic Progress.

**Course Forgiveness Policy**

Students may repeat courses for which they have previously registered. Courses completed at Trenholm State may be repeated at Trenholm State. The last grade earned excluding W, and AU will be the grade used for graduation audits. Courses may not be repeated at another college and used as a component of Trenholm State's Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, or AU) replaces the first grade in his/ her cumulative grade point average if the student files a written request with the Office of Records. For example, if a student repeats a course, the second grade earned (excluding grades of "W") will replace the first grade in the calculation of the cumulative grade point average. If the second grade is a non-satisfactory grade (F), the F will replace the first grade, even if the first grade is passing.

2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.

3. Transcripts will list all courses and the grades earned. A repeat symbol, 'R,' may denote a course repeat. Zero credit hours can also indicate a course repeat. See financial aid section in the Catalog regarding eligibility. A transfer institution may choose to average all coursework regardless of Trenholm State's institutional policy.

4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

*Some sources of financial aid will not pay tuition for repeated courses. See the Financial Aid section in Catalog regarding repeat courses and repeat developmental courses eligibility.*

**Application of Standards of Progress**

1. When the cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student's status is CLEAR.
2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted, the student is placed on Academic Probation.
3. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, but the semester GPA is 2.0 or above, the student remains on Academic Probation.
4. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, and the semester GPA is below 2.0, the student is suspended for one term. The transcript will read **SUSPENDED-ONE SEMESTER.**
5. The student suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED-ONE SEMESTER/READMITTED ON APPEAL.**
6. The student readmitted on appeal will remain on Academic Probation until a 2.0 grade point average is earned.
7. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted on appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted, but whose semester GPA is 2.0 or above, will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted. Readmission to the College does not mean that a student is automatically eligible to receive financial assistance.
8. A student returning from one semester or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0, will be placed on one year's suspension.
9. The student may appeal a one-term or one-year suspension.
10. The permanent student record will reflect the student's status (except when the status is "clear"). When appropriate, the record will reflect **ACADEMIC PROBATION, SUSPENDED ONE SEMESTER, ACADEMIC SUSPENSION ONE YEAR, SUSPENDED ONE SEMESTER/READMITTED ON APPEAL, OR ONE YEAR SUSPENSION READMITTED ON APPEAL.**
11. All applicable academic designations except **"CLEAR"** will appear on the student's transcript.

**Process for Appeal for Readmission**

If a student declares no contest to the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within **3-5** days of notice of suspension. The Admissions Committee shall not be considered a "due process" hearing, but rather a petition for readmission. The student shall be given an opportunity to present rationale and/or statement of circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, shall be placed in the student's official records. Additionally, a copy of the written decision shall be provided to the student.

**Repeating Courses**

Students may repeat courses for which they have previously registered. If a course is repeated, only the last grade awarded for the course will be used in the calculation of the cumulative grade point average (GPA) for the purpose of fulfilling graduation requirements. A course may be considered in the calculation only once to satisfy the credit hours required for graduation. Some sources of financial aid will not pay tuition for repeated courses.

**DEGREES & GRADUATION-COMMENCEMENT**

A student is responsible for Applying to Graduate at least one term prior to your planned term of graduation. The Intent to Graduate form is located on the College's website at www.trenholmstate.edu under the **Current Students** tab and on the Student Forms page.

**Associates in Arts Degree**

**College Transfer** - Course work leading to the Associate in Arts (AA) degree designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science degree. Students are assigned to advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.

A student shall be awarded the Associate in Arts degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for developmental courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions

obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

**Associates in Science Degree**

**College Transfer** - Course work leading to the Associate in Science (AS) degree are designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science degree. Students are assigned to advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.
A student shall be awarded the Associate in Science degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for developmental courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

**Associates in Applied Science Degree**

*The Associate in Applied Science degree is a specialized degree in a specific technical field. The degree is awarded based on the completion of an approved Degree Plan which includes specific technical courses from the technical area plus designated general education requirements. Requirements are listed with the program descriptions.*

*Since general education courses provide students with a solid understanding of a wide variety of subjects and methods of learning, the general education courses are required of all students seeking an Associate of Applied Science (AAS) Degree. General education courses also provide students with an exposure to broader and more varied intellectual concepts, thereby impacting each program by providing more quality and enhancing marketability of graduates.*

*To ensure preparedness of all students seeking an AAS, the College has developed the following general education competencies which are assessed throughout the year in identified general education courses: computer literacy skills, computational skills, oral communication skills, and written communication skills.*

A student shall be awarded the Associate in Applied Science degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for developmental courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

**Certificate Requirements**

Each Certificate program is designed to prepare the student for employment in one of several technical or skilled jobs in a specific occupational area. Each program requires in-depth technical preparation supported by related general education courses. The award is based upon completion of an approved Degree Plan.

**Certificate (CER) 30 to 60 Credit Hours**

A student may be granted a certificate upon satisfactory completion of the requirements of the specific program in accordance with the Alabama Community College policies. To earn a Certificate a student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 or above cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. All grades earned in courses repeated will be calculated into the grade

point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester credit hours required in the program at Trenholm State Community College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

**Short-Term Certificate (STC) 9 to 29 Credit Hours**

Each Short-Term Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires several closely related technical courses. The Short-Term Certificate is appropriate for an individual who plans to enter a job requiring specific technical skills or for a currently employed individual who needs to develop a new skill or to upgrade an existing skill. The award is based upon completion of an approved Degree Plan.

To earn a Short-Term Certificate a student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 or above cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. All grades earned in courses which have been repeated will be calculated into the grade point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete all credit hours required in the program at Trenholm State Community College.
- Fulfill all financial, academic, and admission obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

**Multiple Degrees**

To receive a second Associate Degree from Trenholm State Community College, a student must earn a minimum of twenty (20) semester credit hours beyond the requirements for the first degree and which are a part of the program requirements for the second degree. Also, a student must meet all other graduation requirements.

**TEACH-OUT WHEN CLOSING A DEGREE PROGRAM OR CERTIFICATE PROGRAM**

If Trenholm State Community College should decide to close a degree program or a certificate program, the College will make every effort to teach out currently enrolled students. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by faculty regarding suitable options including transfer to comparable programs. The College may offer the courses required for graduation by students enrolled in the program at the time of closure until all those students have had an opportunity to complete their degrees.

**HONORS AND AWARDS**

**Dean's List -** A Dean's List shall be compiled at the end of each semester. The requirements for the Dean's List shall be:

- A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.
- A completion of 12 credit hours of college-level work for the semester. Developmental courses do not count toward the minimum course load requirement.

**President's List -** A President's List shall be compiled at the end of each semester. The requirements for the President's List shall be:

- A grade point average for the term of 4.0 on a 4.0 scale.
- A completion of 12 credit hours of college-level work for the semester. Developmental courses do not count toward the minimum course load requirement.

**Definition of Academic Major/Area of Concentration**

A "major" refers to the student's selected field of concentration.

**Commencement Honors**

Candidates for commencement will be recognized in the printed program for academic achievement. Recognition will be given according to the following designations:

***Associate in Applied Science (AAS), Associate in Arts (AA) or Associate in Science (AS)***

**Graduation with Honors**
(3.50 - 3.69 cumulative GPA)

**Graduation with High Honors**
(3.70 - 3.89 cumulative GPA)

**Graduation with Highest Honors**
(3.90 - 4.00 cumulative GPA)

**Certificate**

**Graduation with Distinction**
(3.50 - 4.00 cumulative GPA)

In order to be eligible for any academic honor, a candidate must have completed a minimum of thirty (30) semester hours of credit at Trenholm State.

**ANNUAL NOTIFICATION of FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the College Catalog/Student Handbook. FERPA information is available on the College's website. A student who believes his or her FERPA rights have been violated can file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

**TRANSCRIPTS**

The transcript policy of the College includes the following:

- In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request;
- Official transcripts are sent to institutions, companies, agencies, etc., after the student's written release is received by the Office Admissions and Records. The College honors fax requests to send official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution. Fax requests for transcripts must be accompanied by a picture ID before the request will be processed.
- Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College reserves the right to deny hand delivered transcripts if foul play is detected;
- Transcripts are available to former and currently enrolled students. Transcripts which do not show the College seal, and are marked ISSUED TO STUDENT, are unofficial transcripts;
- Transcript requests will be processed in the order they are received. Requests should be made at least two weeks before the transcripts are needed;
- All transcripts issued to students are free. Transcripts will not be released for persons who have financial obligations to the College.

**Request for official transcripts should be sent to:**

**Trenholm State Community College**
**Office of Records**
**P.O. Box 10048**
**Montgomery, Alabama 36108**

Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request. NOTE: Students with name changes should include ALL former names.

The Office of Admissions and Records does not issue or reproduce transcripts from other institutions. Requests for transcripts of work where the student previously attended must be directed to those institutions.

**Request Official Transcripts Online**

To request an OFFICIAL transcript online:

1. Log in to "My Trenholm" using your student ID number and PIN
2. Click on Student Information Center on the Main Menu
3. Click on Student Records
4. Click on Transcript Request
5. A new window will open with instructions prompting you to complete the request

**Enrollment Verification**

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use www.studentclearinghouse.org for enrollment verification and www.degreeverify.org for degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The fax number is (703) 742-4239. The email address is enrollmentverify@studentclearinghouse.org.
The mailing address is:

**National Student Clearinghouse**
**2300 Dulles Station Blvd., Suite 300**
**Herndon, VA 20171**

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Students and Parents: many companies, including health insurers, ask student directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

**Definition of Educational Records**

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the

College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

- Records of instructional, supervisory and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
- Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in capacity or assisting in that capacity.
- Records created, maintained or used only in connection with the provision of treatment to the student will not be available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

**Definition of Student**

For the purpose of this policy, a "student" is defined as any person who is or has been officially enrolled in and is attending or has attended any course offered at the College. This definition does not include prospective students.

**Access of Student Records to Students**

The student is accorded the right to inspect and review, in the presence of the appropriate College staff member, any records, files and data directly related to the student. To inspect a personal folder or file, a student shall submit a written request signed by the student to the appropriate records official, and if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within forty-five (45) days from the date the request is received. If in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of said documents, such copies shall be made and provided to the student.

**Limitations of Access**

The right of inspection of personal information described in the above paragraph does not include:

- Financial records of the parent(s) of the student or any information contained therein,
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended, or
- Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

**Waiver of Access**

A person applying for admission may waive the right of access to confidential statements concerning his/her application for admissions, financial aid, employment, honorary recognition(s) or any other benefit made available by the College. No such application shall be denied because of the student's failure or refusal to sign such waiver.

**Amendment of Educational Records**

After inspecting his/her record, a student may request an explanation to challenge any part of the contents of such record. The student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding section titled, "Location of Records."
The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading information or inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file, if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained, deleted or revised or the records official may refer the matter.

**Directory Information**

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

- Student's name, address, telephone number
- Date and place of birth
- Dates of attendance
- Educational agencies or institutions most recently attended by the student
- Program of study, degree desired and classification
- Participation in officially recognized clubs, organizations and activities
- Degrees and awards received.

If a student has an objection to any of the aforementioned information being released during a given semester or academic year, the student should notify, in writing, the Dean of Students during the first three weeks of the semester or academic year.

**Release of Student Records**

Federal law governs how colleges and universities supervise student educational records. Trenholm State Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of students' educational records. FERPA also establishes the rights of students to inspect and review their educational records; it provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings; and establishes the rights of students to file complaints with the FERPA Office. Students will be notified by

publication of the regulations in the College Catalog/ Student Handbook. The College shall not permit access to or allow the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled 'Directory Information,' without the written consent of the student, to any party other than the following:

- Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
- Officials of schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record;
- Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a student who is a dependent for income tax purposes;
- A lawful subpoena or court order;
- Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedures outlined in this statement with the exceptions specified within the following paragraph.

**Location of Records**

The College has designated the following officials as responsible for student records within their respective areas of responsibility:

| Type of Records | Office Location | Director Responsible |
|---|---|---|
| Permanent | Records | Records/ College Registrar |
| Admissions | Enrollment Management | Enrollment Mgmt |
| Financial | Business Office | Dean of Finance |
| Financial Aid | Financial Aid | Financial Aid |
| ADA/504 | Student Services | Student Success |

These officials shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records. The listing shall indicate the location and general content of the records. A student's request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties and requests for access by the student shall be directed to the appropriate records official listed above. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student. If an agreeable solution is not reached, the records officials will refer the student and his/her challenge to the College Hearing Officer, who shall set a hearing within ten (10) days for the final decision.

**Providing Records to Third Parties**

The general policy of Trenholm State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person and address to whom records are to be released, and a request for copies to the student, if desired. Trenholm will then transfer or grant access to the information. A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

The Director of Records/College Registrar will supervise the inspection of individual student records, and the student's record file shall not be taken from the designated records office. The student may obtain one unofficial copy of his/her academic record in writing. An unofficial copy is defined as copy that does not bear the official seal of the College embossed on the record, but otherwise an official copy when released by the College's records official.

The Director of Records/College Registrar, or designee, is the only person authorized to reproduce copies of official transcripts. Transcripts of records received from other colleges or universities become the property of Trenholm State Community College. Records of documents received from third parties will not be reproduced.

**Records Retention and Disposal**

All records are safely secured at the College and are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama Community College System.

# Financial Aid

## Financial Aid

The Office of Financial Aid is committed to assisting students who have financial need fund the cost of their educational goals. Trenholm State believes that no individual should be denied an education because of inadequate financial aid resources. Consequently, financial aid is available at the College for those students who apply and qualify. Trenholm State participates in federal and state student aid programs.

## Applying for Financial Aid

To determine a student's eligibility for Federal Student Aid Programs, the student must file the Free Application for Federal Student Aid (FAFSA). The fastest and easiest way to apply is online at www.studentaid.gov. When completing the FAFSA, be sure to list the Trenholm Federal School Code 005734. Students may check the status of their financial aid via their MyTrenholm portal. It is the student's responsibility to contact the financial aid department if there are any questions regarding their account.

Recipients must reapply for Federal Student Aid (FSA) by completing a FAFSA on or after October 1 of each year for the upcoming Fall semester.

## Student Eligibility

To receive Federal financial aid, a student must:

- Have a high school diploma or GED certificate or completed a high school education in a homeschooled setting approved under state law;
- Be enrolled as a regular student in an eligible program;
- Be a U. S. Citizen or eligible noncitizen with a valid Social Security Number;
- Demonstrate financial need;
- Maintain Satisfactory Academic Progress (SAP) once enrolled at the College;
- Sign a statement of educational purpose/certification statement on refunds and defaults;
- Not be in default on any loan or owe a refund on any grant made at any institution under Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program);
- Register with Selective Service if male between the ages of 18 and 25.

The amount of Federal Student Aid (FSA) a student is eligible to receive is based on the Expected Family Contribution (EFC) assigned by the Central Processing System (CPS), the Cost of Attendance at the College and the enrollment status of the student.

## Students' Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Financial Aid of any changes in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.

Additional information may be obtained by contacting the Financial Aid Office at (334) 420-4321.

## Financial Aid Programs

The College participates in the following Federal Student Aid (FSA) Programs as authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program):

- **Federal Pell Grant;**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Work-Study Program (FWSP)**

## Federal Pell Grant

The Federal Pell Grant program is the largest grant program available. A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded usually to eligible undergraduate students who have not earned a bachelor's degree or professional degree and who are enrolled in an eligible program. Federal Pell Grant award amounts can vary yearly. Additional information about the Federal Pell Grant may be obtained from the Financial Aid Office at (334) 420-4317.

***Pell Lifetime Eligibility Usage:*** Effective Fall 2012, Pell Lifetime Eligibility Usage (LEU) was established which limits the number of years or semesters that a student can received Pell funds. Full-time students can only receive Title IV aid for a total of 6 years or 12 semesters. This timeframe is increased for part-time students.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded program that is provided by the U.S. Department of Education for the purpose of assisting undergraduate students with exceptional financial need meet the cost of a postsecondary education. The FSEOG funds are awarded to the College and are administered by the financial aid office at Trenholm State Community College.

At Trenholm State, FSEOG funds are awarded to eligible students with demonstrated exceptional financial need. FSEOG recipients must be undergraduates enrolled in an eligible program leading to a degree or certificate at the College. Students with the lowest Expected Family Contributions (EFC) who will also receive the Federal Pell Grant are eligible to be selected for FSEOG awards.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the FSEOG Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and ASAP funds in the same semester/term.

**Federal Work-Study Program (FWSP)**

The Federal Work-Study Program (FWSP) provides part-time employment primarily on campus. This Program allows students the opportunity to work and earn a portion of the money they need to finance their education. The Federal Work-Study Program is available to eligible students enrolled full time or part time. In addition, the Program provides meaningful job experience while students matriculate at the College. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to apply. Additional information about this program may be obtained from the Financial Aid Office at (334) 420-4322.

**Federal Student Loan Program**

Trenholm State Community College does not participate in the Federal Direct Subsidized, Unsubsidized and Direct Plus Loan Programs.

However, student borrowers who transfer to Trenholm may qualify for in-school deferments if enrolled at least as a half-time student. An in-school deferment is a temporary suspension of student loans payments.

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment. In order to receive an in-school deferment, requesters should use www.studentclearinghouse.org. The telephone number for the National Student Clearinghouse is (703) 742-4200, Monday – Friday, from 9 a.m. to 7 p.m. (EST). The FAX number is (703) 742-4239. The email address is enrollmentverify@studentclearinghouse.org.
The mailing address is:

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Transfer students who participated in the Student Loan Program at another college are encouraged to continue to communicate with their lenders. Student loan lenders cannot help the student borrowers without knowing the nature of their problems and keeping in contact with previous lenders may prevent student borrowers from defaulting on their student loans. Additional information on deferments can be obtained from the Financial Aid Office at (334) 420-4321.

The College also participates in the Alabama Student Assistance Program (ASAP).

**Alabama Student Assistance Program (ASAP):** The Alabama Student Assistance Program (ASAP) provides a limited amount of State grant funds to eligible Alabama residents who demonstrate need and who are enrolled at least half time.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the ASAP Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and ASAP funds in the same semester/term.
Additional information about ASAP may be obtained from the Financial Aid Office at (334) 420-4322.

**Return of Title IV Funds**

Financial Aid recipients who are awarded Federal Student Aid (FSA) funds and completely withdraw, dropout or otherwise fail to complete the semester will be subject to the Return of Title IV Funds Refund Policy (R2T4). The term "Title IV Funds" refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program) which includes Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the student, at the time of withdrawal, by the number of calendar days in the semester. If more than 60% of the semester is completed, the student is considered to have earned 100% of the Title IV aid disbursed. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the semester by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned to the appropriate Title IV Program. If the student earned more than what was disbursed, a late disbursement may be due to the student. If the amount earned equals the amount disbursed, no further action is required.

The responsibility to return amounts unearned to the Financial Aid Programs may be shared by both the College and the student. The College is required to return, to the Department of Education, the lesser of the total amount of unearned Title IV funds or an amount equal to the student's institutional charges multiplied by the percentage of Title IV aid unearned, no later than 45 days after it is determined that the student withdrew. If the College returns less than the amount of unearned

aid, the student must return the difference. If the student is required to return unearned aid, this is considered an overpayment and the amount is reduced by 50%.

Within 45 days of determining the student's date of withdrawal, the College will send notification to the student of any overpayment. After receiving the written notification, the student is permitted 45 days to make satisfactory payment arrangements with the United States Department of Education. While the overpayment is due, the student will remain eligible for financial aid for 45 days.

**Partial Withdrawal**

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the guidelines issued from the Alabama Community College System.

**Complete Withdrawal**

Students who officially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms. Students who officially withdraw completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

| | |
|---|---|
| Total Withdrawal **before** the official first day of class | 100% refund |
| Total Withdrawal **during** the first week | 75% refund |
| Total Withdrawal **during** the second week | 50% refund |
| Total Withdrawal **during** the third week | 25% refund |
| Total Withdrawal **after** the end of the third week | NO REFUND |

An administrative fee not to exceed 5% of tuition and other refundable institutional charges 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 class 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 during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17.
Fourth day = 75% Refund due.

| | |
|---|---|
| Tuition/fees paid: | $648.00 |
| | x .75 |
| | $486.00 |
| Administrative Fee: | - 32.40 |
| Round to nearest dollar | $453.60 |
| Refund amount: | $454.00 |

***Students should be aware that a withdrawal from any or all courses during their enrollment will affect the Satisfactory Academic Progress and impact future financial aid eligibility.***

**Ineligibility for Refund**

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons, are not eligible for a refund

**Tuition Assistance Refund Policy(Funds to be returned to the Government)**

Complete Withdrawal before and during weeks 1-2 = 100% Return
Refund during week 3-4 = 75% return
Refund during weeks 5 = 50% return
Refund during week 9 = 30% return (60% of the course is completed at 9.6 weeks)
Refund during week 10 or more = No Refund is due.

**Revision and Cancellation of Financial Aid**

The College reserves the right to review, revise or cancel a financial aid award at any time due to changes in financial or academic status or the student's failure to comply with applicable Federal and/or State laws and/or Regulations or College policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal government be reduced below the anticipated funding level for a program(s) or should budget limitations be placed upon funds which are intended for student financial aid purposes. In addition, students cannot receive need-based assistance in excess of their determined financial need.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) Policy**

Students who receive assistance from the Federal Pell Grant Program, Federal Work-Study Program (FWSP), Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Alabama Student Assistance Programs (ASAP) and Veterans Educational Benefits are required to make Satisfactory Academic Progress toward the goal of completing their declared degree or certificate program.

Satisfactory Academic Progress (SAP) will be checked at the end of each semester/term. In addition, Satisfactory Academic Progress (SAP) is also checked when students complete a warning period. The progress of students who received federal and state financial aid funds will

be measured against the following Satisfactory Academic Progress Standards and will be subject to the following policies:

**Required Credit Hours, Grade-Point Averages (GPAs) and Required Pace of Completion**

**Students who are enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:**

- After **attempting 0-21 credit hours**, must earn a **1.50 GPA** and **complete 58%** of the enrolled hours
- After **attempting 22-32 credit hours**, must earn a **1.75 GPA** and **complete 62%** of the enrolled hours.
- After **attempting 33 or more credit hours**, must earn a **2.00 GPA** and **complete 67%** of the enrolled hours

**Students who are enrolled in Certificate Programs with 26 credit hours or less must meet the following standards:**

- After **attempting 1-17 credit hours**, must earn a **1.50 GPA** and **complete 58%** of the enrolled hours.
- After **attempting 18 or more credit hours**, must earn a **2.00 GPA** and **complete 67%** of the enrolled hours

***All hours attempted, including those in which the student withdrew, will be included in this calculation, even if financial aid was not received.***

**Grades with Title IV**

**The following information is considered when evaluating a student's academic satisfactory progress:**

**• Withdrawals(W) and failures (F) are considered attempted but not earned hours.**

**Withdrawals** – A grade of W is assigned to a student who officially withdraws from the College or from a course prior to 70 percent of the term being completed. Students who officially withdraw from courses after the 60% of the semester will receive the grades that they have earned at the time of withdrawal. The hours attempted for these courses are included in the Financial Aid Satisfactory Academic Progress calculations.

**Incompletes** - With the permission of the Dean of Instruction, a grade of Incomplete ("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 ("I") grade does not count toward course work completed and is not counted as course work attempted. Therefore, the Incomplete ("I") grade does not negatively impact on the incremental measurement of progress. Although the Incomplete ("I") grade is NOT counted in hours earned or attempted, the grade that replaces the "I" is counted in both hours earned and attempted, once the "I" is removed.

**Earned F** - If a student receives the final grade of "F", the instructor is required to complete the Earned "F" Verification form to verify that the student earned the "F" grade. The Earned "F" Verification form must be submitted to the Office of Records at the time that final grades are reported each semester. The grade of "F" is counted in hours attempted and results in zero hours earned.

**Financial Aid Warning**

According to the Satisfactory Academic Progress Policy, if a student is not making satisfactory academic progress at the end of an academic semester, he/she may be granted a one semester Financial Aid Warning period and awarded financial assistance during this period. At the end of the Financial Aid Warning period, the student must meet the Satisfactory Academic Progress requirements for the Financial Aid Warning status to be lifted and to continue receiving financial aid.

**Financial Aid Suspension (Termination of Aid)**

Students who do not successfully establish Satisfactory Academic Progress after the Financial Aid Warning Period will be placed on Financial Aid Suspension and become ineligible for any additional financial aid at that point. Students may regain financial aid eligibility based one of the following criteria:

1. The student may pay for tuition and fees out of pocket to meet the Financial Aid SAP requirements or
2. The student presents to the Financial Aid Appeals Committee evidence of extenuating circumstance(s) deemed, by this Committee, to be sufficient to justify an exception to the SAP Policy. As a result, the student will be placed on Financial Aid Probation and financial aid will be reinstated for this period.

If a student is re-admitted to the College upon academic appeal, financial aid will remain suspended until one of the above criteria is met. The student must bring his/her academic record into compliance with the Financial Aid Satisfactory Academic Progress requirements before financial aid can be reinstated.

**Appeal Process & Extenuating Circumstances**

Any student placed on Financial Aid Suspension may appeal his/her status by submitting a letter to the Financial Aid Appeals Committee stating in writing any unusual circumstances that had a bearing on his/her academic performance along with providing supporting documentation. Some examples of extenuating circumstances and supporting documentation may include death of an immediate love one – copy of the death certificate or the obituary; auto accident – copy of police report and/or note from a physician; prolonged illness – documentation from the attending physician. The appeal should also address what has changed in your situation that will now allow you to meet the Satisfactory Academic Progress by the end of the subsequent payment period. All appeals must be addressed to the Financial Aid Appeals Committee and submitted to the Director of Financial Aid. This written appeal should explain reasons for non-compliance with the Satisfactory Academic

Progress Standards, include an academic plan of study developed with her/his major advisor for bringing her/his grades into compliance with the policy, and steps that will be taken to prevent a reoccurrence of failure to meet SAP. If an appeal is approved, the student will be placed on Financial Aid Probation and awarded financial assistance for this period. Only one appeal per academic year may be submitted. Financial Aid Appeals must be submitted two weeks before the start of each semester. Financial Aid Appeals submitted after the deadline cannot be guaranteed for review and will be considered for the following semester.

**Repeating Courses**

A student receiving Title IV aid may repeat courses; however, the repeated hours will be included in the Financial Aid SAP calculations as hours attempted and hours earned. A federal financial aid recipient cannot repeat a previously passed course more than one (1) time either as a single course or in a block of courses. For this purpose, "passed" means any grade higher than an "F" regardless of any program policy requiring a higher grade to be considered passed for the course.

**Developmental Courses**

A Title IV recipient who has enrolled in a developmental course and failed may not enroll in the same course more than three (3) times and continue to receive financial assistance. If the Title IV recipient enrolls in the same developmental course more than three (3) times, financial aid will not pay for this subsequent enrollment in this course. A Title IV recipient may not be paid for more than 30-semester credit hours of developmental work. Developmental courses are counted in the hours attempted and hours earned.

**Maximum Time Frame**

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 150% of the published length of a specific program as measured in either credit hours attempted in credit-hour programs or cumulative clock hours required to complete as measured in a clock hour program.

**Transfer or Readmitted Students**

All transfer and readmitted students to the College, must meet the minimum grade-point standards indicated in the Satisfactory Academic Progress Standards in order to be eligible for financial aid. Students who do not meet these standards will be ineligible to receive Title IV funds at the College.

In addition, students who transfer to Trenholm are required to submit an official copy of their academic transcript(s) from all previously attended postsecondary institution(s). After the Registrar evaluates all transcripts, transfer credits that apply to the student's program at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. Please be advised that transfer students' GPAs are not included in the Satisfactory Academic Progress evaluations.

**Change of Program of Study**

All periods of a students' enrollment will be counted when determining Satisfactory Academic Progress (SAP), which include periods in which the student did not receive Federal Student Aid (FSA). A change of program of study is allowed if the student continues to make Satisfactory Academic Progress.

All credit hours attempted by the student in their previous programs and transfer credits will be included and a student may only receive aid up to 150% of the normal timeframe of the new program of study. If the student has reached maximum timeframe for their current program of study, they may file a Financial Aid Appeal to be considered for an extension of additional hours to complete their program of study due to mitigating circumstances.

**Class Attendance Policy for Financial Aid**

Class attendance is essential to the educational process at Trenholm State Community College. The College subscribes to the philosophy that students will achieve academic success in direct proportion to class attendance. We also subscribe to the belief that the ability to manage one's own attendance and punctuality is a critical component of job readiness that each student must master. Therefore, students are responsible for attending all classes, being punctual, and performing assignments as prescribed by the instructor and appropriate course syllabus.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy and therefore has precedence. These policies may be influenced by the requirements of external agencies and will be noted in individual course syllabus. Faculty are required to verify attendance at a requested time in order to complete reporting data as required to comply with federal financial aid regulations to include: VA, WIOA, Title IV, Scholarship Recipients, and others. Additionally, it is essential that registered students who discontinue attending class before the last official withdrawal day, which is the beginning of academic penalty, must be reported to the Office of Records.

**College Financial Plan**

Trenholm State Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the College Financial Plan Form to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid. Please log on to www.trenholmstate.edu/current-students/shoppingsheet/ to view a personalized College Financial Plan Form.

**Certificate Programs**

Certificate programs offered at the College that are Title IV eligible are subject to a clock-to-credit hour conversion. For students enrolled in these Title IV eligible certificate programs, the clock-to-credit hour conversion may result in reducing their Federal Pell Grant awards each semester/term.

**Clock-Hour Programs**

Cosmetology is the only clock-hour program offered at the College. This program is in a teach-out status and not accepting new students. However, students who are completing the Cosmetology certificate program must still earn the required clock hours before additional Federal Pell Grant funds can be disbursed to them.

**SCHOLARSHIPS**

The College offers a limited number of scholarships to qualified students. A scholarship application may be obtained from Trenholm State's website (www.trenholmstate.edu) or the Financial Aid office. Properly completed applications should be submitted to the Financial Aid office by the announced deadline. Scholarships are awarded by semester based upon availability. The scholarships awarded by the College cover the cost of tuition and mandatory fees only. Additional information about scholarships can be obtained from the Financial Aid Office at (334) 420-4317. The following types of scholarships are offered at the College:

**Institutional Scholarships**

A limited number of Institutional Scholarships are awarded to high school graduates, GED recipients and first-time Trenholm students. In order to be eligible for consideration, prospective students must have a Cumulative Grade-Point Average (CGPA) of 2.5 or better, complete the College's Application for Admissions, the Scholarship Application form and the Free Application for Federal Student Aid (FAFSA). Specific application procedures and guidelines are available in the Financial Aid office. The completed scholarship application must be submitted to the Financial Aid office, with the required documentation, by the specified deadline dates. All Institutional Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

**Achievement Scholarships**

Achievement scholarships are awarded to interested students currently enrolled at the College who have earned a minimum of 12-credit hours with a Cumulative Grade-Point Average (CGPA) of 3.50 or better. Specific application procedures and guidelines are available in the Financial Aid Office. The completed scholarship application must be submitted to the Financial Aid Office, with the required documentation, by the specified deadline dates. Achievement Scholarship recipients are required to maintain a 3.50 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

**Career Technical Scholarships**

Career Technical scholarships are available to students through recommendation of a career technical center director. The director will have the authority to approve one scholarship on an annual basis during the months of April and May of each year. In order to be eligible for consideration, students must have a Cumulative Grade-Point Average (CGPA) of 2.5 or better, complete the College's Application for Admissions, Scholarship Application form and the Free Application for Federal Student Aid (FAFSA). These documents and any other required documents are due by the specified deadlines. All Career Technical Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

**Trenholm State Foundation Scholarships**

The Trenholm State Foundation annually awards scholarships to help students achieve their goals of becoming highly-trained competitors in the workforce. Applicants must meet the following criteria:

- Must be a U. S. citizen or eligible noncitizen
- Must be a full-time student (12-credit hours or more per semester) at Trenholm State Community College
- Must have a minimum Cumulative Grade Point Average (CGPA) of 2.5 or better
- Must submit a 500-word essay (typed) to include his/her career goals, why he/she should be considered for a scholarship and the need for a scholarship

The following types of scholarships are available through the Foundation:

- Dr. H. Councill Trenholm Scholarship (Financial Need)
- Jerry Joyce First-Generation College Student Memorial Scholarship
- Samuel Munnerlyn Student Leadership Scholarship
- Dr. Anthony L. Molina Memorial Academic Excellence Scholarship
- Mary and Marshall Anderson Health Services Technology Memorial Scholarship
- Mary and Marshall Anderson Academic Excellence in Health Services Technology Memorial Scholarship
- Beverly D. Ross Special Needs/Hardship Scholarship

Individuals may contact the Foundation's office at (334) 420-4281 or online at https://www.trenholmstate.edu/alumni/trenholm-state-foundation/ for additional information.

**Senior Adult Waiver Program**

Alabama residents 60 years of age or older may attend classes tuition free on a space-available basis. Seniors who wish to apply for the Senior Adult Waiver Program must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. This waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to a formal award at the College, i.e., associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools or repeated courses. Seniors who qualify can register for courses on the official day that classes begin each semester/term. For additional information, please contact the Financial Aid office at (334) 420-4317.

**VETERAN EDUCATIONAL ASSISTANCE PROGRAMS**

- Post 9/11 GI Bill (Chapter 33)
- Montgomery G.I. Bill/Active (Chapter 30)
- Montgomery G.I. Bill/Selected Reserve (Chapter 1606)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Veterans Vocational Rehabilitation (Chapter 31)

Veterans Educational Benefits are available to qualified Veterans, dependents of Veterans, National Guard members and Reserve members. To receive VA Educational Benefits, all recipients must be enrolled in an approved course of study and submit all transcripts (high school, GED, college and/or military) to the Admissions Office.

**Certification of Veterans**

Students receiving Federal VA Educational Benefits must also submit VA Enrollment Certification Form to the VA School Certifying Official each semester that he/she wishes to have enrollment sent to the VA. Certifications will not be submitted to the VA until this form has been received. Students using Chapter 1606 must verify their enrollment the last calendar day of each month by using the Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling 1-877-823-2378.

Students receiving VA Educational Benefits are responsible for registering only for courses that are included on their respective degree plan. Veterans' benefits will not be certified for courses previously passed, unless a grade higher than the earned grade is required, or for auditing courses. Veteran students and dependents will not be paid for courses in which an "I" (Incomplete) was previously received or for courses which are not a part of the declared major unless approved as a substitution for a required course by the appropriate Dean.

All Veterans and Dependents receiving educational benefits should contact the VA Certifying Official prior to registration to complete the proper documents for VA certification. If the enrollment period is temporarily interrupted, the VA Certifying Official will recertify when notification of re-enrollment is received from the Veteran.

For more information regarding any Veteran educational benefits students may visit the Financial Aid Office. Additionally, students may contact the Department of Veterans Affairs by calling at 1-888-442-4551 or visiting their website at http://gibill.va.gov

All VA students are responsible to pay tuition and fees at the time of registration with the exception of students receiving Chapter 31 (Disabled Veterans) and Chapter 33 (Post 9/11) benefits. Please note that if you are a Post 9/11 student and your benefits level is less than 100%, you must pay the difference the VA does not cover at the time of registration.

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

**Veterans Withdrawing from Courses**

Students receiving VA Educational Benefits must promptly notify the VA Certifying Official when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs.

For additional information, please contact the Financial Aid office at (334) 420-4292.

**STATE BENEFITS**

**Alabama G.I. Dependent Scholarship Program**

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of disabled Veterans (child, stepchild, spouse or un-remarried widow or widower) who are living or deceased. Qualifying Veterans must have been permanent civilian residents of Alabama prior to entry into military service. Other qualifying veterans' categories are former Prisoners of War (POW), declared Missing in Action (MIA) and those who died in service.

The Alabama G. I. Dependent Scholarship Program does not pay for non-credit courses, developmental courses and facility and special building fees. In addition, the G. I. Dependent Scholarship Program does not cover supplies or textbooks for non-credit and/or developmental (remedial) courses. The student is responsible for paying these charges.

Students approved for the Alabama G.I. Dependent Scholarship program after July 31, 2017, must adhere to the following:

- Completion of the Free Application for Federal

Student Aid (FAFSA) each year covered under the Alabama G.I. Dependent Scholarship Program

- Compliance with TSCC's Standards of Satisfactory Academic Progress (SAP) to receive the Alabama G.I. Dependent Scholarship. Students not making SAP are subject to losing Alabama G.I. Dependent Scholarship Program eligibility.

- Application of the Alabama G.I. Dependent scholarship AFTER Federal Pell Grant and other scholarships for any applicable remaining charges. If ALL tuition, fees and books are covered by another funding sources such as Federal Pell grant or scholarships, the Alabama G.I. Dependent Scholarship will not be applied for the current semester.

Veterans Service Officers of the Alabama Department of Veterans Affairs maintain an office in each county of the State. They can provide information and assist in completing the required forms for Alabama G. I. Dependent Scholarship Program. Their offices are located usually in the county courthouse. The Alabama Department of Veterans Affairs may be contacted directly at the following address: Alabama G. I. Dependent Scholarship Program, Department of Veterans Affairs, Post Office Box 1509, Montgomery, Alabama 36102-1509. The telephone number is (334) 242-5077.

**Tuition Assistance**

Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard. If a service member receives TA funds and withdraws during the semester, the Tuition Assistance Refund Policy will be applied to determine if TA funds need to be returned to the Department of Defense. For additional assistance, TA recipients should contact their Education Services Officer.

**Alabama National Guard Education Assistance Program (ANGEAP)**

The Alabama National Guard Education Assistance Program (ANGEAP) is designed to provide financial assistance to Alabama National Guard members. For additional information and applications, the National Guard member should contact his/her National Guard Unit. Completed ANGEAP applications must be submitted to the VA School Certifying Official in the Financial Aid Office.

**Military Spouse Career Advancement Accounts (MyCAA)**

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

**Operation Family Shield**

Operation Family Shield Scholarship Program was established in 2003 for spouses and dependents of the Alabama National Guard or reservists called to active duty. The Scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism.

**Purple Heart Waiver**

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients.

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

- Enroll as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.

- Is currently and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.

- Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

**Entitlement to Benefits**

Trenholm State Community College certifies veterans and dependents enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans Affairs at 1(800) 442-4551 or by sending an electronic inquiry to (https://gibill.custhelp.com/app/utils/login_form/redirect/ask).

**VA Educational Benefits Standards of Academic Progress**

All students receiving Federal VA Educational Benefits must be in Good Standing with the College.

**VA Certificate of Compliance**

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E).

**VA Complaint Policy**

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

**WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program which provides training/retraining to eligible individuals who are unemployed, underemployed, unskilled or recently dislocated from a job because of a layoff or plant closing. Additional information on the WIOA Program may be obtained by contacting the Career Center Office in your respective county.

**TRADE ADJUSTMENT ASSISTANCE or TRADE READJUSTMENT ALLOWANCE (TRA/TAA)**

The TAA/TRA Program aids workers in companies affected by imports from foreign countries, shifts in production to certain foreign countries and to certain secondary workers. The program provides affected workers with both rapid and early assistance and the opportunity to engage in long-term training while receiving income support. Approved workers apply for individual services and benefits through their local One-Stop Career Centers to determine individual TAA/TRA eligibility for services and benefits. Those who are qualified and seek training are then referred to local training institutions. Additional information may be obtained by contacting the Career Center Office in your respective county.

**ALABAMA DEPARTMENT OF REHABILITATION SERVICES**

Students who have learning, physical or mental disabilities which interfere with their ability to work or attend college may be eligible for assistance through the Alabama Department of Rehabilitation Services. Rehabilitation services may provide assistance with all or part of the costs associated with college attendance. For additional information, contact Rehabilitation Services at the following address: Alabama Department of Rehabilitation Services, 602 South Lawrence Street, Montgomery, Alabama 36116, or by contacting the Alabama Rehabilitation Services at (334) 293-7019.

**TAXPAYER RELIEF ACT OF 1997**

The Taxpayer Relief Act of 1997 provides tax relief for qualified taxpayers or for the qualified parent or guardian taxpayer of a qualified student dependent. Certain eligible expenses that are incurred for studying at Trenholm State Community College may result in a credit against tax liability. There are three tax credits available to help you offset the costs of higher education by reducing the amount of your income tax: The Hope Credit, American Opportunity Credit, and the Lifetime Learning Credit, also referred to as education credits. The Hope and Lifetime Learning Credits may not be claimed at the same time for the same student. For additional information, see Internal Revenue Service (IRS) Publication 970, Tax Benefits for Education at www.irs.gov. For those who have made tuition payments to the College, a Tuition Statement (IRS Form 1098-T) will be mailed to them by January 31 of the following year. The Tuition Statement reports the amounts paid to the College, during the previous year, for tuition and related fees and provides the name and the telephone number of the Trenholm State contact person.

***Disclaimer:*** *Programs with the Financial Aid department are mandated by federal and state guidelines and regulations. Be advised that the information contained in this section of the College Catalog is subject to change.*

# Financial Services

## Tuition and Fee Schedule

The following tuition and fee schedule is in effect for H. Councill Trenholm State Community College. The amount of tuition and fees is based on the number of scheduled credit hours each term. This schedule is **subject to change at any time** resulting from action by the Alabama Community College System Board of Trustees.

| Credit Hours | Tuition Rate | Bond Fee | Facility Fee | Technology Fee | Building Fee | Tuition & Fees |
|---|---|---|---|---|---|---|
| 1 | 133.00 | 1.00 | 9.00 | 9.00 | 7.00 | 159.00 |
| 2 | 266.00 | 2.00 | 18.00 | 18.00 | 14.00 | 318.00 |
| 3 | 399.00 | 3.00 | 27.00 | 27.00 | 21.00 | 477.00 |
| 4 | 532.00 | 4.00 | 36.00 | 36.00 | 28.00 | 636.00 |
| 5 | 665.00 | 5.00 | 45.00 | 45.00 | 35.00 | 795.00 |
| 6 | 798.00 | 6.00 | 54.00 | 54.00 | 42.00 | 954.00 |
| 7 | 931.00 | 7.00 | 63.00 | 63.00 | 49.00 | 1,113.00 |
| 8 | 1,064.00 | 8.00 | 72.00 | 72.00 | 56.00 | 1,272.00 |
| 9 | 1,197.00 | 9.00 | 81.00 | 81.00 | 63.00 | 1,431.00 |
| 10 | 1,330.00 | 10.00 | 90.00 | 90.00 | 70.00 | 1,590.00 |
| 11 | 1,463.00 | 11.00 | 99.00 | 99.00 | 77.00 | 1,749.00 |
| 12 | 1,596.00 | 12.00 | 108.00 | 108.00 | 84.00 | 1,908.00 |
| 13 | 1,729.00 | 13.00 | 117.00 | 117.00 | 91.00 | 2,067.00 |
| 14 | 1,862.00 | 14.00 | 126.00 | 126.00 | 98.00 | 2,226.00 |
| 15 | 1,995.00 | 15.00 | 135.00 | 135.00 | 105.00 | 2,385.00 |
| 16 | 2,128.00 | 16.00 | 144.00 | 144.00 | 112.00 | 2,544.00 |
| 17 | 2,261.00 | 17.00 | 153.00 | 153.00 | 119.00 | 2,703.00 |
| 18 | 2,394.00 | 18.00 | 162.00 | 162.00 | 126.00 | 2,862.00 |
| 19 | 2,527.00 | 19.00 | 171.00 | 171.00 | 133.00 | 3,021.00 |
| 20 | 2,660.00 | 20.00 | 180.00 | 180.00 | 140.00 | 3,180.00 |
| 21 | 2,793.00 | 21.00 | 189.00 | 189.00 | 147.00 | 3,339.00 |
| 22 | 2,926.00 | 22.00 | 198.00 | 198.00 | 154.00 | 3,498.00 |
| 23 | 3,059.00 | 23.00 | 207.00 | 207.00 | 161.00 | 3,657.00 |
| 24 | 3,192.00 | 24.00 | 216.00 | 216.00 | 168.00 | 3,816.00 |

Out-of-State Rate: 2.0 times that of In-State tuition rate.

(Effective: Fall Semester 2020)

Credit Hours: 6 - 8 hours - Half-time Student Status
9 - 11 hours - Three-quarter time Student Status
12 - above - Full-time Student Status

**In-State Tuition Rates**

Students or prospective students described in either Part A or Part B below shall be eligible for "In-State" tuition rates.

**A. Resident Students**

A "resident student" is a person who:

1. is a citizen of the United States who has been a legal resident of the State of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of dependent students) whose parents or legal guardian has been a legal resident of the State of Alabama for such a period; or
2. is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parents or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or who has, or whose non-estranged spouse has, been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile, or who is a dependent whose parents or legal guardian has been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile; or
3. currently resides in Alabama and is an "immigrant," that is, a non-citizen admitted for permanent residence who has been issued an Alien Registration Receipt Card by the Immigration and Naturalization Service; or
4. currently resides in Alabama and is a "Parolee," that is, a non-citizen who has been "paroled" into the United States at the discretion of the United States Government and who has been issued an "I-94 Card" stamped "Parolee." (Examples are Cubans and Vietnamese who have left their native countries for political reasons); or
5. currently resides in Alabama and is an "Entrance," that is, a non-citizen who has been allowed into the United States at the discretion of the United States Government and who has not been issued an Alien Registration Receipt Card. (Examples are Cambodian refugees and Haitians).

**B. Non-Resident Students Eligible for In-State Tuition Rates**

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

1. is a dependent* whose parent(s)* or legal guardian* has taken full-time permanent employment in Alabama; or
2. is not a dependent* but who holds full-time permanent employment in Alabama or whose non-estranged spouse* holds permanent full-time employment in Alabama; or
3. is incarcerated in a State or Federal correctional institute in Alabama; or
4. is eligible for in-state tuition in a state contiguous to Alabama which has a reciprocal tuition agreement with the State of Alabama Board of Education.

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

**VA Certificate of Compliance**

It is hereby resolved that Trenholm State Community College in the State of Alabama is in compliance with Section 702 – Tuition under Veteran's Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post 9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service;

- Anyone using transferred Post – 9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service;

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service.

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

**Out-of-State Tuition Rates**

Any student who does not fall into one of the categories described in the preceding section for In-State tuition eligibility shall be subject to payment of tuition and fees at the "Out-of-State" rate. The Out-of-State tuition rate is 2.00 times that of the In-State tuition rate.

**Graduation Fee**

A $45.00 non-refundable Graduation Fee is due at the time the Intent to Graduate Form is submitted during registration for the last term of attendance.

**Library Card / ID Fee**

Each student is issued one Library Card/ID the first semester of enrollment at no cost. Students must wear their ID at all times while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a $30.00 charge for a replacement ID.

**Liability Insurance Fee**

The Liability Insurance Fee for all Health Services Programs and the Early Child Care and Education Program is $16.25 per year. The insurance fee for the Emergency Medical Technician/Paramedic Program is $34.40 per clinical course.

**Payment**

All students, except sponsored students, are required to pay the full amount of tuition and fees at the time of registration. Sponsored students whose expenses are paid by agencies such as Vocational Rehabilitation Service, Alabama Veterans Affairs, employers, etc. must have written authorization from the appropriate agency on file in the Financial Aid Office in order to register for classes without personally paying the tuition and fees.

Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. Students may not attend classes until all tuition and fees have been paid. H. Councill Trenholm State Community College accepts cash, Visa, MasterCard or Discover for payment.

**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 classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the guidelines issued from the Alabama Community College System.

**Complete Withdrawal**

Students who officially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms. Students who officially withdraw completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

| | |
|---|---|
| Total Withdrawal **before** the official first day of class | 100% refund |
| Total Withdrawal **during** the first week | 75% refund |
| Total Withdrawal **during** the second week | 50% refund |
| Total Withdrawal **during** the third week | 25% refund |
| Total Withdrawal **after** the end of the third week | NO REFUND |

An administrative fee not to exceed 5% of tuition and other refundable institutional charges 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 class 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 during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17.
Fourth day = 75% Refund due.

| | |
|---|---|
| Tuition/fees paid: | $648.00 |
| | x .75 |
| | $486.00 |
| Administrative Fee: | - 32.40 |
| Round to nearest dollar | $453.60 |
| Refund amount: | $454.00 |

***Students should be aware that a withdrawal from any or all courses during their enrollment will affect the Satisfactory Academic Progress and impact future financial aid eligibility.***

**Ineligibility for Refund**

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons, are not eligible for a refund.

**Tuition Assistance Refund Policy(Funds to be returned to the Government)**

Complete Withdrawal before and during weeks 1-2 = 100% Return
Refund during week 3-4 = 75% return
Refund during weeks 5 = 50% return
Refund during week 9 = 30% return (60% of the course is completed at 9.6 weeks)
Refund during week 10 or more = No Refund is due.

**Refund Payment**

Refunds are processed after the drop/add period. Students paying tuition and fees by cash will be issued a refund check. The check will be mailed to the home address of the student. Students paying tuition and fees by credit card will have the amount of the refund credited to their account.

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

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

**Exceptions to Refund Policy**

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to leave the institution.

**Returned Checks**

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees 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. The current amount of the returned check fee allowed by state law is $30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process returned checks.

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

**Failure to Receive Financial Aid Disbursement Check**

All students are required to maintain current mailing address information through the Office of Admissions. If a student fails to receive a financial aid disbursement check which has been mailed, a 21-day waiting period will be in effect from the date the check was mailed before the replacement process will be initiated.

**Bookstore**

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their "My Trenholm" portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program and Workforce Innovation and Opportunity Act (WIOA) funded students will need to come to the Business Office to purchase their books in order to obtain the required signatures. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the Bookstore section or by following this link http://www.trenholmstate.edu/uploads/files/e-Campus_detailed_ordering_instructions.pdf.

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on http://trenholmstate.ecampus.com/help/topic/after-you-order/2.

**Bookstore Return Policy**

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**Cashiers Office**

The Cashier is available at both the Trenholm and Patterson campuses to assist students with payment needs Monday- Friday. Hours vary at each location. For assistance or to inquire of hours of operations please contact their office at (334) 420-4264 (Patterson Site) and (334) 420-4272 (Trenholm Campus).

# Support Programs

**Adult Education**

H. Councill Trenholm State Community College offers GED preparation services in Bullock, Elmore, Macon, and Montgomery counties. Trenholm State offers flexible class times to meet the needs of the College's service area.

Adult Education classes are available at no charge to persons who did not complete high school or who are functioning below a high-school level. Individuals interested in adult education must be at least 17 years of age and not enrolled in high school. The program services lower level learners and higher-level learners preparing to take the General Education Development (GED) exam for high school equivalence. Trenholm's program is designed to offer opportunities for students to enhance basic skills in language, math, science, social studies, reading, writing, and computer literacy. The program also offers services to non-English speaking adults by affording them the opportunity to attend English as a Second Language (ESL) classes.

Other adult education services include a self-study program, GED Prep Online and the WorkKeys® Assessment, a system that measures "real-world" skills critical to job success. Persons interested in adult education programs or services should contact the administrative office at 334-420-4348 or 334-420-4351 to speak with a staff member about classes and other opportunities.

**GED Testing**

H. Councill Trenholm State Community College is an official GED State Test Center. Two forms of identification are required: a state-issued picture I.D. and a social security card. The minimum age to take the GED Test is 17. AN APPOINTMENT IS REQUIRED TO TAKE THE GED TEST. To schedule a GED test date, please go online to www.ged.com to register, pay and select a test date that is convenient for you.

**ADA Accommodations**

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit dedicated to ensuring that all students with disabilities have equal access to College programs, accommodations and activities. We are committed to helping students with documented disabilities through a variety of services, including providing, arranging and coordinating accommodations for participation in courses, programs and campus activities. Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Documented information is required. Students with disabilities may be eligible for services such as untimed testing, tutors, and individualized registration assistance. The College has an ongoing partnership with state and private rehabilitation agencies as well as with a variety of counseling services and outreach agencies. Any student with a documented disability may take advantage of priority registration.

If you may require special assistance, please contact Monica Robinson, ADA Coordinator at (334) 420-4418 or email: ada@trenholmstate.edu. Additional information regarding the policy and documents required to obtain accommodation is provided on the College's Students with Disabilities website.

**Note: Telecommunication Device for the Deaf (TDD) is available for hearing-impaired individuals and may be accessed through the Office of Admissions at (334) 420-4310 or (334) 420-4301.**

**Student Success Center**

Trenholm State and the Alabama Community College System requires a wide-ranging assessment upon admission to the college and prior to the enrollment in a program of study. The Student Success Center (SSC) is designed to provide a wide range of services to include tutoring, counseling, mentoring, academic success workshops and events, testing, student retention planning and monitoring, faculty/staff awareness activities, career services, collaboration and resource sharing, and other academic support services that improve academic success.

The mission of the Student Success Center (SSC) is to provide a consolidated and integrated center to enhance the academic development of students and reinforce the student-centered learning environment at Trenholm State. With an emphasis on academic readiness skills and best practices, the SSC is committed to student persistence, retention, and graduation from the institution. Furthermore, through proactive, intrusive and innovative solutions, the Student Success Center provides opportunities for students to achieve learning goals and develop as life-long learners. For more information, contact the SSC office by email at ssc@trenholmstate.edu, or visit our website at www.trenholmstate.edu/ssc.

**ACCUPLACER Testing**

The ACCUPLACER Test is a computerized assessment of the subjects of Math and English to ensure proper enrollment in courses. The ACCUPLACER test is free of charge to students who will take test for the first time. Test scores are valid for three years from the date of the original assessment. The ACCUPLACER test results are

a prerequisite for initial enrollment unless an exemption applies. For more information on the ACCUPLACER Test, visit our website at www.trenholmstate.edu/ssc or call (334) 420-4418.

**Policy on Placement Testing**

No tests are required for general admission to Trenholm State Community College but may be required for placement in college-level courses.

First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, then students who have graduated high school within 5 years with a 2.75 grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their ACT, SAT or GED and high school transcripts forwarded to Trenholm State to be used for placement purposes.

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75 grade point average or higher on their final high school transcript, must register online to take the ACCUPLACER Placement Assessment in writing and mathematics prior to meeting with an advisor to enroll in courses.

Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra course and without exemptions as listed below, will be required to take one or both parts of the placement test.

Click on the link https://www.trenholmstate.edu/uploads/files/ACCUPLACER_Exemptions.pdf.

**Ability-to-Benefit Testing**

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions at (334) 420-4310.

The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED, or who completed secondary education in a home or private setting effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED), or who fail to meet the home or private school requirements will no longer be eligible to receive federal financial aid as of July 1, 2012.

If testing or retesting for the Ability to Benefit, all three sections of the test must be taken in one testing session. The fee for retaking the Assessment is $24.00 and must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

**Testing Services**

The following testing services are available at H. Councill Trenholm State Community College. Please call the numbers listed below for additional information.

Commercial Driver's License Road Test
(334) 420-4409

Certified Electronic Technician (CET)
(334) 420-4284

High School ACT Exams
(334) 420-4256

National Radio and Telecommunication Engineers
(334) 420-4284
Class I, II, III & IV Electronic Technician Testing

Federal Communications Commission (FCC)
(334) 420-4284
GRE License Testing

EPA Refrigerant Recovery Exam
(334) 420-4361

ACCUPLACER Testing
(334) 420-4418

**Guidance and Counseling**

When personal difficulties interfere with academic success, students are encouraged to utilize services of the Student Services department. Staff is available to provide counseling, guidance and referrals for outside agencies when needed. Staff is available in the Student Services Building (Building F) on the Trenholm Campus and on the Patterson site by appointment. Assistance can be obtained with the College Counselor at (334) 420-4326 and the Retention Specialist at (334) 420-4463.

Career Planning counseling is also provided by staff and faculty advisors to assist students in making relevant career decisions and selecting an appropriate course of study. For assistance or more information on this service, contact the Job Placement Coordinator at (334)420-4499 or email mrichardson@trenholmstate.edu

**Upward Bound**

Upward Bound is a federally funded program sponsored by the U.S. Department of Education. It is designed to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound offers students ongoing support and a wide variety of opportunities to gain experience and skills. Opportunities include

academics, tutoring, life skills, mentoring, volunteer services, recreational and cultural activities, college tours and enrollment assistance, ACT preparation, financial literacy, academic and personal advising and counseling This program is located on the Trenholm campus and offers a summer, academic and bridge component. For more information, contact Ms. Geneva Patterson, Trenholm State Community College, 334-420-4330

**Ready-to-Work**

The Ready-to-Work Program provides participants with basic skills and competencies that are required for quality employment with most businesses and industries in Alabama. Successful completion of this program results in the award of an Alabama Certified Worker Certificate. Participants in the program must meet certain eligibility requirements. For information, call (334) 420-4400.

**Work Ethics**

Trenholm State adopted the Work Ethics Program to expose its students to current practices in work ethics. The program supplements a strong Community and business curriculum to assist in placing Trenholm State graduates among the model employees sought by local, national, and global businesses and other organizations.

The Work Ethics Program addresses ten key areas: attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. Students complete various modules and workshops that help demonstrate the behaviors sought. Also, each focus area is presented to students on both campuses through electronic messages, media screen reminders, and freshman class sessions where students engage in exercises and discussions.

Trenholm State adopted this Program from the Georgia Department of Community and Adult Education but tailored it to fit its own culture and environment. To ensure a thorough assessment of the program outcomes, an inter-departmental team has been assigned to work with the Work Ethics Program to evaluate the target goals, critical success factors, total involvement, and continuous improvement mechanisms.

**Title III Program**

The Title III, Part B, Strengthening Historically Black Colleges and Universities (HBCU) program is funded by the U. S. Department of Education and is one of many initiatives funded by the federal government as part of a mission to ensure equal access to education and to promote educational excellence for all Americans. The purpose of the program is to provide financial assistance to strengthen the physical plants, financial management, academic resources, and endowment-building capacity. The Title III Program is specifically designed to assist HBCUs in funding activities that will help the College to fulfill its mission and continue to fulfill the goal of quality in educational opportunity.

The House of Representatives passed H.R. 3221 ("The Student Aid and Fiscal Responsibility Act of 2009") on September 17, 2009. H.R. 3221 amends HEA, Title III, Part F to annually provide mandatory funding for the Historically Black Colleges and Universities (HBCUs) and other minority-serving institutions.

**Continuing Education**

The vision of the Continuing Education Division at Trenholm State Community College is to become the preferred provider for workforce development training, professional development and community service.

The mission of the Continuing Education Division is to deliver quality, relevant workforce education, professional development, and personal enrichment training that will enhance the quality of life for individuals.

The purpose of the Continuing Education Division is to extend the resources of Trenholm State Community College and provide programs and services with an emphasis on work skills upgrade, work-related training, or personal development in response to business, industry, and community needs.

**Non-Credit Continuing Education courses are:**

- Offered during the day, evening and weekends
- Offered in many different time spans, 6 to 8 weeks or up to 6 months
- Open to all age groups

For more information, visit www.trenholmstate.edu or call (334) 420-4240.

**Workforce Training Solutions**

Workforce Training Solutions serves as a catalyst to deliver up-to-date workforce development programs for students and incumbent workers in need of educational upgrading and skills training that meet the current and future economic development and labor needs of the region. Our mission is to understand the needs of our customers, we provide innovative training to match current and emerging business requirements. Customized training is based on the unique needs of each employer. For further information contact the Workforce Development Administrative Assistant at (334) 420-4400.

# Directory of Programs of Study

| Page Number | Divisions / Programs | Program Location | Program Code | High School Diploma or GED Required | Degree | Certificate | Short Term Certificate |
|---|---|---|---|---|---|---|---|
| | **Academic Division** | | | | | | |
| | **General Education** | | | | | | |
| 51 | Associate in Arts (AA) | Both | GEA | Y | X | | X |
| | Associate in Science (AS) | | GES | | X | | X |
| | **Computer Information Systems/Business Administration** | | | | | | |
| 67 | Accounting | LT | ACT/BUS | Y | X | | X |
| 72 | Entrepreneurship | LT | BUS | Y | X | | X |
| 77 | General Business | LT | BUS | Y | X | | X |
| 82 | Management | LT | BUS | Y | X | | X |
| 87 | Office Administration | LT | OAD | Y | X | | X |
| 92 | Computer Information Systems | Patterson | CIS | Y | X | | X |
| 102 | Child and Human Development | Trenholm | CHD | Y | X | X | X |
| | **Career/Technical Division** | | | | | | |
| | **Automotive/Advanced Manufacturing** | | | | | | |
| 111 | Automotive Manufacturing & Automation | Patterson | AUT | Y | X | X | X |
| 121 | Architecture & Engineering Design | LT | DDT | Y | X | X | X |
| 128 | Electrical | Patterson | ELT | Y | X | | X |
| 136 | Industrial Systems & Automation | Patterson | INT | Y | X | X | X |
| 144 | Precision Machining | Patterson | MTT | Y | X | X | X |
| 151 | Robotics/Mechatronics | Patterson | ELT | Y | X | X | X |
| 157 | Welding | Patterson | WDT | Y | X | X | X |
| | **Automotive/Transportation** | | | | | | |
| 164 | Automotive Collision Repair | Patterson | ABR | N | | X | X |
| 169 | Automotive Service | Patterson | ASE | Y | X | X | X |
| 175 | Diesel Mechanics | Patterson | DEM | N | | X | X |
| 180 | A/C & Refrigeration Technology | Patterson | ACR | Y | X | X | X |
| 188 | Cosmetology (Must complete 10th grade) | SB | COS | N | | X | X # |
| | Instructor Training | | CIT | | | | X # |
| 195 | Culinary Arts/Hospitality Management | Downtown | CUA/HSM | Y | X | X | X |
| 203 | Graphic Design | Patterson | GRD | Y | X | X | X |
| | **Health Services Division** | | | | | | |
| 212 | Dental Assisting | Trenholm | DAT | Y | X | X | |
| 217 | Emergency Medical Services | Trenholm | EMS | Y | X | X | X # |
| 227 | Medical Assisting Technology | Trenholm | MAT | Y | X | | X |
| 234 | Practical Nursing ^ | Trenholm | NUR | Y | | X | |
| 238 | Radiology ^ (Medical Radiologic Technology) | Trenholm | RAD | Y | X | | |
| 243 | Registered Nursing ^ | Trenholm | NUR | Y | X | | |
| 247 | Respiratory Care Therapy ^ | Trenholm | RPT | Y | X | | |
| 253 | Ultrasound ^ (Diagnostic Medical Sonography) | Trenholm | DMS | Y | X | | X |
| | **Workforce Development** | | | | | | |
| 261 | Truck Driver Training # | TD | TRK | Y | Non-credit Certificate | | |

# Not Pell Grant eligible ^ Selective admissions program – not all applicants will be admitted; specific program requirements apply

LT - Library Tower SB - Service Occupations Building Downtown - 8 Commerce St TD – 5420 Troy Hwy.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# General Education

## General Education Statement

H. Councill Trenholm State Community College's General Education program provides the courses necessary for the completion of the associate of arts and associate of science degrees designed for transfer. General Education also supports all other programs at Trenholm State by providing students with the critical values and range of knowledge and skills in the arts and sciences. Trenholm State graduates will demonstrate competency in basic mathematics, writing, oral communication, and basic computer usage. Students also discover certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. In addition, students learn the modes of inquiry of the major disciplines, and General Education leads them through learning activities in experiencing and appreciating the creative arts, in understanding multicultural and diverse perspectives, and in achieving insights gained through experiences involving ethical and social issues. Through these learning experiences, students develop self-understanding and become life-long learners.

General Education competencies expected and measured by the College include the following:

Computer Literacy Skills
Students will apply technology to communicate with others, perform online research, and prepare business and technology information resources.

Computational Skills
Students will accurately solve applied mathematical problems involving technical, scientific, and/or business-related concepts.

Oral Communication Skills
Students will demonstrate the ability to transmit ideas clearly and information orally in a way that is appropriate to the topic, purpose, and audience.

Written Communication Skills
Students will create documents that are unified, coherent, well-supported, and error-free.

## Developmental Education

Developmental education courses are offered to meet three types of needs. First, they prepare individuals for admission to occupational/technical programs. Second, they assist students who have begun course work but are now experiencing difficulties or would like to improve efficiency. Finally, developmental courses provide an opportunity for individuals who are interested in improving their skills in particular areas but are not necessarily enrolled in a program. Students can enroll in courses to meet these three needs both during the regular school year and during the summer term.

Developmental courses are the first step toward a successful college experience for many students. Students who enroll in these courses learn to become independent and successful learners so they will meet their personal, educational, and professional goals. Additionally, developmental education is designed to improve academic skills, such as critical thinking, and essentials such as reading, writing, and mathematics. These courses also aim to help students achieve the following:

- develop academic survival skills;
- set personal, educational, and career goals;
- use technology in academic and workplace settings; and
- learn the academic culture of the college.

## Awards Available

Associate of Arts
Associate of Science
Short Term Certificate - General Studies

## Program Contact

Joe Edwards
Division Director/Instructor (Area I & II)
334-420-4382
jedwards@trenholmstate.edu
Location: Patterson Site - Bldg. B

Ronica Thomas
Division Director/Instructor (Areas II, III, IV)
334-420-4271
rtthomas@trenholmstate.edu
Location: Bldg. E - Trenholm Campus

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 63 | $10,494 | $1750 | 0 | $250 |
| Short Term Certificate | 1-2 Terms | 29 | $4,611 | $1400 | 0 | $250 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

## Degree Requirements

Students in the Associate of Arts degree program usually transfer to a four-year institution in such fields as Art, Elementary or Secondary Education, Health, Physical Education and Recreation, Music, or Theater.

Students in the Associate of Science degree program usually transfer to a four-year institution in the Natural Sciences, the Professional Sciences, Mathematics, Computer Science, Business Administration, or Nursing fields.

As part of a transfer degree, students will take freshman- and sophomore-level general education courses in a wide range of disciplines.

All students enrolled at the institution are required to complete a specific number of semester hours in English Composition (Area I); Humanities and Fine Arts (Area II); Natural Sciences and Mathematics (Area III); and History, Social, and Behavioral Sciences (Area IV). These courses are referred to as CORE courses.

In addition to CORE courses, students will choose Electives (Area V), which will more specifically prepare them for transfer in their particular fields of interest.

**Area I: Written Communication (6 hours)**

- English Composition I and English Composition II

**Area II: Humanities and Fine Arts (*12 credit hours)**

- Must complete at least three semester hours in Literature.
- Must complete at least three semester hours in Arts.
- Must complete a six-hour sequence in Literature or History

**Area III: Natural Science & Mathematics (11 credit hours)**

- Must complete three semester hours in Mathematics at the Pre-Calculus Algebra (MTH-112) or Finite Math (MTH-110) level or above. (Prerequisites and/or developmental courses may be required for some students before enrolling in these courses).
- Must complete eight semester hours in the Natural Sciences, which must include laboratory experiences:

**Area IV: History, Social, and Behavioral Sciences (*12 credit hours)**

- Must complete at least three semester hours in History.
- Must complete a six-hour sequence in Literature or History.
- The remaining semester hours are to be selected from among other disciplines in the Social and Behavioral Sciences.

**Areas I-IV: Minimum general education requirements (41 credit hours)**

- The Alabama Articulation and General Studies Committee (AGSC) approved CORE courses, including courses not offered by Trenholm State, transferred from another college will meet requirements for Areas I-IV.

**Area V: Pre-professional, Pre-major, and Elective Courses (**19-23 credit hours)**

- For additional courses, students must consult with their advisors to obtain Articulation Degree Plans for their specific areas of concentration. The Articulation Degree Plan will list specific course requirements for transfer. However, since acceptance of transfer credits is ultimately determined by the senior institution, a student planning to transfer must consult with his/her advisor as well as the catalog of the institution to which he/she plans to transfer to ensure transfer credit. For additional course information of professional/pre-major courses, the Alabama Articulation and General Studies Committee / STARS may be utilized to determine course transferability.

Additional degree requirements:

- ORI-101 (one credit hour) is required of all new students to Trenholm State.

Areas I-V: General studies curricula (60 credit hours)***
Maximum program semester credit hours (64)
Semester credit-hour range by award (64) ***

* Students must complete a six-hour sequence in Literature or History

** See the Articulation Degree Plan for specific course requirements for Areas II, III, and IV.

*** Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Depending on the total hours allocated for the bachelor's degrees, institutions in the Alabama Community College System are authorized to provide 50 percent of the total (60-64).

# Associate of Arts

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Note:** Must complete ENG-101 and ENG-102

**Area II - Humanities & Fine Arts (12 hours)**
(Humanities and Arts disciplines include but are not limited to Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: Must complete at least 3 semester hours in Literature* and at least 3 semester hours in the Arts. The remaining semester hours are to be selected from Humanities and/or Fine Arts.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: Must complete at least 3 semester hours in Mathematics at the Pre-Calculus Algebra or Finite Math level or higher. Must complete at least 8 semester hours in the Natural Sciences which must include laboratory experiences.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (12 hours):**
(Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete at least 3 semester hours in History* and at least 6 semester hours in other disciplines in the Social and Behavioral Sciences.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| Electives: | Pre-professional, pre-major and elective courses | 21 |

**Total Credit Hours: 63**

***** Must complete at least three semester hours in Arts; must complete at least three semester hours in Literature; must complete a six-hour sequence in Literature or History.

Students in the Associate of Arts degree program usually transfer to a four-year institution in such fields as Art, Elementary or Secondary Education, Health, Physical Education and Recreation, Music, or Theater.

# Associate of Science

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Note:** Must complete ENG-101 and ENG-102

**Area II - Humanities & Fine Arts (12 hours)**
(Humanities and Arts disciplines include but are not limited to Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: Must complete at least 3 semester hours in Literature* and at least 3 semester hours in the Arts. The remaining semester hours are to be selected from Humanities and/or Fine Arts.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: Must complete at least 3 semester hours in Mathematics at the Pre-Calculus Algebra or Finite Math level or higher. Must complete at least 8 semester hours in the Natural Sciences which must include laboratory experiences.

**Mathematics:**

| | | |
|---|---|---|
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |

**Area IV - History, Social & Behavioral Sciences (12 hours):**
(Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete at least 3 semester hours in History* and at least 6 semester hours in other disciplines in the Social and Behavioral Sciences.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| Electives: | Pre-professional, pre-major and elective courses | 21 |

**Total Hours: 63 Credit Hours; 1,600 Contact Hours**

Note: Must complete at least three semester hours in Arts; must complete at least three semester hours in Literature; must complete a six-hour sequence in Literature or History.

Students in the Associate of Science degree program usually transfer to a four-year institution in the Natural Sciences, the Professional Sciences, Mathematics, Computer Science, Business Administration, or Nursing fields.

# Short Term Certificate
## General Studies

**General Education Requirements (28 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Note:** Must complete ENG-101 and ENG-102

**Area II - Humanities & Fine Arts (9 hours)**
(Humanities and Arts disciplines include but are not limited to Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: Must complete at least 3 semester hours in Literature and at least 3 semester hours in the Arts. The remaining semester hours are to be selected from Humanities and/or Fine Arts.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: Must complete at least 3 semester hours in Mathematics at the Pre-Calculus Algebra or Finite Math level or higher. Must complete at least 4 semester hours in the Natural Sciences which must include laboratory experiences.

**Mathematics:**

| | | |
|---|---|---|
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (6 hours):**
(Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete at least 3 semester hours in History and at least 6 semester hours in other disciplines in the Social and Behavioral Sciences.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |

**Total Credit Hours: 29**

# Course Descriptions
# General Education

| Course # | Course Title | Credit Hours |
|---|---|---|

**ART-100 ART APPRECIATION** **3**
PREREQUISITE: None
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

**BIO-101 INTRODUCTION TO BIOLOGY I** **4**
PREREQUISITE: As required by program.
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required.

**BIO-102 INTRODUCTION TO BIOLOGY II** **4**
PREREQUISITE: BIO-101
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120 minute laboratory is required.

**BIO-103 PRINCIPLES OF BIOLOGY I** **4**
PREREQUISITE: Satisfactory completion of RDG-083 or satisfactory placement score.
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required. This course will be offered at least one term per year.

**BIO-104 PRINCIPLES OF BIOLOGY II** **4**
PREREQUISITE: BIO-103
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

**BIO-111 SURVEY OF HUMAN BIOLOGY** **4**
PREREQUISITE: As required by the program
This course for the non-science major covers an overview of the human body functions with an emphasis on major organ systems. Laboratory is required. This course will be offered at least one term per year.

**BIO-112 HUMAN REPRODUCTION & INHERITANCE** **3**
PREREQUISITE: None
Human Reproduction and Inheritance is an introductory genetics course with primary emphasis on human inheritance, reproduction, venereal diseases, birth control, and teratology. No laboratory is required. This course will be offered at least one term per year.

**BIO-120 MEDICAL TERMINOLOGY** **3**
PREREQUISITE: None
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.

**BIO-140 HUMAN ANATOMY FOR DENTAL ASSISTING** **3**
PREREQUISITE: As required by program.
Human Anatomy for Dental Assisting covers the basic structure and function of human organ systems with primary emphasis on selected structures of the head and neck. Embryological, gross anatomical, and histological correlations illustrating dental health and oral pathology are emphasized. Laboratory is required.

**BIO-141 MICROBIOLOGY FOR DENTAL ASSISTING** **4**
PREREQUISITE: BIO-140
Microbiology, Pathology, and Pharmacology for Dental Assisting covers morphology, cultivation, transmission, and control of microbial pathogens. Pathology of the head, neck, and oral cavity and related therapeutic treatments are emphasized. Laboratory is required.

| Course # | Course Title | Credit Hours |
|---|---|---|

**BIO-201 HUMAN ANATOMY AND PHYSIOLOGY I 4**
PREREQUISITE: BIO-103
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required. This course will be offered at least one term per year.

**BIO-202 HUMAN ANATOMY AND PHYSIOLOGY II 4**
PREREQUISITE: BIO-103 and BIO-201
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required. This course will be offered at least one term per year.

**BIO-206 HUMAN ANATOMY 4**
PREREQUISITE: BIO-103
This course covers the basic structure and function of the human body. Emphasis is placed on the structure of the organ systems, cells, and tissues. Mammalian dissection and histological studies are featured in the required laboratory.

**BIO-207 HUMAN PHYSIOLOGY 4**
PREREQUISITE: BIO-103 and BIO-206
This course covers the functions of the organ systems, cells, and tissues. Also included is a survey of cellular energetics, the major metabolic pathways, digestion, and fluid and electrolyte balance. Laboratory is required.

**BIO-211 HUMAN ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS I 4**
PREREQUISITE: Satisfactory completion of RDG-083 or satisfactory placement score.
This course is the first in a two-course sequence that covers the basic structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive, respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of human anatomy and physiology and their interrelationships. Laboratory is required. This course will be offered each term.

**BIO-212 HUMAN ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS II 4**
PREREQUISITE: BIO-211
This course is the second in a two-course sequence which provides a comprehensive study of the structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive, respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate an in-depth understanding of human anatomy and physiology principles and their interrelationships. Laboratory is required. BIO 103 or BIO 212 will satisfy the pre-requisite requirement for BIO 220, General Microbiology. This course will be offered each term.

**BIO-220 GENERAL MICROBIOLOGY 4**
PREREQUISITE: BIO-103 (RECOMMENDED: 4 Semester Hours of Chemistry)This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

**CIS-103 INTRODUCTORY COMPUTER SKILLS II 3**
PREREQUISITE: None
This course is for students without a high school diploma or GED. This course is not creditable toward associate degree requirements. This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. This course is offered each term.

**CIS-146 MICROCOMPUTER APPLICATONS 3**
PREREQUISITE: None
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is a CORE course for the AAT CIS program.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CIS-149 INTRODUCTION TO COMPUTERS 3**
PREREQUISITE: None
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.

**ENG-099 INTRODUCTION TO COLLEGE WRITING 1**
PREREQUISITE: None
CO-REQUISITE: ENG-101.
Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG-101 class. The material covered or practiced in the ENG-099 course is complementary to and supportive of material taught in ENG-101 and the needs of the ENG-099 students.

**ENG-100 VOCATIONAL TECHNICAL ENGLISH I 3**
PREREQUISITE: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is NOT creditable toward associate degree requirements. This course will be offered every fall term.

**ENG-101 ENGLISH COMPOSITION I 3**
PREREQUISITE: Satisfactory placement scores or successful completion of ENR-098
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. This course will be offered each term.

**ENG-102 ENGLISH COMPOSITION II 3**
PREREQUISITE: A grade of "C" or better in ENG-101 or equivalent.
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. This course will be offered each term.

**ENG-130 TECHNICAL REPORT WRITING 3**
PREREQUISITE: ENG-101
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format. This course will be offered each term.

**ENG-251 AMERICAN LITERATURE I 3**
PREREQUISITE: ENG-102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG-252 AMERICAN LITERATURE II 3**
PREREQUISITE: ENG-102 or equivalent.
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG-261 ENGLISH LITERATURE I 3**
PREREQUISITE: ENG-102 or equivalent.
This course is a survey of English literature from its the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ENG-262 ENGLISH LITERATURE II** **3**
PREREQUISITE: ENG-102 or equivalent.
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG-271 WORLD LITERATURE I** **3**
PREREQUISITE: ENG-102 or equivalent.
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG-272 WORLD LITERATURE II** **3**
PREREQUISITE: ENG-102 or equivalent.
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENR-098 WRITING AND READING FOR COLLEGE** **4**
PREREQUISITE: None
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

**HIS-101 WESTERN CIVILIZATION I** **3**
PREREQUISITE: As required by program.
This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**HIS-102 WESTERN CIVILIZATION II** **3**
PREREQUISITE: As required by program.
This course is a continuation of HIS-101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**HIS-121 WORLD HISTORY I** **3**
PREREQUISITE: As required by program.
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

**HIS-122 WORLD HISTORY II** **3**
PREREQUISITE: As required by program.
This course is a continuation of HIS-121; it covers world history, both western and non-western, from the early modern era to the present.

**HIS-201 UNITED STATES HISTORY I** **3**
PREREQUISITE: As required by program.
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS-202 UNITED STATES HISTORY II** **3**
PREREQUISITE: As required by program.
This course is a continuation of HIS-201; it surveys United States history from the Reconstruction era to the present.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MAH-101 INTRODUCTORY MATHEMATICS I 3**
PREREQUISITE: None
This course is for students without a high school diploma or GED. This course is NOT creditable toward associate degree requirements. This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. This course will be offered each term.

**MTH-098 ELEMENTARY ALGEBRA I 4**
PREREQUISITE: None
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

**MTH-099 SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA 1**
PREREQUISITE: Appropriate mathematics placement score (MTH-098 is not a pre-requisite for MTH-099. A student who successfully completes MTH-098 is eligible for MTH-100 without the support course.)
COREQUISITE: MTH-100 Intermediate College Algebra
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH-100. The material covered in this course is parallel to and supportive of the material taught in MTH-100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH-100 class. This course does not apply toward the general core requirement for mathematics.

**MTH-100 INTERMEDIATE COLLEGE ALGEBRA 3**
PREREQUISITE: MTH-098 Elementary Algebra or appropriate mathematics placement score.
This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introducing and graphed. This course does not apply toward the general core requirement for mathematics.

**MTH-103 INTRO TO TECHNICAL MATHEMATICS 3**
PREREQUISITE: Successful completion of MTH-098 or satisfactory placement score.
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills. This course will be offered each term.

**MTH-104 PLANE TRIGONOMETRY 3**
PREREQUISITE: MTH-103 or MTH-100
This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers. This course will be offered two terms each year.

**MTH-110 FINITE MATHEMATICS 3**
PREREQUISITE: MTH-100
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with the Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. This course will be offered each term.

**MTH-112 PRECALCULUS ALGEBRA 3**
PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**MTH-113 PRECALCULUS TRIGONOMETRY 3**
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112.
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MTH-115 PRECALCULUS ALGEBRA AND TRIGONOMETRY 4**
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson.
This course is a one semester combination of Pre-Calculus Algebra and Pre-Calculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

**MTH-116 MATHEMATICAL APPLICATIONS 3**
PREREQUISITE: None
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations and problem solving.

**MTH-120 CALCULUS AND ITS APPLICATIONS 3**
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH-112.
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**MTH-125 CALCULUS I 4**
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 113 or MTH 115.
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**MUL-101 CLASS PIANO I 1**
PREREQUISITE: As required by program.
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL-102 CLASS PIANO II 1**
PREREQUISITE: As required by program.
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL -180 CHORUS I**
PREREQUISITE: NONE 1
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUL -181 CHORAL ENSEMBLE II**
PREREQUISITE: NONE 1
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MUL-201 CLASS PIANO III** **1**
PREREQUISITE: As required by program.
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL-202 CLASS PIANO IV** **1**
PREREQUISITE: As required by program.
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL -280 CHORAL ENSEMBLE III**
PREREQUISITE **1**
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUL -281 CHORAL ENSEMBLE IV**
PREREQUISITE **1**
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUP-111 PRIVATE VOICE I** **1**
PREREQUISITE: Instructor permission. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP-112 PRIVATE VOICE II** **1**
PREREQUISITE: Instructor permission. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP-211 PRIVATE VOICE II** **1**
PREREQUISITE: Instructor permission. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP-212 PRIVATE VOICE IV** **1**
PREREQUISITE: Instructor permission. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUS-101 MUSIC APPRECIATION** **3**
PREREQUISITE: None
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MUS-110 BASIC MUSICIANSHIP 3**
PREREQUISITE: MUS-099 or suitable placement score or permission of the instructor.
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.

**MUS-111 MUSIC THEORY I 3**
PREREQUISITE: MUS-110 or suitable placement score or permission of the instructor.
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills

**MUS-112 MUSIC THEORY II 3**
PREREQUISITE: MUS-111
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**MUS-113 MUSIC THEORY LAB I 1**
PREREQUISITE: MUS-110 or suitable placement score or permission of the instructor.
COREQUISITE: MUS-111, if ear training lab is a separate course.
This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

**MUS-114 MUSIC THEORY LAB II 1**
PREREQUISITE: MUS-113
COREQUISITE: MUS-112, if ear training lab is a separate course.
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

**MUS-211 MUSIC THEORY III 3**
PREREQUISITE: MUS-112
COREQUISITE: MUS-213, if ear training lab is a separate course.
This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**MUS-212 MUSIC THEORY IV 3**
PREREQUISITE: MUS-211
COREQUISITE: MUS 214, if ear training lab is a separate course.
This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

**MUS-213 MUSIC THEORY LAB III 1**
PREREQUISITE: MUS-114
COREQUISITE: MUS-211, if ear training lab is a separate course.
This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MUS-214 MUSIC THEORY LAB IV** **1**
PREREQUISITE: MUS-213
COREQUISITE: MUS-212, if ear training lab is a separate course.
This course provides the practical application of chromatic musical materials and simple twentieth- century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

**ORI-101 ORIENTATION TO COLLEGE** **1**
PREREQUISITE: As required by program.
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**PHL-106 INTRODUCTION TO PHILOSOPHY** **3**
PREREQUISITE: As required by program.
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**PHL-200 ETHICS IN THE WORKPLACE** **3**
PREREQUISITE: As required by program.
This course is a survey of the ethical principles involved in the workplace with emphasis on common modern problems. The perspectives of workers, supervisors, management, owners, and consumers are considered. The student should have an understanding of the ethical issues unique to the work environment.

**PHL-206 ETHICS AND SOCIETY** **3**
PREREQUISITE: As required by program.
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

**PHL-210 ETHICS AND THE HEALTH SCIENCES** **3**
PREREQUISITE: As required by program.
This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.

**PHS-111 PHYSICAL SCIENCE** **4**
PREREQUISITE: As required by program.
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required.

**PHS-112 PHYSICAL SCIENCE** **4**
PREREQUISITE: As required by program.
This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

**PHY 112 PRINCIPLE OF PHYSICS** **2**
PREREQUISITE: MTH 100
This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real-world applications. To prepare the student to understand electricity and magnetism, additional topics include forces, work, energy, power, sound, and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers.

**PHY-115 TECHNICAL PHYSICS** **4**
PREREQUISITE: MTH-103 or MTH-100
Technical Physics is an algebra based physics course designed to utilize modular concepts to include motion, forces, torque, work energy, heat, waves/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to define motion and describe specific module concepts, utilize microcomputers to generate motion diagrams, understand the nature of contact forces and distinguish passive forces, work cooperatively to set up laboratory exercises and demonstrate applications of module-specific concepts.

| Course # | Course Title | Credit Hours |
|---|---|---|

**PHY-120 INTRODUCTION TO PHYSICS 4**
PREREQUISITE: MTH-098 or higher
This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electric and magnetism, optics and modern physics. Laboratory is required.

**POL-200 INTRODUCTION TO POLITICAL SCIENCE 3**
PREREQUISITE: As required by program.
This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

**POL-211 AMERICAN NATIONAL GOVERNMENT 3**
PREREQUISITE: As required by program.
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

**PSY-200 GENERAL PSYCHOLOGY 3**
PREREQUISITE: Successful completion of ENR-098 or satisfactory placement score.
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. This course will be offered each term.

**PSY-210 HUMAN GROWTH AND DEVELOPMENT 3**
PREREQUISITE: PSY-200
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY-230 ABNORMAL PSYCHOLOGY 3**
PREREQUISITE: PSY-200.
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

**REL-100 HISTORY OF WORLD RELIGIONS 3**
PREREQUISITE: As required by program.
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**REL-151 SURVEY OF THE OLD TESTAMENT 3**
PREREQUISITE: As required by program.
This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

**REL-152 SURVEY OF THE NEW TESTAMENT 3**
PREREQUISITE: As required by program.
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

**SOC-200 INTRODUCTION TO SOCIOLOGY 3**
PREREQUISITE: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**SPA-101 INTRODUCTORY SPANISH I 3**
PREREQUISITE: As required by program.
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

| Course # | Course Title | Credit Hours |
|---|---|---|

**SPA-102 INTRODUCTORY SPANISH II 3**
PREREQUISITE: SPA-101 or Equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**SPC-103 ORAL COMMUNICATION SKILLS 3**
PREREQUISITE: Satisfactory placement scores or successful completion of ENR-098.
This course is for students without a high school diploma or GED. This course is not creditable toward associate degree requirements. This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public.

**SPH-106 FUNDAMENTALS OF ORAL COMMUNICATION 3**
PREREQUISITE: Satisfactory placement scores or successful completion of ENR-098.
This course is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

**SPH-107 FUNDAMENTALS OF PUBLIC SPEAKING 3**
PREREQUISITE: As required by program.
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Business Administration Accounting

## Program Information

The Associate of Applied Science Degree in Business Administration, Accounting option at Trenholm State Community College provides students with the fundamentals of accounting principles and procedures. These principles and procedures facilitate careers in public and private accounting, including both State and Federal government entities.

The major areas studied in the Accounting program include the following: business functions, basic and advanced accounting principles, managerial accounting, advanced accounting application on microcomputer (computerized managerial); payroll accounting applications, income tax accounting principles and procedures, intermediate accounting, computerized QuickBooks accounting, governmental & not-for-profit accounting; electronic calculations, and more.

Accounting, Bookkeeping, Payroll, Financial and Auditing Clerks held more than 1,707,700 million jobs in 2018 and are employed in every industry. Trenholm State offers a complete program to prepare students for entry level positions in the business community as an accounting apprentice, assistant or accountant trainee.

## Occupational Choices

Accounting, bookkeeping, payroll, and auditing clerks work with financial records. Other clerks in the accounting field who perform similar duties include: a bookkeeper; accounts receivables, payable, inventory control personnel; and account collectors; billing and posting clerks and machine operators; brokerage clerks; credit authorizers, checkers, and clerks; payroll and timekeeping clerks; procurement clerks; and tellers in the banks and credit unions.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

In the median wage and salary annual earnings of accounting, bookkeeping, payroll, financial and auditing clerks were $19.35 per hour. Salaries ranged from $22,940 to $57,920. Employment opportunities are expected to grow and earnings can range from entry level positions to much higher incomes for certified and experienced individuals.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Awards Available

Associate of Applied Science
Business Administration
Accounting

Short Term Certificate
Business Administration
Accounting

## Program Contact

Mr. Kenny Ward
Program Coordinator/ Instructor
334-420-4328
Location: Library Tower - 2nd & 3rd Floors

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 62 | $9,858 | $2,500 | $100 | $500 |
| Short Term Certificate | 3 Terms | 28 | $4,452 | $1,500 | $100 | $250 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Business Administration
## Accounting

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ACT-254 | Business Income Tax | 3 |
| BUS-100 | Introduction to Business | 3 |
| BUS-147 | Introduction to Finance | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-246 | Microcomputer Accounting | 3 |
| BUS-248 | Managerial Accounting | 3 |
| BUS-249 | Payroll Accounting | 3 |
| BUS-253 | Individual Income Tax | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| BUS-271 | Business Statistics | 3 |
| BUS-296 | Business Internship Co-Op | 3 |
| ECO-231 | Principles of Macroeconomics | 3 |
| ECO-232 | Principles of Microeconomics | 3 |

**Area V Credit Hours: 46 Total Credit Hours: 62**

**Technical Electives:**

| | | |
|---|---|---|
| ACT-201 | Entrepreneurism | 3 |
| ACT-257 | Govrnmnt & Not for Profit Acctng | 3 |
| BUS-252 | Accounting Case Studies | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| CIS-203 | Introduction to Information Highway | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-243 | Spreadsheet Applications | 3 |
| OAD-244 | Database Applications | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-230 | Desktop Publishing | 3 |
| OAD-246 | Office Graphics & Presentation | 3 |

# Short Term Certificate
## Business Administration
### Accounting

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| BUS-100 | Introduction to Business | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-248 | Managerial Accounting | 3 |
| BUS-246 | Microcomputer Accounting | 3 |
| BUS-253 | Individual Income Tax | 3 |

**Area V Credit Hours: 22**
**Total Credit Hours: 28**

# Course Descriptions
## Business Administration
### Accounting

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT-201 ENTREPRENEURISM 3**
PREREQUISITE: None
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**ACT-254 BUSINESS INCOME TAX 3**
This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.

**ACT-257 GOVT & NOT FOR PROFIT ACCOUNTING 3**
PREREQUISITE: BUS-248
This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion of this course, the student will be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

**BUS-100 INTRODUCTION TO BUSINESS 3**
PREREQUISITE: None
This course acquaints the student with American business as a dynamic process. Topics include the private enterprise system, forms of business ownership, marketing, production factors, personnel, labor, finance, and taxation. Upon completion of this course, the student will be able to discuss and apply the basic business principles.

**BUS-147 INTRODUCTION TO FINANCE 3**
This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

**BUS-241 PRINCIPLES OF ACCOUNTING I 3**
PREREQUISITE: None
This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles

**BUS-242 PRINCIPLES OF ACCOUNTING II 3**
PREREQUISITE: BUS-241
This course is a continuation of BUS-141. In addition to a study of financial accounting, this course emphasizes managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of accounting information for planning, control and decision-making. Upon completion of this course, the student will be able to apply the principles of managerial accounting.

**BUS-246 MICROCOMPUTER ACCOUNTING 3**
PREREQUISITE: BUS-241
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

**BUS-248 MANAGERIAL ACCOUNTING 3**
PREREQUISITE: BUS-242
This course introduces the student to management concepts and techniques of industrial accounting procedures. Emphasis is on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Upon completion of this course, the student will be able to apply management concepts and techniques of industrial accounting procedures.

**BUS-249 PAYROLL ACCOUNTING 3**
PREREQUISITE: BUS-241
This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and pratices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls.

| Course # | Course Title | Credit Hours |
|---|---|---|

**BUS-252 ACCOUNTING CASE STUDIES** **3**
PREREQUISITE: BUS-241 and BUS-242
This course includes a practical application of accounting knowledge through a series of case studies. The case study method of learning places emphasis on the preparation for, and classroom discussion described in the case. Upon completion of this course, the student will be able to apply accounting knowledge in a variety of situations.

**BUS-253 INDIVIDUAL INCOME TAX** **3**
PREREQUISITE: None
This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

**BUS-263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** **3**
PREREQUISITE: None
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS-271 BUSINESS STATISTICS I** **3**
PREREQUISITE: MTH-100
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**BUS-296 BUSINESS INTERNSHIP CO-OP** **3**
PREREQUISITE: Permission of Instructor
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ECO-231 PRINCIPLES OF MACROECONOMICS** **3**
PREREQUISITE: None
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO-232 PRINCIPLES OF MICROECONOMICS** **3**
PREREQUISITE: None
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

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# Business Administration Entrepreneurship

## Program Information

The Associate of Applied Science Degree in Business Administration, Entrepreneurship Option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide a concentration in entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only an associate degree but also a short certificate. The entrepreneurship options will provide students with the skills necessary to take a business idea from conception through funding and development. Entrepreneurs are more than just business owners or CEOs; they create a tangible product or an intangible service to help the people they have defined as their target market. Entrepreneurs who take their own ideas and run with them might end up as business owners, CEOs, managers or consultants.

## Occupational Choices

The entrepreneurship option prepares students for startup of a new small business from the beginning. The Business Employment Dynamics section of Bureau of Labor Statistics website states, "Entrepreneurship plays a vital role in the growth of the U.S. economy. New business establishments make an important contribution to the economy". Small businesses are typically the entry point for entrepreneurs as they develop ideas and guild a customer base before deciding whether to expand.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

For the entrepreneurship option after continuing and completing a bachelor degree, the median pays for the above listed career options considering all levels of the careers vary from $58,000 to $68,000 annually. The Bureau of Labor Statistics projects," Employment of entrepreneurship occupations is projected to grow 7.9 percent from 2018 to 2028, about as fast as the average for all occupations, which will result in about 254,000 new jobs".

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Awards Available

Associate of Applied Science
Business Administration
Entrepreneurship

Short Term Certificate
Business Administration
Entrepreneurship

## Program Contact

Mr. Kenny Ward
Program Coordinator/ Instructor
334-420-4328
Location: Library Tower - 2nd & 3rd Floors

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 68 | $10,812 | $2,500 | $100 | $500 |
| Short Term Certificate | 3 Terms | 37 | $5,883 | $1,500 | $100 | $250 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Business Administration
## Entrepreneurship

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ACT-201 | Entrepreneurism | 3 |
| BUS-100 | Introduction to Business | 3 |
| BUS-186 | Elements of Supervision | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-275 | Principles of Management | 3 |
| BUS-276 | Human Resources Management | 3 |
| BUS-279 | Small Business Management | 3 |
| BUS-296 | Business Internship Co-Op | 3 |
| ECO-231 | Principles of Macroeconomics | 3 |
| ETP-265 | Entrepreneurial Marketing | 3 |
| ETP-266 | Entrepreneurial Finance | 3 |
| ETP-267 | Innovation and Creativity | 3 |
| ETP-268 | Business Planning | 3 |
| OAD-133 | Business Communications OR BUS-215 | 3 |

**Area V Credit Hours: 49**
**Total Credit Hours: 68**

**Technical Electives:**

| | | |
|---|---|---|
| BUS-252 | Accounting Case Studies | 3 |
| BUS-257 | Govrnmnt & Not for Profit Acctng | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| CIS-203 | Introduction to Information Highway | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-230 | Desktop Publishing | 3 |
| OAD-243 | Spreadsheet Applications | 3 |
| OAD-244 | Database Applications | 3 |
| OAD-246 | Office Graphics & Presentation | 3 |

# Short Term Certificate
## Business Administration
### Entrepreneurship

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| ACT-201 | Entrepreneurism | 3 |
| BUS-100 | Introduction to Business | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-275 | Principles of Management | 3 |
| BUS-279 | Small Business Management | 3 |
| ETP-265 | Entrepreneurial Marketing | 3 |
| ETP-266 | Entrepreneurial Finance | 3 |
| OAD-133 | Business Communications | 3 |
| | OR BUS-215 | |

**Total Credit Hours: 28**

# Course Descriptions
## Business Administration
## Entrepreneurship

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT-201 ENTREPRENEURISM** **3**
PREREQUISITE: None.
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**BUS-100 INTRODUCTION TO BUSINESS** **3**
PREREQUISITE: None.
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**BUS-186 ELEMENTS OF SUPERVISION** **3**
PREREQUISITE: None.
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS-215 BUSINESS COMMUNICATION** **3**
PREREQUISITE: ENG-101.
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS-241 PRINCIPLES OF ACCOUNTING I** **3**
PREREQUISITE: MTH-098 or satisfactory placement score.
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS-242 PRINCIPLES OF ACCOUNTING II** **3**
PREREQUISITE: BUS-241.
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**BUS-275 PRINCIPLES OF MANAGEMENT** **3**
PREREQUISITE: None.
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS-276 HUMAN RESOURCE MANAGEMENT** **3**
PREREQUISITE: BUS-275.
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**BUS-279 SMALL BUSINESS MANAGEMENT** **3**
PREREQUISITE: BUS-275.
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS-296 BUSINESS INTERNSHIP** **3**
PREREQUISITE: Permission of instructor.
This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ECO-231 PRINCIPLES OF MACROECONOMICS 3**
PREREQUISITE: None
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ETP-265 ENTREPRENEURIAL MARKETING 3**
PREREQUISITE: BUS-100.
This course is designed to help students learn about best practices in Entrepreneurial Marketing. Topics include the analysis of marketing opportunities, identification of the target audience, and the development of a marketing strategy, brand positioning and an integrated marketing plan. Upon completion, students should be able to demonstrate an understanding of marketing issues that are unique to new ventures and small businesses.

**ETP-266 ENTREPRENEURIAL FINANCE 3**
PREREQUISITE: BUS-100.
This course is designed to teach students the accounting issues that are important to the business owner, not the accounting practitioner. Topics include start-up funding, sources of financing, identifying and preventing fraud, buying and valuing ventures, and harvesting the value created in business ventures. This course also covers the creation of personal financial statements and pro forma financial statements which are crucial components of a business plan.

**ETP-267 INNOVATION AND CREATIVITY 3**
PREREQUISITE: BUS-100.
This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems.

**ETP-268 BUSINESS PLANNING 3**
PREREQUISITE: Permission of instructor.
This capstone course is designed to build upon information from previous courses. Students will complete a business plan, pieces of which were constructed in previous courses. Additionally, teams of students will compete in a business simulation. As a part of this activity, teams will submit regular “management” reports discussing the results of the decisions they have made. Upon completion, students will be prepared to lead their own venture.

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# Business Administration General Business

## Program Information

The Associate of Applied Science Degree in Business Administration General Business option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide concentrations in general business, management, and entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only associate degrees but also short certificates. These options will provide multiple career pathways that will be tailored to meet the needs of the student. The general business option is designed to prepare students for a variety of careers within business.

## Occupational Choices

The general business option will prepare students for a variety of careers within business organizations. These career options include business analysts, budget analysts, real estate appraisers and assessors, insurance (claims adjusters, appraisers, examiners, and investigators), compensation specialists, benefits specialists, job analysis specialists, cost estimators, fundraisers, Human Resource specialists, insurance underwriters, loan officers, meeting and event planners, training and development specialists, purchasing managers, purchasing buyers and purchasing agents. Other job titles and career options may fall under the general business opportunities as well.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

For the general business option after continuing and completing a bachelor degree, the median pays for the above listed career options considering all levels of the careers vary from $53,150 to $75,540 annually. The Bureau of Labor Statistics projects that "Employment of business and financial operations occupations is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations, adding about 591,800 new jobs.".

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Awards Available

Associate of Applied Science
Business Administration
General Business

Short Term Certificate
Business Administration
General Business

## Program Contact

Mr. Kenny Ward
Program Coordinator/ Instructor
334-420-4328
Location: Library Tower - 2nd & 3rd Floors

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 62 | $9,858 | $2,500 | $100 | $500 |
| Short Term Certificate | 3 Terms | 25 | $3,975 | $1,500 | $100 | $250 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Business Administration
### General Business

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ACT-254 | Business Income Tax | 3 |
| BUS-100 | Introduction to Business | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| BUS-271 | Business Statistics | 3 |
| BUS-276 | Human Resources Management | 3 |
| BUS-279 | Small Business Management | 3 |
| BUS-296 | Business Internship Co-Op | 3 |
| BUS-275 | Principles of Management | 3 |
| ECO-231 | Principles of Macroeconomics | 3 |
| ECO-232 | Principles of Microeconomics | 3 |
| OAD-133 | Business Communications OR BUS-215 | 3 |

**Area V Credit Hours: 43**
**Total Credit Hours: 62**

**Technical Electives:**

| | | |
|---|---|---|
| ACT-201 | Entrepreneurism | 3 |
| ACT-257 | Govrnmnt & Not for Profit Acctng | 3 |
| BUS-252 | Accounting Case Studies | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| CIS-203 | Introduction to Information Highway | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-230 | Desktop Publishing | 3 |
| OAD-243 | Spreadsheet Applications | 3 |
| OAD-244 | Database Applications | 3 |
| OAD-246 | Office Graphics & Presentation | 3 |

# Short Term Certificate
## Business Administration
### General Business

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| BUS-100 | Introduction to Business | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| BUS-275 | Principles of Management | 3 |

**Area V Credit Hours: 19**
**Total Credit Hours: 25**

# Course Descriptions
## Business Administration
### General Business

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT-201 ENTREPRENEURISM** **3**
PREREQUISITE: None
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**ACT-254 BUSINESS INCOME TAX** **3**
This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.

**BUS-100 INTRODUCTION TO BUSINESS** **3**
PREREQUISITE: None.
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**BUS-215 BUSINESS COMMUNICATION** **3**
PREREQUISITE: ENG-101.
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS-241 PRINCIPLES OF ACCOUNTING I** **3**
PREREQUISITE: MTH-098 or satisfactory placement score.
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS-242 PRINCIPLES OF ACCOUNTING II** **3**
PREREQUISITE: BUS-241.
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**BUS-263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** **3**
PREREQUISITE: None.
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS-271 BUSINESS STATISTICS I** **3**
PREREQUISITE: MTH-100.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**BUS-275 PRINCIPLES OF MANAGEMENT** **3**
PREREQUISITE: None.
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS-276 HUMAN RESOURCE MANAGEMENT** **3**
PREREQUISITE: BUS-275.
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

| Course # | Course Title | Credit Hours |
|---|---|---|

**BUS-279 SMALL BUSINESS MANAGEMENT 3**
PREREQUISITE: BUS-275.
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS-296 BUSINESS INTERNSHIP 3**
PREREQUISITE: Permission of instructor.
This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**ECO-231 PRINCIPLES OF MACROECONOMICS 3**
PREREQUISITE: None
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO-232 PRINCIPLES OF MICROECONOMICS 3**
PREREQUISITE: None
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

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# Business Administration Management

## Program Information

The Associate of Applied Science Degree in Business Administration Management option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide concentrations in general business, management, and entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only associate degrees but also short certificates. This option will provide multiple career pathways that will be tailored to meet the needs of the student. The management option prepares students to hold supervisory and management positions.

## Occupational Choices

The management option will prepare students for supervisory and management career options in a variety of business organizations. Management career options include opportunities in the business areas of agriculture, food service, lodging, property and real estate, administrative services, compensation and benefits, construction, Human Resources, industrial production, sales, and training and development. Other business areas may fall under the management opportunities as well.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

For the management option after continuing and completing a bachelor degree, the median pays for the above listed career options considering all levels of the careers vary from $52,030 to $119,120 annually. The Bureau of Labor Statistics projects," Employment of management occupations is projected to grow 8 percent from 2018 to 2028, about as fast as the average for all occupations, which will result in about 807,300 new jobs".

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Awards Available

Associate of Applied Science
Business Administration
Management

Short Term Certificate
Business Administration
Management

## Program Contact

Mr. Kenny Ward
Program Coordinator/ Instructor
334-420-4328
Location: Library Tower - 2nd & 3rd Floors

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 67 | $10,653 | $2,500 | $100 | $500 |
| Short Term Certificate | 3 Terms | 28 | $4,452 | $1,500 | $100 | $250 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Business Administration
### Management

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| BUS-100 | Introduction to Business | 3 |
| BUS-186 | Elements of Supervision | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-242 | Principles of Accounting II | 3 |
| BUS-248 | Managerial Accounting | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| BUS-271 | Business Statistics | 3 |
| BUS-275 | Principles of Management | 3 |
| BUS-276 | Human Resources Management | 3 |
| BUS-279 | Small Business Management | 3 |
| BUS-296 | Business Internship Co-Op | 3 |
| ECO-231 | Principles of Macroeconomics | 3 |
| ECO-232 | Principles of Microeconomics | 3 |
| OAD-133 | Business Communications<br>OR BUS-215 | 3 |

**Area V Credit Hours: 49**
**Total Credit Hours: 67**

**Technical Electives:**

| | | |
|---|---|---|
| ACT-201 | Entrepreneurism | 3 |
| ACT-257 | Govrnmnt & Not for Profit Acctng | 3 |
| BUS-252 | Accounting Case Studies | 3 |
| BUS-263 | Legal & Social Environment of Bus | 3 |
| CIS-203 | Introduction to Information Highway | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-230 | Desktop Publishing | 3 |
| OAD-243 | Spreadsheet Applications | 3 |
| OAD-244 | Database Applications | 3 |
| OAD-246 | Office Graphics & Presentation | 3 |

# Short Term Certificate
## Business Administration
### Management

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| BUS-100 | Introduction to Business | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| BUS-275 | Principles of Management | 3 |
| BUS-186 | Elements of Supervision | 3 |
| BUS-279 | Small Business Management | 3 |
| BUS-276 | Human Resources Management | 3 |

**Area V Credit Hours: 22**
**Total Credit Hours: 28**

# Course Descriptions
## Business Administration
### Management

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT-201 ENTREPRENEURISM** **3**
PREREQUISITE: None
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**ACT-257 GOVT & NOT FOR PROFIT ACCOUNTING** **3**
PREREQUISITE: BUS-248
This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion of this course, the student will be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

**BUS-100 INTRODUCTION TO BUSINESS** **3**
PREREQUISITE: None
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**BUS-186 ELEMENTS OF SUPERVISION** **3**
PREREQUISITE: None
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS-215 BUSINESS COMMUNICATION** **3**
PREREQUISITE: ENG-101
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS-241 PRINCIPLES OF ACCOUNTING I** **3**
PREREQUISITE: MTH-098 or satisfactory placement score
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS-242 PRINCIPLES OF ACCOUNTING II** **3**
PREREQUISITE: BUS-241
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**BUS-248 MANAGERIAL ACCOUNTING** **3**
PREREQUISITE: BUS-242
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**BUS-263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** **3**
PREREQUISITE: None
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

| Course # | Course Title | Credit Hours |
|---|---|---|

**BUS-271 BUSINESS STATISTICS I** **3**
PREREQUISITE: MTH-100
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**BUS-275 PRINCIPLES OF MANAGEMENT** **3**
PREREQUISITE: None
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS-276 HUMAN RESOURCE MANAGEMENT** **3**
PREREQUISITE: BUS-275
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**BUS-279 SMALL BUSINESS MANAGEMENT** **3**
PREREQUISITE: BUS-275
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS-296 BUSINESS INTERNSHIP** **3**
PREREQUISITE: Permission of instructor
This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

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# Business Administration Office Administration

## Program Information

As part of the Business Administration Associate of Applied Science Degree at Trenholm State Community College, the Office Administration program prepares the student for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively. In the Office Administration program, students will learn the technical and interpersonal skills that will make them key players in day-to-day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop critical thinking and problem solving skills that will move them to the top of an organization's must-hire list.

The Office Administration Program at H. Councill Trenholm State Community College covers all aspects of the office profession and incorporates hands-on, in-depth training with current software packages to prepare students for administrative support careers. Students study computers, office systems and procedures, while skills such as communication, organization and interpersonal relations are also emphasized.

## Occupational Choices

Employment of office and administrative support occupations is projected to show little or no change from 2018 to 2028. Technology is expected to substitute or supplant some functions that workers in office and administrative support occupations do.

*Sources: Bureau of Labor and Statistics Occupational Outlook Handbook, September 2019 Survey.*

## Average Full-Time Wage

The median annual wage for office and administrative support occupations was $35,760 in May 2018, below the median for all occupations of $38,640.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey.*

## Awards Available

Associate of Applied Science
Business Administration
Office Administration

Short Term Certificate
Business Administration
Office Administration

## Program Contact

Dr. Janel Bell-Haynes
Program Coordinator/Instructor
334-420-4472
Location: Library Tower - 2nd Floor

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 65 | $10,335 | $3,550 | 0 | $300 |
| Short Term Certificate | 4 Terms | 28 | $4,452 | $2,300 | 0 | $175 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Business Administration
## Office Administration

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-104 | Advanced Keyboarding | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-133 | Business Communications | 3 |
| | OR BUS-215 | |
| OAD-138 | Records & Info Management | 3 |
| OAD-217 | Office Management | 3 |
| OAD-218 | Office Procedures | 3 |
| OAD-243 | Spreadsheet Applications | 3 |
| OAD-244 | Database Applications | 3 |
| OAD-246 | Office Graphics and Presentations | 3 |
| OAD-242 | Office Internship | 3 |
| BUS-241 | Principles of Accounting I | 3 |
| BUS-275 | Principles of Management | 3 |
| | Elective | 3 |

**Electives:**

| | | |
|---|---|---|
| ACT-201 | Entrepreneurism | 3 |
| BUS-104 | Introduction to Business | 3 |
| BUS-249 | Payroll Accounting | 3 |
| BUS-263 | Legal and Social Environment of Bus | 3 |
| CIS-203 | Intro to the Information Highway | 3 |
| CIS-149 | Introduction to Computer | 3 |
| MAT-101 | Medical Terminology | 3 |
| MAT-120 | Medical Admin Procedures I | 3 |
| OAD-230 | Desktop Publishing | 3 |

**Area V Credit Hours: 46**
**Total Credit Hours: 65**

# Short Term Certificate
## Business Administration
### Office Administration

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| OAD-125 | Word Processing | 3 |
| OAD-133 | Business Communications OR BUS-215 | 3 |
| OAD-138 | Records and Info Management | 3 |
| OAD-218 | Office Procedures | 3 |
| OAD-246 | Office Graphics and Presentations | 3 |

**Area V Credit Hours: 22**
**Total Credit Hours: 28**

# Course Descriptions
## Business Administration
### Office Administration

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT -201 ENTREPRENEURISM** **3**
PREREQUISITE: None
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**OAD-103 INTERMEDIATE KEYBOARDING** **3**
PREREQUISITE: None
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

**OAD-104 ADVANCED KEYBOARDING** **3**
PREREQUISITE: OAD-103
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents.

**OAD-125 WORD PROCESSING** **3**
PREREQUISITE: OAD-103
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

**OAD-133 BUSINESS COMMUNICATIONS** **3**
This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

**OAD-138 RECORD INFORMATION MANAGEMENT** **3**
PREREQUISITE: None
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

**OAD-217 OFFICE MANAGEMENT** **3**
PREREQUISITE: None
This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict-resolution. Upon completion, the student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office.

**OAD-218 OFFICE PROCEDURES** **3**
PREREQUISITE: None
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**OAD-230 COMPUTERIZED DESKTOP PUBLISHING** **3**
PREREQUISITE: OAD-125
This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

| Course # | Course Title | Credit Hours |
|---|---|---|

**OAD-242 OFFICE INTERNSHIP COOP 3**
PREREQUISITE: Permission of Instructor
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**OAD-243 SPREADSHEET APPLICATIONS 3**
PREREQUISITE: None
This course provides the student with skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to design, format, and graph effective spreadsheets.

**OAD-244 DATABASE APPLICATIONS 3**
PREREQUISITE: None
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.

**OAD-246 OFFICE GRAPHICS AND PRESENTATIONS 3**
PREREQUISITE: OAD-104 or Permission of Instructor
This course focuses on producing business slides and presentations. Emphasis is on software tools, presentation options, design, and presentation considerations. Upon completion, the student should be able to design and produce a business presentation.

**BUS-241 PRINCIPLES OF ACCOUNTING I 3**
PREREQUISITE: None
This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles.

**BUS-263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS 3**
PREREQUISITE: None
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS-275 PRINCIPLES OF MANAGEMENT 3**
PREREQUISITE: None
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Computer Information Systems

## Program Information

The Computer Information Systems department at H. Councill Trenholm State Community College is progressive and innovative in its approach to remain viable and current with the trends of computer technology and applications. Students enrolled in the CIS Curriculum will gain knowledge and skills that are valuable to a dynamically, changing workforce, including—but not limited to—soft skills and preparation for industry recognized certifications.

Trenholm State will meet student needs for Information Systems Technology training while providing students with effective and personalized instructional methods in a variety of technical concentrations. The CIS program also emphasizes leadership and teamwork, within and throughout the Plan of Study.

## Occupational Choices

At Trenholm State, we teach skills needed by: programmers; computer system analysts; database designers; network designers; Microsoft Certified Desktop Technicians; A+, Security+ and Linux+ Technicians; Cisco CCNA certified networkers; and, Office Technology Specialists with MS Office skills. We also offer others education and training, as well as a full spectrum of soft-skills. Job prospects should be best for college graduates who are up to date with the latest skills and technologies, particularly if they have supplemented their formal education with some relevant work experience and industry recognized certifications. Employers will continue to seek computer specialists who possess a strong background in fundamental computer skills combined with good interpersonal and communication skills. Due to the demand for computer support specialists and systems administrators over the next decade, those who have strong computer skills but do not have a bachelor's degree should continue to qualify for some entry-level positions. However, certifications and practical experience are essential for persons without degrees.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2028 Edition, 2019 Survey*

## Average Full-Time Wage

Employment opportunities are expected to grow and earnings can range from entry level positions to much higher incomes for certified and experienced individuals. The average full-time annual wage of a CIS trained IT employee is $53,470 (Computer Support Specialist) to $118,370 (Computer and Information Research Scientist), based on skill level, experience, and field of work. Other job titles include: Computer Network Architect ($109,020); Computer Programmers ($84,280); Computer Systems Analysts ($88,740); Database Administrators ($90,070); Information Security Analysts ($98,350); Network and Computer System Administrators ($82,050); Software Developers ($105,590); and, Web Developers ($69,430). Other titles and skills also are within these job categories, depending on skills, degree, certifications, experience, availability, relocation, and variable factors of employment.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2028 Edition, 2019 Survey*

## Program Contact

Melissa Pickett
Division Director/Program Coordinator/Instructor
334-420-4390
Location: Patterson Site - Bldg. E

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 76 | $12,084 | $1750 | 0 | $250 |
| Short Term Certificate | 2-3 Terms | 28 | $4,452 | $450 | 0 | $75 |
| Short Term Certificate | 2-3 Terms | 25 | $3,975 | $450 | 0 | $75 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

## Awards Available

Associate in Applied Science Degree
Computer Information Systems

Networking Concentration
(Cisco Networking)

System Support Concentration
(Microsoft Desktop/Server Support)

Programming Concentration
(Object Oriented Programming)

Cyber Security Concentration
(Cyber Security)

Program Coding Concentration

AWS Cloud Computing Concentration

Short Term Certificate
Computer Information Systems

Concentrations:

Cisco Networking

System Support
(Microsoft Desktop/Server Support)

Web and Database Applications

Object Oriented Programming

Cyber Security

Program Coding

AWS Cloud Computing

*You must earn a final grade of a 70 ("C") or above to receive credit for CIS courses. Any final grade of 69 or below will constitute failure (F) in the course, and you will have to repeat the course to attempt to earn the appropriate credit. (This does not include CIS-149 or CIS-146).

## Associate of Applied Science Computer Information Systems

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):** (Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| CIS-117 | Database Mgmt Software Apps | 3 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-157 | Intro to App Development with Swift | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-201 | Intro to Computer Programming | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| CIS-209 | Advanced Web Development | 3 |
| CIS-238 | Cloud Computing: Infrastructure/Svcs | 3 |
| CIS-268 | Software Support | 3 |
| CIS-269 | Hardware Support | 3 |
| CIS-270 | Cisco CCNA I: Networking Funds | 3 |
| CIS-271 | Cisco CCNA II: Routers & Switches | 3 |
| CIS-280 | Network Security | 3 |
| CIS-281 | Systems Analysis & Design | 3 |
| | Elective | 3 |

**Area V Credit Hours: 58**
**Total Credit Hours: 76**

**ELECTIVES:** (Select any nine credit hours from the following electives to be considered as a concentration; otherwise, your degree will be an Associate in Applied Science, Computer Information Systems, no concentration listed). Also, please note that some courses listed in the "Course Descriptions" may be offered as needed and may be used as an elective and substituted on a case-by-case basis.

**Networking Concentration (Cisco Networking)**

| | | |
|---|---|---|
| CIS-272 | Cisco CCNA III: Adv Routers/Switches | 3 |
| CIS-273 | Cisco CCNA IV: WAN Technologies | 3 |
| CIS-172 | Fundamentals of UNIX/Linux II | 3 |

**System Support Concentration (Microsoft Desktop/Server Support)**

| | | |
|---|---|---|
| CIS-275 | Workstation Administration | 3 |
| CIS-276 | Server Administration | 3 |
| CIS-265 | End User & Desktop App Support I | 3 |

**Programming Concentration (Object Oriented Programming)**
**(Choose 9 hours)**

| | | |
|---|---|---|
| CIS-212 | Visual Basic Programming | 3 |
| CIS-213 | Advanced Visual Basic Programming | 3 |
| CIS-255 | JAVA Programming | 3 |
| CIS-256 | Advanced JAVA | 3 |
| CIS-285 | Object Oriented Programming | 3 |

**Cyber Security Concentration (Cyber Security)**
**(Choose 9 hours)**

| | | |
|---|---|---|
| CIS-211 | Principles of Information Assurance | 3 |
| CIS-214 | Security Testing (Pen Testing) | 3 |
| CIS-245 | Cyber Defense | 3 |
| CIS-246 | Ethical Hacking | 3 |
| CIS-282 | Computer Forensics | 3 |

**Program Coding Concentration**

| | | |
|---|---|---|
| CIS-155 | Intro to Mobile App Development or CIS-159 Intro to Graphic Designs for Apps | 3 |
| CIS-220 | App Development with Swift I | 3 |
| CIS-227 | App Development with Swift II | 3 |

**AWS Cloud Computing Concentration**

| | | |
|---|---|---|
| CIS-200 | Software Design | 3 |
| CIS-237 | Virtual Infrstr: Install & Configuration | 3 |
| CIS-239 | Information Storage & Management | 3 |

**General Electives not Associated with any Concentration:**

| | | |
|---|---|---|
| CIS-182 | Help Desk Applications | 3 |
| CIS-203 | Introduction to Information Highway | 3 |
| CIS-208 | Web Authoring Software (DreamWeaver) | 3 |
| CIS-222 | Database Management System | 3 |
| CIS-250 | E-Commerce | 3 |
| CIS-251 | C++ Programming | 3 |
| CIS-284 | CIS Internship | 3 |
| CIS-287 | SQL Server | 3 |
| CIS-294 | Special Topics | 3 |
| CIS-299 | Directed Studies in CIS | 3 |
| OAD-103 | Intermediate Keyboarding | 3 |
| ACT-201 | Entrepreneurship | 3 |

**Cross-Reference of Courses-to-Certifications:**

CIS171/172: Linux+
CIS207/208: Certified Internet Webmaster
CIS268/269: A+
CIS270/271: CCENT & Network+
CIS272/273: CCNA
CIS280: Security+

## Short Term Certificate Computer Information Systems CISCO Networking Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-172 | Fundamentals of UNIX/Linux II | 3 |
| CIS-268 | Software Support | 3 |
| CIS-269 | Hardware Support | 3 |
| CIS-270 | Cisco CCNA I: Networking Fund | 3 |
| CIS-271 | Cisco CCNA II: Routers & Switches | 3 |
| CIS-272 | Cisco CCNA III: Adv Rtrs/Switches | 3 |
| CIS-273 | Cisco CCNA IV: WAN Technologies | 3 |

Suggested Sequence: Semester 1: 101, 149, 171, 268, 270, Semester 2: 172, 269, 271, 272, Semester 3: 273.

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems Web and Database Applications

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-117 | Database Mgmt Software Apps | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| CIS-208 | Web Authoring Software | 3 |
| CIS-209 | Advanced Web Development | 3 |
| CIS-222 | Database Management Systems | 3 |
| CIS-250 | E-Commerce | 3 |
| CIS-285 | Object Oriented Programming | 3 |
| CIS-287 | SQL Server | 3 |

Suggested Sequence: Semester 1: 101, 117, 171, 207, 285; Semester 2: 209, 222, 250, 287; Semester 3: 208.

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems System Support Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-182 | Help Desk Applications | 3 |
| CIS-265 | End User/Desktop Apps Support I | 3 |
| CIS-268 | Software Support | 3 |
| CIS-269 | Hardware Support | 3 |
| CIS-275 | Workstation Administration | 3 |
| CIS-276 | Server Administration | 3 |
| CIS-280 | Network Security | 3 |

Suggested Sequence: Semester 1: 101, 149, 171, 268, 275; Semester 2: 276, 280, 265, 269; Semester 3: 182.

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems Object Oriented Programming

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-201 | Intro to Computer Programming | 3 |
| CIS-207 | Introduction to Web Development | 3 |
| CIS-209 | Advanced Web Development | 3 |
| CIS-212 | Visual Basic Programming | 3 |
| CIS-213 | Adv Visual Basic Programming | 3 |
| CIS-255 | JAVA Programming | 3 |
| CIS-256 | Advanced JAVA | 3 |
| CIS-285 | Object Oriented Programming | 3 |

Suggested Sequence: Semester 1: 101, 149, 201, 212, 255; Semester 2: 207, 213, 256, 285; Semester 3: 209. Recommend CIS-281 Systems Analysis & Design.

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems Cyber Security

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-211 | Principles of Information Assurance | 3 |
| CIS-214 | Security Testing (Pen Testing) | 3 |
| CIS-245 | Cyber Defense | 3 |
| CIS-246 | Ethical Hacking | 3 |
| CIS-280 | Network Security | 3 |
| CIS-282 | Computer Forensics | 3 |
| CIS-270 | Cisco I | 3 |
| | OR CIS-284 CIS Internship | |

Suggested Sequence: Semester 1: 101, 149, 171, 270, 280; Semester 2: 211, 214, 245; Semester 3: 246, 282

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems Program Coding

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers | 3 |
| CIS-157 | Intro to App Development with Swift | 3 |
| CIS-159 | Intro to Graphic Design for Apps | 3 |
| | or CIS-155 Intro to Mobile App Dev | 3 |
| CIS-201 | Intro to Computer Programming | 3 |
| CIS-212 | Visual Basic | 3 |
| CIS-220 | App Development with Swift I | 3 |
| CIS-227 | App Development with Swift II | 3 |

Suggested Sequence: Semester 1: 101, 149, 157, 201; Semester 2: 212, 220, 159; Semester 3: 227

**Total Credit Hours: 25**

**This certificate as listed may require additional pre-requisites or co-requisites**

## Short Term Certificate Computer Information Systems AWS Cloud Computing

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-117 | Database Management Software | 3 |
| CIS-171 | Fundamentals of UNIX/Linux I | 3 |
| CIS-200 | Software Design | 3 |
| CIS-222 | Database Management System | 3 |
| CIS-238 | Cloud Computing: Infrastructure and services | 3 |
| CIS-237 | Virtual Infrastructure: Installation and Configuration | 3 |
| CIS-239 | Information Storage and Management | 3 |
| CIS-270 | Cisco CCNA I: Networking Funds | 3 |
| CIS-280 | Network Security | 3 |

Suggested Sequence: Semester 1: 101, 117, 270, 171; Semester 2: 222, 237, 239, 280; Semester 3: 200, 238.

**Total Credit Hours: 28**

**This certificate as listed may require additional pre-requisites or co-requisites**

# Course Descriptions
# Computer Information Systems

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACT-201 ENTREPRENEURISM 3**
PREREQUISITE: None.
This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

**CIS-103 INTRODUCTORY COMPUTER SKILLS II 3**
This course is for students without a high school diploma or GED. This course is not creditable toward associate degree requirements. This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. This course is offered each term.

**CIS-117 DATABASE MGMT SOFTWARE APPLICATIONS 3**
PREREQUISITE: CIS-146 OR Permission of Instructor
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**CIS-146 MICROCOMPUTER APPLICATIONS 3**
PREREQUISITE: High School Graduate or GED
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification.

**CIS-149 INTRODUCTION TO COMPUTERS 3**
PREREQUISITE: High School Graduate or GED
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC3 certification.

**CIS-155 INTRODUCTION TO MOBILE APP DEVELOPMENT 3**
PREREQUISITE: CIS-201 OR Permission of Instructor
The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app.

**CIS-157 INTRODUCTION TO APP DEVELOPMENT WITH SWIFT 3**
PREREQUISITE: High School Graduate or GED
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

**CIS-159 INTRODUCTION TO GRAPHIC DESIGN FOR APPS 3**
PREREQUISITE: High School Graduate or GED
This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics.

**CIS-171 LINUX I 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course presents fundamental applications in UNIX/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CIS-172 LINUX II** **3**
PREREQUISITE: CIS-171 OR Permission of Instructor
This course is a continuation of CIS171 and includes advanced features of UNIX/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/ firewall to secure UNIX/Linux systems, and strategic user-group applications specific to administrative network control.

**CIS-182 HELP DESK APPLICATIONS** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.

**CIS-200 SOFTWARE DESIGN** **3**
PREREQUISITE: CIS-222
This course includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design, using contemporary tools.

**CIS-201 INTRO TO COMPUTER PROGRAMMING CONCEPTS** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. As part of this course, students will apply programming concepts in CIS 202, which is a PREREQUISITE for this course. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs.

**CIS-203 INTRO TO THE INFORMATION HIGHWAY** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course introduces students to basic principles of the information highway. Students are exposed to different network information tools such as electronic mail, network news, browsers, commercial information services, appropriate editors, and Web authoring software.

**CIS-207 INTRODUCTION TO WEB DEVELOPMENT** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**CIS-208 WEB AUTHORING SOFTWARE** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites.

**CIS-209 ADVANCED WEB DEVELOPMENT** **3**
PREREQUISITE: CIS-207
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

**CIS-211 PRINCIPLES OF INFORMATION ASSURANCE** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.

**CIS-212 VISUAL BASIC PROGRAMMING** **3**
PREREQUISITE: CIS-201 OR Permission of Instructor
This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS-213 ADVANCED VISUAL BASIC PROGRAMMING** **3**
PREREQUISITE: CIS-212
This course is a continuation of CIS-212, Visual Basic Programming.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CIS-214 SECURITY ANALYSIS (PEN TESTING) 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.

**CIS-220 APP DEVELOPMENT WITH SWIFT I 3**
PREREQUISITE: CIS-157 OR Permission of Instructor
This is the first of two courses designed to teach specific skills related to app development using Swift language.

**CIS-222 DATABASE MANAGEMENT SYSTEMS 3**
PREREQUISITE: CIS-117 OR Permission of Instructor
This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

**CIS-227 APP DEVELOPMENT WITH SWIFT II 3**
PREREQUISITE: CIS-220 OR Permission of Instructor
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

**CIS-237 VIRTUAL INFRASTRUCTURE: INSTALLATION AND CONFIGURATION 4**
PREREQUISITE: CIS-171
Students explore concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, an ESX Server, and a Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management and engineering for high availability.

**CIS-238 CLOUD COMPUTING: INFRASTRUCTURE AND SERVICES 3**
PREREQUISITE: CIS-201 and CIS-207
This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.

**CIS-239 INFORMATION STORAGE & MANAGEMENT 3**
PREREQUISITE: CIS-270
This course focuses on advanced storage systems, protocol, and architectures, including Storage Area Networks (SAN), Network Attached Storage (NAS), Fibre Channel Networks, Internet Protocol SANS (IPSAN), iSCSI, and Content Addressable Storage (CAS).

**CIS-245 CYBER DEFENSE 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.

**CIS-246 ETHICAL HACKING 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

**CIS-250 E-COMMERCE 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence.

**CIS-251 C++ PROGRAMMING 3**
PREREQUISITE: CIS-201 OR Permission of Instructor
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CIS-255 JAVA PROGRAMMING** **3**
PREREQUISITE: CIS-201 OR Permission of Instructor
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS-256 ADVANCED JAVA** **3**
PREREQUISITE: CIS-255
This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.

**CIS-265 END USER AND DESKTOP APPLICATIONS SUPPORT I** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course covers the knowledge and skills necessary to support desktop operating systems in a corporate or small business environment.

**CIS-268 SOFTWARE SUPPORT** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a CORE course.

**CIS-269 HARDWARE SUPPORT** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a CORE course.

**CIS-270 CISCO/CCNA I** **3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course is the first part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**CIS-271 CISCO/CCNA II** **3**
PREREQUISITE: CIS-270 OR Permission of Instructor
This course is the second part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**CIS-272 CISCO CCNA III** **3**
PREREQUISITE: CIS-271 OR Permission of Instructor
This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**CIS-273 CISCO CCNA IV** **3**
PREREQUISITE: CIS-272 OR Permission of Instructor
This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**CIS-275 WORKSTATION ADMINISTRATION** **3**
PREREQUISITE: CIS-149 or Permission of Instructor
This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.

**CIS-276 SERVER ADMINISTRATION** **3**
PREREQUISITE: CIS-275 OR Permission of Instructor
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CIS-280 NETWORK SECURITY 3**
PREREQUISITE: CIS-268, CIS-269 or CIS-270 OR Permission of Instructor
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

**CIS-281 SYSTEM ANALYSIS & DESIGN 3**
PREREQUISITE: CIS-201 OR Permission of Instructor
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS-282 COMPUTER FORENSICS 3**
PREREQUISITE: CIS-149 OR Permission of Instructor
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.

**CIS-284 CIS INTERNSHIP 3**
PREREQUISITE: Within 2 semesters of graduation OR EXPRESS Permission of Instructor
This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

**CIS-285 OBJECT ORIENTED PROGRAMMING 3**
PREREQUISITE: CIS-201 OR CIS-212 OR Permission of Instructor
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

**CIS-287 SQL SERVER 3**
PREREQUISITE: CIS-117 OR Permission of Instructor
This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server.

**CIS-294 SPECIAL TOPICS 3**
PREREQUISITE: Permission of Instructor
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.

**CIS-299 DIRECTED STUDIES IN COMPUTER SCIENCE 3**
PREREQUISITE: Permission of Instructor
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Child and Human Development

## Program Information

Child and Human Development professionals nurture and teach young children in child care centers, nursery schools, as well as preschools, public schools, private households, family child care homes, and before- and after-school programs. Program professionals are charged to help children explore their interests, develop their talents and independence, build self-esteem and learn how to behave with others primarily using a play-centered curriculum. They capitalize on children's play to further language development and introduce scientific and mathematical concepts. Specific emphasis is given to serving an ever-expanding multicultural and inclusive population.

At Trenholm State Community College, the student may elect to study either as a part- or full-time student with classes offered in a flexible class schedule. Trenholm State students have the option of utilizing the availability of cooperating community center sites which offer practical laboratory "hands-on" working experience with infant/toddler and preschool children, as well as family child care homes, faith-based centers, after-school programs, and summer enrichment programs. Students pursuing the Child Development Associate Credential are prepared for the final assessment of the CDA credential. The CDA credential is not awarded through Trenholm State Community College. However, the College provides actual preparation for the credentialing process through the National Council for Professional Recognition credential.

## Occupational Choices

Child care workers held about 1.16 million jobs in 2018. Many worked part-time. At least 25% child care workers were self-employed; most of these were family child care providers. Twenty-six percent of all child care workers are found in child day care services, and about 19 percent for private households. The remainder worked primarily in local government educational services; nursing and residential care facilities; religious organizations; amusement and recreation industries; private educational services; civic and social organizations; individual and family services; and local government, excluding education and hospitals. Some child care programs are for-profit centers, which may be affiliated with a local or national company.

Preschool and Childcare Center Directors held about 66,700 jobs in 2018. Most worked for child day care services. However, some work for religious or charitable organizations and for elementary and secondary schools that have preschool and childcare programs. Sixty-three percent worked in child day care services, eighteen percent worked for religious, grant-making, civic, professional and similar organizations. Seven percent worked for elementary and secondary schools; state, local and private schools. The remaining four percent worked for individual and family services.

Teacher assistants held 1.4 million jobs in 2018. They work in both private and public elementary, middle and high schools. They also work in preschools, childcare centers, community centers, and for religious organizations. In 2018, 69% percent of teacher assistants were employed by elementary and secondary schools and 10 percent were employed by child day care services.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2019 Edition*

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 71 | $11,289 | $1,300 | $120 | $300 |
| Certificate | 4 Terms | 41 | $6,519 | $1,100 | $120 | $300 |
| Short Term Certificate | 1 Term | 19 | $3,021 | $250 | $50 | $105 |
| Short Term Certificate | 1 Term | 16 | $2,544 | $250 | $50 | $105 |
| Short Term Certificate | 1 Term | 11 | $1,749 | $200 | $50 | $105 |
| Short Term Certificate | 1 Term | 10 | $1,590 | $200 | $50 | $105 |
| Short Term Certificate | 1 Term | 9 | $1,431 | $200 | $50 | $105 |
| CDA Certificate | 1 Term | 12 | $1,908 | $200 | $50 | $105 |
| | | | | CDA Application Fee | | $425 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

## Average Full-Time Wage

Pay depends on the educational attainment of the worker and the type of establishment. Although the pay generally is very low, more education usually means higher earnings. Median hourly wages of child care workers, preschool teachers, and teacher's assistants in the public schools were $16.33 in 2018. The lowest 10 percent earned $8.53 per hour and the highest 10 percent earned more than $16.55 per hour.

The median annual wage of preschool and childcare Teacher assistants was $26,970 yearly.

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2019 Edition, 2015 Survey*

## Additional Requirements

Child and Human Development Program participants must meet the following criteria:

- Student must hold a High School diploma or GED.
- Student must be at least 18 years of age.
- Student must meet all criteria of the State Department of Human Resources for persons working with children to include:
    - completing a health card showing results of tuberculosis tests
    - Suitability determination by the DHR, (issued by Alabama DHR & Alabama Bureau of Investigations ($54.95)
    - ***Mandatory Criminal History Check
    - Alabama Child Abuse and Neglect Clearance (No Charge)
    - Alabama Bureau of Investigations Fingerprint Clearance. ($5.00)
- Ability to stoop, bend, and lift up to 50 pounds.
- Required medical examination report to include TB skin test results
- Students must be at least 19 years of age to complete the required laboratory experiences.
- Students must be Pediatric CPR/First Aid/AED certified upon graduation.
- Student must have photo identification.

***Students must complete the Alabama Child Abuse and Neglect Clearance with no substantiated reports before being placed in cooperating laboratory sites.

## Awards Available

Associate of Applied Science
Child and Human Development

Certificate
Child and Human Development

Short Term Certificate
Child and Human Development
CDA General Credential Concentration
CDA Preschool Credential Concentration
CDA Family Child Care Credential Concentration
CDA Infant/Toddler Credential Concentration
Families and Communities Concentration
Child Growth and Development Concentration
Child Development Center Administration Concentration

## Program Contact

Doris Pinkston
Program Coordinator/Instructor
334-420-4325
Location: Trenholm Campus - Bldg. I

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
# Child and Human Development

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note:** If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III-Natural Science & Mathematics (6-7 hours)**

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

**Note:** 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note:** Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements:** | | |
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| CHD-100* | Intro to Early Care & Ed of Children | 3 |
| CHD-201 | Child Growth & Dev Principles | 3 |
| CHD-203 | Children's Literature & Language Dev | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-206* | Children's Health and Safety | 3 |
| CHD-210 | Educating Exceptional Young Children | 3 |
| CHD-211* | Child Development Seminar | 1 |
| CHD-213 | Child Development Trends Seminar | 3 |
| CHD-214 | Families and Communities | 3 |
| CHD-215 | Supervised Practical Exp in Child Dev | 3 |
| CHD-219* | Supervised Practical Experience | 2 |
| | Technical Electives | 9 |

* Courses designed to prepare students for Child Development Association (CDA) certification.

**Area V Credit Hours: 51**
**Total Credit Hours: 71**

**Approved Electives: (Choose three)**

| | | |
|---|---|---|
| CHD-202 | Children's Creative Experiences | 3 |
| CHD-208 | Admin of Child Dev Programs | 3 |
| CHD-209 | Infant & Toddler Education Programs | 3 |
| CHD-217 | Math and Science for Young Children | 3 |
| CHD-221 | Family Child Care | 3 |
| CHD-222 | Social Studies for Children | 3 |
| CHD-224 | School Age Child Care | 3 |
| BIO-112 | Human Reproduction & Inheritance | 3 |
| BUS-104 | Introduction to Business | 3 |
| BUS-141 | Fundamentals of Accounting I | 3 |
| BUS-142 | Fundamentals of Accounting II | 3 |
| BUS-249 | Payroll Accounting | 3 |
| OAD-133 | Business Communications | 3 |
| OAD-138 | Records and Information Management | 3 |
| OAD-135 | Financial Record Keeping | 3 |
| OAD-217 | Office Management | 3 |
| OAD-218 | Office Procedures | 3 |
| OAD-246 | Office Graphics and Presentations | 3 |
| CIS-149 | Intro to Computers | 3 |
| CIS-157 | Intro to App Development | 3 |
| CIS-220 | App Development with Swift I | 3 |
| CIS-227 | App Development with Swift II | 3 |

# Certificate
## Child and Human Development

**General Education Requirements (9 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| CHD-100* | Intro to Early Care & Ed of Children | 3 |
| CHD-201 | Child Growth and Dev Principles | 3 |
| CHD-203 | Children's Literature & Language Dev | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-206* | Children's Health and Safety | 3 |
| CHD-211* | Child Development Seminar | 1 |
| CHD-215 | Supervised Practical Exp in Child Dev | 3 |
| CHD-217 | Math and Science for Young Children | 3 |
| | Technical Elective | 3 |

* Courses designed to prepare students for Child Development Association (CDA) certification.

**Area V Credit Hours: 32**
**Total Credit Hours: 41**

**Approved Electives: (Choose One)**

| | | |
|---|---|---|
| CHD-202 | Children's Creative Experiences | 3 |
| CHD-208 | Admin of Child Dev Programs | 3 |
| CHD-221 | Family Child Care | 3 |
| CHD-224 | School Age Child Care | 3 |
| BUS-104 | Introduction to Business | 3 |
| CIS-149 | Intro to Computers | 3 |

## Short Term Certificate
## Child and Human Development
### CDA General Credential Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-100* | Intro to Early Care & Ed of Children | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-206* | Children's Health and Safety | 3 |
| CHD-211* | Child Development Seminar | 1 |
| CHD-219* | Supervised Practical Experience | 2 |

* Courses designed to prepare students for Child Development Association (CDA) certification.

**Total Credit Hours: 16**

## Short Term Certificate
## Child and Human Development
### CDA Family Child Care Credential Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-201 | Child Growth and Dev Principles | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-226 | Child Dev Seminar-Family Child Care | 1 |

**Total Credit Hours: 11**

## Short Term Certificate
## Child and Human Development
### CDA Preschool Credential Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-201 | Child Growth and Dev Principles | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-225 | Child Dev Seminar - Preschool | 1 |

**Total Credit Hours: 11**

* Courses designed to prepare students for Child Development Association (CDA) certification.

## Short Term Certificate
## Child and Human Development
### CDA Infant/Toddler Credential Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-201 | Child Growth and Dev Principles | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-205 | Program Planning for CHD | 3 |
| CHD-227 | Child Dev Seminar-Infant/Toddler Care | 1 |

**Total Credit Hours: 11**

## Short Term Certificate
## Child and Human Development
### Families and Communities Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-211* | Child Development Seminar | 1 |
| CHD-213 | Child Development Trends Seminar | 3 |
| CHD-214 | Families and Communities | 3 |
| CHD-219* | Supervised Practical Experience | 2 |

**Total Credit Hours: 10**

These students may then choose to complete the requirements of the Child and Human Development Certificate (additional general education courses, etc.) or complete the requirements of the Associate in Applied Science Degree (including additional general education courses).

## Short Term Certificate
## Child and Human Development
### Child Development Center Administration Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-201 | Child Growth & Dev Principles | 3 |
| CHD-204* | Methods/Matls for Teaching Children | 3 |
| CHD-206* | Children's Health and Safety | 3 |
| CHD-208 | Admin of Child Dev Programs | 3 |
| CHD-210 | Eductng Children with Exceptionalities | 3 |
| CHD-214 | Families and Communities | 3 |

**Total Credit Hours: 19**

These students may then choose to complete the requirements of the Child and Human Development Certificate (additional general education courses, etc.) or complete the requirements of the Associate in Applied Science Degree (including additional general education courses).

## Short Term Certificate
## Child and Human Development
### Child Growth and Development Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CHD-201 | Child Growth & Dev Principles | 3 |
| CHD-206* | Children's Health and Safety | 3 |
| CHD-210 | Eductng Children with Exceptionalities | 3 |

**Total Credit Hours: 9**

These students may then choose to complete the requirements of the Child and Human Development Certificate (additional general education courses, etc.) or complete the requirements of the Associate in Applied Science Degree (including additional general education courses).

# Course Descriptions
# Child and Human Development

| Course # | Course Title | Credit Hours |
|---|---|---|

**CHD-100 INTRO TO EARLY CARE & EDUCATION OF CHILDREN 3**
PREREQUISITE: None
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. (Students may receive college credit (3 credit hours) for CHD 100 if they have obtained the CDA credential previously.)

**CHD-201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES 3**
PREREQUISITE: None
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. This is a CORE course.

**CHD-202 CHILDREN'S CREATIVE EXPERIENCES 3**
PREREQUISITE: None
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

**CHD-203 CHILDREN'S LITERATURE & LANGUAGE DEVELOPMENT 3**
PREREQUISITE: None
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. This is a CORE course.

**CHD-204 METHODS AND MATERIALS FOR TEACHING CHILDREN 3**
PREREQUISITE: None
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials and realistic expectations. Course includes observations of young children in a variety of childcare environments. This is a CORE course.

**CHD-205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN 3**
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

**CHD-206 CHILDREN'S HEALTH AND SAFETY 3**
PREREQUISITE: None
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintain safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. This is a CORE course.

**CHD-208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS 3**
PREREQUISITE: None
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD-209 INFANT AND TODDLER EDUCATION PROGRAMS 3**
PREREQUISITE: None
This course focuses on child development from infancy through 35 months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CHD-210 EDUCATING CHILDREN WITH EXCEPTIONALITIES 3**
PREREQUISITE: None
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. This is a CORE course.

**CHD-211 CHILD DEVELOPMENT SEMINAR 1**
This course provides students with the knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development. This course may be taken concurrently with CHD-219 - Supervised Practical Experiences

**CHD-213 CHILD DEVELOPMENT TRENDS SEMINAR 3**
PREREQUISITES: ENG-101; CIS-146 or CIS-149
This course includes current topics in the child development field as an update for the professional caregiver. Industry needs determine course topics. Upon completion, students will demonstrate competency in meeting course objectives.

**CHD-214 FAMILIES & COMMUNITIES IN EARLY CARE & ED PROGS 3**
PREREQUISITE: None
This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**CHD-215 SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEV 3**
PREREQUISITE: Permission of Instructor; Completion of all Core and General Education courses, at least 90% of CHD degree requirements met.
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.

**CHD-217 MATH AND SCIENCE FOR YOUNG CHILDREN 3**
PREREQUISITE: None
This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students also learn about integrated curriculum.

**CHD-219 SUPERVISED PRACTICAL EXPERIENCE 2**
This course is taken as a co-requisite with CHD 211 Child Development Seminar
This course provides hands-on, supervised experienced in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students will be able to demonstrate competency in a child care setting. This course may be taken concurrently with CHD-211 - Child Development Seminar

**CHD-221 FAMILY CHILD CARE 3**
PREREQUISITE: None
This course introduces methods for providing a developmentally-appropriate child care program in a home setting to include organizing home environments, establishing a daily schedule with children of different ages, building partnerships with parents and helping children learn through play, etc. Special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.

**CHD-222 SOCIAL STUDIES FOR CHILDREN 3**
PREREQUISITE: None
This course takes a global approach to the theory and practice of teaching social studies to young children. It includes methods and teaching materials used for teaching geography, history, the arts, and multicultural education using an integrated curriculum approach. The application of theoretical and philosophical concepts will be emphasized, as students are required to participate in both in-class demonstrations and laboratory experiences.

**CHD-224 SCHOOL AGE CHILD CARE 3**
PREREQUISITE: None
This course is designed for caregivers/teachers providing programs for children age 5-12 in their before- and after-school care and summer programs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CHD- 225 CHILD DEVELOPMENT SEMINAR – PRESCHOOL 1**
PREREQUISITE: None
This course provides students with knowledge of a variety of issues and trends related to childcare issues in preschool. Upon completion students should be able to discuss special topics related to current trends and issues in preschool.

**CHD-226 CHILD DEVELOPMENT SEMINAR – FAMILY CHILD CARE 1**
Prerequisite: As determined by college.
This course provides students with knowledge of a variety of issues and trends related family child care issues. Upon completion students should be able to discuss special topics related to current trends and issues in family child care.

**CHD-227 CHILD DEVELOPMENT SEMINAR – INFANT/TODDLER CARE 1**
Prerequisite: As determined by college.
This course provides students with knowledge of a variety of issues and trends related infant/toddler care issues. Upon completion students should be able to discuss special topics related to current trends and issues in infant/toddler care.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing
## Automotive Manufacturing & Automation

### Program Information

Manufacturing & Automation is a rapidly growing career in one of Alabama's highest-growth industries, manufacturing. With high demand for skilled workers in this industry, Trenholm State offers highly informative programs to prepare students to become Multi-Craft Technicians. This program will give students knowledge in the following areas using the most up-to-date modern equipment: metrology, welding, electrical, programmable logic controllers, machine tool, troubleshooting assembly lines, and robotics maintenance.

The multi-craft technician is responsible for setup, installation, troubleshooting, repair, and testing of complex mechanical /electrical equipment, including automatic machines and process controls, motor control centers and related controls, computer control systems, some with man/machine interfaces, as well as basic plant electrical equipment. This includes preventive maintenance activities related to production and building equipment, machinery and components.

At Trenholm State, the Manufacturing & Automation program is designed to equip a student with the skills and technical knowledge needed to be a success in this interesting and growing field. The students are assigned to specific lab projects which must be completed while studying the theory directly related to the projects.

### Occupational Choices

Manufacturing & Automation graduates should find exceptional job opportunities in this field. As the economy grows, the demand for skilled and qualified Multi-Craft employees will increase. Demand for technicians will grow as the number of vehicles in operation increases, reflecting continued growth in the number of multi-car families. Growth in demand will be offset somewhat by slowing population growth and the continuing increase in the quality and durability of automobiles, which will require less frequent service. Additional job openings will be due to the need to replace a growing number of retiring technicians, who tend to be the most experienced workers.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

### Average Full-Time Wage

The average full-time annual wage for a multi-craft technician is $26,580 $69,550. Employment in the manufacturing field is expected to increase 6 to 10 percent through the year 2026.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, May 2018

### Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Automotive Manufacturing & Automation

Associate of Applied Science
Automotive/Advanced Manufacturing
Automotive Manufacturing & Automation
Maintenance Technician

Certificate
Automotive/Advanced Manufacturing
Automotive Manufacturing & Automation
Automotive Manufacturing & Automation
Maintenance Technician

Short Term Certificate
Automotive/Advanced Manufacturing
Automotive Manufacturing & Automation
Certified Production Technician
Manufacturing Maintenance Technician I
Manufacturing Maintenance Technician II

### Program Contact

Dr. Robert Jackson
Program Coordinator/Instructor
334-420-4289
Location: Patterson Site - Bldg. Q

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

### Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree 1 | 6 Terms | 72 | $11,448 | $1000 | $500 | $0 |
| Associate Degree 2 | 6 Terms | 71 | $11,289 | $1000 | $500 | $0 |
| Certificates | 5 Terms | 56 | $8,904 | $850 | $500 | $0 |
| Short Term Certificates | 3 Terms | 13 | $2,067 | $600 | $500 | $0 |
| | | 19 | $3,021 | | | |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| ADM-293 | MSSC Mnf Processes/Practices | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| AUT-100 | Introduction to Automotive Concepts | 3 |
| AUT-114 | Intro to Prog Logic Controllers or INT-184 or ELT-231 | 3 |
| AUT-116 | Introduction to Robotics | 3 |
| AUT-186 | Prin of Ind Mtn WDT/Mtl Ctng Tech | 3 |
| AUT-221 | Adv Programmable Logic Controllers | 3 |
| AUT-230 | Preventive Maintenance | 3 |
| AUT-234 | Industrial Motor Controls I or INT-113 or ELT-209 | 3 |
| AUT-278 | Robotic Programming & Welding | 3 |
| AUT-286 | Co-op | 1 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 56**
**Total Credit Hours: 72**

# Associate of Applied Science
## Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation
### Maintenance Technician

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | DC Fundamentals | 3 |
| ADM-111 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| ADM-293 | MSSC Mnf Processes/Practices | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| AUT-114 | Intro to Prog Logic Controllers or INT-184 or ELT-231 | 3 |
| AUT-116 | Introduction to Robotics | 3 |
| AUT-138 | Principles of Industrial Mechanics or INT-117 | 3 |
| AUT-150 | Intro to Machine Shop I or MTT-148 | 3 |
| AUT-151 | Intro to Machine Shop I Lab or MTT-149 | 3 |
| AUT-186 | Prin of Ind Mtn WDT/Mtl Ctng Tech | 3 |
| AUT-208 | Automated System Diagnosis/Trblshtg | 3 |
| AUT-234 | Industrial Motor Controls I or INT-113 or ELT-209 | 3 |
| AUT-235 | Industrial Motor Controls II or INT-213 or ELT-212 | 3 |
| AUT-251 | Intro Variable Freqncy Drives/Servo | 3 |
| AUT-278 | Robotic Programming and Welding | |
| AUT-286 | Co-op | 1 |

| | | |
|---|---|---|
| **Electives:** | | |
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 56**
**Total Credit Hours: 71**

# Certificate
## Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| AUT-100 | Introduction to Automotive Concepts | 3 |
| AUT-114 | Programmable Logic Controllers | 3 |
| AUT-116 | Introduction to Robotics | 3 |
| AUT-178 | Gas Tungsten Arc Welding | 3 |
| AUT-180 | Gas Tungsten Arc Welding Lab | 3 |
| AUT-221 | Adv Programmable Logic Controllers | 3 |
| AUT-230 | Preventive Maintenance | 3 |
| AUT-234 | Industrial Motor Controls I | 3 |
| AUT-286 | Co-op | 1 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 50**
**Total Credit Hours: 56**

# Certificate
## Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation Maintenance Technician

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| ADM-293 | MSSC Mnf Processes/Practices | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| AUT-114 | Programmable Logic Controllers or INT-184 or ELT-231 | 3 |
| AUT-116 | Introduction to Robotics | 3 |
| AUT-138 | Principles of Industrial Mechanics or INT-117 | 3 |
| AUT-208 | Automated System Diagnosis/Trblshtg | 3 |
| AUT-234 | Industrial Motor Controls I or INT-113 or ELT-209 | 3 |
| AUT-235 | Industrial Motor Controls II or INT-213 or ELT-212 | 3 |
| AUT-251 | Intro Variable Freqncy Drives/Servo | 3 |
| AUT-278 | Robotic Programming and Welding | 3 |
| AUT-286 | Co-op | 1 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |
| MTH-100 | Elementary Algebra | 3 |

**Area V Credit Hours: 50**
**Total Credit Hours: 56**

## Short Term Certificate
### Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation
### Certified Production Technician

**(This award is not Pell Grant Eligible)**

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| ADM-293 | MSSC Mnf Processes/Practices | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation
### Manufacturing Maintenance Technician I

**(This award is not Pell Grant Eligible)**

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements:**

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-105 | Fluid Systems | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| AUT-114 | Programmable Logic Controllers or INT-184 or ELT-231 | 3 |
| AUT-234 | Industrial Motor Controls I or INT-113 or ELT-209 | 3 |
| AUT-251 | Intro to Variable Frequency Drives & Servo Controls | 3 |

**Total Credit Hours: 19**

## Short Term Certificate
### Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation
### Manufacturing Maintenance Technician II

**(This award is not Pell Grant Eligible)**

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| AUT-116 | Introduction to Robotics | 3 |
| AUT-138 | Principles of Industrial Maintenance | 3 |
| AUT-208 | Auto Systems Diagnosis & Trblshtg | 3 |
| AUT-235 | Industrial Motor Controls II | 3 |
| AUT-278 | Robotic Programming and Welding | 3 |

**Total Credit Hours: 19**

# Course Descriptions
## Automotive/Advanced Manufacturing
### Automotive Manufacturing & Automation

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-101 PRECISION MEASUREMENT** **3**
PREREQUISITE: None
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. Note: This is a suitable substitute for MTT-127.

**ADM-105 FLUID SYSTEMS** **3**
PREREQUISITE: None
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**ADM-110 BLUEPRINT READING** **3**
PREREQUISITE: None
This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**ADM-111 MANUFACTURING SAFETY PRACTICES** **3**
PREREQUISITE: None
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

**ADM-120 DC FUNDAMENTALS** **3**
PREREQUISITE: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, power, inducers and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE

**ADM-121 AC FUNDAMENTALS** **3**
PREREQUISITE: AUT-110
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands-on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals, such as RLC circuits, impedance, phase relationships and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing and maintaining industrial AC systems. This is a CORE course.

**ADM-291 MSSC SAFETY COURSE** **3**
PREREQUISITE: None
This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include: work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide safety orientation for all employees, train personnel to use equipment safely, suggest process and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance, utilize effective, safety-enhancing workplace practices

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-292 MSSC QUALITY PRACTICES AND MEASUREMENT COURSE 3**
PREREQUISITE: ADM-291
This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include: participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality problems, communicate quality problems, take corrective actions to restore or maintain quality, record process outcomes and trends, Identify fundamentals of blueprint reading, use common measurement systems and precision measurement tools.

**ADM-293 MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE 3**
PREREQUISITE: ADM-291
This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include: identify customer needs, determine resources available for the production process, set up equipment for the production process, set team production goals, make job assignments, coordinate work flow with team members and other work groups, communicate production and material requirements and product specifications, preform and monitor the process to make the product, document product and process compliance with customer requirements, prepare final product for shipping or distribution.

**ADM-294 MSSC MAINTENANCE AWARENESS COURSE 3**
PREREQUISITE: ADM-291
This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: prepare preventative maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, bearings and couplings.

**AUT-100 INTRODUCTION TO AUTOMOTIVE CONCEPTS 3**
PREREQUISITE: None
An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally, the electro-mechanical systems and body components of a typical vehicle will be examined. This is a CORE course.

**AUT-114 INTRO TO PROGRAMMABLE LOGIC CONTROLLERS 3**
PREREQUISITE: AUT-234
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This is a CORE course.

**AUT-116 INTRODUCTION TO ROBOTICS 3**
PREREQUISITE: None
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. This is a CORE course.

**AUT-138 PRINCIPLES OF INDUSTRIAL MECHANICS 3**
PREREQUISITE: None
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**AUT-150 INTRODUCTION TO MACHINE SHOP I 3**
PREREQUISITE: AUT-104 or AUT-166
COREQUISITE: AUT-151
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

| Course # | Course Title | Credit Hours |
|---|---|---|

**AUT-151 INTRODUCTION TO MACHINE SHOP I LAB 3**
PREREQUISITE: None
COREQUISITE: AUT-150
This course provides practical application of the concepts and principles of machining operations learned in AUT 150. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**AUT-178 GAS TUNGSTEN ARC WELDING 3**
PREREQUISITE: None
COREQUISITE: AUT-180
This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**AUT-180 GAS TUNGSTEN ARC WELDING LAB 3**
PREREQUISITE: None
COREQUISET: AUT-178
This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**AUT-186 PRINCIPLES OF IND MAINTENANCE WDT & METAL CUTTING TECHNIQUES 3**
PREREQUISITE: None
COREQUISET: AUT-178
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**AUT-208 AUTOMATED SYSTEMS DIAGNOSIS AND TROUBLESHOOTING 3**
PREREQUISITE: None
This course focuses on systematically solving problems in automated systems. Emphasis is placed on safety, test equipment, basic troubleshooting techniques and hands on problem solving. Upon completion, students will be able to use a systematic process to solve complex malfunctions.

**AUT-221 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS 3**
PREREQUISITE: None
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**AUT-230 PREVENTIVE MAINTENANCE 3**
PREREQUISITE: None
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

| Course # | Course Title | Credit Hours |
|---|---|---|

**AUT-234 INDUSTRIAL MOTOR CONTROLS I 3**
PREREQUISITE: None
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**AUT-235 INDUSTRIAL MOTOR CONTROLS II 3**
PREREQUISITE: AUT-234
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors. This course is also taught as ELT-212, INT-213.

**AUT-251 INTRODUCTION TO VARIABLE FREQUENCY DRIVES & SERVO CONTROLS 3**
PREQUISITE: None
This course provides an introduction to variable frequency drives (VFD) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The Lab enables students to program, test, and run drives and motors. The removal and replacement of servo drives will also be discussed. Upon completion students will be able to apply principles of VFD and servo drives. This course is also taught as IAT-243.

**AUT-278 ROBOTIC PROGRAMMING AND WELDING 3**
PREREQUISITE: As determined by program
This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner. This course is also taught as WDT-160.

**AUT-286 CO-OP 1**
PREREQUISITE: As determined by program
These courses constitute a series wherein the student works on a part-time basis in a job directly related to advanced manufacturing. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing
## Architecture & Engineering Design

### Program Information

Every new structure or machine starts out as the idea of a designer or an engineer. It is only through the knowledge and ability of highly skilled and trained drafters/designers that these ideas are put on paper and actually come to life. Drafting is a specialized skill that involves the process of converting an idea from a designer's mind to precise shop drawings and specifications from which a product or project can be constructed. This field requires individuals with imagination, insight, the ability to visualize in 3-D, some technical knowledge of mechanical and architectural drawings, along with an aptitude of applying mathematics and the physical sciences in completing assigned projects.

Trenholm State Community College uses the world's most popular Computer Aided Design (CAD) software; AutoDesk's AutoCAD, to teach basic architectural and engineering design graphic principles, standards, and conventions. The courses are comprised of theory classes with associated practical laboratory assignments incorporating "on the job" drafting techniques and training in Automated Manufacturing; such as 3-D printing. In addition, the student will be trained in Technical Sketching, 3-D modeling (BIM) software programs such as Inventor, Revit Architecture, SolidWorks, Google Pro Sketch-Up and Catia.

### Occupational Choices

Employment of architects is projected to grow 4 percent from 2016 to 2026, slower than the average for all occupations. With a high number of students graduating with degrees in architecture, strong competition for internships and jobs is expected.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

### Average Full-Time Wage

The median annual wage for architects was $79,380 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $48,020, and the highest 10 percent earned more than $138,120.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

### Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Architecture & Engineering Design

Certificate
Automotive/Advanced Manufacturing
Architecture & Engineering Design

Short Term Certificate
Automotive/Advanced Manufacturing
Architecture & Engineering Design
Engineering Design Concentration
Architecture Design Concentration

### Program Contact

Richard Herring
Program Coordinator/Instructor
334-420-4368
Location: Library Tower - 2nd Floor

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

### Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 67 | $10,653 | $660 | $50 | $0 |
| Certificate | 5 Terms | 58 | $9,222 | $390 | $50 | $0 |
| Short Term Certificate 1 | 3 Terms | 21 | $3,339 | $260 | $50 | $0 |
| Short Term Certificate 2 | 3 Terms | 18 | $2,862 | $260 | $50 | $0 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing
### Architecture & Engineering Design

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| ADM-101 | Precision Measurement | 3 |
| ADM-108 | Intro to 3D Modeling | 3 |
| ADM-109 | Freehand Sketching | 2 |
| ADM-110 | Blue Print Reading | 3 |
| ADM-114 | Design Innovation | 3 |
| ADM-116 | Introduction to CATIA | 3 |
| ADM-208 | Intermediate 3D Modeling | 3 |
| ADM-255 | Applications to Design (Capstone) | 3 |
| DDT-124 | Basic Technical Drawing | 3 |
| DDT-125 | Surface Development | 3 |
| DDT-128 | Intermediate Technical Drawing | 3 |
| DDT-131 | Machine Drafting Basics | 3 |
| DDT-132 | Architectural Drafting | 3 |
| DDT-222 | Advanced Architectural Drafting | 3 |
| DDT-225 | Structural Steel Drafting | 3 |
| DDT-234 | 3D Graphics and Animation | 3 |
| DDT-286 | Co-op | 1 |

**Area V Credit Hours: 52**
**Total Credit Hours: 67**

# Certificate
## Automotive/Advanced Manufacturing
### Architecture & Engineering Design

**General Education Requirements (9 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| | | |
| ADM-101 | Precision Measurement | 3 |
| ADM-108 | Intro.to 3D Modeling | 3 |
| ADM-109 | Freehand Sketching | 2 |
| ADM-110 | Blue Print Reading | 3 |
| ADM-114 | Design Innovation | 3 |
| ADM-116 | Introduction to CATIA | 3 |
| ADM-208 | Intermediate 3D Modeling | 3 |
| ADM-255 | Applications to Design (Capstone) | 3 |
| DDT-124 | Basic Technical Drawing | 3 |
| DDT-125 | Surface Development | 3 |
| DDT-128 | Intermediate Technical Drawing | 3 |
| DDT-131 | Machine Drafting Basics | 3 |
| DDT-132 | Architectural Drafting | 3 |
| DDT-225 | Structural Steel Drafting | 3 |
| DDT-234 | 3D Graphics and Animation | 3 |
| DDT-286 | Co-op | 1 |

**Area V Credit Hours: 49**
**Total Credit Hours: 58**

## Short Term Certificate
## Automotive/Advanced Manufacturing Architecture & Engineering Design
### Engineering Design Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-108 | Intro.to 3D Modeling | 3 |
| ADM-109 | Freehand Sketching | 2 |
| ADM-114 | Design Innovation | 3 |
| ADM-208 | Intermediate 3D Modeling | 3 |
| ADM-255 | Applications to Design (Capstone) | 3 |
| DDT-124 | Basic Technical Drawing | 3 |
| DDT-225 | Structural Steel Drafting | 3 |

**Total Credit Hours: 21**

## Short Term Certificate
## Automotive/Advanced Manufacturing Architecture & Engineering Design
### Archicture Design Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-109 | Freehand Sketching | 2 |
| ADM-114 | Design Innovation | 3 |
| ADM-255 | Applications to Design (Capstone) | 3 |
| DDT-132 | Architectural Drafting | 3 |
| DDT-222 | Advanced Architectural Drafting | 3 |
| DDT-225 | Structural Steel Drafting | 3 |

**Total Credit Hours: 18**

# Course Descriptions
## Advanced Manufacturing
## Architecture & Engineering Design

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-101 PRECISION MEASUREMENT** **3**

PREREQUISITE: None

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. Note: This is a suitable substitute for MTT-127.

**ADM-108 INTRO TO 3D MODELING** **3**

PREREQUISITE: None

This course introduces basic 3Dimensional (3D) modeling functions and techniques and the parametric concept. "Hands-on" class structure utilizes various 3D software applications. Topics include terminology, hardware, basic 3D modeling involving sketching and 3D feature creations, feature application and operating system functions. Students will be able to generate basic 3D parts and associated working drawings in soft and hard copy format.

**ADM-109 FREEHAND SKETCHING** **2**

PREREQUISITE: None

This is an introductory course, which allows students to learn the terminology and procedures related to drawing. Students will learn and demonstrate the foundations of basic sketching techniques and design principles, focusing on two and three-dimensional representations.

**ADM-110 BLUE PRINT READING** **3**

PREREQUISITE: None

This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**ADM-114 DESIGN INNOVATION** **3**

PREREQUISITE: None

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem solving skills, and the design processes in which a design- centered approached will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written communication skills. Students will be introduced to related computer based tools used by architect, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet).

**ADM-116 INTRODUCTION TO CATIA** **3**

PREREQUISITE: None

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course. It is expected that all new users of CATIA will require this course.

**ADM-208 INTERMEDIATE 3D MODELING** **3**

PREREQUISITE: None

In this course students will receive instruction on intermediate 3D modeling concepts, such as sheet metal modeling, intermediate assemblies, 3D sketching and weldments. Students will explore an introduction to prototyping and design concepts in a 3D environment. 3D software will be utilized to produce properly detailed construction drawings, using multi-views, section views, and auxiliary views. Proper, industry standard dimensioning with basic tolerances will be discussed and applied to parts. Emphasis will be placed on the theory as well as the mechanics of concepts using 3D and 2D applications. Upon completion, student will produce 3D models in a CAD environment, simple prototype models and working drawings based on proper industry standards. Note: This course is a suitable substitute for DDT-124

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-255 APPLICATIONS TO DESIGN (CAPSTONE) 3**
PREREQUISITE: None
This is a project- or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. AM student will be required to serve as interns in the AM Lab. Architectural and Engineer students will serve as interns doing live work, campus project or in an office. The course emphasizes communication skills, critical thinking, problem solving, computer literacy, and teaming skills. NOTE: This course is usually taken during the last 2 semesters of the program of study.

**DDT-111 FUNDAMENTALS OF DRAFTING & DESIGN TECH 3**
PREREQUISITE: None
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawings. This is a CORE course.

**DDT-124 BASIC TECHNICAL DRAWING 3**
PREREQUISITE: None
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. This is a CORE course.

**DDT-125 SURFACE DEVELOPMENT 3**
PREREQUISITE: None
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**DDT-128 INTERMEDIATE TECHNICAL DRAWING 3**
PREREQUISITE: None
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. This is a CORE course.

**DDT-131 MACHINE DRAFTING BASICS 3**
PREREQUISITE: None
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT-132 ARCHITECTURAL DRAFTING 3**
PREREQUISITE: None
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

**DDT-222 ADVANCED ARCHITECTURAL DRAFTING 3**
PREREQUISITE: None
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT-225 STRUCTURAL STEEL DRAFTING 3**
PREREQUISITE: None.
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

| Course # | Course Title | Credit Hours |
|---|---|---|

**DDT-234 3D GRAPHICS AND ANIMATION 3**

PREREQUISITE: None.

This course is design to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**DDT-286 CO-OP 1**

PREREQUISITE: None.

These courses constitute a series wherein the student works on a part-time basis in a job directly related to drafting. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing Electrical

## Program Information

Electrical wiring is an integral part of industry, commercial enterprises, and residential homes. The Electrical curriculum integrates basic electrical skills and high tech instrumentation for a wide range of industrial employment. The term "instrumentation" refers to instruments used to measure and control manufacturing conversions or treating processes. Knowledge of electricity and process control gives a person a more marketable skill to offer all industries. These fields expand into SMART instruments, PLC/DCS interface and AC variable frequency motor controls. The Electrical Technology program is designed to teach the basic principles of electricity, the National Electric Code, and the safe installation of electrical wiring and equipment. Electrical/Instrumentation Technology is designed to teach basic instrumentation for measurement and control in manufacturing. Through the various courses, a student will gain knowledge and practical hands-on experience in both technologies for servicing, troubleshooting and monitoring these systems and equipment.

## Occupational Choices

Employment of electrical and electronics installers and repairers of commercial and industrial equipment, which represents about half of this profile's 2016 employment, is projected to grow 2 percent from 2016 to 2026, slower than the average for all occupations. As the industrial sectors of the economy expand, these workers will be needed to service and repair equipment.

Employment of powerhouse, substation, and relay electrical and electronics installers and repairers is projected to grow 4 percent from 2016 to 2026, slower than the average for all occupations. Although the installation of new, energy-efficient technologies will likely spur demand for some new workers, slow employment growth in the utilities industries is expected to temper demand for these workers.

Employment of electric motor, power tool, and related repairers is projected to grow 7% from 2016 to 2026, about as fast as the average for all occupations. Improvements in electrical and electronic equipment design, as well as the increased use of disposable tool parts, are expected to result in slow employment growth. Overall job opportunities should be good for qualified workers who are familiar with electronics, especially those with an associate's degree in electronics.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

The median annual wage for electricians was $55,190 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $32,940, and the highest 10 percent earned more than $94,620.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Additional Requirements

- Student must be at least 16 years of age.
- Student must have an official copy of high school transcript or GED certificate and transcript from other colleges on file in the admissions office.
- Student must take the ACCUPLACER test.
- Student must be able to perform simple mathematical computations correctly.

## Awards Available

Associate ofApplied Science
Automotive/Advanced Manufacturing
Electrical
Residential/Commercial Electrician

Electrical Technician

Instrumentation

Short Term Certificate
Automotive/Advanced Manufacturing
Electrical
Entry Level Technician Concentration
Instrumentation Concentration

## Program Contact

Edward Abrasley
Program Coordinator/Instructor
334-420-4369
Location: Patterson Site - Bldg. M

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degrees | 6 Terms | 72 | $11,448 | $1,920 | $600 | $300 |
| | 6 Terms | 71 | $11,289 | $1,920 | $600 | $300 |
| Short Term Certificates | 3 Terms | 27 | $4,293 | $1,000 | $600 | $200 |
| | 3 Terms | 24 | $3,816 | $1,000 | $600 | $200 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing Electrical
### Residential/Commercial Electrician

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices<br>or ELT-206 OSHA Safety Standards | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ELT-104 | Distribution Systems | 3 |
| ELT-110 | Wiring Methods | 3 |
| ELT-114 | Residential Wiring I | 3 |
| ELT-117 | AC/DC Machines | 3 |
| ELT-118 | Commercial/Industrial Wiring | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-121 | Concepts of Digital Electronics | 5 |
| ELT-209 | Motor Controls I | 3 |
| ELT-212 | Motor Controls II | 3 |
| ELT-231 | Programmable Controls I | 3 |
| ELT-232 | Adv Programmable Controllers | 3 |
| ELT-241 | National Electric Code | 3 |
| ELT-286 | Co-op | 1 |
| MTT-147 | Introduction to Machine Shop I | 3 |

**Area V Credit Hours: 57**
**Total Credit Hours: 72**

# Associate of Applied Science
## Automotive/Advanced Manufacturing Electrical
### Electrical Technician

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices or ELT-206 OSHA Safety Standards | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ELT-104 | Distribution Systems | 3 |
| ELT-110 | Wiring Methods | 3 |
| ELT-114 | Residential Wiring I | 3 |
| ELT-117 | AC/DC Machines | 3 |
| ELT-118 | Commercial/Industrial Wiring | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-121 | Concepts of Digital Electronics | 5 |
| ELT-209 | Motor Controls I | 3 |
| ELT-212 | Motor Controls II | 3 |
| ELT-231 | Intro to Prog Logic Controllers | 3 |
| ELT-232 | Advanced Programmable Controllers | 3 |
| ELT-234 | P L C Applications | 3 |
| ELT-286 | Co-op | 1 |
| MTT-147 | Introduction to Machine Shop I | 3 |

**Area V Credit Hours: 56**
**Total Credit Hours: 71**

# Associate of Applied Science
## Automotive/Advanced Manufacturing Electrical
## Instrumentation

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices or ELT-206 OSHA Safety Standards | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| AUT-210 | Industrial Robotics | 3 |
| AUT-211 | Industrial Robotics Lab | 2 |
| ELT-110 | Wiring Methods | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-121 | Concepts of Digital Electronics | 5 |
| ELT-209 | Motor Controls I | 3 |
| ELT-212 | Motor Controls II | 3 |
| ELT-231 | Intro to Prog Logic Controllers | 3 |
| ELT-232 | Advanced Programmable Controllers | 3 |
| ELT-234 | P L C Applications | 3 |
| ILT-108 | Intro to Instruments & Process Ctrl | 3 |
| ILT-110 | Adv Industrial Process Control Tech | 3 |
| ELT-286 | Co-op | 1 |
| MTT-147 | Introduction to Machine Shop I | 3 |

**Area V Credit Hours: 56**
**Total Credit Hours: 71**

## Short Term Certificate
## Automotive/Advanced Manufacturing Electrical
### Entry Level Technician Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ELT-110 | Wiring Methods | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-209 | Motor Controls 1 | 3 |

**Total Credit Hours: 24**

## Short Term Certificate
## Automotive/Advanced Manufacturing Electrical
### Instrumentation Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-105 | Fluid Systems | 3 |
| ADM-111 | Manufacturing Safety Practices<br>or ELT 206 OSHA Safety Standards<br>or ADM 291 MSSC Safety Course | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ILT-110 | Advanced Industrial Process Control Tech | 3 |
| ILT-114 | Instrumentation Operation and Calibration | 3 |
| INT-105 | Introduction to Process Technology | 3 |

**Total Credit Hours: 27**

# Course Descriptions
# Automotive/Advanced Manufacturing
# Electrical

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-101 PRECISION MEASUREMENT** **3**
PREREQUISITE: None
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.

**ADM-105 FLUID SYSTEMS** **3**
PREREQUISITE: None
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**ADM-111 MANUFACTURING SAFETY PRACTICES** **3**
PREREQUISITE: None
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

**ADM-120 DC FUNDAMENTALS** **3**
PREREQUISITE: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, power, inducers and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE

**ADM-121 AC FUNDAMENTALS** **3**
PREREQUISITE: AUT-110
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands-on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals, such as RLC circuits, impedance, phase relationships and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing and maintaining industrial AC systems. This is a CORE course.

**AUT-210 INDUSTRIAL ROBOTS** **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 also taught as ILT 216.

**AUT-211 INDUSTRIAL ROBOTS LAB**
PREREQUISITES: None
This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices. This course is also taught as ILT 217.

**ELT-104 DISTRIBUTION SYSTEMS 3**
PREREQUISITE: ELT-108 and ELT-109
This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field.

**ELT-110 WIRING METHODS 3**
PREREQUISITE: None
This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. This is a CORE course.

**ELT-114 RESIDENTIAL WIRING METHODS 3**
PREREQUISITE: None
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. This is a CORE course.

**ELT-117 AC/DC MACHINES 3**
PREREQUISITE: ELT-108 and ELT-109
This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a CORE course.

**ELT-118 COMMERCIAL/INDUSTRIAL WIRING I 3**
PREREQUISITE: ELT-108 and ELT-109
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. This is a CORE course.

**ELT-119 CONCEPTS OF SOLID STATE ELECTRONICS 5**
PREREQUISITE: ELT-112
This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.

**ELT-121 CONCEPTS OF DIGITAL ELECTRONICS 5**
PREREQUISITE: ELT-112
This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits.

**ELT-209 MOTOR CONTROLS I 3**
PREREQUISITE: ELT-108 and ELT-109
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This is a CORE course.

**ELT-212 MOTOR CONTROLS II 3**
PREREQUISITE: ELT-108, ELT-109, ELT-209, ELT-117, and MTH-103
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT-231 INTRODUCTION TO PROGRAMMABLE CONTROLLERS 3**
PREREQUISITE: ELT-108 and ELT-109
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ELT-232 ADVANCED PROGRAMMABLE CONTROLLERS 3**
PREREQUISITE: ELT-108 and ELT-109
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ELT-234 PLC APPLICATIONS 3**
PREREQUISITE: ELT-108, ELT-109, ELT-209, ELT-117, ELT-231, ELT-232, and MTH-103
This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.

**ELT-241 NATIONAL ELECTRIC CODE 3**
PREREQUISITE: ELT-108 and ELT-109
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.

**ELT-286 CO-OP 1**
PREREQUISITE: As required by program.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to electrical technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**ILT-108 INTRODUCTION TO INSTRUMENTS AND PROCESS CONTROL 3**
PREREQUISITE: As required by program.
This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

**ILT-110 ADVANCED INDUSTRIAL PROCESS CONTROL TECHNOLOGY 3**
PREREQUISITE: As required by program.
This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

**ILT-114 INSTRUMENTATION OPERATION AND CALIBRATION 3**
PREREQUISITE: As required by program.
The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

**INT-105 INTRODUCTION TO PROCESS TECHNOLOGY 3**
PREREQUISITE: As required by program.
This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

**MTT-147 INTRODUCTION TO MACHINE SHOP I 3**
PREREQUISITE: As required by program.
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing Industrial Systems & Automation

## Program Information

The Industrial Systems & Automation Program at Trenholm State Community College is a multi-craft curriculum. Many crafts are a part of the training process. Craft related instructors teach their respective crafts. HVAC (Heating and Air Conditioning) instructors teach two HVAC classes. The Machine Tool class is taught by the Machine Tool instructor. Basic Electrical and Mechanical classes are taught by the Maintenance Department instructors. As a Multi-Craft Technician in an industrial setting, knowledge and skills in the areas of Basic Electrical, Plant Automation, and Basic Robotic Maintenance and Programmable Logic Controller are required. Limited Machine Tool Technology. Hydraulics and Pneumatics are a major area of related skills included in the curriculum.

## Occupational Choices

Overall employment of industrial machinery mechanics, machinery maintenance workers, and millwrights is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth will vary by occupation. The increased adoption of sophisticated manufacturing machinery will require more mechanics and millwrights to keep machines in good working order. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, should raise the demand for machinery maintenance workers in order to keep the machines functioning properly. The increased use of machinery in manufacturing will require millwrights to install and disassemble this equipment, as well as perform some repair work on it. Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

The median annual wage for industrial machinery mechanics, machinery maintenance workers, and millwrights was $51,630 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $33,010, and the highest 10 percent earned more than $77,790.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Industrial Systems & Automation
Mechanical

Instrumentation

Certificate
Automotive/Advanced Manufacturing
Industrial Systems & Automation
Mechanical

Instrumentation

Short Term Certificate
Automotive/Advanced Manufacturing
Industrial Systems & Automation
Mechanical Technician

Instrumentation Technician

## Program Contact

Ralph Burton
Program Coordinator/Instructor
334-420-4284
Location: Patterson Site - Bldg. Q

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree 1 | 6 Terms | 64 | $10,176 | $800 | $650 | 0 |
| Associate Degree 2 | 6 Terms | 67 | $10,653 | $800 | $650 | 0 |
| Certificate 1 | 5 Terms | 55 | $8,745 | $600 | 0 | 0 |
| Certificate 2 | 5 Terms | 58 | $9,222 | $600 | 0 | 0 |
| Short Term Certificate 1 | 2 Terms | 25 | $3,975 | $600 | 0 | 0 |
| Short Term Certificate 2 | 2 Terms | 27 | $4,293 | $600 | 0 | 0 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing
## Industrial Systems and Automation
## Mechanical

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Intro to Computers | 3 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| INT-117 | Principles of Industrial Mechanics | 3 |
| INT-126 | Preventive Maintenance | 3 |
| INT-127 | Principles of Pumps & Piping | 3 |
| INT-215 | Troubleshooting Techniques | 3 |
| INT-218 | Special Lab Hydraulics & Pneumatics | 2 |
| INT-296 | Co-op | 1 |
| MTT-147 | Introduction to Machine Shop I | 3 |
| MTT-148 | Introduction to Machine Shop Lab I | 3 |

**Area V Credit Hours: 49**
**Total Credit Hours: 64**

# Certificate
## Automotive/Advanced Manufacturing Industrial Systems and Automation
### Mechanical

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Intro to Computers | 3 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| INT-117 | Principles of Industrial Mechanics | 3 |
| INT-126 | Preventive Maintenance | 3 |
| INT-127 | Principles of Pumps & Piping | 3 |
| INT-215 | Troubleshooting Techniques | 3 |
| INT-218 | Special Lab Hydraulics & Pneumatics | 2 |
| INT-296 | Co-op | 1 |
| MTT-147 | Introduction to Machine Shop I | 3 |
| MTT-148 | Introduction to Machine Shop Lab I | 3 |

**Area V Credit Hours: 49**
**Total Credit Hours: 55**

# Short Term Certificate
## Automotive/Advanced Manufacturing Industrial Systems and Automation
### Mechanical Technician

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ILT-114 | Instr Operation & Calibration | 3 |
| INT-215 | Troubleshotting Techniques | 3 |

**Total Credit Hours: 25**

# Associate of Applied Science
## Automotive/Advanced Manufacturing
## Industrial Systems and Automation
## Instrumentation

**General Education Requirements (15 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ILT-110 | Advanced Industrial Process Control | 3 |
| ILT-114 | Instr Operation & Calibration | 3 |
| INT-105 | Introduction to Process Technology | 3 |
| INT-113 | Industrial Motor Control I | 3 |
| INT-184 | Introduction to PLCs | 3 |
| INT-206 | Industrial Motors I | 3 |
| INT-215 | Troubleshooting Techniques | 3 |
| INT-288 | Appld Prin of PLCs | 3 |
| INT-296 | Co-op | 1 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |
| CIS-149 | Introduction to Computers | 3 |

**Area V Credit Hours: 52**

**Total Credit Hours: 67**

# Certificate
## Automotive/Advanced Manufacturing Industrial Systems and Automation
### Instrumentation

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| ADM-101 | Precision Measurement | 3 |
| ADM-105 | Fluid Systems | 3 |
| ADM-110 | Blueprint Reading | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-294 | MSSC Maintenance Awareness | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ILT-110 | Advanced Industrial Process Control | 3 |
| ILT-114 | Instr Operation & Calibration | 3 |
| INT-105 | Introduction to Process Technology | 3 |
| INT-113 | Industrial Motor Control I | 3 |
| INT-184 | Introduction to PLCs | 3 |
| INT-206 | Industrial Motors I | 3 |
| INT-215 | Troubleshooting Techniques | 3 |
| INT-288 | Appld Prin of PLCs | 3 |
| INT-296 | Co-op | 1 |
| **Electives:** | | |
| CIS-149 | Intro to Computers | 3 |

**Area V Credit Hours: 52 Total Credit Hours: 58**

# Short Term Certificate
## Automotive/Advanced Manufacturing Industrial Systems and Automation
### Instrumentation Technician

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| ADM-105 | Fluid Systems | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ILT-110 | Advanced Industrial Process Control | 3 |
| ILT-114 | Instr Operation & Calibration | 3 |
| INT-105 | Introduction to Process Technology | 3 |

**Total Credit Hours: 27**

# Course Descriptions
# Automotive/Advanced Manufacturing
# Industrial Systems and Automation

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-101 PRECISION MEASUREMENT** **3**
Prerequisite: As determined by college.
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. Note: This is a suitable substitute for MTT-127.

**ADM-105 FLUID SYSTEMS** **3**
Prerequisite: As determined by college.
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**ADM-110 BLUEPRINT READING** **3**
Prerequisite: As determined by college.
This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**ADM-111 MANUFACTURING SAFETY PRACTICES** **3**
Prerequisite: As determined by college.
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

**ADM-120 DC FUNDAMENTALS** **3**
PREREQUISITE: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, power, inducers and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE

**ADM-121 AC FUNDAMENTALS** **3**
PREREQUISITE: AUT-110
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands-on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals, such as RLC circuits, impedance, phase relationships and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing and maintaining industrial AC systems. This is a CORE course.

**ADM-291 MSSC SAFETY COURSE** **3**
PREREQUISITE: None
This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include: work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide safety orientation for all employees, train personnel to use equipment safely, suggest process and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance, utilize effective, safety-enhancing workplace practices

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-294 MSSC MAINTENANCE AWARENESS COURSE 3**
PREREQUISITE: ADM-291
This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: prepare preventative maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, bearings and couplings.

**ELT-119 CONCEPTS OF SOLID STATE ELECTRONICS 5**
PREREQUISITE: As determined by college.
This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.

**ILT-110 ADVANCED INDUSTRIAL PROCESS CONTROL 3**
PREREQUISITE: As determined by college.
This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

**ILT-114 INSTRUMENTATION OPERATION AND CALIBRATION 3**
PREREQUISITE: As determined by college.
The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

**INT-105 INTRODUCTION TO PROCESS TECHNOLOGY 3**
PREREQUISITE: None
This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

**INT-113 INDUSTRIAL MOTOR CONTROL I 3**
PREREQUISITES: None
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**INT-117 PRINCIPLES OF INDUSTRIAL MECHANICS 3**
PREREQUISITE: None
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

**INT-126 PREVENTIVE MAINTENANCE 3**
PREREQUISITE: None
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

| Course # | Course Title | Credit Hours |
|---|---|---|

**INT-127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS 3**
PREREQUISITE: None
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT-184 INTRO TO PROGRAMMABLE LOGIC CONTROLLERS 3**
PREREQUISITE: None
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This course is also taught as AUT-114, ATM-211, ENT-204, ELT-231, ILT-194, IAT-160, and IET-231.

**INT-206 INDUSTRIAL MOTORS I 3**
PREREQUISITE: None
This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

**INT-215 TROUBLESHOOTING TECHNIQUES 3**
PREREQUISITES: None
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 place 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.

**INT-218 SPECIAL LAB IN HYDRAULICS AND PNEUMATICS 2**
PREREQUISITE: Permission of instructor.
This course provides specialized instruction in maintaining and troubleshooting Hydraulic and Pneumatic systems. Topics include safe component removal and installation, schematic reading and diagramming, and theoretical calculations.

**INT-288 APPLIED PRIN OF PROGRAMMABLE CONTROLLERS 3**
PREREQUISITE: None
This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

**INT-296 CO-OP 1**
PREREQUISITE: None
These courses constitute a series wherein the student works on a part-time basis in a job directly related to Industrial Maintenance. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**MTT-147 INTRODUCTION TO MACHINE SHOP I 3**
PREREQUISITE: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is also taught as AUT-150.

**MTT-148 INTRODUCTION TO MACHINE SHOP I LAB 3**
PREREQUISITE: None COREQUISITE: None
This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is aligned with NIMS certification standards. This course is also taught as AUT-151.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing Precision Machining

## Program Information

Almost every product made by American industry contains metal parts or is manufactured by machines made with metal parts. With high demand for this type of equipment, Trenholm State Community College offers a highly specialized program to prepare students to become general machinists. A machinist must use intricate technology to operate various metal-working machines and machine tools that cut, drill, grind, or otherwise form a piece of metal accurately into precise dimensions.

Trenholm State offers several options in Precision Machining that are designed to equip a student with the skills and technical knowledge needed to be a success in this interesting field. The student is assigned specific lab projects which must be completed while studying the theory directly related to the projects. Additionally, each student is taught to read blueprints, determine sequence of operations, make set-ups, and select the correct machines for the job.

Due to the cost associated with the manufacture of metal components, more businesses are using molded plastic where engineering specifications will allow. As the use of molded components has increased, so has the need for individuals with a background in injection molding. Mold tools are primarily made in machine shops so Trenholm State has incorporated injection molding into its program in order to meet this demand.

## Occupational Choices

Employment of machinists is projected to grow 2 percent from 2016 to 2026, slower than the average for all occupations. With improvements in technologies, such as computer numerically controlled (CNC) machine tools, autoloaders, high-speed machining, and lights-out manufacturing, machinists will still be required to set up, monitor, and maintain these systems. Job prospects for machinists and tool and die makers are expected to be good, primarily because of the number of job openings arising each year from the need to replace workers who retire or leave the occupation.
Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Average Full-Time Wage

The median annual wage for machinists was $44,420 in 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $27,940, and the highest 10 percent earned more than $66,610.
Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Precision Machining

Certificate
Automotive/Advanced Manufacturing
Precision Machining

Short Term Certificate
Automotive/Advanced Manufacturing
Precision Machining
CNC Concentration
Engine Lathe Concentration
Milling Concentration

## Program Contact

Danny Carden
Program Coordinator/Instructor
334-420-4385
Location: Patterson Site - Bldg. F

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 68 | $10,812 | $600 | $1,150 | 0 |
| Certificate | 5 Terms | 58 | $9,222 | $600 | $1,150 | 0 |
| Short Term Certificates | 2 Terms | 25 | $3,975 | $300 | Optional | 0 |
| | | 19 | $3,021 | | | |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing
## Precision Machining

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| CNC-112 | Basic CNC Turning | 3 |
| CNC-113 | Basic CNC Milling | 3 |
| CNC-241 | CNC Milling Lab I | 3 |
| CNC-243 | CNC Turning Lab I | 3 |
| INT-102 | Ind Maintenance Cutting/Welding | 2 |
| MTT-111 | Intro to Injection Molding Lab | 3 |
| MTT-113 | Injection Mold Design Lab | 3 |
| MTT-121 | Basic Blueprint Rdg for Machinists | 3 |
| MTT-129 | Lathe Operations<br>or MTT-134 Lathe Ops I<br>and MTT-135 Lathe Ops I Lab | 6 |
| MTT-136 | Milling Operations<br>or MTT-137 Milling I<br>and MTT-138 Milling I Lab | 6 |
| MTT-147 | Intro to Machine Shop I | 3 |
| MTT-148 | Intro to Machine Shop I Lab | 3 |
| MTT-221 | Adv Blueprint Reading - Machinists | 3 |
| MTT-286 | Co-op | 1 |

**Elective:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 52**
**Total Credit Hours: 68**

# Certificate
## Automotive/Advanced Manufacturing
### Precision Machining

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-291 | MSSC Safety Course | 3 |
| ADM-292 | MSSC Quality Practices/Measrmnts | 3 |
| CNC-112 | Basic CNC Turning | 3 |
| CNC-113 | Basic CNC Milling | 3 |
| CNC-241 | CNC Milling Lab I | 3 |
| CNC-243 | CNC Turning Lab I | 3 |
| INT-102 | Ind Maintenance Cutting/Welding | 2 |
| MTT-111 | Introd to Injection Molding Lab | 3 |
| MTT-113 | Injection Mold Design Lab | 3 |
| MTT-121 | Basic Blueprint Rdg for Machinists | 3 |
| MTT-129 | Lathe Operations<br>or MTT-134 Lathe Ops I<br>and MTT-135 Lathe Ops I Lab | 6 |
| MTT-136 | Milling Operations<br>or MTT-137 Milling I<br>and MTT-138 Milling I Lab | 6 |
| MTT-147 | Intro to Machine Shop I | 3 |
| MTT-148 | Intro to Machine Shop I Lab | 3 |
| MTT-221 | Adv Blueprint Reading - Machinists | 3 |
| MTT-286 | Co-op | 1 |

**Elective:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 52**
**Total Credit Hours: 58**

## Short Term Certificate
## Automotive/Advanced Manufacturing
### Precision Machining
### CNC Concentration

**General Education Requirements (3 hours)**

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-116 | Mathematical Applications | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CNC-112 | Basic CNC Turning | 3 |
| CNC-113 | Basic CNC Milling | 3 |
| CNC-241 | CNC Milling Lab I | 3 |
| CNC-243 | CNC Turning Lab I | 3 |
| MTT-100 | Machining Technology I | 6 |
| | OR MTT-147 Intro - Machine Shop I | |
| | AND MTT-148 Intro-Machine Shop I Lab | |
| MTT-121 | Basic Blueprint Rdg for Machinists | 3 |

**Area V Credit Hours: 22**
**Total Credit Hours: 25**

## Short Term Certificate
## Automotive/Advanced Manufacturing
### Precision Machining
### Engine Lathe Concentration

**General Education Requirements (3 hours)**

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-116 | Mathematical Applications | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| MTT-100 | Machining Technology I | 6 |
| | OR MTT-147 Intro - Machine Shop I | |
| | AND MTT-148 Intro-Machine Shop I Lab | |
| MTT-121 | Basic Blueprint Rdg for Machinists | 3 |
| MTT-129 | Lathe Operations | 6 |
| | OR MTT-134 Lathe Operation I | |
| | AND MTT-135 Lathe Operation I Lab | |

**Area V Credit Hours: 16**
**Total Credit Hours: 19**

## Short Term Certificate
## Automotive/Advanced Manufacturing
### Precision Machining
### Milling Concentration

**General Education Requirements (3 hours)**

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-116 | Mathematical Applications | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| MTT-100 | Machining Technology I | 6 |
| | OR MTT-147 Intro - Machine Shop I | |
| | AND MTT-148 Intro-Machine Shop I Lab | |
| MTT-121 | Basic Blueprint Rdg for Machinists | 3 |
| MTT-136 | Milling Operations | 6 |
| | OR MTT-137 Milling I | |
| | AND MTT-138 Milling I Lab | |

**Area V Credit Hours: 16**
**Total Credit Hours: 19**

# Course Descriptions
# Automotive/Advanced Manufacturing
# Precision Machining

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-291 MSSC SAFETY COURSE** **3**

PREREQUISITE: None

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include: work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide safety orientation for all employees, train personnel to use equipment safely, suggest process and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance, utilize effective, safety-enhancing workplace practices

**ADM-292 MSSC QUALITY PRACTICES AND MEASUREMENT COURSE** **3**

PREREQUISITE: ADM-291

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include: participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality problems, communicate quality problems, take corrective actions to restore or maintain quality, record process outcomes and trends, Identify fundamentals of blueprint reading, use common measurement systems and precision measurement tools.

**CNC-112 Basic CNC Turning** **3**

PREREQUISITE: None

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 center.

**CNC-113 Basic CNC Milling** **3**

PREREQUISITE: None

This course introduces the manual programming, setup, and operation of CNC machining 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 machining centers.

**CNC-241 CNC Milling Lab I** **3**

PREREQUISITE: None

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

**CNC-243 CNC Turning Lab I** **3**

PREREQUISITE: None

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**INT-102 INDUSTRIAL MAINTENANCE CUTTING/WELDING** **2**

PREREQUISITE: None

This course provides instruction in the fundamentals of acetylene cutting and the basic SMAW (stick) welding. Topics covered are acetylene torch cutting equipment, safety and use; welding safety, welding hand tools type of welding machines and welding rods, determining types of metal, welding passes, beads, and joints.

**MTT-100 MACHINING TECHNOLOGY I** **6**

PREREQUISITE: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT-147/148 are suitable substitutes for this course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MTT-111 INTRODUCTION TO INJECTION MOLDING LAB 3**
PREREQUISITE: None
Students learn to safely operate an injection molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.

**MTT-113 INJECTION MOLD DESIGN LAB 3**
PREREQUISITE: None
Students demonstrate proper and safe techniques to build components of an injection mold such as sprue bushings, runner systems, gates, vents, cavities, inserts and ejection systems.

**MTT-121 BASIC PRINT READING FOR MACHINISTS 3**
PREREQUISITE: None
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is a CORE course and is aligned with NIMS certification standards.

**MTT-129 LATHE OPERATIONS 6**
PREREQUISITE: MTT-100
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT-134/135 are suitable substitutes for MTT-129. This course is aligned with NIMS standards. This course is also taught as AUT-258.

**MTT-134 LATHE OPERATIONS I 3**
PREREQUISITE: None
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT-134/135 are suitable substitutes for MTT-129. This course is aligned with NIMS standards.

**MTT-135 LATHE OPERATION I LAB 3**
PREREQUISITE: None
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT- 134/135 are suitable substitutes for MTT-129. This course is aligned with NIMS standards.

**MTT-136 MILLING OPERATIONS 6**
PREREQUISITE: MTT-100
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards. This course is also taught as AUT-259.

**MTT-137 MILLING I 3**
PREREQUISITE: None
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT-137/138 are suitable substitutes for MTT-136. This course is aligned with NIMS certification standards.

**MTT-138 MILLING I LAB 3**
PREREQUISITE: None
This course provides basic knowledge of milling machines. . Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria. MTT 137/138 are suitable substitutes for MTT-136.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MTT-147 INTRODUCTION TO MACHINE SHOP I 3**

PREREQUISITE: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is also taught as AUT-150.

**MTT-148 INTRODUCTION TO MACHINE SHOP I LAB 3**

PREREQUISITE: None COREQUISITE: None

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is aligned with NIMS certification standards. This course is also taught as AUT-151.

**MTT-221 ADVANCED BLUEPRINT READING FOR MACHINISTS 3**

PREREQUISITE: None

This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints.

**MTT-286 CO-OP 1**

PREREQUISITE: As required by program.

These courses constitute a series wherein the student works on a part-time basis in a job directly related to machine tool technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing Robotics/Mechatronics

## Program Information

The Automotive/Advanced Manufacturing program with a concentration in Robotics/Mechatronics will prepare graduates for entry-level employment in industrial automation. Concepts covered in the curriculum concentration will include a Mechatronic approach to training; programmable logic controllers; digital fundamentals; interfacing microcomputers to electro-mechanical devices; flexible manufacturing cells; and networking the multiple disciplines into an Advanced Manufacturing process.

## Occupational Choices

Individuals who graduate with an associate's degree in robotics might be qualified for careers in industries where robotic devices are used, such as manufacturing, defense, electronics, construction and space industries. Individuals can also pursue positions as electronic engineering technicians; manufacturing technicians; robotics technicians and/or quality technicians

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

Robotics technicians had an average annual wage of $61,420 as of 2019. A skill in machine programming, maintenance and manufacturing is associated with high pay for this job.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Additional Requirements

- Student must be at least 16 years of age.
- Student must have an official copy of high school transcript or GED certificate and transcript from other colleges on file in the admissions office.
- Student must take the ACCUPLACER test.
- Student must be able to perform simple mathematical computations correctly.

## Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Robotics/Mechatronics

Certificate
Automotive/Advanced Manufacturing
Robotics/Mechatronics

Short Term Certificate
Automotive/Advanced Manufacturing
Robotics/Mechatronics
Industrial Automation Concentration

## Program Contact

Edward Abrasley
Program Coordinator/Instructor
334-420-4369
Location: Patterson Site - Bldg. M

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 68 | $10,812 | $1,920 | $600 | $300 |
| Certificate | 5 Terms | 57 | $9,063 | $1,920 | $600 | $300 |
| Short Term Certificate | 3 Terms | 26 | $4,134 | $1,000 | $600 | $200 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing
### Robotics/Mechatronics

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices OR ELT-206 OSHA Safety Standards | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-234 | Applied Industrial Robotics (FANUC) | 3 |
| ADM-250 | Intro to Flexible Manufacturing Cells | 4 |
| ELT-110 | Wiring Methods | 3 |
| ELT-117 | AC/DC Machines | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-121 | Concepts of Digital Electronics | 5 |
| ELT-209 | Motor Controls I | 3 |
| ELT-212 | Motor Controls II | 3 |
| ELT-231 | Programmable Controls I | 3 |
| ELT-232 | Adv Programmable Controllers | 3 |
| ELT-286 | Co-op | 1 |
| MTT-147 | Intro to Machine Shop I | 3 |

**Area V Credit Hours: 52**
**Total Credit Hours: 68**

# Certificate
## Automotive/Advanced Manufacturing
### Robotics/Mechatronics

**General Education Requirements (9 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications | 3 |
| ADM-111 | Manufacturing Safety Practices OR ELT-2016 OSHA Safety Standards | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-234 | Applied Industrial Robotics (FANUC) | 3 |
| ADM-250 | Intro to Flexible Manufacturing Cells | 4 |
| ELT-110 | Wiring Methods | 3 |
| ELT-117 | AC/DC Machines | 3 |
| ELT-119 | Concepts of Solid State Electronics | 5 |
| ELT-121 | Concepts of Digital Electronics | 5 |
| ELT-209 | Motor Controls I | 3 |
| ELT-212 | Motor Controls II | 3 |
| ELT-231 | Programmable Controls I | 3 |
| MTT-147 | Intro to Machine Shop I | 3 |

**Area V Credit Hours: 48**
**Total Credit Hours: 57**

# Short Term Certificate
## Automotive/Advanced Manufacturing
### Robotics/Mechatronics

**General Education Requirements (3 hours)**

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-103 | Intro to Technical Mathematics | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-234 | Applied Industrial Robotics (FANUC) | 3 |
| ADM-250 | Intro to Flexible Manufacturing Cells | 4 |
| ELT-209 | Motor Controls I | 3 |
| ELT-231 | Programmable Controls I | 3 |
| ELT-232 | Adv Programmable Controllers | 3 |

**Area V Credit Hours: 23**
**Total Credit Hours: 26**

# Short Term Certificate
## Automotive/Advanced Manufacturing
### Robotics/Mechatronics
### Industrial Automation Concentration

**General Education Requirements (3 hours)**

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-103 | Intro to Technical Mathematics | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| ADM-120 | DC Fundamentals | 3 |
| ADM-121 | AC Fundamentals | 3 |
| ADM-200 | Industrial Robotics Safety | 3 |
| ADM-234 | Applied Industrial Robotics (FANUC) | 3 |
| ADM-250 | Intro to Flexible Manufacturing Cells | 4 |
| MTT-147 | Intro to Machine Shop I | 3 |

**Area V Credit Hours: 23**
**Total Credit Hours: 26**

# Course Descriptions
# Automotive/Advanced Manufacturing
# Robotics/Mechatronics

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-111 MANUFACTURING SAFETY PRACTICES** **3**
PREREQUISITE: None
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

**ADM-120 DC FUNDAMENTALS** **3**
PREREQUISITE: None
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, power, inducers and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE

**ADM-121 AC FUNDAMENTALS** **3**
PREREQUISITE: AUT-110
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands-on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals, such as RLC circuits, impedance, phase relationships and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing and maintaining industrial AC systems. This is a CORE course.

**ADM-200 INDUSTRIAL ROBOTICS SAFETY** **3**
PREREQUISITE: None
This course covers safety aspects associated with industrial robots and the procedures to follow when working around them. The topics are approached from maintenance/repair and engineering perspectives. Students have the opportunity to learn common types of accidents associated with robot work and the sources of these accidents. North American and European safety standards including new ANSI/RIA safety standards for Industrial Robots (15.06), risk assessment methodologies, risk reduction methods and the application of various safety products are also covered.

**ADM-234 APPLIED INDUSTRIAL ROBOTICS (FANUC)** **3**
PREREQUISITE: None
This course covers the basic techniques used to write, execute, test, and modify a basic robotic program for an application-specific operation. Topics covered are related safety, robotic systems, computer terminal programming, teach pendant programming, and input/output interfacing. Upon completion, a student should be able to write, test, and evaluate a robotic program.

**ADM-250 INTRODUCTION TO FLEXIBLE MANUFACTURING CELLS** **4**
PREREQUISITE: None
This course covers techniques involved when grouping related machines for the purpose of completing a series of manufacturing processes in a flexible manufacturing cell. The student will be involved with the computerized integration of programmable control systems such as robotics, machine tools, and other peripheral equipment to emulate real-world manufacturing concepts employed in flexible manufacturing cells.

**ELT-110 WIRING METHODS** **3**
PREREQUISITE: None
This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. This is a CORE course.

**ELT-117 AC/DC MACHINES** **3**
PREREQUISITE: ELT-108 and ELT-109
This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a CORE course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ELT-119 CONCEPTS OF SOLID STATE ELECTRONICS 5**
PREREQUISITE: ELT-112
This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.

**ELT-121 CONCEPTS OF DIGITAL ELECTRONICS 5**
PREREQUISITE: ELT-112
This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits.

**ELT-206 OSHA SAFETY STANDARDS 3**
PREREQUISITE: None
This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

**ELT-209 MOTOR CONTROLS I 3**
PREREQUISITE: ELT-108 and ELT-109
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This is a CORE course.

**ELT-212 MOTOR CONTROLS II 3**
PREREQUISITE: ELT-108, ELT-109, ELT-209, ELT-117, and MTH-103
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT-231 INTRODUCTION TO PROGRAMMABLE CONTROLLERS 3**
PREREQUISITE: ELT-108 and ELT-109
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ELT-232 ADVANCED PROGRAMMABLE CONTROLLERS 3**
PREREQUISITE: ELT-108 and ELT-109
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ELT-286 CO-OP 1**
PREREQUISITE: As required by program.
These courses constitute a series wherein the student works on a part-time basis in a job directly related to electrical technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**MTT-147 INTRODUCTION TO MACHINE SHOP I 3**
PREREQUISITE: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is also taught as AUT-150.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Automotive/Advanced Manufacturing Welding

## Program Information

Welding is the technology of using various methods to join, cut, scrape, or finish metal by applying intense heat and/or pressure to melt the edges of metal so they fuse permanently.

The Welding program at Trenholm State Community College is designed to give technical knowledge and experience in six different welding and cutting processes. The student will attain hands-on experience in pipe welding, brazing, manual and machine cutting, blueprint reading, and welding processes used by industry in the fabrication of steel components. Through practical application, a student is taken through a series of welds and processes, using different joints and weld structures duplicated as closely as possible to an actual on-the-job situation.

## Occupational Choices

Employment of welders, cutters, solderers, and brazers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth reflects the need for welders in manufacturing because of the importance and versatility of welding as a manufacturing process. The basic skills of welding are similar across industries, so welders can easily shift from one industry to another, depending on where they are needed most. For example, welders who are laid off in the automotive manufacturing industry may be able to find work in the oil and gas industry. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings. Also, the construction of new power generation facilities and, specifically, pipelines transporting natural gas and oil may result in new jobs.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

The median annual wage for welders, cutters, solderers, and brazers was $41,380 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $28,560, and the highest 10 percent earned more than $63,740.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Additional Requirements

1. Must be at least 16 years of age;
2. Must demonstrate adequate hand-eye coordination;
3. Must be oriented to reality and not be mentally impaired by mind altering substances.

## Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Welding

Certificate
Automotive/Advanced Manufacturing
Welding

Short Term Certificate
Automotive/Advanced Manufacturing
Welding
Construction SMAW Plate Welding
Manufacturing Welding
Pipe Welding

## Program Contact

Chris Burdick
Program Coordinator/Instructor
334-420-4379
Location: Patterson Site - Bldg. H

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 62 | $9,858 | $400 | $250 | $0 |
| Certificate | 4 Terms | 47 | $7,473 | $400 | $250 | $0 |
| Short Term Certificates | 1 Term | 13 | $2,067 | $150 | $230 | $0 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive/Advanced Manufacturing Welding

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-103, SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-100 | Industrial Safety | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| WDT-109 | SMAW Fillet/PAC/CAC | 3 |
| WDT-110 | Industrial Blueprint Reading | 3 |
| WDT-119 | Gas Metal Arc/Flux Cored Arc Wldg | 3 |
| WDT-228 | Gas Tungsten Arc Welding | 3 |

**Welding Electives: (Choose 27 credit hours)**

| | | |
|---|---|---|
| WDT-120 | SMAW Groove Theory | 3 |
| WDT-122 | SMAW Fillet/OFC Lab | 3 |
| WDT-123 | SMAW Fillet/PAC/CAC Lab | 3 |
| WDT-124 | Gas Metal Arc/Flux Cored Arc Wldg Lab | 3 |
| WDT-125 | SMAW Groove Lab | 3 |
| WDT-155 | GTAW Carbon Pipe Lab | 3 |
| WDT-156 | GTAW Stainless Pipe Lab | 3 |
| WDT-157 | Consumable Welding Processes | 3 |
| WDT-158 | Consumable Welding Processes Lab | 3 |
| WDT-167 | FCAW Lab | 3 |
| WDT-219 | Welding Inspection & Testing Theory | 3 |
| WDT-221 | Pipefitting and Fabrication | 3 |
| WDT-257 | SMAW Carbon Pipe Lab | 3 |
| WDT-268 | GTAW Lab | 3 |
| WDT-286 | Co-op | 1 |
| Elective: | | |
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 46**
**Total Credit Hours: 62**

# Certificate
## Automotive/Advanced Manufacturing Welding

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-103, SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

* These courses are required for students without a high school diploma or GED.

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-100 | Industrial Safety | 3 |
| ADM-111 | Manufacturing Safety Practices | 3 |
| WDT-109 | SMAW Fillet/PAC/CAC | 3 |
| WDT-110 | Industrial Blueprint Reading | 3 |
| WDT-119 | Gas Metal Arc/Flux Cored Arc Wldg | 3 |
| WDT-228 | Gas Tungsten Arc Welding | 3 |
| WDT-286 | Co-op | 1 |

**Welding Electives: (Choose 21 credit hours)**

| | | |
|---|---|---|
| WDT-120 | SMAW Groove Theory | 3 |
| WDT-122 | SMAW Fillet/OFC Lab | 3 |
| WDT-123 | SMAW Fillet/PAC/CAC Lab | 3 |
| WDT-124 | Gas Metal Arc/Flux Cored Arc Wldg Lab | 3 |
| WDT-125 | SMAW Groove Lab | 3 |
| WDT-155 | GTAW Carbon Pipe Lab | 3 |
| WDT-156 | GTAW Stainless Pipe Lab | 3 |
| WDT-157 | Consumable Welding Processes | 3 |
| WDT-158 | Consumable Welding Processes Lab | 3 |
| WDT-167 | FCAW Lab | 3 |
| WDT-219 | Welding Inspection & Testing Theory | 3 |
| WDT-221 | Pipefitting and Fabrication | 3 |
| WDT-257 | SMAW Carbon Pipe Lab | 3 |
| WDT-268 | GTAW Lab | 3 |

Elective:

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 41**
**Total Credit Hours: 47**

## Short Term Certificate
## Automotive/Advanced Manufacturing Welding
### Construction SMAW Plate Welding Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ADM-100 | Industrial Safety | 3 |
| WDT-109 | SMAW Fillet/PAC/CAC | 3 |
| WDT-122 | SMAW Fillet/OFC Lab | 3 |
| WDT-123 | SMAW Fillet/PAC/CAC Lab | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
## Automotive/Advanced Manufacturing Welding
### Manufacturing Welding Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| WDT-110 | Industrial Blueprint Reading | 3 |
| WDT-119 | Gas Metal Arc/Flux Cored Arc Welding | 3 |
| WDT-124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3 |
| WDT-167 | FCAW Lab | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
## Automotive/Advanced Manufacturing Welding
### Pipe Welding Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| WDT-155 | GTAW Carbon Pipe Lab | 3 |
| WDT-156 | GTAW Stainless Pipe Lab | 3 |
| WDT-158 | Consumable Welding Processes Lab | 3 |
| WDT-257 | SMAW Carbon Pipe Lab | 3 |

**Total Credit Hours: 13**

# Course Descriptions
# Automotive/Advanced Manufacturing
# Welding

| Course # | Course Title | Credit Hours |
|---|---|---|

**ADM-100 INDUSTRIAL SAFETY** **3**
PREREQUISITE: None
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempts to eliminate industrial accidents.

**ADM-111 MANUFACTURING SAFETY PRACTICES** **3**
PREREQUISITE: None
This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.

**WDT-109 SMAW FILLET/PAC/CAC** **3**
PREREQUISITE: None
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a CORE course.

**WDT-110 INDUSTRIAL BLUEPRINT READING** **3**
PREREQUISITE: None
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course

**WDT-119 GAS METAL ARC/FLUX CORED ARC WELDING** **3**
PREREQUISITE: None
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a CORE course.

**WDT-120 SMAW GROOVE THEORY** **3**
PREREQUISITE: None
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

**WDT-122 SMAW FILLET/OFC LAB** **3**
PREREQUISITE: None
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT-123 SMAW FILLET/PAC/CAC LAB** **3**
PREREQUISITE: None
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

| Course # | Course Title | Credit Hours |
|---|---|---|

**WDT-124 GAS METAL ARC/FLUX CORED ARC WELDING LAB 3**
PREREQUISITE: None
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT-125 SMAW GROOVE LAB 3**
PREREQUISITE: None
This course provides instruction and demonstration in the shielded metal arc welding process on carbon steel plate with various size F-3 and F-4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F-3 and F-4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT-155 GTAW CARBON PIPE LAB 3**
PREREQUISITE: None
This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT-156 GTAW STAINLESS PIPE LAB 3**
PREREQUISITE: None
This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT-157 CONSUMABLE WELDING PROCESSES 3**
PREREQUISITE: None
This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.

**WDT-158 CONSUMABLE WELDING PROCESSES LAB 3**
PREREQUISITE: None
This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards. This course supports CIP Code 48.0508

**WDT-167 FLUX CORE ARC WELDING LAB 3**
PREREQUISITE: None
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

**WDT-219 WELDING INSPECTION AND TESTING THEORY 3**
PREREQUISITE: None
This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

**WDT-221 PIPEFITTING AND FABRICATION 3**
PREREQUISITE: None
This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

| Course # | Course Title | Credit Hours |
|---|---|---|

**WDT-228 GAS TUNGSTEN ARC WELDING** **3**
PREREQUISITE: None
This course provides a student with the knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT-257 SMAW CARBON PIPE LAB** **3**
PREREQUISITE: None
This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.

**WDT-268 GTAW LAB** **3**
PREREQUISITE: None
This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT-286 CO-OP** **1**
PREREQUISITE: As required by program
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

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# Automotive Collision Repair

## Program Information

The Automotive Collision Repair program is designed to educate and train persons to become qualified to repair damaged vehicles. Students enrolled in this program are provided with theory and hands-on experiences pertaining to personal safety rules and procedures, structural metal straightening, non-structural metal repair, paint and refinishing, welding, plastic repairs and vehicle estimating.

## Occupational Choices

Overall employment of automotive body and glass repairers is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Job opportunities are projected to be good for automotive body and glass repairers. The need to replace experienced automotive body and glass repairers who change occupations, retire, or stop working for other reasons will also provide many job opportunities. The best opportunities in automotive body repair will be available to those with industry certification and training in automotive body repair and refinishing, and in collision repair.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

The median annual wage for automotive body and related repairers was $42,730 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $34,170, and the highest 10 percent earned more than $70,670.

Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, May 2018

## Awards Available

Certificate
Automotive Collision Repair

Short Term Certificate
Automotive Collision Repair
Refinishing Concentration

Short Term Certificate
Automotive Collision Repair
Structural Repair Concentration

## Program Contact

Jon Beckham
Program Coordinator/Instructor
334-420-4333

Location: Patterson Site - Bldg. N

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Certificate | 5 Terms | 53 | $8,427 | $750 | $1200 | $300 |
| Short Term Certificate | 2 Terms | 28 | $4,452 | $255 | $700 | $300 |
| Short Term Certificate | 2 Terms | 25 | $3,975 | $255 | $700 | $300 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Certificate
## Automotive Collision Repair

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-100 | Vocational Technical English I | 3 |
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-103, SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPC-103 | Oral Communication Skills | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed.

**Mathematics:**

| | | |
|---|---|---|
| MAH-101 | Introductory Mathematics I | 3 |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ABR-111 | Non-Structural Repair | 3 |
| ABR-114 | Non-Structural Panel Replacement | 3 |
| ABR-122 | Surface Preparation | 3 |
| ABR-123 | Paint Applications and Equipment | 3 |
| ABR-151 | Safety and Environmental Practices | 3 |
| ABR-154 | Auto Glass and Trim | 3 |
| ABR-156 | Auto Cutting and Welding | 3 |
| ABR-157 | Automotive Plastic Repairs | 3 |
| ABR-213 | Structural Analysis | 3 |
| ABR-214 | Structural Repair | 3 |
| ABR-223 # | Automotive Mechanical Components | 3 |
| ABR-255 + | Steering and Suspension | 3 |
| ABR-258 * | Heating and AC in Collision Repair | 3 |
| ABR-261 | Restraint Systems | 3 |
| ABR-265 | Paint Defects and Final Details | 3 |
| ABR-291 | Auto Body Repair Co-op | 1 |

**Area V Credit Hours: 47 Total Credit Hours: 53**

**ABR Suitable Substitute Courses:**

| | | |
|---|---|---|
| # ASE-121 | Braking System | 3 |
| | OR ASE-130 Drive Train & Axels | |
| * ASE-133 | Motor Vehicle Air Conditioning | 3 |
| + ASE-122 | Steering & Suspension | 3 |

**ABR Electives: (ABR Suitable Substitute Courses)**

| | | |
|---|---|---|
| ABR-224 | Automotive Electrical Components | 3 |
| | or ASE162 Electrical/Electronics System | |
| ABR-266 | Aluminum Welding in Collision Repair | 3 |
| ABR-292 | Auto Body Repair Co-op | 2 |
| ABR-293 | Auto Body Repair Co-op | 3 |
| CIS-146 | Microcomputer Applications | 3 |
| CIS-149 | Introduction to Computers | 3 |

## Short Term Certificate
### Automotive Collision Repair
### Refinishing Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ABR-111 | Non-Structural Repair | 3 |
| ABR-114 | Non-Structural Panel Replacement | 3 |
| ABR-122 | Surface Preparation | 3 |
| ABR-123 | Paint Applications and Equipment | 3 |
| ABR-151 | Safety and Environmental Practices | 3 |
| ABR-154 | Auto Glass and Trim | 3 |
| ABR-156 | Auto Cutting and Welding | 3 |
| ABR-265 | Paint Defects and Final Details | 3 |
| ABR | Elective | 3 |

**ABR Electives: (Take one 3 hour course)**

| | | |
|---|---|---|
| ABR-157 | Automotive Plastic Repairs | 3 |
| ABR-266 | Aluminum Wldg in Collision Repair | 3 |
| ABR-293 | Auto Body Repair Co-op | 3 |

**Total Credit Hours: 28**

## Short Term Certificate
### Automotive Collision Repair
### Structural Repair Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ABR-111 | Non-Structural Repair | 3 |
| ABR-114 | Non-Structural Panel Replacement | 3 |
| ABR-154 | Auto Glass and Trim | 3 |
| ABR-156 | Auto Cutting and Welding | 3 |
| ABR-213 | Structural Analysis | 3 |
| ABR-214 | Structural Repair | 3 |
| ABR-255 | Steering and Suspension | 3 |
| ABR 261 | Restraint Systems | 3 |

**Total Credit Hours: 25**

# Course Descriptions
# Automotive Collision Repair

| Course # | Course Title | Credit Hours |
|---|---|---|

**ABR-111 NON-STRUCTURAL REPAIR 3**
Prerequisite: None
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials. Upon completion, students should be able to perform basic sheet metal repairs. This is a CORE course.

**ABR-114 NON-STRUCTURAL PANEL REPLACEMENT 3**
Prerequisite: None
Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods. This is a CORE course.

**ABR-122 SURFACE PREPARATION 3**
Prerequisite: None
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. This is a CORE course.

**ABR-123 PAINT APPLICATION AND EQUIPMENT 3**
Prerequisite: None
This course introduces students to methods of paint application and equipment for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat. This is a CORE course.

**ABR-151 SAFETY AND ENVIRONMENTAL PRACTICES 3**
Prerequisite: None
This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course.

**ABR-154 AUTO GLASS AND TRIM 3**
Prerequisite: None
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and non-structural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass. This is a CORE course.

**ABR-156 AUTOMOTIVE CUTTING AND WELDING 3**
Prerequisite: None
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. This is a CORE course.

**ABR-157 AUTOMOTIVE PLASTIC REPAIRS 3**
Prerequisite: None
This course provided instruction in automotive plastic repairs. Topics include plastic welding (airless, hot and chemical), use of flexible repair fillers, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

**ABR-213 AUTOMOTIVE STRUCTURAL ANALYSIS 3**
Prerequisite: None
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. This is a CORE course.

**ABR-214 AUTOMOTIVE STRUCTURAL REPAIR 3**
Prerequisite: None
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. This is a CORE course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ABR-223 AUTOMOTIVE MECHANICAL COMPONENTS 3**
Prerequisite: None
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs. ASE/AUM 130 Drive Train and Axels and ASE/AUM 121 Braking Systems are suitable substitutes for this course. This is a CORE course.

**ABR-224 AUTOMOTIVE ELECTRICAL COMPONENTS 3**
Prerequisite: None
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules and impact sensors. ASE/AUM 110 Electrical and Electronic System is a suitable substitute for this course. This is a CORE course.

**ABR-255 STEERING AND SUSPENSION 3**
Prerequisite: None
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. ASE/AUM 122 Steering and Suspension is a suitable substitute for this course. This is a CORE course.

**ABR-258 HEATING AND AC IN COLLISION REPAIR 3**
Prerequisite: None
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service. ASE/AUM 133 Motor Vehicle Air Conditioning is a suitable substitute for this course. This is a CORE course.

**ABR-261 RESTRAINT SYSTEMS 3**
Prerequisite: None
Both the function and design of various restraints and passive restraints systems, including seat belts, seat belt tensioners, and airbags, will be discussed. Topics include airbag modules and impact sensors for both front and side airbag systems. Students learn about using service manuals, flow charts, and wiring diagrams during the diagnosis and repair process. This is a CORE course.

**ABR-265 PAINT DEFECTS AND FINAL REPAIR 3**
Prerequisite: None
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. This is a CORE course.

**ABR-266 ALUMINUM WELDING IN COLLISION REPAIR 3**
Prerequisite: Permission of the Instructor
This course covers the principles and techniques of aluminum GMA (MIG) welding. Students learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

**ABR-291 AUTO BODY REPAIR CO-OP 1**
Prerequisite: Permission of Instructor
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment.

**ABR-292 AUTO BODY REPAIR CO-OP 2**
Prerequisite: Permission of Instructor
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment.

**ABR-293 AUTO BODY REPAIR CO-OP 3**
Prerequisite: Permission of Instructor
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment.

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# Automotive Service

## Program Information

Automotive Service consists of testing, diagnosing, repairing, and maintaining the mechanical, hydraulic, and electrical systems of the modern automobile.

The Automotive Service program at Trenholm State Community College is designed to teach a student the basic principles of all eight areas of the National Automotive Technicians Education Foundation certifications (engine repair, automatic transmissions/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/ electronic systems, heating and air conditioning, and engine performance) as required by industry today.

## Occupational Choices

Employment of automotive service technicians and mechanics is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations.

The number of vehicles in use is expected to continue to rise. More entry-level service technicians will be needed to perform basic maintenance and repair, such as replacing brake pads and changing oil, on these vehicles. New technologies, however, such as electric vehicles, may limit future demand for automotive service technicians and mechanics because these vehicles will be more reliable and thus require less frequent maintenance and repair.

The graduates of the Automotive Service Technology Program have technical skills and knowledge that prepares them to enter varied fields. They can go into parts distribution, retail parts sales, tractor mechanics, truck repair, automotive manufacturing plants and the related suppliers.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Average Full-Time Wage

The median annual wage for automotive service technicians and mechanics was $40,710 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $23,420, and the highest 10 percent earned more than $66,950.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, May 2018

## Awards Available

Associate of Applied Science
Automotive Service

Certificate
Automotive Service

Short Term Certificate
Automotive Service
Brakes/Steering/Suspension Concentration
Engine Performance Concentration
Transmission Concentration
Electrical/Electronic Concentration
Engines Concentration
Air Conditioning and Heating Concentration

## Program Contact

Reuben Buice
Program Coordinator/Instructor
334-420-4362
Location: Patterson Site - Bldg. G

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 68 | $10,812 | $350 | $750 | $0 |
| Certificate | 5 Terms | 52 | $8,268 | $350 | $750 | $0 |
| Short Term Certificate | 2 Terms | 13 | $2,067 | $350 | $750 | $0 |
| Short Term Certificate | 2 Terms | 10 | $1,590 | $350 | $750 | $0 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Automotive Service

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-112 | Electrical Fundamentals | 3 |
| ASE-121 | Braking Systems | 3 |
| ASE-122 | Steering and Suspension | 3 |
| ASE-124 | Automotive Engines | 3 |
| ASE-130 | Drive Train and Axles | 3 |
| ASE-133 | Motor Vehicle Air Conditioning | 3 |
| ASE-162 | Electrical and Electronic Systems | 3 |
| ASE-212 | Adv Electrical & Electronic Systems | 3 |
| ASE-220 | Advanced Automotive Engines | 3 |
| ASE-224 | Manual Transmission and Transaxle | 3 |
| ASE-230 | Automatic Transmission & Transaxle | 3 |
| ASE-239 | Engine Performance | 3 |
| ASE-244 | Engine Performance and Diagnostics | 3 |
| ASE-246 | Automotive Emissions | 3 |
| ASE-251 | Dealership Work Experience | 3 |
| ASE-261 | Dealership Work Experience | 3 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 52**
**Total Credit Hours: 68**

# Certificate
## Automotive Service

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-112 | Electrical Fundamentals | 3 |
| ASE-121 | Braking Systems | 3 |
| ASE-122 | Steering and Suspension | 3 |
| ASE-124 | Automotive Engines | 3 |
| ASE-130 | Drive Train and Axles | 3 |
| ASE-133 | Motor Vehicle Air Conditioning | 3 |
| ASE-162 | Electrical and Electronic Systems | 3 |
| ASE-212 | Adv Electrical & Electronic Systems | 3 |
| ASE-220 | Advanced Automotive Engines | 3 |
| ASE-224 | Manual Transmission and Transaxle | 3 |
| ASE-230 | Automatic Transmission & Transaxle | 3 |
| ASE-239 | Engine Performance | 3 |
| ASE-244 | Engine Performance and Diagnostics | 3 |
| ASE-246 | Automotive Emissions | 3 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 46**
**Total Credit Hours: 52**

## Short Term Certificate
### Automotive Service
### Brakes/Steering/Suspension

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-121 | Braking Systems | 3 |
| ASE-122 | Steering and Suspension | 3 |

**Total Credit Hours: 10**

## Short Term Certificate
### Automotive Service
### Electrical/Electronic

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-112 | Electrical Fundamentals | 3 |
| ASE-162 | Electrical and Electronic Systems | 3 |
| ASE-212 | Adv Electrical & Electronic Systems | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Automotive Service
### Engine Performance

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-239 | Engine Performance | 3 |
| ASE-244 | Engine Performance and Diagnostics | 3 |
| ASE-246 | Automotive Emissions | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Automotive Service
### Engines

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-124 | Automotive Engines | 3 |
| ASE-220 | Advanced Automotive Engines | 3 |

**Total Credit Hours: 10**

## Short Term Certificate
### Automotive Service
### Transmission

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-130 | Drive Train and Axles | 3 |
| ASE-224 | Manual Transmission and Transaxle | 3 |
| ASE-230 | Automatic Transmission & Transaxle | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Automotive Service
### Air Conditioning & Heating

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ASE-101 | Fundamentals of Automotive Tech | 3 |
| ASE-133 | Motor Vehicle Air Conditioning | 3 |
| ASE-212 | Adv Electrical & Electronic Systems | 3 |

**Total Credit Hours: 10**

# Course Descriptions
## Automotive Service

| Course # | Course Title | Credit Hours |
|---|---|---|

**ASE-101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY 3**
PREREQUISITE: None.
This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.

**ASE-112 ELECTRICAL FUNDAMENTALS 3**
PREREQUISITE: None
This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. This is a CORE course.

**ASE-121 BRAKING SYSTEMS 3**
PREREQUISITE: None
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. This is a CORE course. ABR-223 – Automotive Mechanical Components is a suitable substitute for this course.

**ASE-122 STEERING AND SUSPENSION 3**
PREREQUISITE: None.
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a CORE course. ABR-255 – Steering and Suspension is a suitable substitute for this course.

**ASE-124 AUTOMOTIVE ENGINES 3**
PREREQUISITE: None.
This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a CORE course and supports CIP Codes 47.0604 and 15.0803.

**ASE-130 DRIVE TRAIN AND AXLES 3**
PREREQUISITE: None.
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This is a CORE course. ABR-223 – Automotive Mechanical Components is a suitable substitute for this course.

**ASE-133 MOTOR VEHICLE AIR CONDITIONING 3**
PREREQUISITE: None.
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. ABR-258 – Heating and AC in Collision Repair is a suitable substitute for this course.

**ASE-162 ELECTRICAL AND ELECTRONIC SYSTEMS 3**
PREREQUISITE: ASE-112 or instructor approval
This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

**ASE-212 ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS 3**
PREREQUISITE: ASE-162 or instructor permission
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

**ASE-220 ADVANCED AUTOMOTIVE ENGINES 3**
PREREQUISITE: None
This course provides in-depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. This course supports CIP Codes 47.0604 and 15.0803.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ASE-224 MANUAL TRANSMISSION/TRANSAXLE 3**
PREREQUISITE: None
This course covers basic instruction in manual transmission and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This course supports CIP Codes 15.0803 and 47.0604.

**ASE-230 AUTOMATIC TRANSMISSION/TRANSAXLE 3**
PREREQUISITE: None
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.

**ASE-239 ENGINE PERFORMANCE 3**
PREREQUISITE: None
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course and supports CIP Code 15.0803 and 47.0604.

**ASE-244 ENGINE PERFORMANCE AND DIAGNOSTICS 3**
PREREQUISITE: None
This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.

**ASE-246 AUTOMOTIVE EMISSIONS 3**
PREREQUISITE: None
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. This course supports CIP code 15.0803 and 47.0604.

**ASE-251 DEALERSHIP WORK EXPERIENCE 3**
PREREQUISITE: None
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 15 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the students in dealership work performance is completed by the dealership supervisor.

**ASE-261 DEALERSHIP WORK EXPERIENCE 3**
PREREQUISITE: None
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as15 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the students in dealership work performance is completed by the dealership supervisor.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Diesel Mechanics

## Program Information

The Diesel Mechanics Program at Trenholm State Community College is designed to teach a student the basic principles required in the repair and maintenance of components in the trucking, equipment, and farm related industries. The student will gain hands-on experience repairing, troubleshooting, and rebuilding various components in these areas.

## Occupational Choices

Employment of diesel service technicians and mechanics is projected to grow 9 percent from 2016 to 2026, about as fast as the average for all occupations.

As more freight is shipped across the country, additional diesel-powered trucks will be needed to carry freight wherever trains and pipelines are not available or economical. In addition, diesel cars and light trucks are becoming more popular, and more diesel technicians will be needed to maintain and repair these vehicles.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Average Full-Time Wage

The median annual wage for diesel service technicians and mechanics was $47,350 in 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $31,200, and the highest 10 percent earned more than $72,180.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Awards Available

Certificate
Diesel Mechanics

Short Term Certificate
Diesel Mechanics
Drive Train Concentration
Electrical/Electronics Concentration
Engine Rebuild Concentration

## Program Contact

James Shedd
Program Coordinator/Instructor
334-420-4365
Location: Patterson Site - Bldg. L

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Certificate | 3 Terms | 44 | $6,996 | $176 | $600 | $0 |
| Short Term Certificate | 1 Term | 13 | $2,067 | $176 | $600 | $0 |

Estimated cost of books (CDX Online Annual Subscription) for total program will be $176.

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Certificate
## Diesel Mechanics

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-100 | Vocational Technical English I * | 3 |
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-103, SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-103 | Oral Communication Skills | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MAH-101 | Introductory Mathematics I * | 3 |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

* These courses are required for students without a high school diploma or GED.

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| DEM-119 | Bearings and Lubricants | 3 |
| DEM 122 | Heavy Vehicle Brakes | 3 |
| DEM-123 | Pneumatics and Hydraulics | 3 |
| DEM-125 | Heavy Vehicle Drive Trains | 3 |
| DEM-128 | Power Train Lab | 3 |
| DEM-129 | Diesel Engine Lab | 3 |
| DEM-130 | Electrical / Electronic Fundamentals | 3 |
| DEM-145 | Electrical Schematics and Symbols | 3 |
| DEM-146 | Engine Fundamentals | 3 |
| DEM-147 | Fuel and Ignition Systems | 3 |
| DEM-181 | Special Topics in Electrical | 3 |
| DEM-191 | Special Projects | 3 |
| DEM-262 | Co-op | 1 |

| | | |
|---|---|---|
| **Electives:** | | |
| CIS-103 | Introductory Computer Skills | 3 |
| CIS-146 | Microcomputer Applications | 3 |
| CIS-149 | Introduction to Computers | 3 |

**Area V Credit Hours: 38**
**Total Credit Hours: 44**

## Short Term Certificate
### Diesel Mechanics
### Drive Train Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| DEM-122 | Heavy Vehicle Brakes | 3 |
| DEM-123 | Pneumatics and Hydraulics | 3 |
| DEM-125 | Heavy Vehicle Drive Trains | 3 |
| DEM-128 | Power Train Lab | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Diesel Mechanics
### Engine Rebuild Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| DEM-119 | Bearings and Lubricants | 3 |
| DEM-129 | Diesel Engine Lab | 3 |
| DEM-146 | Engine Fundamentals | 3 |
| DEM-147 | Fuel and Ignition Systems | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Diesel Mechanics
### Electrical/Electronics Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| DEM-130 | Electrical / Electronic Fundamentals | 3 |
| DEM-145 | Electrical Schematics and Symbols | 3 |
| DEM-181 | Special Topics in Electrical | 3 |
| DEM-191 | Special Projects in Diesel Mechanics | 3 |

**Total Credit Hours: 13**

# Course Descriptions
# Diesel Mechanics

| Course # | Course Title | Credit Hours |
|---|---|---|

**DEM-119 BEARINGS AND LUBRICANTS** **3**
PREREQUISITE: None
This course focuses on roller, ball and shell bearing design and application. Topics include vehicle and industrial bearings and lubrication requirements. Upon course completion, students should diagnose related problems and service and replace bearings.

**DEM-122 HEAVY VEHICLE BRAKES** **3**
COREQUISITE: DEM-125
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include hydraulic and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. This is a CORE course.

**DEM-123 PNEUMATICS AND HYDRAULICS** **3**
PREREQUISITE: None
This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics circuits and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic system components.

**DEM-125 HEAVY VEHICLE DRIVE TRAINS** **3**
PREREQUISITE: None
This course introduces the operating principles of mechanical medium and heavy duty vehicle transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. This is a CORE course.

**DEM-128 HEAVY VEHICLE DRIVE TRAIN LAB** **3**
COREQUISITE: DEM-125
PREREQUISITE: None
This lab provides reinforcement of material covered in DEM 125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, students should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.

**DEM-129 DIESEL ENGINE LAB** **3**
PREREQUISITE: None
This lab allows the student to refine the skills required to repair diesel engines.

**DEM-130 ELECTRICAL / ELECTRONIC FUNDAMENTALS** **3**
PREREQUISITE: None
This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature. This is a CORE course.

**DEM-145 ELECTRICAL SCHEMATICS AND SYMBOLS** **3**
PREREQUISITE: None
This course introduces the student to electrical symbols and schematics. It prepares the student to utilize wiring diagrams and schematics to troubleshoot electrical problems. Upon completion students should be able to understand electrical circuits by reading wiring diagrams.

**DEM-146 ENGINE FUNDAMENTALS** **3**
PREREQUISITE: None
This course introduces students to procedures and components of spark ignition engines.

**DEM-147 FUEL AND IGNITION SYSTEMS 3**
PREREQUISITE: None
This course introduces the student to the operating principles and concepts related to fuel and ignition systems.

**DEM-181 SPECIAL TOPICS IN ELECTRICAL 3**
PREREQUISITE: None
This course provides specialized instruction in various areas related to the electrical systems of the diesel mechanics industry. Emphasis is placed on meeting students' needs.

**DEM-191 SPECIAL PROJECTS IN DIESEL MECHANICS 3**
PREREQUISITE: None
This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.

**DEM-262 CO-OP 1**
PREREQUISITE: None
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Air Conditioning & Refrigeration

## Program Information

Air conditioning and refrigeration systems are an intricate part of the success of almost every business. Air conditioning systems are responsible for controlling the temperature, humidity, and the total air quality in residential, commercial, and industrial buildings. Refrigeration systems make it possible to store and transport food, medicine, and other perishable items. This is a skilled occupation that requires qualified technicians to install, maintain, and repair such systems.

The Air Conditioning and Refrigeration program at Trenholm State Community College is designed to teach a student the basic principles involved in the installation, maintenance, and repair of heating, air conditioning, and refrigeration systems. Through the various courses, a student will gain technical knowledge and practical hands-on experience in servicing, troubleshooting, and maintaining these systems.

## Average Full-Time Wage

The average full-time annual wage for an air conditioning and refrigeration technician is $47,610. These technicians enjoy a variety of employer-sponsored benefits such as health insurance and pension plans. Some employers may also pay for work-related training and provide uniforms, company vans, and tools.
Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, May 2018

## Occupational Choices

Commercial and residential building construction is expected to drive employment growth. The growing number of sophisticated climate-control systems is also expected to increase demand for qualified HVACR technicians.

Repair and replacement of HVACR systems is a large part of what technicians do. The growing emphasis on energy efficiency and pollution reduction is likely to increase the demand for HVACR technicians as climate-control systems are retrofitted, upgraded, or replaced entirely. Job opportunities for HVACR technicians are expected to be good. Candidates familiar with tablet computers and electronics, as well as those who have developed troubleshooting skills, will have the best job prospects.

As the population and economy grow and new residential, commercial, and industrial structures are built, more technicians will be needed to install and maintain climate control systems. Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations.
Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey

## Awards Available

Associate in Applied Science Degree
Air Conditioning & Refrigeration

Associate in Applied Science Degree
A/C & Refrigeration Technology
Refrigeration Concentration

Certificate
A/C & Refrigeration Technology

Short Term Certificate
A/C & Refrigeration Technology
HVAC Technician I
HVAC Technician II
HVAC Technician III
HVAC Technician IV
HVAC Refrigeration Technician

## Program Contact

Jaime Junco
Program Coordinator/Instructor
334-420-4276
Location: Patterson Site - Bldg. E

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree 1 | 6 Terms | 69 | $10,971 | $500 | $970 | $300 |
| Associate Degree 2 | 6 Terms | 60 | $9,540 | $500 | $970 | $300 |
| Certificate | 4 Terms | 47 | $7,473 | $500 | $970 | $300 |
| Short Term Certificate | 1 Terms | 13 | $2,067 | $500 | $970 | $300 |
| Short Term Certificate | 2 Terms | 16 | $2,544 | $500 | $970 | $300 |
| Short Term Certificate | 2 Terms | 14 | $2,226 | $500 | $970 | $300 |
| Short Term Certificate | 2 Terms | 10 | $1,590 | $500 | $970 | $300 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## A/C & Refrigeration

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-111 | Principles of Refrigeration | 3 |
| ACR-112 | HVACR Service Procedures | 3 |
| ACR-113 | Refrigeration Piping Practices | 3 |
| ACR-121 | Principles of Electricity for HVACR | 3 |
| ACR-122 | HVACR Electrical Circuits | 3 |
| ACR-123 | HVACR Electrical Components | 3 |
| ACR-125 | Fund of Gas & Electrical Htg Sys | 6 |
| ACR-128 | Heat Load Calculations | 3 |
| ACR-132 | Residential Air Conditioning | 3 |
| ACR-147 | Refrigerant Transition and Recovery | 3 |
| ACR-152 | Heat Pump Systems | 6 |
| ACR-193 | Co-op | 1 |
| ACR-205 * | System Sizing and Air Distribution | 3 |
| ACR-209 | Commercial A/C Systems | 3 |
| ACR-210 | Troubleshooting HVACR Systems | 3 |
| | Elective | 3 |

**Electives:**

| | | |
|---|---|---|
| ACR-127 | HVACR Elect Motors | 3 |
| ACR-135 | Mechanical/Gas Safety Codes | 3 |
| ACR-141 | Environmental Systems | 4 |
| CIS-146 | Microcomputer Applications | 3 |

* ACR-205 has a prerequisite requirement of ACR-128

**Area V Credit Hours: 53**
**Total Credit Hours: 69**

# Associate of Applied Science
## A/C & Refrigeration
### Refrigeration Concentration

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-111 | Principles of Refrigeration | 3 |
| ACR-112 | HVACR Service Procedures | 3 |
| ACR-113 | Refrigeration Piping Practices | 3 |
| ACR-121 | Principles of Electricity for HVACR | 3 |
| ACR-122 | HVACR Electrical Circuits | 3 |
| ACR-123 | HVACR Electrical Components | 3 |
| ACR-133 | Domestic Refrigeration | 3 |
| ACR-134 | Ice Machines | 3 |
| ACR-147 | Refrigerant Transition and Recovery | 3 |
| ACR-193 | Co-op | 1 |
| ACR-203 | Commercial Refrigeration | 3 |
| ACR-210 | Troubleshooting HVACR Systems | 3 |
| | Elective | 9 |

**Electives:**

| | | |
|---|---|---|
| ACR-127 | HVACR Elect Motors | 3 |
| ACR-135 | Mechanical/Gas Safety Codes | 3 |
| ACR-141 | Environmental Systems | 4 |
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 44**
**Total Credit Hours: 60**

# Certificate
## A/C & Refrigeration

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-111 | Principles of Refrigeration | 3 |
| ACR-112 | HVACR Service Procedures | 3 |
| ACR-113 | Refrigeration Piping Practices | 3 |
| ACR-121 | Principles of Electricity for HVACR | 3 |
| ACR-122 | HVACR Electrical Circuits | 3 |
| ACR-123 | HVACR Electrical Components | 3 |
| ACR-125 | Fund of Gas & Electrical Htg Sys | 6 |
| ACR-132 | Residential Air Conditioning | 3 |
| ACR-133 | Domestic Refrigeration | 3 |
| ACR-234 | Ice Machines | 3 |
| ACR-147 | Refrigerant Transition and Recovery | 3 |
| ACR-193 | Co-op | 1 |
| | Elective | 3 |

Electives:

| | | |
|---|---|---|
| ADM-111 | Manufacturing Safety Practices | 3 |
| ACR-127 | HVACR Electric Motors | 3 |
| ACR-135 | Mechanical/Gas Safety Codes | 3 |
| ACR-141 | Envionrmental Systems | 4 |
| CIS-146 | Microcomputer Applications | 3 |

**Area V Credit Hours: 41**
**Total Credit Hours: 47**

## Short Term Certificate
### A/C & Refrigeration
### HVAC Technician I Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-111 | Principles of Refrigeration | 3 |
| ACR-121 | Principles of Electricity for HVACR | 3 |
| ACR-128 | Heat Load Calculations | 3 |
| ACR-147 | Refrigerant Transition and Recovery | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### A/C & Refrigeration
### HVAC Technician II Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-112 | HVACR Service Procedures | 3 |
| ACR-113 | Refrigeration Piping Practices | 3 |
| ACR-122 | HVACR Electrical Circuits | 3 |
| ACR-123 | HVACR Electrical Components | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Total Credit Hours: 16**

## Short Term Certificate
### A/C & Refrigeration
### HVAC Technician III Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-132 | Residential Air Conditioning | 3 |
| ACR-205 * | System Sizing and Air Distribution | 3 |
| ACR-209 | Commercial A/C Systems | 3 |
| ACR-210 | Troubleshooting HVACR Systems | 3 |
| ENG-101 | English Composition I | 3 |

* ACR-205 has a prerequisite requirement of ACR-128

**Total Credit Hours: 16**

## Short Term Certificate
### A/C & Refrigeration
### HVAC Technician IV Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-125 | Fund of Gas & Electrical Htg Sys | 6 |
| ACR-152 | Heat Pump Systems | 6 |
| ACR-193 | Co-op | 1 |

**Total Credit Hours: 14**

## Short Term Certificate
### A/C & Refrigeration
### Refrigeration Technician Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| ACR-133 | Domestic Refrigeration | 3 |
| ACR-234 | Ice Machines | 3 |
| ACR-203 | Commercial Refrigeration | 3 |

**Total Credit Hours: 10**

# Course Descriptions
# A/C & Refrigeration

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACR-111 PRINCIPLES OF REFRIGERATION** **3**
PREREQUISITE: None
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

**ACR-112 HVACR SERVICE PROCEDURES** **3**
PREREQUISITE: None
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**ACR-113 REFRIGERATION PIPING PRACTICES** **3**
PREREQUISITE: None
The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.

**ACR-121 PRINCIPLES OF ELECTRICITY FOR HVACR** **3**
PREREQUISITE: None
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

**ACR-122 HVACR ELECTRICAL CIRCUITS** **3**
PREREQUISITE: None
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, the student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a CORE course.

**ACR-123 HVACR ELECTRICAL COMPONENTS** **3**
PREREQUISITE: None
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a CORE course.

**ACR-125 FUND OF GAS & ELECRICAL HEATING SYSTEMS** **6**
PREREQUISITE: None
This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas and electrical heating systems in a wide range of applications. This is a CORE course.

**ACR-127 HVACR ELECTRIC MOTORS** **3**
PREREQUISITE: None
This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion student should be able to install and service HVAC/R electric motors.

**ACR-128 HEAT LOAD CALCULATIONS** **3**
PREREQUISITE: None
This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACR-132 RESIDENTIAL AIR CONDITIONING** **3**
PREREQUISITE: None
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.

**ACR-133 DOMESTIC REFRIGERATION** **3**
PREREQUISITE: None
This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.

**ACR-134 ICE MACHINES** **3**
PREREQUISITE: None
This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

**ACR-135 MECHANICAL/GAS SAFETY CODES** **3**
PREREQUISITE: None
This course is to enhance the student's knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

**ACR-141 ENVIRONMENTAL SYSTEMS** **4**
PREREQUISITE: None
This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally-safe practices.

**ACR-147 REFRIGERATION TRANSITION AND RECOVERY** **3**
PREREQUISITE: None
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.

**ACR-152 HEAT PUMP SYSTEMS** **6**
PREREQUISITE: None
This course provides instruction on the operation and servicing of heat pump systems. Emphasis is placed on theory and application of refrigerants for heat pump systems and on basic service of components. Students should possess a strong foundation of electrical principles and theory. Upon completion students will be able to install and service heat pumps.

**ACR-193 CO-OP** **1**
PREREQUISITE: None
These courses constitute a series wherein the student works on a part-time basis in a job directly related to Air Conditioning/Refrigeration. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**ACR-203 COMMERCIAL REFRIGERATION** **3**
PREREQUISITE: None
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

**ACR-205 SYSTEM SIZING AND AIR DISTRIBUTION** **3**
PREREQUISITE: None
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

| Course # | Course Title | Credit Hours |
|---|---|---|

**ACR-209 COMMERCIAL AIR CONDITIONING SYSTEMS 3**
PREREQUISITE: None
This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

**ACR-210 TROUBLESHOOTING HVACR SYSTEMS 3**
PREREQUISITE: None.
This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Cosmetology

**This program is being discontinued. No new students will be accepted. Current students should see advisor to make appropriate plans for program completion.**

## Program Information

Cosmetology is the study or art of cosmetics and its use. However, in the last 35 years, the word cosmetology has come to be accepted as the study and art of improving a person's appearance. This includes hair, nails, and make-up. Cosmetologists today must know not only how to improve their client's appearance, but also about the chemicals being used that affect the skin, hair and health of the client.

The doors of opportunity are more open today in this career than at any time in history. A cosmetologist, as in any other profession of artistry, is limited only by imagination and education. Cosmetologists' shampoo, cut, style, relax, permanently wave, and color hair. Additionally, cosmetologists are trained and educated to give manicures and pedicures, as well as scalp and facial treatments.

Work ethics are an integral part of the cosmetology program at Trenholm State Community College. Courses such as Business of Cosmetology and Career and Personal Development are essential for the student to own and manage a business as well as work with the public. The goal of the Trenholm State Cosmetology program is to educate students with the knowledge needed to obtain an Alabama State Board of Cosmetology and Barbering license and to maintain and build a great means of providing for themselves and their families.

The Alabama State Board of Cosmetology and Barbering requires a written and practical examination to obtain a license to provide cosmetology services to the public in Alabama. To be eligible to apply for this license, the student must successfully complete 1,200 credit unit hours or 1,500 actual clock hours at an accredited cosmetology school. *If a student begins, but does not complete the Cosmetology program, earned hours or grades are only valid or transferrable for up to one year from the date of the last term hours were earned. If the student returns to complete the program, and they have not been enrolled for more than twelve months from the term of the last earned hours, the student must start the program from the beginning.

Note: This is a clock hour program subject to the U. S. Department of Education revised regulations regarding Pell grant disbursement, effective July 1, 2011.

*Additional information regarding Cosmetology Instructor Training: Applicants for the CIT program must submit a departmental application and complete both an oral and a practical interview and score satisfactorily on these items before being admitted to the program. You must also have a minimum of four years' salon experience as a licensed Cosmetologist in an ABOCB registered salon. *The CIT program is an independent study program.

## Occupational Choices

Licensed cosmetologists in the state of Alabama are qualified to work in hair salons, nail salons, skin care facilities, day spas, and full service salons both private and public. The number of hours required to obtain the Alabama Cosmetology license, is the same number required for several other states within the United States.

*Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18.*

## Average Full-Time Wage

The earning capacity of a cosmetologist is open-ended. One may hold varied skills or may specialize in one of two fields. In 2018, the average full-time annual wage for a cosmetologist was $24,830. However, there are many whose earnings can and do exceed this base of earnings many times over.

*Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018.*

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Certificate | 5 Terms | 55 | $8,635 | $1,115 | $860 | $485 |
| Short Term Certificate | 2-3 Terms | 16 | $2,512 | $530 | $860 | $485 |
| Short Term Certificate | 2-3 Terms | 25 | $3,925 | $518 | $860 | $485 |
| Short Term Certificate | 2-3 Terms | 22 | $3,454 | $244 | $860 | $485 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

## Additional Requirements

A student shall be at least 16 years of age and shall have an education equivalent to the completion of 10 grades in school.

## Awards Available

Certificate
Cosmetology

Short Term Certificate
Cosmetology
Hairshaping Applications Concentration
Spa & Cosmetic Applications Concentration
Chemical Applications Concentration

Short Term Certificate
Cosmetology
Instructor Training
(Not Pell Grant Eligible)

## Program Contact

Tamara Ward
Program Coordinator/Instructor
334-420-4354
Location: Service Occupations Building
6240 Brewbaker Blvd

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Certificate
## Cosmetology

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-100 | Vocational Technical English I | 3 |
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-103, SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosphy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPC-103 | Oral Communication Skills | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MAH-101 | Introductory Mathematics I | 3 |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-103 | Intro to Computer Skills II<br>or CIS-149 Microcomputer Applctns | 3 |
| COS-111 | Introduction to Cosmetology | 3 |
| COS-112 | Introduction to Cosmetology Lab | 3 |
| COS-113 | Theory of Chemical Services | 3 |
| COS-114 | Chemical Services Lab | 3 |
| COS-115 | Hair Coloring Theory | 3 |
| COS-116 | Hair Coloring Lab | 3 |
| COS-117 | Basic Spa Techniques | 3 |
| COS-118 | Basic Spa Techniques Lab | 3 |
| COS-119 | Business of Cosmetology | 3 |
| COS-125 | Career and Personal Development | 3 |
| COS-142 | Applied Chemistry for Cosmo Lab | 3 |
| COS-144 | Hair Shaping and Design | 3 |
| COS-150 | Manicuring | 3 |
| COS-167 | State Board Review | 3 |
| COS-190 | Internship<br>OR COS-191 Co-op | 3 |

**Area V Credit Hours: 49**
**Total Credit Hours: 55**

## Short Term Certificate
### Cosmetology
### Hairshaping Applications Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-103 | Intro to Computer Skills II<br>or CIS-149 Microcomputer Applctns | 3 |
| COS-111 | Introduction to Cosmetology | 3 |
| COS-112 | Introduction Cosmetology Lab | 3 |
| COS-142 | Applied Chemistry for Cosmo Lab | 3 |
| COS-144 | Hair Shaping and Design | 3 |

**Total Credit Hours: 16**

## Short Term Certificate
### Cosmetology
### Chemical Applications Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-103 | Intro to Computer Skills II<br>or CIS-149 Microcomputer Applctns | 3 |
| COS-113 | Theory of Chemical Services | 3 |
| COS-114 | Chemical Services Lab | 3 |
| COS-115 | Hair Coloring Theory | 3 |
| COS-116 | Hair Coloring Lab | 3 |
| COS-119 | Business of Cosmetology | 3 |
| COS-167 | State Board Review | 3 |
| COS-190 | Internship<br>OR COS-191 Co-op | 3 |

**Total Credit Hours: 25**

## Short Term Certificate
### Cosmetology
### Spa & Cosmetic Applications Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-103 | Intro to Computer Skills II<br>or CIS-149 Microcomputer Applctns | 3 |
| COS-117 | Basic Spa Techniques | 3 |
| COS-118 | Basic Spa Techniques Lab | 3 |
| COS-125 | Career and Personal Development | 3 |
| COS-150 | Manicuring | 3 |

**Total Credit Hours: 16**

## Short Term Certificate
### Cosmetology
### Instructor Training *

**(This award is not Pell Grant Eligible)**

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-103 | Intro to Computer Skills II<br>or CIS-149 Microcomputer Applctns | 3 |
| CIT-211 | Teaching & Curriculum Development | 3 |
| CIT-212 | Teacher Mentorship | 3 |
| CIT-213 | Lesson Plan Development | 3 |
| CIT-221 | Lesson Plan Implementation | 3 |
| CIT-222 | Instructional Materials & Methods | 3 |
| CIT-223 | Instrctnl Materials/Methods Apps | 3 |

**Total Credit Hours: 22**

* The CIT Program is an independent study program. Applicants for the CIT program must submit a departmental application and complete both an oral and a practical interview and score satisfactorily on these items before being admitted to the program. You must also have a minimum of four years' salon experience as a licensed Cosmetologist in an ABOCB registered salon.

# Course Descriptions
# Cosmetology

| Course # | Course Title | Credit Hours |
|---|---|---|

**COS-111 INTRODUCTION TO COSMETOLOGY 3**
PREREQUISITE: None. (COREQUISITE: COS-112 or permission of instructor.)
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a CORE course.

**COS-112 INTRODUCTION TO COSMETOLOGY LAB 3**
PREREQUISITE: None. (COREQUISITE: COS-111 or permission of instructor.)
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS-111. This is a CORE course.

**COS-113 THEORY OF CHEMICAL SERVICES 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-114 or permission of instructor.)
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a CORE course.

**COS-114 CHEMICAL SERVICES LAB 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-113 or permission of instructor.)
During this course students perform various chemical texturing activities. Emphasis is place on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a CORE course.

**COS-115 HAIR COLORING THEORY 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-116 or permission of instructor.)
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all classifications of hair coloring and the effects of the hair. This is a CORE course.

**COS-116 HAIR COLORING LAB 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-115 or permission of instructor.)
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening. This is a CORE course.

**COS-117 BASIC SPA TECHNIQUES 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-118 or permission of instructor.)
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. This is a CORE course.

**COS-118 BASIC SPA TECHNIQUES LAB 3**
PREREQUISITE: COS-111, COS-112 (COREQUISITE: COS-117 or permission of instructor.)
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student will be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. This is a CORE course.

**COS-119 BUSINESS OF COSMETOLOGY 3**
PREREQUISITE: NONE
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leadership and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job seeking and management skills and the technology that is available for use in the salon.

| Course # | Course Title | Credit Hours |
|---|---|---|

**COS-125 CAREER AND PERSONAL DEVELOPMENT 3**
PREREQUISITE: None.
This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

**COS-142 APPLIED CHEMISTRY FOR COSMETOLOGY LAB 3**
PREREQUISITE: As required by college.
This course provides practical applications of the knowledge and skin learned in reference to chemical reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, ph scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service.

**COS-144 HAIR SHAPING AND DESIGN 3**
PREREQUISITE: COS-111, COS-112
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**COS-150 MANICURING 3**
PREREQUISITE: None.
This course focuses on the theory and practice of nail care. Topics include sanitation, nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails and acrylic overlays.

**COS-167 STATE BOARD REVIEW 3**
PREREQUISITE: Permission of Instructor
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment. Course may be repeated.

**COS-190 INTERNSHIP IN COSMETOLOGY 3**
PREREQUISITE: As required by college.
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

**COS-191 CO-OP 3**
PREREQUISITE: As required by college.
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

***CIT-211 TEACHING AND CURRICULUM DEVELOPMENT 3**
PREREQUISITE: Licensed cosmetologist (with 4 years' experience in ABOCB registered salon).
This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. This is a CORE course for CIT.

***CIT-212 TEACHER MENTORSHIP 3**
PREREQUISITE: Licensed cosmetologist (4 years' experience in ABOCB registered salon).
(COREQUISITE: CIT-211 or permission of instructor.)
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. This is a CORE course for CIT.

***CIT-213 COSMETOLOGY INSTRUCTOR CO-OP 3**
PREREQUISITE: Licensed cosmetologist (4 years' experience in ABOCB registered salon).
(COREQUISITE: CIT-211, CIT-212 or permission of instructor.)
The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

| Course # | Course Title | Credit Hours |
|---|---|---|

***CIT-221 LESSON PLAN IMPLEMENTATION** **3**
PREREQUISITE: Licensed cosmetologist (4 years' experience in ABOCB registered salon).
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method. This is a CORE course for CIT.

***CIT-222 AUDIO VISUAL MATERIALS AND METHODS** **3**
PREREQUISITE: Licensed cosmetologist (4 years' experience in ABOCB registered salon).
(COREQUISITE: CIT-223 or permission of instructor.)
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use. This is a CORE course for CIT.

***CIT-223 AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS** **3**
PREREQUISITE: Licensed cosmetologist (4 years' experience in ABOCB registered salon).
(COREQUISITE: CIT-222 or permission of instructor.)
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan. .

*ALL CIT courses are taught as independent study courses. Since the program is a combination of theory/practical preparation, the CIT student is required to attend classes daily. Therefore, the CIT student is to use the time actually spent in the department from Monday thru Thursday: 1) for observation of instruction, 2) to work on assignments, and 3) to prepare for tests.

Trenholm State COMMUNITY COLLEGE
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# Culinary Arts/ Hospitality Management

## Program Information

Trenholm State Community College's Culinary Arts program is one of the finest culinary arts programs in the State of Alabama. Established in 1980, the program is nationally accredited by the American Culinary Federation Foundation Accrediting Commission. Students enrolling in the program have the option of obtaining an Associate of Applied Science in Culinary Arts or with an emphasis in Hospitality Management.

Our program has drawn students from several countries and states. Student opportunities include career training, job advancement, entrepreneurial skills, and personal development. The Culinary Arts/Hospitality Management program is diverse and available to meet a variety of needs.

Upon completion, students will be prepared to enter the workforce in positions such as restaurants, health care institutions, commercial foodservice operations, hotel and lodging operations, and entrepreneurial ventures.
One of our many honors was being named one of twenty-two programs recognized nationwide and internationally by the ACFFAC as an Exemplary Program.

## Occupational Choices

The Culinary Arts/Hospitality Management Program prepares graduates for virtually unlimited career opportunities that include executive chef, culinary instructors/administrators, food and restaurant critic, food and beverage director, equipment chef, banquet manager/chef, sous chef, research chef, and food sales person. Culinary Arts/Food Service is one of the fastest growing industries in the United States. The U.S. Bureau of Labor Statistics reports Employment of food preparation and serving related occupations is projected to grow 7 percent from 2014 to 2024, about as fast as the average for all occupations, from about 12.5 million jobs to about 13.3 million jobs. Population growth will increase demand for food preparation and serving related occupations as more people are expected to dine out in the future.

*Sources: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

Employment of chefs and head cooks are projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. The median annual wage for chefs and head cooks was $48,460 in May 2018. In May 2018, the median annual wages for chefs and head cooks in the top industries in which they worked were:

| | |
|---|---|
| Traveler accommodation | $56,750 |
| Amusement, gambling, & recreation industries | $53,720 |
| Special food services | $52,810 |
| Restaurants and other eating places | $45,070 |

*Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey*

## Awards Available

Associate of Applied Science
Culinary Arts

Associate of Applied Science
Culinary Arts
Hospitality Management Concentration

## Program Contact

Brittany Foster
Program Coordinator
334-420-4436
Location: Downtown (Renasant Bank Bldg.)
8 Commerce Street

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degrees | 6 Terms | 67 | $10,653 | $1000 | $500 | $200 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Culinary Arts

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| | | |
| CUA-101 | Orient to the Hospitality Profession | 3 |
| CUA-102 | Catering | 3 |
| CUA-110 | Basic Food Preparation | 3 |
| CUA-111 | Foundations in Nutrition | 3 |
| CUA-112 | Sanitation, Safety and Food Service | 2 |
| CUA-115 | Advanced Food Preparation | 3 |
| CUA-120 | Basic Food Preparation Lab | 2 |
| CUA-173 | Culinary Art Apprenticeship | 3 |
| CUA-201 | Meat Preparation and Processing | 3 |
| CUA-204 | Foundations of Baking | 3 |
| CUA-206 | Advanced Garde Manger | 2 |
| CUA-208 | Advanced Baking | 3 |
| CUA-210 | Beverage Management | 2 |
| CUA-213 | Food Purchasing and Cost Control | 3 |
| CUA-251 | Menu Design | 3 |
| CUA-262 | Restaurant Mgmt and Supervision | 3 |
| CUA-281 | Apprenticeship: Qualifying Dinner | 3 |
| HSM-112 | Law and the Hospitality Industry | 3 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |
| ENG-102 | English Composition II | 3 |

**Area V Credit Hours: 51**
**Total Credit Hours: 67**

# Associate of Applied Science
## Culinary Arts
### Hospitality Management
### Concentration

**General Education Requirements (16 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosohy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| | | |
| CUA-101 | Orient to the Hospitality Profession | 3 |
| CUA-102 | Catering | 3 |
| CUA-110 | Basic Food Preparation | 3 |
| CUA-111 | Foundations in Nutrition | 3 |
| CUA-112 | Sanitation, Safety and Food Service | 2 |
| CUA-115 | Advanced Food Preparation | 3 |
| CUA-120 | Basic Food Preparation Lab | 2 |
| CUA-201 | Meat Preparation and Processing | 3 |
| CUA-204 | Foundations of Baking | 3 |
| CUA-206 | Advanced Garde Manager | 2 |
| CUA-208 | Advanced Baking | 3 |
| CUA-210 | Beverage Management | 2 |
| CUA-251 | Menu Design | 3 |
| HSM-112 | Law and the Hospitality Industry | 3 |
| HSM-123 | Hospitality Field Experience I | 3 |
| HSM-181 | Special Topics in Hospitality Mgmt | 3 |
| HSM-250 | Hospitality Marketing | 3 |
| HSM-281 | Special Topics in Hospitality Mgmt | 3 |

Electives:

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |
| ENG-102 | English Composition II | 3 |

**Area V Credit Hours: 51**
**Total Credit Hours: 67**

# Course Descriptions
# Culinary Arts / Hospitality Management

| Course # | Course Title | Credit Hours |
|---|---|---|

**CUA-101 ORIENTATION TO THE HOSPITALITY PROFESSION 3**
PREREQUISITE: None
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.

**CUA-102 CATERING 3**
PREREQUISITE: None
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

**CUA-110 BASIC FOOD PREPARATION 3**
PREREQUISITE: None COREQUISITE: CUA-120
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry. This is a CORE course.

**CUA-111 FOUNDATIONS IN NUTRITION 3**
PREREQUISITE: None
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. This is a CORE course.

**CUA-112 SANITATION, SAFETY AND FOOD SERVICE 2**
PREREQUISITE: None
This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary art classes. This is a CORE course.

**CUA-115 ADVANCED FOOD PREPARATION 3**
PREREQUISITE: CUA-110, CUA-112, CUA-120, CUA-201
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.

**CUA-120 BASIC FOOD PREPARATION LAB 2**
PREREQUISITE: None COREQUISITE: CUA-110
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. This is a CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.

**CUA-173 CULINARY ARTS APRENTICESHIP 3**
PREREQUISITE: CUA-110, CUA-112, CUA-120
This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.

| Course # | Course Title | Credit Hours |
|---|---|---|

**CUA-201 MEAT PREPARATION AND PROCESSING** **3**
PREREQUISITE: CUA-110, CUA-112, CUA-120
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

**CUA-204 FOUNDATIONS OF BAKING** **3**
PREREQUISITE: None
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

**CUA-206 ADVANCED GARDE MANGER** **2**
PREREQUISITE: CUA-110, CUA-112, CUA-120, CUA-201
This course is a continuation of skill development in the art of Garde Manger. Major topics to be covered include preparation of gourmet foods, application of cold food fabrications and display, sausage making, ice carving and carving decorative substances to produce buffets. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

**CUA-208 ADVANCED BAKING** **3**
PREREQUISITE: CUA-110, CUA-112, CUA-120, CUA-204
This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

**CUA-210 BEVERAGE MANAGEMENT** **2**
PREREQUISITE: None
This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages complement various cuisines and particular tastes.

**CUA-213 FOOD PURCHASING AND COST CONTROL** **3**
PREREQUISITE: None
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. This is a CORE course.

**CUA-251 MENU DESIGN** **3**
PREREQUISITE: None
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

**CUA-262 RESTAURANT MANAGEMENT AND SUPERVISION** **3**
PREREQUISITE: None
This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.

**CUA-281 APPRENTICESHIP/QUALIFYING DINNER** **3**
PREREQUISITE: CUA-110, CUA-112, CUA-120, CUA-115, CUA-201, CUA-204
In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

**HSM-112 LAW AND HOSPITALITY INDUSTRY** **3**
PREREQUISITE: None
This course focuses on laws that apply to hotels, food-service establishments, and the travel industry. Topics include innkeepers' duties to guests, tenants, licensees and trespassers; concepts of liability and negligence; credit and collection practices; and miscellaneous statutes applicable to the hospitality industry.

| Course # | Course Title | Credit Hours |
|---|---|---|

**HSM-123 HOSPITALITY FIELD EXPERIENCE I** **3**

PREREQUISITE: None

The supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries.

**HSM-181 SPECIAL TOPICS** **3**

PREREQUISITE: None

These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs. Human Resources is a common topic in the course.

**HSM-250 HOSPITALITY MARKETING** **3**

PREREQUISITE: None

This course is designed to study the principles of marketing and promotion as they related to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.

**HSM-281 SPECIAL TOPICS** **3**

PREREQUISITE: None

These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs. Finance is a common topic in this course.

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Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Graphic Design

## Program Information

Graphic Design is a vital component of the communications people receive each day. Personal, professional, business, and industry transactions could not exist without visual images. Today, graphic design has become a "high-tech" field and the technical skills and knowledge base necessary to produce visually rich products has grown astronomically. Graphic designers create visual concepts, by hand and use computer software, to communicate ideas that inspire, inform, or captivate consumers. They help to make an organization recognizable by selecting color, images, or logo designs that represent a particular idea or identity to be used in advertising and promotions.

In the Graphic Design program at Trenholm State Community College, students receive instruction in graphic design, illustration, 3D design, print design, web design, photography, video and new media, graphic image generation, and various other areas of study to stay abreast of the rapidly advancing technology in the Graphic Design industry. With dedication and commitment to this program, a student will be able to achieve a degree of skill enabling him or her to graduate and obtain employment in the Graphic Design industry.

## Occupational Choices

Employment of graphic designers is projected to grow 4 percent from 2016 to 2026, slower than the average for all occupations. The work of graphic designers will continue to be important in marketing products throughout the economy.

The projected change in employment of graphic designers from 2016 to 2026 varies by industry. For example, employment of graphic designers in newspaper, periodical, book, and directory publishers is projected to decline 22 percent from 2016 to 2026. However, employment of graphic designers in computer systems design and related services is projected to grow 20 percent over the same period. Major employment areas are Graphic Designer, Web Designer, Desktop Publishers, Art Director, Illustrator, Photographer, Package Designer, Layout Artist, Computer Artist, Multimedia Artist and Animators.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Average Full-Time Wage

The median annual wage for graphic designers was $50,370 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $29,610, and the highest 10 percent earned more than $85,760.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey

## Awards Available

Associate of Applied Science
Graphic Design

Certificate
Graphic Design

Short Term Certificate
Graphic Design
Design Concentration
Visual Design Concentration
Layout Concentration

## Program Contact

Spencer Arington
Program Coordinator/Instructor
334-420-4223
Location: Patterson Site - Bldg. K

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 76 | $12,084 | $300 | $35 | $75 |
| Certificate | 4 Term | 37 | $5,883 | $300 | $35 | $75 |
| Short Term Certificate | 2 Terms | 13 | $2,067 | $300 | $35 | $75 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
## Graphic Design

**General Education Requirements (18 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| GRD-101 | Introduction to Graphics | 3 |
| GRD-112 | Layout and Design | 3 |
| GRD-114 | Illustration Graphics | 3 |
| GRD-116 | Photoshop | 3 |
| GRD-118 | Graphics Design Techniques | 3 |
| GRD-150 | Web Design | 3 |
| GRD-190 | Portfolio Preparation | 3 |
| GRD-212 | Publication Design | 3 |
| GRD-214 | Illustration Design Techniques | 3 |
| GRD-216 | Photoshop Techniques | 3 |
| GRD-290 | Portfolio Presentation | 3 |
| | Electives | 24 |

**Electives:**

| | | |
|---|---|---|
| GRD-121 | Digital Photography Foundation | 3 |
| GRD-137 | 3-D Fundamentals | 3 |
| GRD-143 | Digital Video Foundation | 3 |
| GRD-160 | Production Procedures | 3 |
| GRD-164 | Illustration Design | 3 |
| GRD-170 | Production Processes | 3 |
| GRD-171 | Digital Photography Techniques | 3 |
| GRD-175 | Web Graphics | 3 |
| GRD-183 | Digital Video Production | 3 |
| GRD-187 | 3-D Animation | 3 |
| GRD-219 | Photoshop Imaging | 3 |
| GRD-221 | Conceptual Digital Photography | 3 |
| GRD-225 | Publication Studio | 3 |
| GRD-230 | Basic Multimedia Presentation | 3 |
| GRD-235 | Advanced Multimedia Production | 3 |
| GRD-237 | 3-D Graphics and Animation | 3 |
| GRD-240 | Graphic Software Exploration | 3 |
| GRD-243 | Digital Video Effects | 3 |
| GRD-250 | Web Media | 3 |
| GRD-261 | Design Studio I | 3 |
| GRD-262 | Design Studio II | 3 |
| GRD-263 | Design Studio III | 3 |
| GRD-264 | Illustration Design Studio | 3 |
| GRD-265 | Package Design Studio | 3 |
| GRD-271 | Digital Photography Studio | 3 |
| GRD-275 | Web Design Studio | 3 |
| GRD-283 | Digital Video Studio | 3 |
| GRD-287 | 3-D Studio | 3 |
| GRD-292-294 | Practicum / Coop | 3 |
| GRD-295-298 | Graphic Trends | 3 |

**Area V Credit Hours: 58**
**Total Credit Hours: 76**

# Certificate
## Graphic Design

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)
**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| GRD-101 | Introduction to Graphics | 3 |
| GRD-112 | Layout and Design | 3 |
| GRD-114 | Illustration Graphics | 3 |
| GRD-116 | Photoshop | 3 |
| GRD-118 | Graphics Design Techniques | 3 |
| GRD-150 | Web Design | 3 |
| GRD-190 | Portfolio Preparation | 3 |
| GRD-212 | Publication Design | 3 |
| GRD-214 | Illustration Design Techniques | 3 |
| GRD-216 | Photoshop Techniques | 3 |

**Area V Credit Hours: 31**
**Total Credit Hours: 37**

## Short Term Certificate
### Graphic Design
### Design Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| GRD-101 | Introduction to Graphics | 3 |
| GRD-114 | Illustration Graphics | 3 |
| GRD-116 | Photoshop | 3 |
| | Elective | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Graphic Design
### Layout Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| GRD-112 | Layout and Design | 3 |
| GRD-118 | Graphics Design Techniques | 3 |
| GRD-214 | Illustration Design Techniques | 3 |
| GRD-216 | Photoshop Techniques | 3 |

**Total Credit Hours: 13**

## Short Term Certificate
### Graphic Design
### Visual Design Concentration

**Area V: Pre-Professional/College Requirements:** (Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| GRD-150 | Web Design | 3 |
| GRD-190 | Portfolio Preparation | 3 |
| GRD-212 | Publication Design | 3 |
| | Elective | 3 |

**Total Credit Hours: 13**

# Course Descriptions
# Graphic Design

| Course # | Course Title | Credit Hours |
|---|---|---|

**GRD-101 INTRODUCTION TO GRAPHICS** **3**
PREREQUISITE: None
This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers. This is a CORE course.

**GRD-112 LAYOUT AND DESIGN** **3**
PREREQUISITE: None
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production. This a CORE course.

**GRD-114 ILLUSTRATION GRAPHICS** **3**
PREREQUISITE: None
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production. This is a CORE course.

**GRD-116 PHOTOSHOP** **3**
PREREQUISITE: None
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. This is a CORE course.

**GRD-118 GRAPHIC DESIGN TECHNIQUES** **3**
PREREQUISITE: None
This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.

**GRD-121 DIGITAL PHOTOGRAPHY FOUNDATION** **3**
PREREQUISITE: None
This course introduces the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion a student will comprehend how to compose and shoot a picture using a digital camera.

**GRD-137 3-D FUNDAMENTALS** **3**
PREREQUISITE: None
This course introduces students to fundamental concepts, principles, and practices of 3D digital modeling and 3D modeling and rendering software. Students are given instruction in 3D modeling techniques including: production of geometric and organic surfaces and forms using NURBS (Non-uniform rational B-spline), polygon construction and sub-divisional surfaces.

**GRD-143 DIGITAL VIDEO FOUNDATION** **3**
PREREQUISITE: None
This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.

**GRD-150 WEB DESIGN** **3**
PREREQUISITE: None
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.

| Course # | Course Title | Credit Hours |
|---|---|---|

**GRD-160 PRODUCTION PROCEDURES** **3**
PREREQUISITE: None
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.

**GRD-164 ILLUSTRATION DESIGN** **3**
PREREQUISITE: None
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on expanding the student's ability to create illustrations to communicate concepts and ideas.

**GRD-170 PRODUCTION PROCESSES** **3**
PREREQUISITE: None
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.

**GRD-171 DIGITAL PHOTOGRAPHY** **3**
PREREQUISITE: None
This course focuses on picture composition, lighting, camera angles, depth of field and camera settings to create a visual impression. Emphasis is placed on the student's ability to shoot and present photographic work in various delivery platforms. Design concepts are reinforced in this course for use with all media types.

**GRD-175 WEB GRAPHICS** **3**
PREREQUISITE: None
This course focuses on creating original graphics for the web. Students will design images for backgrounds, text, graphic formats, navigation, and animation. Students will learn to use appropriate colors, file formats, and compression methods in designing web graphics and layouts.

**GRD-183 DIGITAL VIDEO** **3**
PREREQUISITE: None
This course focuses on production planning, camera techniques, lighting, audio, and advanced non-linear editing. Students will work independently or in small groups to develop, capture, edit, and deliver digital video projects while also learning compression and delivery standards.

**GRD-187 3-D ANIMATION** **3**
PREREQUISITE: None
This course focuses on a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

**GRD-190 PORTFOLIO PREPARATION** **3**
PREREQUISITE: None
This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of course work. Upon completion, students should be able to prepare and produce a portfolio for presentation.

**GRD-212 PUBLICATION DESIGN** **3**
PREREQUISITE: None
This course further prepares students for publication layout and design principles incorporating creative software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Emphasis is placed on using elements of multiple design software applications to produce professional publications.

**GRD-214 ILLUSTRATION DESIGN TECHNIQUES** **3**
PREREQUISITE: None
This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicates an idea or concept.

| Course # | Course Title | Credit Hours |
|---|---|---|

**GRD-216 PHOTOSHOP TECHNIQUES** **3**
PREREQUISITE: None
This course further enhances the student's experience with digital imaging software. Emphasis is placed on the development of intermediate level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

**GRD-219 PHOTOSHOP IMAGING** **3**
PREREQUISITE: None
This course draws from the student's previous experiences to enhance their use of digital imaging software. Emphasis is placed on the development of advanced level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

**GRD-221 CONCEPTUAL DIGITAL PHOTOGRAPHY** **3**
PREREQUISITE: None
This course allows the student to create powerful images through different utilizations of light, perspective, and composition. Advanced camera functions, software and final image output are explored. Emphasis is placed on improving the students' photographic skills by encouraging discovery of personal style.

**GRD-225 PUBLICATION STUDIO** **3**
PREREQUISITE: None
This course allows the student to draw from his/her creative talent and previous course work to design and prepare complex publications for printing. Emphasis is placed on the student's ability to use creative problem solving techniques to manage a
project from concept to completion.

**GRD-230 BASIC MULTIMEDIA PRESENTATION** **3**
PREREQUISITE: None
This course covers basic desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

**GRD-235 ADVANCED MULTIMEDIA PRODUCTION** **3**
PREREQUISITE: None
This course covers advanced desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

**GRD-237 3-D GRAPHICS AND ANIMATION** **3**
PREREQUISITE: None
Building on previously learned skills this course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

**GRD-240 GRAPHIC SOFTWARE EXPLORATION** **3**
PREREQUISITE: None
This course allows students to explore various graphic software applications that are not offered in a traditional classroom setting. Emphasis is placed on typography, 3-D graphics, and photo imaging. Upon completion, students should be able to apply the knowledge learned to enhance existing skills.

**GRD-243 DIGITAL VIDEO EFFECTS** **3**
PREREQUISITE: None
This course focuses on the creation of 2D visual effects in digital video productions. Emphasis is placed on keyframe, chroma key screen, composition, and proper rendering techniques. Students will conceptualize and create an original scene for a movie, TV, or video game.

**GRD-250 WEB MEDIA** **3**
PREREQUISITE: None
This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.

| Course # | Course Title | Credit Hours |
|---|---|---|

**GRD-261 DESIGN STUDIO I** **3**
PREREQUISITE: None
This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

**GRD-262 DESIGN STUDIO II** **3**
PREREQUISITE: None
This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

**GRD-263 DESIGN STUDIO III** **3**
PREREQUISITE: None
This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

**GRD-264 ILLUSTRATION DESIGN STUDIO** **3**
PREREQUISITE: None
This course is designed to allow the student to draw on their previous illustrative work to communicate. Classes are designed around a series of problems and illustration experiences for which there are no pre-established solutions. Emphasis is placed on the student's illustrative ability to create a visual image that communicates an idea or concept.

**GRD-265 PACKAGE DESIGN STUDIO** **3**
PREREQUISITE: None
This course is designed to allow the student to draw on their previous course work to produce a prototype package design. Classes are designed to allow students to explore the form and function of 3-D packaging. Emphasis is placed on designing and constructing containers and/or displays for various products.

**GRD-271 DIGITAL PHOTOGRAPHY STUDIO** **3**
PREREQUISITE: None
This course allows the student to develop photographic skills in professional, editorial and studio photography. The use of advanced digital photography techniques and processes will be expected, including studio photography with portrait figure, still life, and architectural form, as well as black-and-white, and color formats.

**GRD-275 WEB DESIGN STUDIO** **3**
PREREQUISITE: None
This course allows the student to design and produce a project suitable for use on the web. Emphasis is placed on creating an original concept in which the successful design and implementation of a web site is achieved. It must serve as an effective communication tool using current technologies and user interaction. Students will design and implement effective web sites that can be included in their portfolios.

**GRD-283 DIGITAL VIDEO STUDIO** **3**
PREREQUISITE: None
This course allows the student to design and produce a project suitable for use in a movie, TV, or video game. Emphasis is placed on creating an original concept, storyboarding, production, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

**GRD-287 3-D STUDIO** **3**
PREREQUISITE: None
This course allows the student to design and produce a project suitable for digital animation, 3D design, or game development. Emphasis is placed on creating an original concept, storyboarding, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

| Course # | Course Title | Credit Hours |
|---|---|---|

**GRD-290 PORTFOLIO PRESENTATION** **3**
PREREQUISITE: None
This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the second year of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation.

**GRD-292 PRACTICUM / COOP** **3**
PREREQUISITE: None
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.

**GRD-293 PRACTICUM / COOP** **3**
PREREQUISITE: None
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.

**GRD-294 PRACTICUM / COOP** **3**
PREREQUISITE: None
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.

**GRD-295 GRAPHIC TRENDS** **3**
PREREQUISITE: None
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

**GRD-296 GRAPHIC TRENDS** **3**
PREREQUISITE: None
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

**GRD-297 GRAPHIC TRENDS** **3**
PREREQUISITE: None
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

**GRD-298 GRAPHIC TRENDS** **3**
PREREQUISITE: None
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Dental Assisting

## Program Information

The Dental Assisting program is designed to prepare the student for a career in the dental assisting field of dentistry. A person trained in this field provides chairside assistance to the dentist, performs work in a dental laboratory, and performs certain functions in the dental office such as making appointments, billing patients and keeping records.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association and is approved by the Board of Dental Examiners of Alabama. The Certifying Board of the American Dental Association gives special recognition to those who have achieved a high degree of competence and ability in the dental assisting field. Trenholm State Community College is also accredited by the Southern Association of College and all credits are transferrable to a four year college institutions.

## Occupational Choices

Employment of dental assistants is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. Ongoing research linking oral health and general health will continue to increase the demand for preventive dental services. Dentists will continue to hire dental assistants to complete routine tasks, allowing the dentist to work more efficiently. As dental practices grow, more dental assistants will be needed.

As the large baby-boom population ages, and as people keep more of their original teeth than did previous generations, the need to maintain and treat teeth will continue to increase the need for dental care.

*Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Dental Assistants, https://www.bls.gov/ooh/healthcare/dental-assistants.htm.*

## Average Full-Time Wage

The median annual wage for dental assistants was $38,700 in May 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $27,980, and the highest 10 percent earned more than $56,930.

*Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Dental Assistants, https://www.bls.gov/ooh/healthcare/dental-assistants.htm.*

## Additional Requirements

Dental Assisting courses begin in the fall and must be taken in sequence with each course in a given term being a co-requisite. Students beginning the spring or summer term will be enrolled in general education courses until fall semester begins.

Requirements for the program include, but are not limited to: (1) Physical and dental exams by the end of the 2nd week in October and (2) Program uniforms by the end of the 2nd week in October.

## Awards Available

Associate of Applied Science
Dental Assisting

Certificate
Dental Assisting

## Program Contact

Kimberly White
Program Coordinator/Instructor
334-420-4427
Location: Trenholm Campus - Bldg. J

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 64 | $10,176 | $1,250 | $500 | $20 |
| Certificate | 3 Terms | 49 | $ 7,791 | $ 800 | $500 | $20 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

# Associate of Applied Science
# Dental Assisting

**General Education Requirements (18-19 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| CIS-149 | Introduction to Computers<br>OR CIS-146 Microcomputer Apps | 3 |
| *DAT-100 | Introduction to Dental Assisting | 2 |
| *DAT-101 | Pre-Clinical Procedures I | 3 |
| *DAT-102 | Dental Materials | 3 |
| *DAT-103 | Anatomy & Physiology-Dental Asst | 3 |
| *DAT-112 | Dental Radiology | 3 |
| +DAT-104 | Basic Science for Dental Assisting | 2 |
| +DAT-105 | Pre-Clinical Procedure & Practicum | 3 |
| +DAT-113 | Dental Health Education | 2 |
| +DAT-115 | Clinical Practicum I | 5 |
| +DAT-124 | Clinically Applied Infection Control & OSHA Standards | 1 |
| oDAT-120 | Office Admin for Dental Assisting | 3 |
| oDAT-122 | Clinical Practice II | 4 |
| oDAT-123 | Dental Assisting Seminar | 4 |
| oDAT-205 | Dental Field Practice | 1 |
| | **Elective | 1 |
| | **Elective | 2 |

**DAT-141 and DAT-298 – These courses were used to calculate contact hours which may vary, depending on elective courses selected.

* These courses are co-requisites and are offered only in the fall term.
\+ These courses are co-requisites and are offered only in the spring term.
o These courses are co-requisites and are offered only in the summer term.

**Electives:**

| | | |
|---|---|---|
| DAT-141 | Directed Studies in Dental Assisting | 3 |
| DAT-298 | Special Topics in Dentistry | 3 |

**Area V Credit Hours: 46**
**Total Credit Hours: 64**

# Certificate
## Dental Assisting

**General Education Requirements (9 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| *DAT-100 | Introduction to Dental Assisting | 2 |
| *DAT-101 | Pre-Clinical Procedures I | 3 |
| *DAT-102 | Dental Materials | 3 |
| *DAT-103 | Anatomy & Physiology-Dental Asst | 3 |
| *DAT-112 | Dental Radiology | 3 |
| +DAT-104 | Basic Science for Dental Assisting | 2 |
| +DAT-105 | Pre-Clinical Procedure & Practicum | 3 |
| +DAT-113 | Dental Health Education | 2 |
| +DAT-115 | Clinical Practice I | 5 |
| +DAT-124 | Clinically Applied Infection Control & OSHA Standards | 1 |
| oDAT-120 | Office Admin for Dental Assisting | 3 |
| oDAT-122 | Clinical Practice II | 4 |
| oDAT-123 | Dental Assisting Seminar | 4 |
| oDAT-205 | Dental Field Practice | 1 |
| | **Elective | 1 |
| | **Elective | 2 |

* These courses are co-requisites and are offered only in the fall term.
\+ These courses are co-requisites and are offered only in the spring term.
o These courses are co-requisites and are offered only in the summer term.

**Electives:**

| | | |
|---|---|---|
| DAT-141 | Directed Studies in Dental Assisting | 3 |
| DAT-298 | Special Topics in Dentistry | 3 |

**Area V Credit Hours: 43**
**Total Credit Hours: 49**

# Course Descriptions
# Dental Assisting

| Course # | Course Title | Credit Hours |
|---|---|---|

**DAT-100 INTRODUCTION TO DENTAL ASSISTING** **2**
PREREQUISITE: Permission of Instructor
CO-REQUISITE: DAT101, 102, 103, 112
This course is designed to provide an introduction to dentistry and the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, and work ethics and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry. This course is offered in the fall each year. This is a CORE course.

**DAT-101 PRE-CLINICAL PROCEDURES I** **3**
PREREQUISITE: Permission of Instructor
CO-REQUISITE: DAT100, 102, 103, 112
This course is designed to introduce chairside assisting including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry and dental specialities. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting. This course is offered in the fall each year.

**DAT-102 DENTAL MATERIALS** **3**
PREREQUISITE: Permission of Instructor
CO-REQUISITE: DAT100, 101, 103, 112
This course is designed to provide study of the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. This course is offered in the fall each year.

**DAT-103 ANATOMY & PHYSIOLOGY FOR DENTAL ASSTG** **3**
PRE REQUISITE: Permission of Instructor
CO-REQUISITE: DAT100, 101, 102, 112
This course is designed to provide study of anatomy and physiology of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations to provide a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition. This course is offered in the fall each year. This is a CORE course.

**DAT-104 BASIC SCIENCES FOR DENTAL ASSISTING** **2**
PREREQUISITE: Successful completion of DAT-100, 101, 102, 103, 112 and/or Permission of Instructor
CO-REQUISITE: DAT111, 113, 116, 124
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field. This course is offered in the spring each year.

**DAT-105 PRE-CLINICAL PROCEDURE AND PRACTICUM** **3**
PREREQUISITE: Successful completion of DAT/DNT-101 or equivalent
This course is a continuation of Pre-Clinical Procedures I. Emphasis is place on dental specialties. Upon completion, the student should be able to perform specific dental assisting skills pertaining to dental specialty procedures and instrumentation. This course is offered in the spring each year.

**DAT-112 DENTAL RADIOLOGY** **3**
PREREQUISITE: Permission of Instructor
CO-REQUISITE: DAT100, 101, 102, 103
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. This course is offered in the fall each year. This is a CORE course.

**DAT-113 DENTAL HEALTH EDUCATION** **2**
PREREQUISITE: Successful completion of DAT-100, 101, 102, 103, 112 and/or Permission of Instructor
CO-REQUISITE: DAT104, 111, 116, 124
This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. This course is offered in the spring each year. This is a CORE course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**DAT-115 CLINICAL PRACTICUM I** **5**
PREREQUISITE: Permission of Instructor
CO-REQUISITE: DAT104, 113, 116, 124
This course is designed to allow the student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon completion, the student should be able to demonstrate basic skills in the area of chairside assisting. This course is offered in the spring each year.

**DAT-120 OFFICE ADMINISTRATION FOR DENTAL ASSISTING** **3**
PREREQUISITE: Successful completion of DAT104, 111, 113, 116, 124 and/or Permission of Instructor
CO-REQUISITE: DAT122, 123
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures. This course is offered in the summer each year.

**DAT-122 CLINICAL PRACTICE II** **4**
PREREQUISITE: Successful completion of DAT104, 111, 113, 116, 124 and/or Permission of Instructor
CO-REQUISITE: DAT121, 123
This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, receptionist duties, team work, and communication skills. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting. This course is offered in the summer each year. This is a CORE course.

**DAT-123 DENTAL ASSISTING SEMINAR** **4**
PREREQUISITE: Successful completion of DAT104, 111, 113, 116, 124 and/or Permission of Instructor
CO-REQUISITE: DAT121, 122
This course is designed to discuss and evaluate the students' clinical experiences and the resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant. This course is offered in the summer each year. This is a CORE course.

**DAT-124 CLINICALLY APPLIED INFECTION CONTROL AND OSHA STANDARDS** **1**
PREREQUISITE: Successful completion of DAT100, 101, 102, 103, 112 and/or Permission of Instructor
CO-REQUISITE: DAT104, 111, 113, 116
This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and Compliance of OSHA Standards as it relates to dental chairside assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. This course is offered in the spring each year. This is a CORE course.

**DAT-141 DIRECTED STUDIES IN DENTAL ASSISTING** **3**
PREREQUISITE: Permission of Instructor
This course is designed to provide study of specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and oral presentation on the chosen topic. This course is offered at least one term every year.

**DAT-205 DENTAL FIELD PRACTICE** **1**
PREREQUISITE: Permission of Instructor
This course is designed to provide the student with the opportunity to deliver dental services within an under-served population. Emphasis is placed on providing basic dental care to impoverished populations. Upon completion, the student should be able to discuss the development and implementation of dental field work. This course is offered in the summer each year.

**DAT-298 SPECIAL TOPICS IN DENTISTRY** **3**
PREREQUISITE: Permission of Instructor
This course is designed to address special topics in dentistry according to the criteria approved for continuing education by the Code of Alabama. Emphasis is placed on chairside dental assisting, Infection Control/OSHA, treatment of special needs/medically compromised patients, oral pathology basic sciences, dental materials, medical emergencies, and ethics and jurisprudence. Upon completion, the student should be able to discuss the special topic addressed in the symposium as it relates to dentistry. This course is offered at least one term every year.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Emergency Medical Services

## Program Information

A career in Emergency Medical Services is one that is certain to be rewarding and exciting. The satisfaction in the knowledge that you saved a life or made a difference in the outcome of a patient has no equal. The gratification felt while performing in an emergency situation is difficult to duplicate in any other type of career.

The Emergency Medical Services program at Trenholm State prepares students to become licensed Emergency Medical Technicians, Advanced Emergency Medical Technicians and Paramedics. Students are trained to deliver the pre-hospital care and transportation necessary for victims of accidents and persons experiencing medical emergencies. Students are provided instruction in the classroom, laboratory, and clinical settings.

## Occupational Choices

A licensed Emergency Medical Services Provider may expect employment in a variety of both pre-hospital and other healthcare settings. Jobs are expected to grow by 7 percent from 2018 to 2028, much faster than the average for all occupations.

*Source: U.S. Department of Labor Bureau of Labor Statistics, Occupational Outlook Handbook, 2019 Survey*

## Average Full-Time Wage

The median annual wage for EMTs and paramedics was $34,320 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $22,760, and the highest 10 percent earned more than $58,640.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey*

## Admission Criteria

**EMT requires:**

- Unconditional admission to the College.
- High school diploma or GED equivalent.
- 2.0 cumulative grade point average (GPA)
- Transcripts from high school and all post-secondary institutions attended.
- Acceptable ACCUPLACER or ACT/SAT scores. Required ACCUPLACER score: Elementary Algebra - 40 or Arithmetic - 70; Reading - 70, and Writing - 5. In lieu of ACCUPLACER, an ACT score of 20 on English and Math sections or an SAT score of 650 may be used.
- Candidates must be able to meet all technical standards required of the program (see essential functions form for full details):
  - Sensory, auditory, tactile and olfactory sensory perception
  - Communication/Interpersonal Relations
  - Cognitive and critical thinking
  - Motor function
  - Professional Behavior
- Students in the Emergency Medical Services Program must meet the following requirements (completed at the student's expense) prior to and throughout enrollment in the program:
  a) Verify absence of the use of drugs and alcohol by participation in random and scheduled drug/alcohol testing at the student's expense.
  b) Undergo a criminal background screening.
  c) Provide proof of all vaccinations designated by the program, and if needed, obtain required vaccinations or provide documentation of immunity.
  d) Tuberculin skin test within the past 12 months and annually thereafter while enrolled
  e) Purchase liability insurance through the college.
  f) Undergo a student physical examination administered by a physician, nurse practitioner,

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree 1 ** | 6 Terms | 62 | $ 9,858 | $1,300 | $100 | $100 |
| Associate Degree 2 ** | 6 Terms | 71 | $11,289 | $1,300 | $100 | $100 |
| Certificate 1 | 5 Terms | 64 | $10,176 | $650 | $100 | $100 |
| Certificate 2 | 5 Terms | 52 | $ 8,268 | $650 | $100 | $100 |
| Short Term Certificate | 1 Term | 11 | $ 1,749 | $225 | $100 | $100 |
| Short Term Certificate(Adv) | 1 Term | 13 | $ 2,067 | $250 | $100 | $100 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program. **The Associate Degree program includes the Short Term EMT and the Advanced EMT Certificate.

or physician assistant prior to beginning clinical activities and annually while enrolled.
- Applicant must be able to read, speak and understand the English language.
- Current valid driver's license is required for certification in the Emergency Vehicle Operator Course.
- Meet all general admission requirements for the College

**Advanced EMT requires:**
- Must meet all EMT admission requirements.
- Must have a current CPR certification for health care provider.
- Must have State of Alabama EMT license.

**Paramedic level requires:**
- Completion of items listed above for EMT and AEMT level admission requirements.
- Completion of ENG-101, MTH-100 or higher with a minimum grade of "C" prior to entering the final semester of paramedic.
- A current Advanced EMT Alabama license prior to the second semester of Paramedic courses.

**Progression Requirements**

Progression through the program requires:
1. A 2.0 cumulative GPA.
2. Minimum grade of "B" in all EMS courses.
3. Fulfillment of all course prerequisites.
4. A satisfactory level of mental and physical health including maintaining current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions.
5. Current malpractice insurance.
6. Current CPR certification at the Health Care Provider or Professional Rescuer level.
7. Completion of all general education courses noted in degree plan prior to testing National Registry. If general education courses are completed at another institution, the courses must be accepted by Trenholm State.
8. Completion of ENG-101, MTH-100 or higher with a minimum grade of "C" prior to entering the final semester of paramedic.
9. No more than a 12-month interruption in matriculation through the Paramedic level course sequence.

Students who do not meet progression requirements may be required to withdraw from the program and apply for readmission

**Readmission Requirements**

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. A 2.0 cumulative GPA. If a student's GPA is less than 2.0, he/she will not be allowed to be readmitted into EMS courses. The student will need to take additional general education courses and elevate their GPA to the required level.
2. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
3. No more than a 12-month interruption in matriculation through the Paramedic level course sequence. Students who are currently licensed at the EMT level, will be readmitted at the AEMT level. Whereas, students who are currently licensed at the AEMT level, will be readmitted at the P-1 level.
4. Students who desire readmission to the program due to multiple failures of the NREMT exam will be required to meet with the Program Coordinator (prior to readmission) and develop a course study plan. These students will also be expected to periodically meet with the Program Coordinator and Medical Director to ensure appropriate course progression is being achieved. Typically, these students are readmitted into the program in accordance with requirements noted in number 3 above.

All students who withdraw from or are temporarily ineligible to progress through a program of study in the Allied Health Division will be readmitted under the College Catalog in effect during the year of readmission.

## Awards Available

Associate of Applied Science
Emergency Medical Technician/Paramedic
(Without Advanced EMT)

Associate of Applied Science
Emergency Medical Services
Paramedic

Certificate
Emergency Medical Services
Technician/Paramedic

Certificate #2
Emergency Medical Services
Technician to Paramedic

Short Term Certificate
Emergency Medical Services
EMT Concentration
Advanced EMT Concentration

## Program Contact

Ryan Moore
Program Coordinator/Instructor
334-420-4423
Location: Trenholm Campus - Bldg. E

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
## Emergency Medical Technician/Paramedic (Without Advanced EMT)

**(Students must complete the EMT and Advanced EMT before advancing to Paramedic curriculum)**

**General Education Requirements (20 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101* | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116* | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201* | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200* | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| EMS-118* | Emergency Medical Technician | 9 |
| EMS-119* | EMT Clinical | 1 |
| EMS-156** | Adv Emergency Medical Technician Clinical | 2 |
| EMS-241 | Paramedic Cardiology | 3 |
| EMS-242 | Paramedic Patient Assessment | 2 |
| EMS-244 | Paramedic Clinical I | 1 |
| EMS-245 | Paramedic Medical Emergencies | 3 |
| EMS-246 | Paramedic Trauma Management | 3 |
| EMS-247 | Paramedic Special Populations | 2 |
| EMS-248 | Paramedic Clinical II | 3 |
| EMS-253 | Paramedic Transition to the Wkfrc | 2 |
| EMS-254 | Adv Competencies for Paramedic | 2 |
| EMS-255 | Paramedic Field Preceptorship | 5 |
| EMS-256 | Team Leadership | 1 |
| EMS-257 | Paramedic Applied Pharmacology | 2 |
| **Electives:** | | |
| CIS-146 | Microcomputer Applications | 3 |
| EMS-107 | Emergency Vehicle Operator Ambulance | 1 |
| EMS-189 | Applied Anatomy & Physiology for the Paramedic | 4 |

* Required prior to entry into Paramedic Courses (3rd semester)
** Required if no AEMT license

**Area V Credit Hours: 42**
**Total Credit Hours: 62**

# Associate of Applied Science
## Emergency Medical Services
### Paramedic

**(Students must complete the EMT and Advanced EMT before advancing to Paramedic curriculum)**

**General Education Requirements (23 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I *** | 3 |
| ENG-102 | English Composition II *** | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201*** | Human Anatomy & Physiology I | 4 |
| BIO-202*** | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200*** | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| EMS-118* | Emergency Medical Technician | 9 |
| EMS-119* | EMT Clinical | 1 |
| EMS-155** | Advanced EMT | 7 |
| EMS-156** | Adv Emergency Medical Technician Clinical | 2 |
| EMS-241 | Paramedic Cardiology | 3 |
| EMS-242 | Paramedic Patient Assessment | 2 |
| EMS-244 | Paramedic Clinical I | 1 |
| EMS-245 | Paramedic Medical Emergencies | 3 |
| EMS-246 | Paramedic Trauma Management | 3 |
| EMS-247 | Paramedic Special Populations | 2 |
| EMS-248 | Paramedic Clinical II | 3 |
| EMS-253 | Paramedic Transition to the Wkfrc | 2 |
| EMS-254 | Adv Competencies for Paramedic | 2 |
| EMS-255 | Paramedic Field Preceptorship | 5 |
| EMS-257 | Paramedic Applied Pharmacology | 2 |

**Electives:**

| | | |
|---|---|---|
| CIS-146 | Microcomputer Applications | 3 |
| EMS-107 | Emergency Vehicle Operator Ambulance | 1 |
| EMS-189** | Applied Anatomy & Physiology for the Paramedic | 4 |

* First semester is EMT.
**Third semester is Advanced EMT. Both are required before entering the Paramedic curriculum.
*** These courses are required for the Paramedic Associates Degree

Note: Students are also required to meet the College computer literacy requirements.

**Area V Credit Hours: 48**
**Total Credit Hours: 71**

# Certificate
## Emergency Medical Services Technician/Paramedic

**(Students must complete the EMT and Advanced EMT before advancing to Paramedic curriculum)**

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I *** | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications *** | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| EMS-118* | Emergency Medical Technician | 9 |
| EMS-119* | EMT Clinical | 1 |
| EMS-155** | Advanced EMT | 7 |
| EMS-156** | Adv Emergency Medical Technician Clinical | 2 |
| EMS-189** | Applied Anatomy & Physiology for the Paramedic | 4 |
| EMS-241 | Paramedic Cardiology | 3 |
| EMS-242 | Paramedic Patient Assessment | 2 |
| EMS-244 | Paramedic Clinical I | 1 |
| EMS-245 | Paramedic Medical Emergencies | 3 |
| EMS-246 | Paramedic Trauma Management | 3 |
| EMS-247 | Paramedic Special Populations | 2 |
| EMS-248 | Paramedic Clinical II | 3 |
| EMS-253 | Paramedic Transition to the Wkfrc | 2 |
| EMS-254 | Adv Competencies for Paramedic | 2 |
| EMS-255 | Paramedic Field Preceptorship | 5 |
| EMS-257 | Paramedical Applied Pharmacology | 2 |

**Electives:**

| | | |
|---|---|---|
| EMS-107 | Emergency Vehicle Operator Ambulance | 1 |

* Required prior to entry into AEMT Courses (EMS-155 & EMS-156)
** Required prior to entry into Paramedical Courses (3rd semester)
May substitute BIO-201 and BIO-202
*** Will need to take as an online course due to shift schedule; be sure to register during early registration to ensure placement in online course; failure to register early may prevent being registered in online class. Must be completed prior to beginning final semester of paramedic.

**Area V Credit Hours: 58**
**Total Credit Hours: 64**

# Certificate (#2)
# Emergency Medical Services Technician to Paramedic

**(Students must complete the EMT and Advanced EMT before advancing to Paramedic curriculum)**

**General Education Requirements (6 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101** | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (0 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116** | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| EMS-118 | Emergency Medical Technician | 9 |
| EMS-119 | EMT Clinical | 1 |
| EMS-156 | Adv Emergency Medical Technician Clinical | 2 |
| EMS-189* | Applied Anatomy & Physiology for the Paramedic | 4 |
| EMS-241 | Paramedic Cardiology | 3 |
| EMS-242 | Paramedic Patient Assessment | 2 |
| EMS-244 | Paramedic Clinical I | 1 |
| EMS-245 | Paramedic Medical Emergencies | 3 |
| EMS-246 | Paramedic Trauma Management | 3 |
| EMS-247 | Paramedic Special Populations | 2 |
| EMS-248 | Paramedic Clinical II | 3 |
| EMS-253 | Paramedic Transition to the Wkfrc | 2 |
| EMS-254 | Adv Competencies for Paramedic | 2 |
| EMS-255 | Paramedic Field Preceptorship | 5 |
| EMS-256 | Paramedic Team Leadership | 1 |
| EMS-257 | Paramedical Applied Pharmacology | 2 |
| **Electives:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| EMS-107 | Emergency Vehicle Operator Ambulance | 1 |

*EMS-189 Applied Anatomy and Physiology may be substituted with the following: BIO-201 and BIO-202 — Human Anatomy and Physiology I & II (must take both)
** Must complete MTH-116 & ENG-101 prior to enrolling in the final semester of the paramedic program

**Area V Credit Hours: 46**
**Total Credit Hours: 52**

## Short Term Certificate
### Emergency Medical Services
### EMT Concentration

**(This award is not Pell Grant Eligible)**

**(Students must complete EMT before advancing to Advanced EMT)**

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| EMS-118 | Emergency Medical Technician | 9 |
| EMS-119 | Emergency Medical Technician Clinical | 1 |

**Electives:**

| | | |
|---|---|---|
| EMS-107 | Emergency Vehicle Operator Ambulance | 1 |

**Total Credit Hours: 11**

## Short Term Certificate
### Emergency Medical Services
### Advanced EMT Concentration

**(This award is not Pell Grant Eligible)**

**(Students must complete the Advanced EMT before advancing to Paramedic curriculum)**

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| EMS-189* | Applied Anatomy & Physiology for the Paramedic | 4 |
| EMS-155 | Adv Emergency Medical Technician | 7 |
| EMS-156 | Adv Emergency Medical Technician Clinical | 2 |

*EMS-189 may be substituted with BIO-201 and BIO-202

**Total Credit Hours: 13**

# Course Descriptions
# Emergency Medical Services

| Course # | Course Title | Credit Hours |
|---|---|---|

**EMS-107 EMERGENCY VEHICLE OPERATOR AMBULANCE** **1**
PREREQUISITE: None
The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**EMS-118 EMS BASIC THEORY AND LAB** **9**
PREREQUISITE: None
This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards

**EMS-119 EMS BASIC CLINICAL COMPETENCIES** **1**
PREREQUISITE: None
This course is required to apply for certification as an EMS. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS-118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam

**EMS-155 ADVANCED EMERGENCY MEDICAL TECHNICIAN** **7**
PREREQUISITE: Completion of the EMT curriculum
COREQUISITE: EMS-156 and BIO-201 or EMS-189
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS-156 must be taken as a co-requisite.

**EMS-156 ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL** **2**
PREREQUISITE: Completion of the EMT curriculum
COREQUISITE: EMS-155 and BIO-201 or EMS-189
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS-155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS-155 must be taken as a co-requisite.

| Course # | Course Title | Credit Hours |
|---|---|---|

**EMS-189 APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC 4**
PREREQUISITE: As required by program.
NOTE: EMS-189 or BIO-201 and BIO-202 is a prerequisite for the Paramedic course.
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

**EMS-241 PARAMEDIC CARDIOLOGY 3**
PREREQUISITE: Completion of EMT
COREQUISITE: BIO-202 unless EMS-189 has been taken
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**EMS-242 PARAMEDIC PATIENT ASSESSMENT 2**
PREREQUISITE: Completion of EMT
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**EMS-244 PARAMEDIC CLINICAL I 1**
PREREQUISITE: Completion of EMT
COREQUISITE: EMS-241, EMS-242 and EMS-257
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V. /I.O. initiation and medication administration.

**EMS-245 PARAMEDIC MEDICAL EMERGENCIES 3**
PREREQUISITE: Licensure as an EMT; Completion of EMS-241, EMS-242 and EMS-257
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**EMS-246 PARAMEDIC TRAUMA MANAGEMENT 3**
PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242 and EMS-257
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.

**EMS-247 PARAMEDIC SPECIAL POPULATIONS 2**
PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242 and EMS-257
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

| Course # | Course Title | Credit Hours |
|---|---|---|

**EMS-248 PARAMEDIC CLINICAL II** **3**

PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242 and EMS-257

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS-245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals.

**EMS-253 PARAMEDIC TRANSITION TO THE WORKFORCE** **2**

PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242, EMS-244, EMS-245, EMS-246, EMS-247, EMS-248, AND EMS-257, ENG-101 and MTH-116

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

**EMS-254 ADVANCED COMPETENCIES FOR PARAMEDIC** **2**

PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242, EMS-244, EMS-245, EMS-246, EMS-247, EMS-248, AND EMS-257, ENG-101 and MTH-116

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**EMS-255 PARAMEDIC FIELD PRECEPTORS** **5**

PREREQUISITE: Completion of EMT; Completion of EMS-241, EMS-242, EMS-244, EMS-245, EMS-246, EMS-247, EMS-248, AND EMS-257, ENG-101 and MTH-116

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic.

**EMS-257 PARAMEDIC APPLIED PHARMACOLOGY** **2**

PREREQUISITE: Completion of EMT

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Medical Assisting

## Program Information

The Medical Assisting Program at H. Councill Trenholm State Community College is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Assisting Education Review Board (MAERB) is a Committee on Accreditation (CoA) of CAAHEP that makes accreditation recommendations for the status of accreditation of medical assisting programs.

The curriculum is designed to provide students with theoretical instruction as well as practical application. Various methodologies are utilized in order to meet the needs of students with diverse learning styles. Some of the clinical skills covered include taking medical histories, taking and recording vital signs, assisting with examinations and treatments, providing patient teaching and performing specialized tests such as electrocardiograms (EKGs) and diagnostic laboratory testing. Administrative skills include scheduling appointments, performing manual and computerized billing, and filing insurance claims.

All graduates of the Medical Assisting Program are academically eligible to take the American Association of Medical Assistants National Certification Examination and the American Medical Technologist Examination. Upon successful completion of this examination, the graduate will earn the title of Certified Medical Assistant or Registered Medical Assistant. The American Association of Medical Assistants stipulates that individuals found guilty of a felony or individuals who have pleaded guilty to a felony are ineligible to sit for the National Certification Exam. The certifying board may grant a waiver based upon mitigating circumstances. Applicants who have been convicted of a felony or who have pleaded guilty to a felony may be accepted to the Medical Assisting Program. However, admission to the Program does not guarantee in any way that the applicant will be eligible to sit for the American Association of Medical Assistants National Certification Examination or the American Medical Technologist Examination.

## Occupational Choices

According to the U.S. Department of Labor, employment of medical assistants is expected to grow 23 percent from 2018 to 2028, much faster than the average for all occupations. As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical assistants. Increasing use of medical assistants to allow doctors to care for more patients will further stimulate job growth. Job placement opportunities are numerous in the Montgomery area. Most employers prefer to hire individuals who have completed a formal program in Medical Assisting. Physicians' offices, laboratories, hospitals and ambulatory care centers are just a few of the current job opportunities.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition, Survey 2019*

## Average Full-Time Wage

The median annual wage for medical assistants was $33,610 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $24,790, and the highest 10 percent earned more than $47,250.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition, Survey 2019*

## Additional Requirements

Students are admitted to the Medical Assisting Program each semester. Individuals who are interested in enrolling in the program must:

1. Meet all the general admission requirements of Trenholm State.
2. Schedule an appointment prior to the beginning of the anticipated date of enrollment, with the program coordinator or designee, to validate a

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 75 | $11,925 | $1,300 | 0 | $700 |
| Short Term Certificate 1 | 2 Terms | 25 | $ 3,975 | $1,300 | 0 | $700 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

keying speed of 30 words per minute. Individuals not meeting this requirement must enroll in MAT 100 - Introduction to Document Production. Appointments will not be scheduled once the semester begins.

3. Students must submit health information and have a complete physical examination by a licensed physician, physician assistant, or nurse practitioner prior to participation in learning experiences in any clinical facility. (Required before starting MAT-229 - Medical Assisting Preceptorship)

4. Students must provide documentation of required drug-screen & immunizations (Hepatitis B, Tetanus, MMR, and TB) prior to preceptorship. Documentation of a negative drug-screen & TB skin test should be submitted within three months prior to the anticipated semester of enrollment and no later than 30 days after enrollment in the preceptor course. Students who have a positive drug-screen, retesting should be complete 30 days following positive examination. Students who have a positive TB skin test result must submit documentation of a negative chest x-ray within 30 days following positive examination. Students must have the TB skin test repeated yearly until completion of the program. (Required before starting MAT-229 - Medical Assisting Preceptorship)

5. Students must have current CPR certification to participate in learning experiences in any clinical facility. The certification must remain valid throughout the learning experience. (Required before starting MAT-229 - Medical Assisting Preceptorship)

6. Student must have liability insurance prior to participating in learning experiences in any clinical facility. The insurance is available through the college. The cost of the liability insurance is the student's responsibility.

7. Students are required to adhere to the program's dress code when participating in laboratory and clinical activities on campus as well as off campus.

## Awards Available

Associate of Applied Science
Medical Assisting

Short Term Certificate
Medical Assisting

## Program Contact

Dr. Bryant C. Cline
Program Coordinator/Instructor
334-420-4448
Location: Trenholm Campus - Bldg. J

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
## Medical Assisting

**Program Prerequisite: MAT-100**
(Must be able to key 30 words per minute or take MAT-100-Introduction to Medical Document Production)

**General Education Requirements (18 hours)**

**Area I - Written Composition (6 hours)**

| | | |
|---|---|---|
| ENG-101 | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (6-7 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 | Human Anatomy & Physiology I | 4 |
| BIO-202 | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| CIS-146 | Microcomputer Applications<br>OR CIS-149 Intro to Computers | 3 |
| MAT-100 | Intro to Medical Document Production | 3 |
| MAT-101 | Medical Terminology or BIO-120 | 3 |
| MAT-102 | Medical Assisting Theory I | 3 |
| MAT-103 | Medical Assisting Theory II | 3 |
| MAT-111 | Clinical Proc I for the Medical Asst | 3 |
| MAT-120 | Medical Administrative Procedures I | 3 |
| MAT-121 | Medical Administrative Procedures II | 3 |
| MAT-122 | Basic Concepts - Intrprsnl Relatnshps | 3 |
| MAT-125 | Lab Procedures I for the Medical Asst | 3 |
| MAT-128 | Medical Law/Ethics - Medical Asst | 3 |
| MAT-200 | Management of Office Emergencies | 2 |
| MAT-211 | Clinical Proc II for the Medical Asst | 3 |
| MAT-215 | Lab Procedures II - Medical Asst | 3 |
| MAT-216 | Med Pharmacology - Medical Office | 4 |
| MAT-220 | Medical Office Insurance | 3 |
| MAT-228 | Medical Assisting Review Course | 1 |
| MAT-229 | Medical Assisting Preceptorship | 3 |
| | Electives | 3 |

**Electives:** (Please select three credit hours)

| | | |
|---|---|---|
| BIO-103 | Principles of Biology I | 4 |
| BIO-112 | Human Reproduction & Inheritance | 3 |
| BIO-211 | Human Anatomy & Physical Health | 4 |
| CIS-149 | Introduction to Computers<br>OR CIS-146 Microcomputer Applications | 3 |
| CIS-203 | Intro to Information Highway | 3 |
| MAT-222 | Medical Transcription I | 2 |
| MAT-227 | Special Topics | 1 |
| MAT-239 | Phlebotomy Preceptorship | 3 |

**Area V Credit Hours: 56**
**Total Credit Hours: 75**

# Short Term Certificate
## Medical Assisting Technology

**Program Prerequisite: MAT-100**
(Must be able to key 30 words per minute or take MAT-100 - Introduction to Medical Document Production)

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| MAT-100 | Intro to Medical Docmnt Production | 3 |
| MAT-101 | Medical Terminology or BIO-120 | 3 |
| MAT-102 | Medical Assisting Theory I | 3 |
| MAT-122 | Basic Concepts - Intrprsnl Relatnshps | 3 |
| MAT-125 | Lab Procedures I for the Medical Asst | 3 |
| MAT-128 | Medical Law/Ethics - Medical Asst | 3 |
| MAT-215 | Lab Procedures II - Medical Asst | 3 |
| MAT-239 | Phlebotomy Preceptorship | 3 |

**Total Credit Hours: 25**

# Course Descriptions
# Medical Assisting

| Course # | Course Title | Credit Hours |
|---|---|---|

**MAT-100 INTRO TO MEDICAL DOCUMENT PRODUCTION 3**
PREREQUISITE: None
This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level. This course is offered at least one term every year. This is a CORE course.

**MAT-101 MEDICAL TERMINOLOGY 3**
PREREQUISITE: None
This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The students will learn a system of word building which will enable them to interpret medical terms. This course is offered at least one term every year. This is a CORE course.

**MAT-102 MEDICAL ASSISTING THEORY I 3**
PREREQUISITE: None
A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.

**MAT-103 MEDICAL ASSISTING THEORY II 3**
PREREQUISITE: None
The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.

**MAT-111 CLINICAL PROC I FOR THE MEDICAL ASSISTANT 3**
PREREQUISITE: MAT-101 or BIO-120, MAT-102
This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This course is offered at least one term every year. This is a CORE course.

**MAT-120 MEDICAL ADMINISTRATIVE PROCEDURES I 3**
PREREQUISITE: College level computer course key 30 wpm or completion of MAT-100 and MAT-101 or BIO-120
This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills. This is a CORE course.

**MAT-121 MEDICAL ADMINISTRATIVE PROCEDURES II 3**
PREREQUISITE: MAT-120
This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping
Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.
This is a CORE course.

**MAT-122 BASIC CONCEPTS OF INTERPERSONAL RELATIONSHIPS 3**
PREREQUISITE: None
This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting. This course is offered at least one term every year.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MAT-125 LAB PROCEDURES I FOR THE MEDICAL ASSISTANT 3**
PREREQUISITE: MAT-101 or BIO-120, MAT-102
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This course is offered at least one term every year. This is a CORE course.

**MAT-128 MED LAW & ETHICS FOR THE MEDICAL ASSISTANT 3**
PREREQUISITE: None
This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This course is offered at least one term every year. This is a CORE course.

**MAT-200 MANAGEMENT OF OFFICE EMERGENCIES 2**
PREREQUISITE: MAT-102, MAT-103
This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculo-skeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This course is offered at least one term every year. This is a CORE course.

**MAT-211 CLINICAL PROC II FOR THE MEDICAL ASSISTANT 3**
PREREQUISITE: MAT-101 or BIO-120, MAT-102, MAT-111
This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This course is offered at least one term every year. This is a CORE course.

**MAT-215 LAB PROCEDURES II FOR THE MEDICAL ASSISTANT 3**
PREREQUISITE: MAT-125
This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This course is offered at least one term every year. This is a CORE course.

**MAT-216 MED PHARMACOLOGY FOR THE MED OFFICE 4**
PREREQUISITE: MAT-101 or BIO-120, MAT-102, MAT-103, MTH-116
This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This course is offered at least one term every year. This is a CORE course.

**MAT-220 MEDICAL OFFICE INSURANCE 3**
PREREQUISITE: MAT-101or BIO-120, MAT-120, MAT-121 and college level computer course
In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.

**MAT-222 MEDICAL TRANSCRIPTION I (Elective) 2**
PREREQUISITE: As required by program.
This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation.

**MAT-227 SPECIAL TOPICS IN MEDICAL ASSISTING (Elective) 1**
PREREQUISITE: None
This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations. This course is offered as needed.

| Course # | Course Title | Credit Hours |
|---|---|---|

**MAT-228 MEDICAL ASSISTANT REVIEW COURSE 1**
PREREQUISITE: MAT-101, MAT-102, MAT-103, MAT-111, MAT-211
This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

**MAT-229 MEDICAL ASSISTING PRECEPTORSHIP 3**
PREREQUISITE: MAT-111, MAT-125, MAT-200, MAT-211, MAT-215, MAT-216, MAT-222, plus 30 additional credit hours in MAT program and/or as required by program
This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. This course is offered at least one term every year. This is a CORE course.

**MAT-239 PHLEBOTOMY PRECEPTORSHIP 3**
PREREQUISITE: MAT 101or BIO-120, MAT 102, MAT 125, MAT 215, MAT-122, acceptable computer course and/or as required by program.
This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). This course is offered as needed.

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# Practical Nursing

## Program Information

The Practical Nursing program is designed to provide students with knowledge and competencies to provide safe and evidence-based nursing care for practice in varied settings within the legal scope of practice for the licensed practical nurse. Students are instructed in the provision of nursing care for clients across the lifespan. Clinical experiences are provided at area hospitals and health care agencies in adult health, maternal/child, mental health, community and other areas for experiential development for the provision of safe nursing practice.

Few careers offer the versatility, satisfaction and longevity afforded by a nursing career. Students who have satisfactorily completed the program may sit for the National Council Licensure Examination for Practical Nursing (NCLEX®-PN). The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing. The program has a competitive admissions process.

## Occupational Choices

Licensed practical and licensed vocational nurses held about 724,000 jobs in 2016. About 16 percent of LPNs worked in hospitals, 38 percent in nursing and residential care facilities, 13 percent worked in offices of physicians, 12 percent worked for home healthcare services, and 7 percent in Federal, State, and local government agencies.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition*

## Average Full-Time Wage

In 2018, the median annual wages of licensed practical and licensed vocational nurses were $46,240. Consequently, the highest 10 percent earned approximately $ 62,160, with the lowest 10 percent earning less than $33,680.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition.*

## Admission Criteria

Applicants should complete and submit a Practical Nursing Program Application and request for copies of college and high school transcripts sent directly to the College's Admission Office.

Minimum admission standards include:

1. Unconditional admission to the college. (Must complete college application)
2. Receipt of completed application for the nursing program by deadline June 1 for Fall admissions, October 1 for Spring admissions.
3. Minimum of 2.50 cumulative GPA for nursing required academic core courses and minimum 2.0 GPA at current, native institution.
4. Minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for ENG-101 and MTH-100 as determined by college policy (minimum ACCUPLACER scores of 5 or above in writing and a score of 40-59 in elementary algebra or 70-120 in math, and a reading score of 70 or above). ACCUPLACER scores must be at or above minimum.
6. Good standing with college.
7. Meeting the essential functions or technical standards required for nursing and
8. ACT score of 20 or higher
9. Transfer students must be in good standing from transferring institution with letter from Program Director and a minimum of 2.0 Cumulative GPA with Nursing Courses no more than one year from date of application.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Certificate | 3 Terms | 46 | $7,314 | $1,200 | $745 | $600 |
| Estimated Testing Fees: $1,000 | | | | | | |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

Students in the Practical Nursing Program must meet the following requirements which will be completed at the student's expense prior to and throughout enrollment in the program inclusive of:

1. Alabama Community College System Essential Functions
2. Verification of physical and mental capabilities to function as a nurse in diverse settings with or without reasonable accommodations,
3. Absence of use of drugs and alcohol by participation in random and scheduled drug/alcohol testing at the student's expense,
4. Adherence to policies of affiliated clinical agencies by submitting criminal background check and CPR certification prior to enrollment.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. If the number of eligible applicants exceeds the space available to new enrollees, applicants are rank-ordered using a point system based on:

1. ACT score of 20 or higher
2. Points for selected college courses (i.e., ENG-101, MTH-100, BIO-201 & 202, PSY-210, SPH-106 or SPH-107).
3. Students may be awarded up to 10 additional points as determined by college policy and procedures.

The applicant's actual score on ACT test will be the points awarded. Applicants must go online to schedule ACT testing and pay appropriate fee.

The Practical Nursing Admissions/Selection Committee will review and calculate points for students meeting minimum admissions standards after receiving GPA calculations from the Director of Admissions and Records.

This process may take 4-6 weeks after each deadline before applicants receive notification of acceptance. Calls to the department will slow the process.

**Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Questions regarding this policy should be directed to the nursing program director.

## Awards Available

Certificate
Practical Nursing

## Program Contact

Debra Lett, PhD MSN, MPA, RN
Director of Nursing/Instructor
334-420-4497
Location: Trenholm Campus - Bldg. B

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Certificate
## Practical Nursing

**General Education Requirements (9 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101* | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106* | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (3 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100* | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201* | Human Anatomy & Physiology I | 4 |
| BIO-202* | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (0 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210* | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

| | | |
|---|---|---|
| **College Requirements**: | | |
| ORI-101 | Orientation to College | 1 |
| | | |
| NUR-112 | Fundamental Concepts of Nursing | 7 |
| NUR-113 | Nursing Concepts I | 8 |
| NUR-114 | Nursing Concepts II | 8 |
| NUR-115 | Evidence Based Clinical Reasoning | 2 |

**Area V Credit Hours: 26**
**Total Credit Hours: 46**

* These courses are required for this program.

**Note:** Students applying for Practical Nursing are exempt from BIO-103 - Principles of Biology and PSY-200 - General Psychology.

Note: Students without prior college credit who enter the program may opt to take a reduced load; however, Pell Grant will be affected. Please speak to a Financial Aid Counselor. Students may choose to take ENG-101, MTH-100, PSY-210, SPH-106 or 107 and ORI-101. (as applicable).

# Course Descriptions
# Practical Nursing

| Course # | Course Title | Credit Hours |
|---|---|---|

**NUR-112 FUNDAMENTAL CONCEPTS OF NURSING** **7**
COREQUISITE: MTH-100, BIO-201, ORI-101
PREREQUISITE: ADMISSION TO NURSING PROGRAM
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**NUR-113 NURSING CONCEPTS 1** **8**
COREQUISITES: ENG-101, BIO-202, PSY-210
PREREQUISITES: NUR-112, MTH-100, BIO-201, ORI-101
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance

**NUR-114 NURSING CONCEPTS II** **8**
COREQUISITES: NUR-115, SPH-106 or 107
PREREQUISITES: NUR-112, NUR-113, ENG-101, BIO-201, BIO-202, PSY-210, ORI-101
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**NUR-115 EVIDENCE BASED CLINICAL REASONING** **2**
COREQUISITES: NUR-114, SPH-106 or 107
PREREQUISITES: NUR-112, NUR-113, ENG-101, BIO-201, BIO-202, PSY-210, ORI-101
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

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# Radiology (Medical Radiologic Technology)

## Program Information

The Radiology program at Trenholm State provides students with the necessary education to gain entry-level positions in the field of medical imaging as diagnostic radiologic technologists. Students will receive didactic, laboratory, and clinical education in preparation for the American Registry of Radiologic Technologists (ARRT) certification examination.

Radiologic technologists produce medical images of parts of the human anatomy for use in diagnosing medical problems. Radiologic technologists must follow physicians' orders and conform to regulations concerning the use of radiation to protect themselves, their patients, and their coworkers from unnecessary exposure. The program has a competitive admissions process.

## Occupational Choices

Employment is projected to grow faster than average and job opportunities are expected to be favorable. Although hospitals and medical centers still remain the primary employers, a number of new jobs will be found in physician's offices and diagnostic centers. Health facilities such as these are growing due to the shift toward outpatient care. Radiologic Technologists experienced in more than one diagnostic imaging modality, such as CT, MR, and mammography, will have the best employment opportunities.

With experience and additional training, staff technologists may qualify for advanced certification in CT, angiography, and MRI. Experienced technologists also may be promoted to supervisor, chief radiologic technologist, and, ultimately, department administrator or director.

*Source: U. S. Department of Labor Occupational Outlook Handbook, 2018-2019 Edition.*

## Average Full-Time Wage

The median annual wage for radiologic technologists was $59,520 in May 2018. The lowest 10 percent earned less than $40,630, and the highest 10 percent earned more than $86,350.

The median annual wage for magnetic resonance imaging technologists was $71,670 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $50,220, and the highest 10 percent earned more than $99,180.

*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026 Edition, 2018 Survey*

## Admission Criteria

Applicants should complete and submit a Radiology program application and have official copies of all college and high school transcripts sent directly to the College's Admissions Office.

Minimum admission standards include:

- A Trenholm State Community College application
- A Radiology Program application
- Official transcripts from high school and all colleges attended; official GED scores if applicable. A minimum of 2.5 high school GPA (for students without previous college courses) or a cumulative GPA over the last 24 credit hours (for students with previous college courses) is required.
- Be eligible for placement into the following course: English 101, Math 100 and Biology 201.
- ACT test score greater than or equal to 18.
- Applicants must be at least 18 years of age.
- A completed essential eligiblity criteria form.
- Incomplete application packages submitted will not be considered. See Program Application

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 6 Terms | 76 | $12,084 | $1197 | 0 | $750 |
| Co-requisite Courses | 5 Terms | 24 | $3,816 | $547 | 0 | 0 |
| Radiology Courses | 5 Terms | 52 | $8,268 | $650 | 0 | $750 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

Packet on the program web page at: https://www.trenholmstate.edu/programs/allied-health-division/radiology-medical-radiologic-technology/

NOTE: It is highly recommended that students successfully complete BIO-103 (General Biology) or its equivalent in preparation for BIO-201 (Human Anatomy & Physiology I).

Students in the Radiology program must meet the following requirements which will be completed at the student's expense prior to and throughout enrollment in the program:

a. Verification of absence of drug and alcohol use by participation in random and scheduled drug/alcohol testing at the student's expense.
b. Undergo a background screening.
c. Provide proof of all vaccinations designated by the program.
d. Submit proof of completed CPR for Healthcare Providers course.
e. Undergo a student physical administered by a physician.
f. Adhere to policies of affiliated clinical affiliates.

Admission to the Radiology Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting the minimum requirements does not guarantee acceptance.

If the number of eligible applicants exceeds the space available to new enrollees, applicants are rank-ordered using a point system based on: ACT Exam scores with additional points given for required general education classes completed with a "C" or higher. See Ranking Form on the program webpage at: https://www.trenholmstate.edu/uploads/files/Radiology_Program_Ranking_Form_2019.pdf

## Awards Available

Associate of Applied Science
Medical Radiologic Technology

## Program Contact

Laurie Burnett
Program Coordinator/Instructor
334-420-4342
Location: Trenholm Campus - Bldg. H

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
## Medical Radiologic Technology

**General Education Requirements * (24 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101 * | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (6 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101* | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 * | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100 * | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201 * | Human Anatomy & Physiology I | 4 |
| BIO-202 * | Human Anatomy & Physiology II | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200 * | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| | | |
| RAD-111 | Introduction to Radiography | 2 |
| RAD-112 | Radiographic Procedures I | 4 |
| RAD-113 | Patient Care | 2 |
| RAD-114 | Clinical Education I | 2 |
| RAD-122 | Radiographic Procedures II | 4 |
| RAD-124 | Clinical Education II | 5 |
| RAD-125 | Imaging Equipment | 3 |
| RAD-134 | Clinical Education III | 5 |
| RAD-135 | Exposure Principles | 3 |
| RAD-136 | Radiation Protection and Biology | 2 |
| RAD-212 | Image Evaluation & Pathology | 2 |
| RAD-214 | Clinical Education IV | 8 |
| RAD-224 | Clinical Education V | 8 |
| RAD-227 | Review Seminar | 2 |

*These are co-requisite requirements, but may be completed prior to the start of the program. The student must be eligible for placement into the following courses: English 101, Math 100 and Biology 201 to apply.

Students must successfully complete all required co-requisite general education courses listed above prior to completion of the Radiology Program.

**Area V Credit Hours: 53**
**Total Credit Hours: 76**

# Course Descriptions
# Medical Radiologic Technology

| Course # | Course Title | Credit Hours |
|---|---|---|

**RAD-111 INTRODUCTION TO RADIOLOGY** **2**
COREQUISITE: RAD-112, RAD-113, RAD-114
PREREQUISITE: Admission into program
This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

**RAD-112 RADIOLOGIC PROCEDURES I** **4**
COREQUISITE: RAD-111, RAD-113, RAD-114
PREREQUISITE: Admission into program
This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD-113 PATIENT CARE** **2**
COREQUISITE: RAD-111, RAD-112, RAD-114
PREREQUISITE: Admission into program
This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate / explain patient care procedures appropriate to routine and emergency situations.

**RAD-114 CLINICAL EDUCATION I** **2**
COREQUISITE: RAD-111, RAD-112, RAD-113
PREREQUISITE: Admission into program
This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD-112.

**RAD-122 RADIOLOGIC PROCEDURES II** **4**
COREQUISITE: RAD-124, RAD-125
PREREQUISITE: Successful complete of RAD-111, RAD-112, RAD-113, RAD-114
This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD-124 CLINICAL EDUCATION II** **5**
COREQUISITE: RAD-122, RAD-125
PREREQUISITE: Successful completion of RAD-111, RAD-112, RAD-113, RAD-114
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD-125 IMAGING EQUIPMENT** **3**
COREQUISITE: RAD-122, RAD-124
PREREQUISITE: Successful completion of RAD-111, RAD-112, RAD-113, RAD-114
This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

| Course # | Course Title | Credit Hours |
|---|---|---|

**RAD-134 CLINICAL EDUCATION III** **5**
COREQUISITE: RAD-135, RAD-136
PREREQUISITE: Successful completion of RAD-122, RAD-124, RAD-125
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD-135 EXPOSURE PRINCIPLES** **3**
COREQUISITE: RAD-134, RAD-136
PREREQUISITE: Successful completion of RAD-122, RAD-124, RAD-125
This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

**RAD-136 RADIATION PROTECTION & BIOLOGY** **2**
& RADIATION BIOLOGY
COREQUISITE: RAD-134, RAD-135
PREREQUISITE: Successful completion of RAD-122, RAD-124, RAD-125
This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

**RAD-212 IMAGE EVALUATION & PATHOLOGY** **2**
COREQUISITE: RAD-214
PREREQUISITE: Successful completion of RAD-134, RAD-135, RAD-136
This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

**RAD-214 CLINICAL EDUCATION IV** **8**
COREQUISITE: RAD-212
PREREQUISITE: Successful completion of RAD-134, RAD-135, RAD-136
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD-224 CLINICAL EDUCATION V** **8**
COREQUISITE: RAD-227
PREREQUISITE: Successful completion of RAD-212, RAD-214
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD-227 REVIEW SEMINAR** **2**
COREQUISITE: RAD-224
PREREQUISITE: Successful completion of RAD-212, RAD214
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion, the student will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.

Trenholm State COMMUNITY COLLEGE
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# Registered Nursing

## Program Information

The Associate of Applied Science Registered Nursing program prepares graduates to sit for the licensure exam for registered nurses. It is a concept-based curriculum, including both nursing and general education courses that prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. Course content includes the role of the registered nurse, healthcare concepts, and technical observations and skills which includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, and planning education for health maintenance. Supervised clinical laboratory experiences are planned to focus on the care of patients with well-defined health problems where probable outcomes of nursing interventions are predictable. Clinical experiences are provided at area hospitals and health care agencies.

Bureau of Labor Statistics reported that registered nurses (RNs) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

Upon completion of the Associate of Applied Science Registered Nursing, the graduate will make application to the Alabama Board of Nursing to sit for the National Council Licensure Examination for Register Nurses (NCLEX® RN). When licensure is granted, the licensed registered nurse will be able to carry out the responsibilities and duties relative to the education and training received under the guidelines of the Alabama Board of Nursing. Graduates may be employed in long-term care, out-patient care, home healthcare, public health departments, dialysis, hospitals, hospice, mental health clinics, physician offices, correctional facilities, and ambulatory clinics. The program has a competitive admissions process.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition*

## Occupational Choices

The Bureau of Labor Statistics published the following prediction: "Employment of registered nurses is projected to grow 16 percent from 2014 to 2024." There were 3.13 million registered nurses employed in the U.S. in 2016. That number will grow to 3.19 million by 2024. The largest employers of registered nurses were 61 percent worked in hospitals, 18 percent in ambulatory healthcare services, 7 percent in nursing and residential care facilities, 5 percent in government and 3 percent in state, local, and private educational services.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition*

## Average Full-Time Wage

In May 2018, the median annual wage for registered nurses was $71,730. Consequently, the highest 10 percent earned approximately $106,530, with the lowest 10 percent earned less than $50,800.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-2019 Edition.*

## Admission Criteria

Applicants should complete and submit an Associate of Applied Science Registered Nursing Program Application and request for copies of college and high school transcripts sent directly to the College's Admission Office.

**Minimum admission standards include:**

1. Complete and submit a college application to Trenholm State Community College (must have unconditional admission to the college); if not currently enrolled (can be submitted online https://webreg.trenholmstate.edu/accws/isconlap.pgm).
2. Receipt of completed application for the nursing program by deadline June 10 for Fall admissions, October 10 for Spring admissions.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 3 Terms | 67 | $10,653 | $1,400 | $845 | $600 |

Estimated Testing Fees: $1,000

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

3. A minimum 2.5 GPA is required on nursing academic core classes inclusive of: ENG-101 English Composition I, MTH-100 Intermediate College Algebra (or higher-level math - Pre-Cal, Finite Math) BIO-201/202 Anatomy & Physiology I & II, BIO-220 Microbiology, PSY-210 Human Growth & Development, SPH-106 or 107 Fundamentals of Oral Communication or Public Speaking, Humanities elective (ART-101 Art or MUS-101 Music Appreciation, PHL-106 Intro to Philosophy, PHL-206 Ethics & Society, REL-100 History of World Religions, or SPA-101 Intro to Spanish I).
4. Minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. All developmental coursework must be taken prior to entering the nursing program. Eligibility for enrollment is required for ENG-101(English Composition I), MTH-100 (Intermediate College Algebra) and BIO-201 (Anatomy & Physiology I).
6. Good standing with the College including a minimum overall, cumulative GPA of 2.50.
7. Meeting the essential functions or technical standards required for nursing. The requirements for meeting essential functions for the nursing program can and may be requested periodically during the nursing program by nursing faculty as indicated. If a nursing student cannot meet essential functions requirements, the student may be withdrawn from the nursing program.
8. Official results of the ACT (minimum of 20 composite score national is required) must be submitted to the Registrar's office with a copy attached to the nursing program application. The writing component of the ACT is not required for consideration of admission to the nursing program.
9. Transfer students must be in good standing from transferring institution with letter from Program Director and a minimum of 2.0 Cumulative GPA with nursing courses no more than one year from date of application.

**Nursing Program Selection Criteria**

1. Points for grades in the following nursing required core general educational courses are as documented:
   A = 3 points, B = 2 points, C = 1 point
   ENG-101 English Composition
   MTH-100 Intermediate College Algebra
   BIO-201 Anatomy & Physiology I
   BIO-202 Anatomy & Physiology II
   ORI-101 College Orientation
2. An additional 10 points may be awarded as determined by the individual college policy and procedure.
3. A minimum 2.5 GPA is required in the core general educational courses for the nursing program. Not all courses may have been completed at the time of admission to the nursing program; however, students may experience less conflict in scheduling classes if general education classes are completed prior to entering the professional phase of study. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
4. Associate Degree Nursing general education courses:

   ENG-101 English Composition I
   MTH-100 Intermediate College Algebra (or higher-level math - Pre-Cal, Finite Math)
   BIO-201/202 Anatomy & Physiology I & II
   BIO-220 Microbiology
   PSY-210 Human Growth & Development
   SPH-106 or 107 Fundamentals of Oral Communication or Public Speaking

   Humanities elective:
   ART-101 Art or MUS-101 Music Appreciation
   PHL-106 Intro to Philosophy
   PHL-206 Ethics & Society (Preferred)
   REL-100 History of World Religions
   SPA-101 Intro to Spanish I

5. Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring.
6. ACT- minimum requirement of 20 score/points.
7. Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable).
8. Meeting the essential functions for nursing.

**Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Questions regarding this policy should be directed to the nursing program director.

## Awards Available

Associate of Applied Science
Registered Nursing

## Program Contact

Debra Lett, PhD MSN, MPA, RN
Director of Nursing/Instructor
334-420-4497
Location: Trenholm Campus - Bldg. B

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
## Registered Nursing

**General Education Requirements (27 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101* | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (6 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

| | | |
|---|---|---|
| **Arts:** | | |
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |
| **Humanities:** | | |
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206* | Ethics & Society (Preferred) | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106* | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |
| **Literature:** | | |
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (15 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

| | | |
|---|---|---|
| **Mathematics:** | | |
| MTH-100* | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |
| **Natural Sciences:** | | |
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201* | Human Anatomy & Physiology I | 4 |
| BIO-202* | Human Anatomy & Physiology II | 4 |
| BIO-220* | General Microbiology | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

| | | |
|---|---|---|
| **History:** | | |
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |
| **Social and Behavioral Sciences:** | | |
| PSY-200 | General Psychology | 3 |
| PSY-210* | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| NUR-112 | Fundamental Concepts of Nursing | 7 |
| NUR-113 | Nursing Concepts I | 8 |
| NUR-114 | Nursing Concepts II | 8 |
| NUR-115 | Evidence Based Clinical Reasoning | 2 |
| NUR-211 | Advance Nursing Concepts | 7 |
| NUR-221 | Advanced Evidence Based Clinical Reasoning | 7 |

**Area V Credit Hours: 40**
**Total Credit Hours: 67**

* These courses are required for this program.

**Note:** Students applying for Practical Nursing are exempt from BIO-103 - Principles of Biology and PSY-200 - General Psychology.

Note: Students without prior college credit who enter the program may opt to take a reduced load; however, Pell Grant will be affected. Please speak to a Financial Aid Counselor. Students may choose to take ENG-101, MTH-100, PSY-210, SPH-106 or 107 and ORI-101. (as applicable).

# Course Descriptions
# Registered Nursing

| Course # | Course Title | Credit Hours |
|---|---|---|

**NUR-112 FUNDAMENTAL CONCEPTS OF NURSING** **7**
COREQUISITE: MTH-100, BIO-201, ORI-101
PREREQUISITE: ADMISSION TO NURSING PROGRAM
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**NUR-113 NURSING CONCEPTS 1** **8**
COREQUISITES: ENG-101, BIO-202, PSY-210
PREREQUISITES: NUR-112, MTH-100, BIO-201, ORI-101
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance

**NUR-114 NURSING CONCEPTS II** **8**
COREQUISITES: NUR-115, SPH-106 or 107
PREREQUISITES: NUR-112, NUR-113, ENG-101, BIO-201, BIO-202, PSY-210, ORI-101
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**NUR-115 EVIDENCE BASED CLINICAL REASONING** **2**
COREQUISITES: NUR-114, SPH-106 or 107
PREREQUISITES: NUR-112, NUR-113, ENG-101, BIO-201, BIO-202, PSY-210, ORI-101
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**NUR-211 ADVANCE NURSING CONCEPTS** **7**
COREQUISITES: BIO-220
PREREQUISITES: NUR-114, NUR-115, SPH-106 or 107
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**NUR-221 ADVANCED EVIDENCE-BASED CLINICAL REASONING** **7**
COREQUISITES: HUM-Humanities elective (Ethics preferred)
PREREQUISITES: BIO-220, NUR-211
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

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# Respiratory Therapy (Respiratory Care Therapy)

## Program Information

This program of study is designed to provide academic and clinical training in patients who suffer from heart and lung conditions. Respiratory Therapists work closely with doctors and nurses and have innovative awareness of mechanical ventilators and other technological equipment. The Associate of Applied Science degree awarded at program completion is a five-semester, competency-based curriculum that includes practical knowledge in a health care institution.

The Respiratory Care Therapy Program holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

## Occupational Choices

Employment of respiratory therapists is projected to grow 23 percent from 2016 to 2026, much faster than the average for all occupations. Growth in the middle-aged and elderly population will lead to an increased incidence of respiratory conditions such as chronic obstructive pulmonary disease (COPD) and pneumonia. These respiratory disorders can permanently damage the lungs or restrict lung function.

*https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm*

## Average Full-Time Wage

The median annual wage for respiratory therapists was $60,280 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $43,750, and the highest 10 percent earned more than $83,520.

The median annual wage for respiratory therapists in the top industries in which they worked were as follows:

- Hospitals; state; local; private: $60,500
- Offices of physicians: $60,300
- Nursing care facilities: $60,260

*https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm#tab-5*

## Admission Requirements

Program applications and deadline for application submission will be posted to the Respiratory Therapy (Respiratory Care Therapy) webpage in April each year.

Applicants must:

- Meet all general admission requirements of Trenholm State Community College and be in good standing.
- Complete all general required courses (prerequisites) courses with a minimum grade of "C" in each course (see listing below).
- Minimum ACT score of 18.
- Attain a minimum cumulative GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required prerequisite courses.
- Submit a completed RPT-program application by the application deadline to include all of the following documents:
  1. Completed RPT-Program Application. The program application can be found on the website in April. Select Academics, Programs of Study, then Respiratory Therapy.
  2. Copies of transcripts from ALL colleges previously attended.
  3. A copy of your Trenholm State transcript showing completion and transfer of ALL prerequisite courses.
  4. A copy of your ACT score or Residual score showing 18 or higher (all applicants will be ranked according to his/her ACT score. Applicants with the highest ACT scores will be issued acceptance letters.

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree | 7 Terms | 76 | $12,084 | $3,400 | $600 | $600 |
| (Not including prerequisites) | 5 Terms | 53 | $8,427 | $2,500 | $600 | $600 |

Estimated Testing Fees for uniforms, testing, etc.: $3,500

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

5. Good standing with the college.
6. Meet all of the essential functions or technical standards required for Respiratory Therapy.

## Technical Standards

Candidates must be able to meet all Essential Functions required of the program with or without accommodation. Essential functions include, but are not limited to the following:

- Sensory/Observational Skills: The candidate must be able to observe a patient precisely at a distance and up close. Perception requires the efficient use of all the senses.
- Communication: The candidate must be able to communicate, hear, and watch patients to evoke data, portray changes in mindset, movement and pose, and observe nonverbal communications. A candidate must be able to converse efficiently with patients and all members of the health care team. Communication includes but is not limited to: listening, speaking, reading and writing.
- Motor Skills: The candidate must have sufficient motor skills to increase contact to patients in a variety of care settings and to operate and apply the equipment utilized for assessment, general and emergency treatment of patients receiving Respiratory Care. Such actions require coordination of both gross and fine muscular movements, balance and practical use of the senses of touch and vision.
- Intellectual-Conceptual, Integrative, and Quantitative Abilities: These capabilities include measurement, calculation, reasoning, examination, and assessment. Problematic deciphering, the critical skill required of health care practitioners, necessitates all of these capabilities.
- Behavioral/Social Skills and Professionalism: A candidate must possess the emotional health obligatory for the utilization of his/her intellectual abilities. The implementation of moral decision, the swift completion of all tasks associated with the care of patients, and the growth of active affiliations with patients are vital services for health practitioners. Applicants must be able to tolerate heavy workloads and to function commendably under pressure. They must be able to acclimatize to shifting environments, to display flexibility, and to learn to perform in the face of the indecisions essential in the clinical complications of numerous patients. Apprehension for others, reliability, social skills, awareness, and inspiration are all personal assets required for the health practitioners.
- Environmental: All candidates must interact with patient populations of all ages with an array of acute and chronic illnesses. Candidates must be able to endure recurrent contact with transmittable diseases, poisonous substances, ionizing radiation, pharmaceutical preparations, aggressive individuals, and other conditions common to the health care setting.

## Awards Available

Associate of Applied Science
Respiratory Care Therapy

## Program Contact

Shalanda Lee
Program Director/Instructor
Location: Trenholm Campus – A/B 107B
334-420-4419
slee@trenholmstate.edu

Juan Tylor
Clinical Director/Instructor
Location: Trenholm Campus - Bldg. H
jtaylor@trenholmstate.edu

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## The Respiratory Therapy Program accepts students once a year in the Fall Semester

Admission to the Respiratory Therapy (Respiratory Care Therapy) Program is competitive, and meeting minimal requirements does not guarantee acceptance.

# Associate of Applied Science
## Respiratory Care Therapy

**General Education Requirements (23 hours)**

**Area I - Written Composition (3 hours)**

| | | |
|---|---|---|
| ENG-101* | English Composition I | 3 |
| ENG-102 | English Composition II | 3 |
| ENG-130 | Technical Report Writing | 3 |

**Area II - Humanities & Fine Arts (6 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

| | | |
|---|---|---|
| ART-100* | Art Appreciation | 3 |
| MUS-101* | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society (Preferred) | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106* | Fundamentals of Oral Comm | 3 |
| SPH-107* | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (11 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

| | | |
|---|---|---|
| MTH-100* | Intermediate Algebra | 3 |
| MTH-103 | Intro to Technical Mathematics | 3 |
| MTH-104 | Plane Trigonometry | 3 |
| MTH-110 | Finite Mathematics | 3 |
| MTH-112 | Precalculus Algebra | 3 |
| MTH-116 | Mathematical Applications | 3 |

**Natural Sciences:**

| | | |
|---|---|---|
| BIO-101 | Introduction to Biology I | 4 |
| BIO-102 | Introduction to Biology II | 4 |
| BIO-103 | Principles of Biology I | 4 |
| BIO-104 | Principles of Biology II | 4 |
| BIO-201* | Human Anatomy & Physiology I | 4 |
| BIO-202* | Human Anatomy & Physiology II | 4 |
| BIO-220 | General Microbiology | 4 |
| PHS-111 | Physical Science I | 4 |
| PHS-112 | Physical Science II | 4 |
| PHY-120 | Introduction to Physics | 4 |

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**History:**

| | | |
|---|---|---|
| HIS-101 | Western Civilization I | 3 |
| HIS-102 | Western Civilization II | 3 |
| HIS-121 | World History I | 3 |
| HIS-122 | World History II | 3 |
| HIS-201 | United States History I | 3 |
| HIS-202 | United States History II | 3 |

**Social and Behavioral Sciences:**

| | | |
|---|---|---|
| PSY-200* | General Psychology | 3 |
| PSY-210 | Human Growth and Development | 3 |
| SOC-200 | Introduction to Sociology | 3 |
| POL-200 | Introduction to Political Science | 3 |
| POL-211 | American National Government | 3 |

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| | | |
| RPT-210 | Clinical Practice I | 2 |
| RPT-211 | Introduction to Respiratory Care | 2 |
| RPT-212 | Fundamentals of Respiratory Care I | 4 |
| RPT-213 | Anatomy/physiology for RCP | 3 |
| RPT-214 | Pharmacology for RCP | 2 |
| RPT-220 | Clinical Practice II | 2 |
| RPT-221 | Pathology for RCP I | 3 |
| RPT-222 | Fundamentals of Respiratory Care II | 4 |
| RPT-223 | Acid Base Regulations & ABG | 2 |
| RPT-230 | Clinical Practice III | 2 |
| RPT-231 | Pathology for RCP II | 3 |
| RPT-232 | Diagnostic Procedures for RCP | 2 |
| RPT-233 | Special Procedures for RCP | 2 |
| RPT-234 | Mechanical Ventilation for RCP | 4 |
| RPT-240 | Clinical Practice IV (Internship) | 4 |
| RPT-241 | Pulmonary Rehab and Home Care | 2 |
| RPT-242 | Perinatal/Pediatric Resp. Care | 3 |
| RPT-243 | Computer Applications for RCP | 2 |
| RPT-244 | Critical Care for RCP | 2 |
| RPT-266 | Seminar in Resp. Medicine I | 1 |
| RPT-268 | Writing and Research for RCP II | 1 |

**Area V Credit Hours: 53**
**Total Credit Hours: 76**

Note: Although a CIS course is not required, all RPT students will be required to demonstrate computer literacy through online assignment, presentations and other computer-based activities.

Required General Education courses (23 credit hours) must be completed prior to applying to the Respiratory Care Therapy. All courses are offered at Trenholm State Community College. Transferability of courses from other education institutions will be assessed upon submission of a complete College application.

# Course Descriptions
# Respiratory Care Therapy

| Course # | Course Title | Credit Hours |
|---|---|---|

**RPT-210 CLINICAL PRACTICE I** **2**

This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures. This is a CORE course.

**RPT-211 INTRODUCTION TO RESPIRATORY CARE** **2**

This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include: history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment. This is a CORE course.

**RPT-212 FUNDAMENTALS OF RESPIRATORY CARE I** **4**

A fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes: design, functional characteristics, and operation of commonly encountered respiratory care equipment, use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics. This is a CORE course.

**RPT-213 ANATOMY AND PHYSIOLOGY FOR THE RCP** **3**

This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the maintenance of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems. This is a CORE course.

**RPT-214 PHARMACOLOGY FOR THE RCP** **2**

This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic nervous system. Areas of emphasis include: determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology. This is a CORE course.

**RPT-220 CLINICAL PRACTICE II** **2**

PREREQUISITE: RPT 210

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures. This is a CORE course.

**RPT-221 PATHOLOGY FOR THE RCP I** **3**

This course is a survey of commonly encountered diseases and disorders which may affect the function of the cardiopulmonary system, and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function. Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology. This is a CORE course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**RPT-222 FUNDAMENTALS OF RESPIRATORY CARE II** **4**
PREREQUISITE: RPT 212
This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include: therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented. This is a CORE course.

**RPT-223 ACID BASE REGULATION AND ABG ANALYSIS** **2**
This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in maintenance of homeostasis. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems.

**RPT-230 CLINICAL PRACTICE III** **2**
PREREQUISITE: RPT 220
This is the third course in the clinical sequence, and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver. This is a CORE course.

**RPT-231 PATHOLOGY FOR THE RCP II** **3**
PREREQUISITE: RPT 221
This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. Course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.

**RPT-232 DIAGNOSTIC PROCEDURES FOR THE RCP** **2**
This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. This is a CORE course.

**RPT-233 SPECIAL PROCEDURES FOR THE RCP** **2**
This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented. This is a CORE course.

**RPT-234 MECHANICAL VENTILATION FOR THE RCP** **4**
This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. This is a CORE course.

**RPT- 240 CLINICAL PRACTICE IV** **4**
PREREQUISITE: RPT 230
This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner. This is a CORE course.

| Course # | Course Title | Credit Hours |
|---|---|---|

**RPT- 241 REHABILITATION AND HOME CARE FOR THE RCP 2**
This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility. This is a CORE course.

**RPT-242 PERINATAL/PEDIATRIC RESPIRATORY CARE 3**
This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. This is a CORE course.

**RPT-243 COMPUTER APPLICATIONS FOR THE RCP 2**
This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations. This is a CORE course.

**RPT-244 CRITICAL CARE CONSIDERATIONS FOR THE RCP 2**
This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care. This is a CORE course.

**RPT-266 SEMINAR IN RESPIRATORY MEDICINE I 1**
This course is a series of physician and/or guest lecturers designed to present topics of special interest to the student or practitioner. Emphasis is placed upon current medical practice within the field of pulmonary medicine and cardiology. Upon completion, the student should be able to demonstrate an increased knowledge base concerning the topics of special interest presented.

**RPT-268 WRITING AND RESEARCH FOR THE RCP II 1**
This course allows for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature research paper is required. Upon completion, students should be able to effectively communicate in written narrative form the results of independent study.

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Ultrasound (Diagnostic Medical Sonography)

## Program Information

This program of study is designed to provide academic and clinical training in the field of general (OB/GYN and Abdominal/Superficial Structures) ultrasound (diagnostic medical sonography). The Associate of Applied Science degree awarded at program completion is a four-semester, competency-based curriculum that includes practical experience in regional health institutions. The ultrasound program at Trenholm State is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). By attending a program accredited by CAAHEP, you will be able to apply to take the national certification examinations offered by the ARDMS/ARRT. By successfully completing the certification exams, you will be awarded the credential 'registered sonographer'.

## Occupational Choices

Employment of diagnostic medical sonographers is projected to grow 23 percent from 2016 to 2026, much faster than the average for all occupations. Employment of cardiovascular technologists and technicians, including vascular technologists, is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.

Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026, 2019 Survey

## Average Full-Time Wage

The median annual wage for cardiovascular technologists and technicians was $56,850 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $29,340, and the highest 10 percent earned more than $93,100.

The median annual wage for diagnostic medical sonographers was $72,510 in May 2018. The lowest 10 percent earned less than $51,430, and the highest 10 percent earned more than $100,480.

Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026, 2019 Survey

## Admission Criteria

ADMISSION REQUIREMENTS:

(Program applications and deadline for application submission will be posted to the Ultrasound (Diagnostic Medical Sonography) webpage in April each year).

Applicants must:

- Meet all general admission requirements of Trenholm State Community College and be in good standing.
- Complete all general required courses (prerequisites) courses with a minimum grade of "C" in each course (see program webpage).
- Minimum ACT score of 20.
- A minimum cumulative GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required prerequisite courses. Math/Sciences courses must have been completed within seven (7) years of the date of expected entry into the DMS-program.
- Submit a completed DMS-program application by the application deadline to include all of the following documents:

1. Completed DMS-Program Application. The program application can be found on the website in April. For application deadline please visit DMS webpage, Select Programs>Allied Health Division>Ultrasound.
2. Copies of transcripts from ALL colleges previously attended
3. A copy of your Trenholm State transcript showing completion and transfer of ALL prerequisite courses
4. A copy of your ACT score showing 20 or higher. All applicants will be ranked according to his/her ACT score. Applicants with the highest ACT scores will be issued acceptance

## Estimated Program Length & Cost *

| Award | Length | Credit Hours | Tuition/Fees | Books | Tools | Supplies |
|---|---|---|---|---|---|---|
| Associate Degree (w/ prereqs) | 6 Terms | 76 | $12,084 | $1,250 | 0 | $350 |
| (Not including prerequisites) | 4 Terms | 53 | $8,427 | $1,250 | 0 | $350 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

letters. Average ACT score for the past three years is 21.4.

- Candidates must be able to meet all Essential Functions required of the program with or without reasonable accommodation:

Student must be able to:
- access and accurately understand or analyze requisitions, orders, charts, directions, and other job-related documentation and communications;
- independently travel through the sonography department and to other departments and floors of the hospital;
- remain in a stationary position either sitting or standing for an extended time, equal to or greater than 30 minutes;
- assist patients to transfer from beds, wheelchairs, and stretchers to the sonography table and back;
- independently be able to perform CPR, first aid and general patient care;
- give clear commands to patients and communicate effectively with patients and professional staff; including with individuals wearing masks;
- independently access, adjust, and operate sonography equipment;
- independently assess the ongoing functioning of the sonography machine and other equipment;
- independently assess sonographic images, controls, labels, and observe patients; and
- work in a sterile environment, prepare sterile fields, and fill sterile syringes.

Admission to the Ultrasound (Diagnostic Medical Sonography) Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

## Awards Available

Associate of Applied Science
Ultrasound
(Diagnostic Medical Sonography)

Short Term Certificates
Ultrasound
(Diagnostic Medical Sonography)
Vascular Sonography Concentration
Cardiac Sonography/Echocardiography Concentration

## Program Contact

Brandi Merrill
Program Coordinator/Instructor
334-420-4358
Location: Trenholm Campus - Bldg. H

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

# Associate of Applied Science
## Ultrasound
## (Diagnostic Medical Sonography)

**General Education Requirements (22 hours)**

**Area I - Written Composition (3 hours)**
**ENG-101 * English Composition I 3**

**Area II - Humanities & Fine Arts (3 hours)**
(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note**: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II. Students may choose any humanities course from the list below.

**Arts:**

| | | |
|---|---|---|
| ART-100 | Art Appreciation | 3 |
| MUS-101 | Music Appreciation | 3 |

**Humanities:**

| | | |
|---|---|---|
| PHL-106 | Intro to Philosophy | 3 |
| PHL-206 | Ethics & Society | 3 |
| REL-100 | History of World Religions | 3 |
| REL-151 | Survey of Old Testament | 3 |
| REL-152 | Survey of New Testament | 3 |
| SPA-101 | Intro Spanish I | 3 |
| SPA-102 | Intro Spanish II | 3 |
| SPH-106 | Fundamentals of Oral Comm | 3 |
| SPH-107 | Fundamentals of Public Speaking | 3 |

**Literature:**

| | | |
|---|---|---|
| ENG-251 | American Literature I | 3 |
| ENG-252 | American Literature II | 3 |
| ENG-261 | English Literature I | 3 |
| ENG-262 | English Literature II | 3 |
| ENG-271 | World Literature I | 3 |
| ENG-272 | World Literature II | 3 |

**Area III - Natural Science & Mathematics (12 hours)**
(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note**: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**
**MTH-100 * Intermediate Algebra 3**

**Natural Sciences:**
**BIO-120 * Medical Terminology 3**
**BIO-201 * Human Anatomy & Physiology I 4**
**PHY-120 * Introduction to Physics 4**

**Area IV - History, Social & Behavioral Sciences (3 hours):**
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note**: Must complete 3 semester hours.

**Social and Behavioral Sciences:**
**PSY-200 * General Psychology 3**

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:
**ORI-101 * Orientation to College 1**

| | | |
|---|---|---|
| DMS-202 | Foundations of Sonography | 3 |
| DMS-205 | Abdominal Sonography w/ Lab | 4 |
| DMS-206 | Gynecologic Sonography w/ Lab | 4 |
| DMS-207 | Abdominal Pathology | 3 |
| DMS-215 | Intro Sonographic Principles & Instr. | 2 |
| DMS-216 | Sonographic Principles & Instr. I | 3 |
| DMS-217 | Sonographic Principles & Instr. II | 2 |
| DMS-220 | Obstetrical Sonography I | 3 |
| DMS-221 | Obstetrical Sonography II | 3 |
| DMS-225 | Superficial Sonography | 1 |
| DMS-229 | Sonography Preceptorship I | 2 |
| DMS-230 | Sonography Preceptorship II | 3 |
| DMS-231 | Sonography Preceptorship III | 4 |
| DMS-232 | Sonography Preceptorship IV | 5 |
| DMS-233 | Sonography Lab I | 1 |
| DMS-234 | Sonography Lab II | 1 |
| DMS-235 | Sonography Lab III | 1 |
| DMS-240 | Sonographic Prin & Inst Seminar | 2 |
| DMS-241 | Sonography Seminar | 3 |
| DMS-245 | Sonography Case Presentation | 1 |
| DMS-250 | Intro to Advanced Sonography | 3 |

Note: Although a CIS course is not required, all DMS-students will be required to demonstrate computer literacy through online assignment, presentations and other computer-based activities. Students must also complete computer literacy competency assignment.

**Required General Education * (22 credit hours)**
* Please Note: Courses with an asterisk and bolded must be completed prior to applying to the Diagnostic Medical Sonography program. All courses are offered at Trenholm State Community College. Transferability of courses from other education institutions will be assessed upon submission of a complete College application.

**Area V Credit Hours: 54 Total Credit Hours: 76**

## Short Term Certificate
## Ultrasound
## (Diagnostic Medical Sonography)
## Vascular Sonography Concentration

****Eligible students must have completed a general sonography program and be registered with American Registry of Diagnostic Medical Sonographers (ARDMS) or American Registry of Radiologic Technologists (ARRT) in Sonography**

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| DMS-260 | *Introduction to Vascular Sonography | 3 |
| DMS-261 | **Vascular Sonography Techniques | 3 |
| DMS-263 | *Pathology of Vascular Systems | 3 |
| DMS-264 | Vascular Sonographic Clinical | 5 |

**Total Credit Hours: 14**

* - Online
** - Hybrid

## Short Term Certificate
## Ultrasound
## (Diagnostic Medical Sonography)
## Cardiac Sonography/Echocardiography Concentration

**Area V: Pre-Professional/College Requirements:**
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements**:

| | | |
|---|---|---|
| ORI-101 | Orientation to College | 1 |
| DMS-270 | *Introduction to Cardiac Sonography | 3 |
| DMS-271 | **Echocardiographic Technology | 3 |
| DMS-273 | *Pathology of Cardiovascular System | 3 |
| DMS-274 | Echo Clinical | 5 |

**Total Credit Hours: 14**

* - Online
** - Hybrid

# Course Descriptions
# Ultrasound
# (Diagnostic Medical Sonography)

| Course # | Course Title | Credit Hours |
|---|---|---|

**DMS-202 FOUNDATIONS OF SONOGRAPHY** **3**
COREQUISITE: DMS-206, DMS-215, DMS-229, DMS-233
PREREQUISITE: Admission to program
This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology. This is a CORE course.

**DMS-205 ABDOMINAL SONOGRAPHY I with LAB** **4**
COREQUISITE: DMS-207, DMS-216, DMS-220, DMS-230
PREREQUISITE: DMS-229
This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion the student will be expected to perform a complete abdominal sonogram. This is a CORE course

**DMS-206 GYNECOLOGIC SONOGRAPHY with LAB** **4**
COREQUISITE: DMS-202, DMS-215, DMS-229, DMS-233
PREREQUISITE: Admission to program
This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. This is a CORE course.

**DMS-207 ABDOMINAL PATHOLOGY** **3**
COREQUISITE: DMS-205, DMS-216, DMS-220, DMS-230
PREREQUISITE: DMS-229
This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course.

**DMS-215 INTRO TO SONOGRAPHIC PRIN/INSTR.** **2**
COREQUISITE: DMS-202, DMS-206, DMS-229, DMS-233
PREREQUISITE: Admission to program
This course will provide an introduction to mathematical and sonographic principles related to the application of sonography. This will also provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied.

**DMS-216 SONOGRAPHIC PRNCPLS/INSTR. I** **3**
COREQUISITE: DMS-205, DMS-207, DMS-220, DMS-230
PREREQUISITE: DMS-215
This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images. This is a CORE course.

**DMS-217 SONOGRAPHIC PRINCIPLES AND INSTR. II** **2**
COREQUISITE: DMS-221, DMS-225, DMS-231, DMS-234, DMS-240, DMS-245
PREREQUISITE: DMS-216
This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program.

| Course # | Course Title | Credit Hours |
|---|---|---|

**DMS-220 OBSTETRICAL SONOGRAPHY I** **3**
COREQUISITE: DMS-205, DMS-207, DMS-216, DMS-230
PREREQUISITE: DMS-206
This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.

**DMS-221 OBSTETRICAL SONOGRAPHY II** **3**
COREQUISITE: DMS-217, DMS-225, DMS-231, DMS-234, DMS-240, DMS-245
PREREQUISITE: DMS-220
This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.

**DMS-225 SUPERFICIAL SONOGRAPHY** **1**
COREQUISITE: DMS-217, DMS-221, DMS-231, DMS-234, DMS-240, DMS-245
PREREQUISITE: DMS-207
This course will review the anatomy and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, male pelvis and other superficial structures. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. This is a CORE course.

**DMS-229 SONOGRAPHY PRECEPTORSHIP I** **2**
COREQUISITE: DMS-202, DMS-206, DMS-215, DMS-233
PREREQUISITE: Admission to program
This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course.

**DMS-230 SONOGRAPHY PRECEPTORSHIP II** **3**
COREQUISITE: DMS-205, DMS-206, DMS-216, DMS-220, DMS-230
PREREQUISITE: DMS-229
This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course.

**DMS-231 SONOGRAPHY PRECEPTORSHIP III** **4**
COREQUISITE: DMS-217, DMS-221, DMS-225, DMS-234, DMS-240, DMS-245
PREREQUISITE: DMS-230
This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

**DMS-232 SONOGRAPHY PRECEPTORSHIP IV** **5**
COREQUISITE: DMS-235, DMS-241, DMS-250
PREREQUISITE: DMS-231
This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

**DMS-233 SONOGRAPHIC LAB I** **1**
COREQUISITE: DMS-202, DMS-206, DMS-215, DMS-229
PREREQUISITE: Admission to program
This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

**DMS-234 SONOGRAPHY LAB II** **1**
COREQUISITE: DMS-217, DMS-221, DMS-225, DMS-231, DMS-240, DMS-245
PREREQUISITE: DMS-231
This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

| Course # | Course Title | Credit Hours |
|---|---|---|

**DMS-235 SONOGRAPHIC LAB III** **1**
COREQUISITE: DMS-232, DMS-241, DMS-250
PREREQUISITE: DMS-234
This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

**DMS-240 SONOGRAPHIC PRICIPLES & INSTRUMENTATION SEMINAR** **2**
COREQUISITE: DMS-217, DMS-221, DMS-225, DMS-231, DMS-234, DMS-245
PREREQUISITE: DMS-216
This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.

**DMS-241 ABDOMINAL & OBGYN SEMINAR** **3**
COREQUISITE: DMS-232, DMS-235, DMS-250
PREREQUISITE: DMS-240
This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and obstetrical sonography. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.

**DMS-245 SONOGRAPHY CASE PRESENTATIONS** **1**
COREQUISITE: DMS-217, DMS-221, DMS-225, DMS-231, DMS-234, DMS-240
PREREQUISITE: DMS-230
Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation.

**DMS-250 INTRO TO ADVANCED SONOGRAPHY** **3**
COREQUISITE: DMS-232, DMS-235, DMS-241
PREREQUISITE: DMS-231
This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.

**DMS-260 INTRODUCTION TO VASCULAR SONOGRAPHY** **3**
PREREQUISITE: As required by program.
This course will introduce the student to sonographic anatomy of the vascular system of the human body, techniques and protocols for performing diagnostic studies of the vascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced in this course.CV CORE

**DMS-261 VASCULAR SONOGRAPHY TECHNIQUES** **3**
PREREQUISITE: As required by program.
This course will familiarize the student with sonographic anatomy of the peripheral vascular structures of the human body. The student will learn techniques to perform spectral, color and angiographic Doppler of these vessels. Images will be correlated with other imaging modalities (i.e. computed technology, magnetic resonance, and angiography). The student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. CV CORE

**DMS-263 PATHOLOGY OF VASCULAR SYSTEMS** **3**
PREREQUISITE: As required by program.
This course will educate the student in common pathologies of the vascular system. Patient symptoms and history will be correlated with abnormalities seen. At completion students will be able to identify common abnormalities of the vascular system on sonograms. CV CORE

**DMS-264 VASCULAR SONOGRAPHIC CLINICAL** **5**
PREREQUISITE: As required by program.
This course will allow the student to practice vascular scanning skills in the clinical setting. Competency will be sought in all types of peripheral vascular studies as well as correlation of studies with patient history, laboratory values and symptomology. At completion the student will be able to demonstrate practical application of vascular sonographic procedures.

**DMS-270 INTRODUCTION TO CARDIAC SONOGRAPHY** **3**
PREREQUISITE: As required by program.
This course will introduce the student to sonographic anatomy of the cardiovascular system of the human body, techniques and protocols for performing a diagnostic study of the cardiovascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced in this course. CV CORE

| Course # | Course Title | Credit Hours |
|---|---|---|

**DMS-271 ECHOCARDIOGRAPHIC TECHNOLOGY** **3**
PREREQUISITE: As required by program.
This course will familiarize the student with sonographic anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular system will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion, student will be able to perform basic echocardiograms. CV CORE

**DMS-273 PATHOLOGY OF CARDIOVASCULAR SYSTEM** **3**
PREREQUISITE: As required by program.
This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms. CV CORE

**DMS-274 ECHO CLINICAL** **5**
PREREQUISITE: As required by program.
This course will allow the student to practice cardiac scanning skills in the clinical setting. Students will demonstrate competency in cardiovascular studies, including transthoracic, transesophageal, and intraluminal echocardiography.

# Workforce Development

## Table of Contents

Truck Driving. . . . . 262

Trenholm State COMMUNITY COLLEGE
*The College for Real Careers*

# Truck Driving

## Program Information

The Truck Driving program at H. Councill Trenholm State Community College is designed to prepare the student to operate vehicles requiring a commercial driver's license. A six-week, non-credit Truck Driving program is offered that utilizes the U.S. Department of Transportation (DOT) model curriculum as the foundation for training and takes the student from basic through advanced operation of a tractor/trailer. Additionally, courses taught include safe operation practices and non-vehicle activities which are not directly related to the vehicle but which must be performed by the operator. Information is presented in an intensive question and answer format to provide the most efficient and cost-effective method for preparing a student for a commercial driver's license.

## Occupational Choices

Employment of heavy and tractor-trailer truck drivers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations.

The economy depends on truck drivers to transport freight and keep supply chains moving. As the demand for goods increases, more truck drivers will be needed. Trucks transport most of the freight in the United States, so, as households and businesses increase their spending, the trucking industry should grow.

Technological advancements should result in trucks that are more fuel efficient and easier to drive. For example, automatic transmissions, blindspot monitoring, braking assistance, and variable cruise control are all recently developed features that may become more standard throughout the trucking industries within the next decade. In addition, technological advances may lead to further developments in platooning, which is a method of transport where several trucks form a line and automatically mimic the speed, braking, and steering behaviors of the lead truck. These technologies can help ease driver burden and create a safer driving environment for all vehicles.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026 Edition, Survey 2019.*

## Average Full-Time Wage

The median annual wage for heavy and tractor-trailer truck drivers was $43,680 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $28,160, and the highest 10 percent earned more than $65,260.

*Source: BBureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2026 Edition, 2019 Survey .*

## Additional Requirements

Students entering the Truck Driving Program must have a valid driver's license, be at least twenty-one (21) years of age for a class "A" CDL and successfully pass a DOT physical which includes a drug screen, and present a current Motor Vehicle Report (MVR). Prior to being enrolled, students must obtain the Alabama Commercial Drivers Learner's License and are subject to DOT random drug testing rules. This program does not accept any "English as a second language" applicants.

## Duration

Five (5) days per week
34 hours per week for six (6) weeks

## Financial Assistance

100% funding is available through the Alabama Career Center. For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Montgomery Career Center
334-286-1746

## Estimated Program Length & Cost *

| Award | Length | Tuition/Fees | Books |
|---|---|---|---|
| Certificate | 6 Weeks | $2,800 | $0 |

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

## Location

Truck Driving Training Center is located at 5420 Troy Highway, Montgomery, AL 36116

## Awards Available

Truck Driving Certificate

## Program Contact

Dean Faust
Program Coordinator/Instructor
334-420-4406
dfaust@trenholmstate.edu
Location: 5420 Troy Highway

## Registration Steps

1. Register and Pay - Application for Non-Credit Course
   Payment Options
   - MasterCard, Visa or Discover
   - Cash Payment (check, money order, or cash)
   - WIOA funding to cover the cost of this program, please contact your local Alabama Career Center at 334-286-1746

2. Required Documents for the Truck Driving Program

   - Proof of Drug Testing
   - DOT Physical
   - Motor Vehicle Report
   - Current Valid Driver's License

## Courses Required for Truck Driving Certificate

**(This award is non-credit and is not Pell Grant eligible)**

Basic Truck Driving
Advanced Truck Driving
Non-Vehicle Activities
Vehicle Maintenance
Safe Operating Practics

**Total Clock Hours: 204**

**All Truck Driving Information can be found on the Trenholm State website at:**
www.trenholmstate.edu/workforce-development/cdl-truck-driving/

# Course Descriptions

**BASIC TRUCK DRIVING**
This course introduces students the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Drivers License standards.

**ADVANCED TRUCK DRIVING**
This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards.

**NON-VEHICLE ACTIVITIES**
This course focuses on activities not directly related to the vehicle itself, but that are related to the potential job performance of the commercial motor vehicle driver. Topics include preparation for CDL permit, entry level CMV drivers basics (qualification, wellness, hours of service, whistleblower protection), handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists.

**VEHICLE MAINTENANCE**
This course introduces students to the various components of the vehicle and how they work in order that malfunctions and safety hazards may be recognized before serious damages or accidents occur. Topics include vehicle systems, preventive maintenance and servicing, and diagnosing and reporting malfunctions. Upon completion, the student should be able to perform routine service functions and simple maintenance tasks and recognize when a vehicle needs repairs.

**SAFE OPERATING PRACTICES**
This course is designed for extended high level skills training for coping with hazards of the roadway traffic environment. Topics include hazard perception, emergency maneuvers, and skid control and recovery. Upon completion, the student should demonstrate perceptual skills for recognition of potential hazards as well as the manipulative skills needed to handle the vehicle in an emergency.

# Personnel

## Table of Contents

Administration . . . . . 265
Associate Deans . . . . . 265
Division Directors . . . . . 266
Faculty (Full-time) . . . . . 267
President . . . . . 265
Professional Staff . . . . . 272
Support Staff . . . . . 274

## Interim President

**Archie, Anita.....Interim President**
B.A., Political Science, University of Alabama
J.D., University of Alabama School of Law
Alabama State Bar- current

## Administration

**Chambers, Kemba ..... Executive Vice President/VP of Instructional Services**
AA, Chattahoochee Valley Community College
B.S., Columbus State University
M.S., Troy University
Ed.S., Troy University
Ed.D. Auburn University

**Kaushik, Suresh .....Dean of Development**
B.S., Panjab University, India
M.S., Panjab University, India
Post-M.S. Dipl., Indian Institute of Technology, Delhi
M.S., Montana State University
M.Ed., Montana State University
Ed.D., Utah State University
Additional graduate study, Atlanta University

**Perry, Danny.....Dean of Workforce Development and Career Technical Education**
A.A.T., Trenholm State Technical College
A.S.N., Troy State University at Montgomery
B.S.N., Auburn University at Montgomery
M.S.N., Family Nurse Practitioner, The University of Alabama at Birmingham

**Mahaffey, Sharon.....Dean of Finance and Administration**
M.A, University of Alabama
M.B.A, University of Alabama
B.S., University of Alabama

**Mays, Theresa ..... Dean of Students**
B.A., Auburn University
M.P.A., Troy University
M.P.S.E., Troy University

**Robinson, Nakia.....Interim Dean of Instructional Services**
B.S., Alabama State University
M.S., Alabama State University
Ed.D., University of Alabama

## Associate Deans

**Carter, Tracie..... Associate Dean of Alllied Health**
B.S., University of Alabama
M.P.A., Auburn University at Montgomery
D.D.S., Meharry Medical College

**Johnson, Mimi .....Interim Associate Dean of Institutional Effectiveness**
B.A., Alabama State University
M.P.A., Auburn University Montgomery
Ed.D., Alabama State University
The Alabama Community College System Leadership Academy, University of Alabama

# Division Directors

**Blackmon, Paul** ..... **Division Director - Library**
B.S., University of Montevallo — **Head Librarian**
M.S., Clark-Atlanta University
J.D., Birmingham School of Law

**Buice, Reuben** ..... **Division Director - Automotive & Transportation**
B.S., Auburn University — **Instructor - Automotive Service**

**Carden, Danny** ..... **Division Director - Automotive/Advanced Manufacturing**
Diploma, Patterson State Technical College — **Instructor - Precision Machining**
A.A.T., Trenholm State Technical College

**Edwards, Joe** ..... **Division Director - General Ed - Math & English**
B.S., Alabama State University — **Instructor - Mathematics**
M.Ed., Alabama State University

**Lett, Debra** ..... **Director of Nursing**
B.S.N., Troy State University
M.P.A., Troy University
M.S.N., University of South Alabama
Ph.D., Auburn University

**Pickett, Melissa** ..... **Division Director - Computer Information Systems**
B.S., Ferris State University — **& Business Administration**
M.S., Troy State University - Montgomery — **Instructor - Computer Information Systems**
Additional CIS graduate study - Auburn University at Montgomery
MOUS Certification

**Thomas, Ronica** ..... **Division Director - Biological & Natural Sciences General Ed - Biology**
B.S., Alabama A & M University — **Instructor - Biology**
M.Ed., Auburn University - Montgomery

# Full-time Faculty

**Abrasley, Edward** ..... **Electrical**
B.S.E.E., Iowa State University

**Akwuba, Miriam Diamond** ..... **Medical Assisting**
M.B.B.S., Abia State University
M.D., University of Nigeria

**Allen, Phillip** ..... **General Education - English**
B.S., Alabama State University
M.Ed., Alabama State University

**Arington, Spencer** ..... **Graphic Design**
B. S., Auburn University

**Beckham, Jon** ..... **Automotive Collision Repair**
B.A.,Talladega College

**Bell, Monica** ..... **Adult Education**
B.S., Alabama State University

**Bell-Haynes, Janelle** ..... **Office Administration**
B.S., Southern University A & M
M.B.A., University of Akron
Ed.D., Alabama State University
Certification, University of Florida

**Boddie, Bobbie** ..... **Computer Information Systems**
B.A., The University of Alabama at Birmingham
M.S.C.I.S., Bellevue University

**Bray, Hillary** ..... **General Education - English**
B.S., Auburn University of Montgomery
M.S., Auburn University of Montgomery

**Brown, Adonis** ..... **Computer Information Systems**
B.S., Tuskegee University
M.S., Tuskegee university

**Burdick, Chris** ..... **Welding**
Troy-Pike Center for Technology
Diploma, Trenholm State Technical College

**Burnett, Laurie** ..... **Radiology (Medical Radiologic Technology)**
Certificate, Baptist Medical Center School of Radiologic Technology
B.S., Midwestern State University
M.S., Southern Illinois University

**Burton, Ralph** ..... **Industrial Systems & Automation**
A.A.T., Bishop State Community College
B.S., Athens State University

**Cantrell, Jarred** ..... **Welding**
Diploma, Trenholm State Technical College

**Cline, Bryant** ..... **Dental Assisting**
B.S., Alabama A&M University
D.C., Logan College

**Davis, Angela** ..... **Radiology (Medical Radiologic Technology)**
A.A., Troy State University
B.S., Troy State University Montgomery
M.S., Troy University
Certificate, Baptist South, School of Radiologic Technology

**Davis, Marilyn** ..... **Nursing**
M.S.N., University of Alabama - Birmingham
B.S.N., Auburn University
D.N.P., Troy University

**Edwards, Austin** ..... **Welding**
Certificate, Trenholm State Community College

**Faust, Dean** ..... **Truck Driving**
CDL Certificate

**Foster, Brittany** ..... **Culinary Arts/Hospitality Management**
B.S., Alabama A&M University
M.S., Alabama A& M University

**Fricks (Dozier), April** ..... **Ultrasound (Diagnostic Medical Sonography)**
B.S., Union University
Certificate, Baptist School of Diagnostic Ultrasound

**Graham, Sheree** ..... **General Education - Biology**
B.A., Auburn University - Montgomery
B.S., Auburn University - Montgomery
M.Ed.., Auburn University - Montgomery

**Harrison, Omekia** ..... **Computer Information Systems**
B.S., Alabama State University
M.S., Troy University

**Herring, Richard** ..... **Architecture & Engineering Design**
B.S., Auburn University

**Jackson, Robert** ..... **Automotive Manufacturing & Automation**
A.S., Springfield Technical Community College
MBA, Georgia State University
PhD, Walden University

**Junco, Jamie** ..... **A/C & Refrigeration**
A.A., Trenholm State Technical College

**Laflore, Henderson** ..... **Computer Information Systems**
B.S., Auburn University
M.S., Walden University

**Lee, Shalanda** ..... **Respiratory Therapy**
B.S., University of Alabama at Birmingham
M.H.A, University of Phoenix

**Lewis, Brian** ..... **A/C & Refrigeration**
B.S., University of Alabama at Birmingham

**Lunde, Loren** ..... **Culinary Arts/Hospitality Management**
B.S., Auburn University
A.O.S., Culinary Institute of America

**Marbury, Jocelyn** ..... **General Education - Math/QEP Facilitator**
B.S., Alabama State University
M.Ed., Alabama State University

**McQueen, Chandrika** ..... **Nursing**
A.S., South University
B.S., Auburn University – Montgomery
M.S., Walden University

**Merrill, Brandi** ..... **Ultrasound (Diagnostic Medical Sonography)**
B.S., Midwestern University
Certificate, Baptist School of Ultrasound
Certificate, Baptist School of Radiology

**Moore, Ryan** ..... **Emergency Medical Services**
A.A.T., – Trenholm State Technical College
A.H.A. Instructor, BLS, ACLS, PALS
AL D.O.T. EVOC Instructor
ACEP Instructor, ITLS
B.S., Troy University

**Morton, Scott** ..... **Computer Information Systems**
M.S., Troy University
M.A., Georgetown University
B.A., Johns Hopkins University

**Newman, Russell** ..... **Adult Education**
B.S., Tuskegee University
Master of Edu., Armstrong Atlantic State University

**Okeowo, Regina** ..... **Nursing**
B.S.N., Auburn University at Montgomery
B.S., University of Tennessee
M.S.N, University of Alabama
M.P.H., University of Tennessee at Knoxville
D.S.P., University of Alabama, Tuscaloosa

**Orum, Tiffany** ..... **General Education - Music**
A.A., Central Alabama Community College
B.A., University of Alabama at Birmingham
M.A.Ed., Liberty University
Certification in Music Education, Alabama State University

**Perry, James** ..... **General Education - Psychology**
B.S., University of Alabama
M.S., Auburn University

**Pinkston, Doris S.** ..... **Child and Human Development**
B.A., Auburn University at Montgomery
M.S., Troy State University at Montgomery

**Poundstone, Wiley** ..... **Culinary Arts/Hospitality Management**
A.A., Johnson and Wales University

**Ray, Yolanda** ..... **Nursing**
A.S.N., Troy University
B.S.N., Jacksonville University
M.S.N., Jacksonville University

**Reed, Michael** ..... **General Education - Mathematics**
A.A.T., Trenholm State Technical College
B.S., Alabama State University
M.S., Alabama State University

**Robinson, Rashad** ..... **Computer Information Systems**
B.S., Alabama State University
M.S., Alabama State University
M.B.A., Troy University

**Shedd, James** ..... **Diesel Mechanics**
Diploma, John M. Patterson State Technical College
Undergraduate study, Auburn University and Troy University - Montgomery
ASE Certification, Master Technician

**Sims, Ann** ..... **Cosmetology**
A.A.T., Trenholm State Technical College
Cosmetology/Manager/Instructor License

**Small, Katrice** ..... **Culinary Arts/Hospitality Management**
A.A.T., Trenholm State Community College
B.A., New England Culinary Institute

**Smith, Amy** ..... **Reference/Information Literacy Librarian**
B.S., Troy University
M.S., University of Southern Mississippi

**Smith, Candy** ..... **General Education - Mathematics**
B.S., Auburn University
M.Ed., Auburn University at Montgomery
Ed.D., Alabama State University

**Spraggins, Timothy** ..... **General Education - English**
B.S., The University of Alabama
M.S., The University of Alabama

**Stanford, Cecelia** ..... **Adult Education**
B.S., Alabama State University

**Taylor, Ethel** ..... **Medical Assisting**
A.A.S., Trenholm State Community College

**Taylor, Juan** ..... **Respiratory Therapy**
A.A.S., Wallace Community College
B.S., Trident University

**Trimble, Joseph** ..... **General Education - History**
B.S., Faulkner University
M.S., East Tennessee State University

**Ward, Kenny** ..... **Accounting**
A.S., Jefferson Davis Community College
B.S., Alabama State University
M.S., Alabama State University

**Ward, Tamara ..... Cosmetology**
Diploma, Patterson State Technical College
Instructor Certificate, Cosmetology, Patterson State Technical College
B.S., Alabama State University
M.S., Troy University
Cosmetology/Manager/Instructor License

**Ware, Charles ..... Truck Driving**
CDL Certificate

**Warr, Winston ..... Emergency Medical Services**
E.M.T.-P, Trenholm State Technical College
A.A.T., Trenholm State Technical College
AAS, Nursing, Southern Union State Community College
AHA Instructor, ACLS, PALS, BLS
American Academy of Pediatrics, PEP ALS Course Coordinator
ITLS Instructor/Coordinator
Traumatic Brain Injury Institute Instructor/Coordinator

**Warren, Donald ..... Automotive Service Technology**
Diploma, Patterson State Technical College

**Watts, Sharon ..... Instructor - Mathematics**
B.S., Troy State University
M.Ed., Alabama State University

**Webb, Lewis ..... General Education - Music**
B.A., Thomas Edison State University
M.S., Troy University

**White, Kimberly ..... Dental Assisting Technology**
Certificate, Naval School of Dental Sciences
Diploma, Alabama Dental Hygiene Program
B.S., Troy University

**Williams, Lisa ..... Adult Education Instructor**
B.A., Auburn University - Montgomery
M.S.E., Auburn University - Montgomery
Ed.S., Auburn University - Montgomery

# Professional Staff

**Allen, Robert** ..... **Director of Physical Plant**
B.S., Tuskegee University
M.B.A., Auburn University Montgomery

**Allen-Porterfield, Valerie** ..... **Director of Enrollment Management, Student Development & College Recruiter**
B.S., Alabama State University
M.S., Troy University

**Calloway, JaCorey** ..... **Assistant Director for Enrollment Management, Student Development & Counseling Services**
B.S., Auburn University Montgomery
M.S., Capella University

**Cone, Angela W.** ..... **Workforce Development Special Projects Coordinator**
Secretarial Certificate, Auburn University - Montgomery
B.S., Faulkner University
M.S.M., Faulkner University

**Crosby, Gerrand (Arlester)** ..... **Network Coordinator**
B.S., Alabama A & M University

**Darrington, ShaKendra** ..... **Network Administrator**
B.S., Alabama State University

**Edwards, Betty J.** ..... **Director, Financial Aid**
B.S., Miles College
M.A., The University of Alabama at Birmingham

**Hurst, Angela** ..... **Director, Public Relations**
B.A., Alabama State University
M.S., Troy University

**Love-Eiland, Eboni** ..... **Coordinator of Assessment/Accountability**
B.S., Faulkner University
M.S., Faulkner University

**McBryde, Tennie** ..... **Director, Admissions and Records**
B.S., Auburn University at Montgomery
M.S., Troy State University Montgomery
Ph.D., Walden University

**Millender, Carolyn** ..... **Director of Adult Education**
B.A., Stillman College
M.S., Faulkner University

**Morris, Shaundra** ..... **Director of Accounting**
B.S., Troy State University
M.A., Alabama State University

**Nielsen, Lori** ..... **Staff Accountant**
A.A., Community College of Southern Nevada
B.S., University of Nevada
M.S., Auburn University - Montgomery

**Patterson, Geneva** ..... **Project Director, Upward Bound**
B.S., Alabama State University
M.A., Troy State University

**Richardson, Maria** ..... **Coordinator of Job Placement**
M.B.A, Ashford University
B.S., University of Alabama
Cosmetology Certificate, Trenholm State Technical College
Cosmetology/Masters/Managing License

**Robinson, Monica** ..... **Director, Student Success Center**
B.A., Tuskegee University
M.S., Troy University

**Rollins, Pamalon C.** ..... **Director, Human Resources/Sr. Personnel Officer**
B.S., Alabama State University
M.S.H.R.M., Troy University
Ed.D., Nova Southeastern University
Certified Title IX Coordinator, Association of Title IX Administrators
Certified Legal Researcher/Navigator, Bloomberg Law
The Alabama Community College Leadership Academy, The University of Alabama
Title IX Panel Certification, University of Alabama Birmingham

**Rollins, Robert** ..... **Director, Information Technology**
B.S., Alabama State University

**Rudolph, Regina** ..... **Director, Management Information Systems**
B.S., University of South Alabama
M.I.T., American Intercontinental University

**Skinner, Breshawn** ..... **Assistant Director of Financial Aid/VA Rep**
B.A., Auburn University Montgomery
M.S., Troy University

**Williams, Carol** ..... **Director of Title III**
B.S., Alabama State University
M.S., Troy University
Ed.D., Alabama State University

# Support Staff

**Abbey, Brent** ..... **Network Technician**
B.S., Auburn University

**Alexander, Greg** ..... **Network Technician**

**Allen, Jacquelyn D.** ..... **Records Specialist**
B. A., Alabama State University

**Arthur, Tracy L.** ..... **Admissions and Transcript Specialist**

**Barnett, Theresa A.** ..... **Receptionist**
A.A.T. , Trenholm State Technical College

**Beckham, Katrina H.** ..... **Payroll Accountant**
B. S., Auburn University Montgomery

**Bradford, Mark** ..... **Maintenance**

**Calhoun, Eric** ..... **Maintenance**

**Campbell, Louis R.** ..... **Maintenance Coordinator**
A.A.T., Trenholm State Technical College

**Campbell, Schwanda** ..... **Administrative Assistant to the Dean of Students**
B.S., Troy University, Montgomery
A.O.T., Patterson State Technical College
Diploma, Patterson State Technical College
Certificate, Patterson State Technical College

**Chisolm, Vernon** ..... **Coordinator of Buildings & Grounds**
B.B.A., Faulkner University

**Cox, Kenneth** ..... **Coordinator, Safety & Security**

**Davis, Glenda** ..... **Administrative Assistant - Health Services Division**
Certificate, Trenholm State Technical College
Diploma, Trenholm State Technical. College
A.S., Troy State University Montgomery
B.S., Troy State University Montgomery

**Ellison, Annie** ..... **Career Coach/ and Workforce Development Specialist**
M.A., DePaul University
B.A., DePaul University
A.A.S., College of DuPage
A.A.S., Chattahoochee Valley Community College

**Goode, Maurice** ..... **Maintenance**

**Grant, Shearese** ..... **Interim Administrative Assistant to the President**
B.S., Faulkner University

**Hartley, Selena** ..... **Secretary, Title III-B**

**Hunter, Vanity.** ..... **Retention/Advising Specialist**
B.S., Alabama State University

**Jackson, Angela** ..... **Secretary, Health Division**

**Jackson, Dexter** ..... **Upward Bound Project Advisor**
B.S., Hunting College
B.S., Southern University
M.B.A, Auburn University - Montgomery
Education Certificate, University of West Alabama

**Jones, Regina** ..... **Adult Education – Life Coach**

**Jones, Fatima** ..... **Testing**
B.A., Northeastern Illinois University
M.S., Alabama State University
Ed.S., Alabama State University

**King, Thawaina** ..... **Financial Aid Counselor**
B.S., Auburn University Montgomery
M.S.W., Alabama State University

**Lee, John** ..... **IT Technician**
A.A.S., Southern Technical College

**Massengale, Corey** ..... **Building and Grounds**

**McDaniel, Kristian** ..... **Secretary, Truck Driving**
A.A.T., Trenholm State Community College

**McQueen, Kiemargeo** ..... **Web Developer**
B.S., Troy University

**Mertel, Danielle M.** ..... **Program Assistant Title III**
A.A.T., Patterson State Techincal College

**O'Brian, Salina** ..... **Coordinator of Institutional Advancement**
B.S., Park University
M.S., University of Oklahoma

**Portis, Sharon E.** ..... **Administrative Assistant to the Associate Dean of Career/Technical Education**
A. A., University of Arkansas at Monticello

**Pritchett, Suezette** ..... **Cashier**
A.A.T., Trenholm State Technical College

**Robinson, Shonda** ..... **Accounts Payable Specialist**
B.S., Auburn University of Montgomery

**Ruise, Carman** ..... **Secretary, Adult Education**

**Scott, S. Renita** ..... **Administrative Assistant to the Dean of Workforce Development**
Diploma, Patterson State Technical College
B.S., Faulkner University

**Segree, Cassandra.** ..... **Human Resources Assistant**
B.S., Troy University
M.S.M, Troy University

**Smith, Henry** ..... **Cashier**

**Stephens, Eddie** ..... **Buildings & Grounds**

**Takenya Taylor** ..... **WIOA Project Director**
B.A., University of Alabama
J.D., Louisiana State University

**Thompson, Michelle** ..... **Financial Aid Counselor**
A.A.S., South University
B.S., South University
M.B.A., South University

**Toney, Zandra** ..... **Administrative Assistant, Adult Education Division**
B.S., Alabama State University

# Student Handbook

## Table of Contents

Academic Dishonesty ....20
Access of Student Records to Students ....7
ACCUPLACER Testing ....4
Administrative Judicial Council ....31
Advising ....5
Aiding and Abetting ....20
Alabama Gun Law and State Board Policy ....36
Alcoholic Beverages ....20
Ambassadors ....15
Americans with Disabilities Act ....5
Americans with Disability Act ....36
Appendix: A. Disabled Student Services Grievances ....34
Arson ....21
Assembly and Demonstration ....18
Assistance for Disabled Support Services ....35
Authority ....30
Bookstore ....6
Brands and Tattoos ....21
Bulletin Boards ....10
Campus Law Enforcement Policies and Practices ....12
Campus Programs On Security and Safety ....12
Career Planning and Job Placement ....5
Cashiers ....6
Change of Name ....9
Citizenship ....17
Clery Act ....36
Code of Conduct ....18
Code Violations ....26
College Policies Relating To Students ....17
Computer /Web (Unauthorized/Illegal Use) ....20
Computer Crime Act ....36
Conduct ....25
Counseling ....5
Criminal Acts ....21
Deception ....21
Destruction of College Property ....21
Directory Information ....7
Disabled Student Services Grievance ....34
Disciplinary Hearing Procedures ....31
Disciplinary Procedure ....30
Disciplinary Procedures ....31
Discrimination and Harassment ....18
Disorderly Conduct or Assembly ....22
Disruption of Classes and College Functions ....22
Disruptive Behavior ....22
Dress Requirements ....9
Dress ....22
Drinking Age Law, Alabama ....21
Drug-Free Schools and Campuses Act ....36
Drug-Free Schools/Campuses ....23
Drugs ....23
Due Process ....32
Duplication Services ....11
Elected Campus Royalty ....14
E-mail ....4
Emergencies, Campus ....22
Emergencies, Off-Campus ....22
Emergency Messages ....9
Enrollment Verification ....6
Equal Opportunity/Equal Access ....36
False Representation of the College ....23
Family Educational Rights and Privacy Act Of 1974 (FERPA) ....6

FERPA (Annual Notification of Rights)....8
Financial Aid and Veterans Affairs....5
Financial Obligations....23
Fire Drills, False Alarms and Sprinklers....21
Fires....21
Fireworks....22
First Aid....11
Forbidden Objects....23
Formal Grievance Procedure (Disabled Support Services)....36
Fraud....23
Freedom from Retaliation....19
Gambling....23
General Policies....36
Guest Speakers....17
Guidance and Counseling....5
Gun Law....36
Harassment Policy....36
Harboring a Fugitive....19
Hazing....21
Honor Code....26
ID's....10
Immoral Relationships....23
Informal Grievance Procedure (Disabled Student Services)....35
Inquiry and Expression....17
Institutional Governance (Student Participation)....17
Institutional Purpose of Providing Internet Access....37
Insubordination....23
Internet Acceptable Use Policy....37
Inter-Student Services Disciplinary Council:....30
Job Placement....5
Joint Responsibility....24
Judicial Council....30
Judicial Process....31
Judicial Sanctions....33
Law Enforcement....12
Learning Resource Centers....6
Library Card / ID....10
Live Work....10
Lost and Found....10
Mail....10
Mission and Goals....4
Mission Statement....17
Moral Turpitude....24
My Trenholm Student Portal....4
Name Change....9
Off-Campus Speakers....17
Off-Campus Trips....9
Official Recognition of Campus Organizations....15
Official Trenholm Connection - "My Trenholm" Student Portal and Student E-Mail....4
Orientation to College ORI-101....4
Orientation for Dual Enrolled Students....4
Organizations (Official)....15
Parking Regulations....24
Pets....24
Phi Theta Kappa Honor Society....14
Phones and Beepers in the Classroom....9
Picketing....24
Plagiarism....20
Privacy....19
Property (Destruction of)....21
Publication and Distribution....18
Records (Challenging the Contents)....8
Records (Location)....7
Records (Providing to Third Parties)....8
Records (Student)....7
Records Retention and Disposal....8
Records (Waiver of Access)....8
Redress of Grievances....19
Rehabilitation Act....36

Reporting Criminal Actions or Other Emergencies....11
Responsibility of the Accused Student....32
Restrooms....24
Rights of the Accused Student Violator....33
Rights of Victims....32
Roles (Student Services)....4
Safety & Security....12
Search and Seizure....18
Sexual Assault....18
Smoking....24
Social Functions....15
Solicitation – Vendors....24
Speakers....17
Special Notation to Students....34
Speech and Expression....17
Student Activities and Organizations....14
Student Break Areas....10
Student Code of Conduct for Trenholm State Community College....18
Student Code of Conduct/Definition of Terms....25
Student Conduct (Description of Policies and Procedures)....19
Student Conduct and Discipline....26
Student Elected and Appointed Positions....13
Student Government Association (SGA)....14
Student Government....13
Student Information....9
Student Judicial (Court) Council....31
Student Life....13
Student Media....18
Student Organizations (Procedures to Establish)....13
Student Organizations....13
Student Records Policy....6
Student Rights and Responsibilities....17
Student Right-To-Know....11
Student Services....4 & 17
Students Riding In Automobiles....24
Substance Abuse Prevention....37
Tattoos....21
Telephones and Messages....9
Testing....4
The Clery Act....36
Theft....24
Trademark Guidelines....25
Transcript Policy....9
Unauthorized Entry and Use -- College Facilities or Equipment....25
Unauthorized/Illegal Web/Computer Use....20
VA Complaint Policy....35
Vending Machines....10
Violation of Law....25
Violation(s) – Internet Acceptable Use Policy....37
Visitor Policy....9
Weapons and Firearms....25
Weather Cancellations....11
Web/Computer (Unauthorized/Illegal Use)....20

# Student Services

**MISSION AND GOALS**

The fundamental mission of the Student Services Division is to demonstrate a strong commitment to student success by providing a learning environment in which individuals from varied backgrounds, with diverse goals and needs, are afforded both the conditions and opportunities for student success, not as an aside from instruction, but in partnership with and as a compliment to the educational opportunities afforded to students. Student Services goals are listed below. The belief of each member of the Student Services staff at H. Councill Trenholm State Community College is that all people have the opportunity to reach their maximum potential. Dedicated to this belief, and in support of the educational mission of the College, the division assists students with admissions, registration and financial aid, advisement, assessment, achieving success, disabilities services, student activities, and career planning.

Coordinated by the Dean of Students, these functions service the student and compliment classroom instruction by insuring that each student has the opportunity for success.

- Work in concert with faculty to develop a holistic individual.
- Offer professional development opportunities that will enhance the recruitment and retention for students.
- Increase enrollment through assertive recruiting and retention strategies.
- To offer an array of social, cultural and educational activities to students to create a feeling of belonging.
- To develop an on-going comprehensive public relations campaign utilizing news releases, brochures, billboards, college website, civic speaking engagements, recruitment videos, college view book, television and radio commercials and other printed and electronic publications.

Roles

- To accommodate students in gaining access to the College by providing admission, registration, counseling, advising, placement testing and other support services.
- To facilitate the successful movement of the student through the educational process to completion of the student's identified goal (personal enhancement, specific job skill(s) improvement, career preparation and/or development, or continuation of an undergraduate education).
- To maintain a system of accurately recording, safely maintaining and efficiently retrieving student records.
- To provide a program of financial assistance to students.
- To enhance development of the student's mind, body and character by providing a program of student activities that compliment classroom instruction and/or other curricula endeavors.
- To assist in satisfying the College's and community's need for information relative to students served.
- To participate in the governing system of the College, particularly in the areas of student life, long-range planning and due process in student discipline.

Note: All services provided by the Student Services Division are available to all Trenholm students, regardless of campus location.

**Official Trenholm Connection - "My Trenholm" Student Portal and Student E-mail**

The College has installed an online system as the official link with students. To access the site, students should use www.trenholmstate.edu and visit the "My Trenholm" and Campus E-mail section under Quick Links on the home page. The College uses the campus "My Trenholm" and campus E-mail system as the official means of notification concerning a variety of administrative announcements:

- Faculty-student communications
- Staff-student communications
- Admissions and enrollment information
- Financial aid information
- Registration dates
- Grades and transcripts
- Review student accounts
- Job placement announcements
- Student activities and events

**Orientation to College ORI-101**

All new and returning students, who have not previously taken Orientation to College (ORI-101) course at Trenholm State Community College, are required to take ORI-101 during their first term of enrollment. No exception will be made. ORI-101 College orientation classes taken at another institution will not be accepted for transfer credit at Trenholm State.

Orientation to College (ORI-101) is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. Students are engaged, equipped and empowered to excel in their college studies and are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community at large. Focus provided through Orientation to College (ORI-101) includes: critical thinking, improvement of technology skills, social skills, leadership skills, oral and written communication skills, commitment to studies and more. Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a program advisor and students are encouraged to discuss their academic and career plans, problems, and challenges with their faculty advisors.

**College Orientation for Dual Enrolled Students**

Dual enrolled students must attend an orientation session during their first term of enrollment. Through attendance and participation, dual enrolled students are informed of the College's policies and procedures as well as practices designed to help with study and test-taking skills, time management, and more. This is non-credit and does not substitute for ORI-101.

**ACCUPLACER Testing**

The ACCUPLACER Testing is designed to ensure proper course enrollment and enhance probable success in math, English, and reading and to verify that new students have the skills necessary to succeed in courses required

for their chosen major (See information under Testing/ Re-Testing). Each college in the Alabama Community College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students who enroll in associate degree, certificate, or short term certificate programs that require math or English may be assessed through the administration of the ACCUPLACER computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The ACCUPLACER testing is free of charge to students who will take the ACCUPLACER test for the first time. The ACCUPLACER test scores are valid for three years from the date of the original assessment. The ACCUPLACER test results are a prerequisite for initial enrollment unless an exemption applies.

**Americans with Disabilities Act**

The College complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Documented information is required. Students with disabilities may be eligible for services such as untimed testing, tutors, and individualized registration assistance. The College has an ongoing partnership with state and private rehabilitation agencies as well as with a variety of counseling services and outreach agencies. If you have a disability that might require special assistance, please contact the ADA Coordinator at (334) 420-4418.

Note: A Telecommunication Device for the Deaf (TDD) is available for hearing-impaired individuals and may be accessed through the Office of Admissions and Records at (334) 420-4310 or (334) 420-4301.

Depending on medical needs, early registration may be provided for students with disabilities. Any student with a documented disability may take advantage of priority registration. This can be arranged through the Dean of Students by calling (334) 420-4316.

**Guidance and Counseling**

The Student Success Center (SSC) assists students in overcoming academic challenges while also working with high achievers to help them reach the next level. The SSC provides academic support services to all Trenholm State students. Services provided by the SSC include but not limited to academic coaching/mentoring, financial literacy mini-courses, one-on-one tutoring/academic enrichment, online tutoring/academic enrichment, student success workshops and supplemental instruction.

Additionally the SSC provides proactive, intrusive, innovative and collaborative support that will aid students in fulfilling both academic and life goals. The SSC will achieve its mission through holistic, campus-wide relationships with all Trenholm State stakeholders. Through these collaborative relationships, the SSC can create optimal opportunities for student success and engagement. By utilizing local and national best practices, the SSC customize program delivery to suit the academic support needs of Trenholm State students.

The Student Success Center embraces educating students and staff about available resources regarding a multiplicity of academic/student success related topics. Workshops are no more than 45 minutes including a 15 minute Question and Answer session. Presenters will either be SSC staff, volunteer faculty or outside consultants. The SSC may be contacted at (334) 420-4418.

**Advising**

The primary purpose of advising is to support students in their pursuit of meaningful educational and career programs that will assist them in fulfilling goals. Advising is provided for each student at Trenholm State. Program advisors are available to provide information about courses, programs, activities/events and careers. Advisors also assist students with transfers to another program of study at the College. Prior to each semester, all students are encouraged to consult with their program advisor to plan their course of study, review their degree plan for a timely graduation. Program advisors are available in each program to advise students who may wish to enroll.

Students are assigned to their advisors through the Office of Admissions and Records with input from the program coordinator or division chair of the student's respective program of study. The Director of Admissions and Records also provides academic advising services. For information on academic advising, contact the Office of Admissions and Records at (334) 420-4306.

**Career Planning and Job Placement**

It is the practice of H. Councill Trenholm State Community College to provide career education training, counseling, and assessments that will lead students and alumni down a successful career path. Career planning assistance is available to all students and alumni who wish to make a career choice or change.

Additionally, the Career Center provides students with direct access to work-study, internships, externships, co-op part-time and full-time employment opportunities through an online database, Trenholm Careers and via email. An attempt is made to refer students to positions that will benefit them financially and educationally. Other services include resume writing, cover letter, and interview preparation, mock interviews, career fairs, internship and co-op opportunities, business dress advice, career and employer literature, on-campus interviews, and employment developmental skill workshops. Students and alumni in need of assistance should contact the College's Career Center at (334) 420-4499 or careers@trenholmstate.edu.

**Financial Aid and Veterans Affairs**

The financial aid program at Trenholm State Community College provides an equal opportunity for students of all economic levels to attend college. Financial aid is awarded based on student eligibility, individual need, college costs and availability of funds.
The financial aid programs offered at the College include the following:

1. Federal Pell Grant Program (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study Program (FWS)
4. Leveraging Educational Assistance Partnership Program (LEAP)
5. Institutional Scholarships
6. Senior Adult Waiver Program.

In addition, students who qualify may apply to the Agencies listed below for financial assistance.

1. Veterans Administration Vocational Rehabilitation (Disabled Veterans)
2. Alabama Department of Rehabilitation Services
3. Alabama G. I. Dependents' Scholarship Program
4. Alabama National Guard Educational Assistance Program (ANGEAP)
5. Veterans Benefits
6. Workforce Innovation Opportunity Act (WIOA)

The College is fully approved by the State Approving Agency to offer training to eligible veterans. Any veterans interested in receiving benefits must first complete the admission requirements to enroll at the College. Veteran benefits are not awarded until all admission requirements are met.

The Financial Aid Office is OPEN DAILY Monday through Thursday - 8:30 am until 4:30 pm and Friday - 8:30 am until 11:30 am.

For additional information, please contact the Financial Aid Office at (334) 420-4321.

**Learning Resource Centers**

The Library Learning Resource Center located on the Trenholm Campus houses the library that maintains a collection of print and non-print materials and an archival collection. A library is also located on the Patterson Site that maintains a smaller collection of print and non-print materials relevant to the courses of study taught on that campus. Both libraries provide 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. Information Literacy instruction is available to all students. Faculty and students may request information literacy instruction at any time during the semester. The Learning Resource Center/Library Tower can be contacted at (334) 420-4455 and the Patterson Library can be contacted at (334) 420- 4357. The email address is lstaff@trenholmstate.edu and the website is http://www.trenholmstate.edu/future-students/student-resources/library/.

**Bookstore**

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their "My Trenholm" portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program will need to come to the Business Office to purchase their books in order to obtain the required signatures. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the online bookstore section or by following this link http://www.trenholmstate.edu/skins/userfiles/files/BOOKSTORE%20Online/e-Campus%20detailed%20ordering%20instructions.pdf.

**Cashiers**

During pre-registration and early registration, cashiers will be made available on both campuses according to the published college calendar. The Patterson Site Cashier may be contacted at (334) 420-4264. The Trenholm Campus Cashier may be contacted at (334) 420-4272.

**Enrollment Verification**

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use www.studentclearinghouse.org for enrollment verification and www.degreeverify.org for degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The fax number is (703) 742-4239. The email address is enrollmentverify@studentclearinghouse.org.
The mailing address is listed below.

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Student and Parents: many companies, including health insurers, ask student directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

**Student Records Policy**

Federal law governs how colleges and universities supervise student educational records. Trenholm State Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of students' educational records. FERPA also establishes the rights of students to inspect and review their educational records; it provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings; and establishes the rights of students to file complaints with the FERPA Office. Students will be notified by publication of the regulations in the College Catalog/Student Handbook. The College shall not permit access to or allow the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled 'Directory Information,' without the written consent

of the student, to any party other than the following:

- Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
- Officials of schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record;
- Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a student who is a dependent for income tax purposes;
- A lawful subpoena or court order;
- Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedures outlined in this statement with the exceptions specified within the following paragraph.

**Definition of Educational Records**

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

- Records of instructional, supervisory and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
- Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in capacity or assisting in that capacity.
- Records created, maintained or used only in connection with the provision of treatment to the student will not be available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

**Definition of Student**

For the purpose of this policy, a "student" is defined as any person who is or has been officially enrolled in and is attending or has attended any course offered at the College. This definition does not include prospective students.

**Directory Information**

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

- Student's name, address, telephone number
- Date and place of birth
- Dates of attendance
- Educational agencies or institutions most recently attended by the student
- Program of study, degree desired and classification
- Participation in officially recognized clubs, organizations and activities
- Degrees and awards received.

If a student has an objection to any of the aforementioned information being released during a given semester or academic year, the student should notify, in writing, the Dean of Students during the first three weeks of the semester or academic year.

**Location of Records**

The College has designated the following officials as responsible for student records within their respective areas of responsibility:

| Type | Location | Person Responsible |
|---|---|---|
| Permanent Records | Office of Admissions/Records | Director of Admissions/Records |
| Admissions Records | Office of Admissions/Records | Director of Admissions/Records |
| Financial Records | Business Office | Dean of Finance |
| Financial Aid Records | Office of Financial Aid | Financial Aid Officer |
| ADA/504 | Office of Student Services | Dean of Students |

These officials shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records. The listing shall indicate the location and general content of the records. A student's request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties and requests for access by the student shall be directed to the appropriate records official listed above. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student. If an agreeable solution is not reached, the records officials will refer the student and his/her challenge to the College Hearing Officer, who shall set a hearing within ten (10) days for the final decision.

**Access of Student Records to Students**

The student is accorded the right to inspect and review, in the presence of the appropriate College staff member, any records, files and data directly related to the student. To inspect a personal folder or file, a student shall submit a written request signed by the student to the appropriate records official, and if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within forty-five (45) days from the date the request is received. If in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of said documents, such copies shall be made and provided to the student.

**Limitations of Access**

The right of inspection of personal information described in the above paragraph does not include:

- Financial records of the parent(s) of the student or any information contained therein,
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended, or
- Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

**Challenging the Contents of the Records**

After inspecting his/her record, a student may request an explanation to challenge any part of the contents of such record. The student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding section titled, "Location of Records."

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading information or inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file, if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained, deleted or revised or the records official may refer the matter to the hearing officer who shall set a hearing within ten (10) days for a final decision. In the event, any part of the challenged item will be retained; the student shall be allowed to place a written explanation in his/her file. A written decision shall be hand-delivered or mailed to the student within ten (10) days from the date such hearing is concluded, either by the records official or the hearing officer.

**Waiver of Access**

A person applying for admission may waive the right of access to confidential statements concerning his/her application for admissions, financial aid, employment, honorary recognition(s) or any other benefit made available by the College. No such application shall be denied because of the student's failure or refusal to sign such waiver.

**Providing Records to Third Parties**

The general policy of Trenholm State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person and address to whom records are to be released, and a request for copies to the student, if desired. Trenholm will then transfer or grant access to the information. A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

The Director of Admissions and Records will supervise the inspection of individual student records, and the student's record file shall not be taken from the designated records office. The student may obtain one unofficial copy of his/her academic record in writing. An unofficial copy is defined as copy that does not bear the official seal of the College embossed on the record, but otherwise an official copy when released by the College's records official.

The Director of Admissions and Records, or designee, is the only person authorized to reproduce copies of official transcripts. Transcripts of records received from other colleges or universities become the property of Trenholm State Community College. Records of documents received from third parties will not be reproduced.

**Annual Notification of FERPA Rights**

The College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the College Catalog/Student Handbook. FERPA information is available on the College's website.

A student who believes his or her FERPA rights have been violated can file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

**Records Retention and Disposal**

All records are safely secured at the College and are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History.

**Changes in the Policy**

This statement is subject to change by any additional Federal regulations or court decisions that may modify and/or negate any portion of these regulations. This statement of policy will be published in future College publications, where applicable.

**Transcript Policy**

The transcript policy of the College includes the following:

- In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request;
- Official transcripts are sent to institutions, companies, agencies, etc., after the student's written release is received by the Office Admissions and Records. The College honors fax requests to send official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution. Fax requests for transcripts must be accompanied by a picture ID before the request will be processed.
- Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College reserves the right to deny hand delivered transcripts if foul play is detected;
- Transcripts are available to former and currently enrolled students. Transcripts which do not show the College seal, and are marked ISSUED TO STUDENT, are unofficial transcripts;
- Transcript requests will be processed in the order they are received. Requests should be made at least two weeks before the transcripts are needed;
- All transcripts issued to students are free. Transcripts will not be released for persons who have financial obligations to the College.

Request for official transcripts should be sent to:

Trenholm State Community College
Office of Admissions and Records
P.O. Box 10048
Montgomery, Alabama 36108

Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request.

NOTE: Students with name changes should include ALL former names.
The Office of Admissions and Records does not issue or reproduce transcripts from other institutions. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Request Official Transcripts Online

To request an OFFICIAL transcript online:

1. Log in to "My Trenholm" using your student ID number and PIN
2. Click on Student Information Center on the Main Menu
3. Click on Student Records
4. Click on Transcript Request
5. A new window will open with instructions prompting you to complete the request

# Student Information

**Change of Name**

Academic records at Trenholm State are permanently maintained by student name. Name changes will not be made for an inactive student. A student may maintain academic records under the name used at the time of admission. There is NO requirement that a student must make a name change. A student who wishes to change his or her name must complete the Readmission/Information Change form in the Office of Admissions and Records. The student must provide proof of a divorce decree or a marriage license. If the aforementioned are not available, a valid Driver's License AND social security card will be required.

**Dress Requirements**

One of the primary objectives of the College is preparation of the student for employment. A neat appearance and good personal hygiene are important factors in getting and keeping a job. Proper dress is expected as part of one's educational training at the College. Students should not wear any sign, symbol, or other mode of dress that would antagonize or intimidate other students, disrupt the atmosphere of learning, or attract undue attention to the wearer. Instructors will discuss departmental policies concerning appropriate dress in the workplace.

**Visitor Policy**

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the College. Students are responsible for the conduct of their guests. WHILE CHILDREN ARE ON CAMPUS, THEY MUST BE UNDER THE IMMEDIATE SUPERVISION OF AN ADULT. All visitors are subject to the same code of behavior applied to students. Disruptive visitors will be asked to leave campus, and if necessary, escorted off campus by security.

**Off-Campus Trips**

All off-campus trips must be approved in advance by the appropriate dean, division director, or program coordinator.

**Phones and Beepers in the Classroom**

Students are not to disrupt the class or other students. Students may not have audible phones, pagers or other similar equipment in the classroom or instructional laboratory. Class disruptions from the use of audible phones or pagers in class or lab may result in the student being removed from the class.

**Telephones and Messages**

Students may use faculty and staff telephones only in emergency situations. The College will accept messages for students only in cases of an emergency such as family illness, accident, or death. In such instances, every reasonable effort will be made to locate the student.

**Emergency Messages**

In the event of an off-campus emergency requiring the attention of a student, efforts will be made by the Office of Admissions and Records to contact the student.

Contact the Admissions and Records Office at (334) 420-4200, Monday through Thursday, 7:30 a.m. - 5:30 p.m. and Friday, 7:30 a.m. - 11:30 a.m.

Please note: ONLY emergency messages can be relayed to students and ONLY a serious emergency can justify interrupting a class. If a student is not in class, it is impossible for him/her to be located and notified.

**Student Break Areas**

Student break areas are located on each campus and equipped with vending machines for student breaks and lunch. Most students bring their lunch and eat in the student break areas or at the outdoor picnic tables. The break areas at Trenholm Campus and Patterson Site are open Monday through Thursday from 8:00 a.m. until the end of the last class. On Fridays the break areas are open from 8:00 until 11:30 a.m. The vending and student break areas are located in building D.

**Lost and Found**

Lost and Found is located in the Cashier's office on both Patterson Site (Bldg. D) and Trenholm Campus (Bldg. F).

**Bulletin Boards**

Bulletin Boards are placed throughout the College buildings. These boards should be checked frequently for announcements of events, notices regarding academic matters, and information from the Student Government Association (SGA). The bulletin boards, located in the Student Centers and the Library, may be used by students to display announcements of interest. These announcements must be approved by the Dean of Students prior to posting. Signs, posters, or literature are prohibited from restrooms, glass panels, windows, doors, ceilings, or any surface that could be damaged by tape or tacks. Students are responsible for removing all printed literature.

No leaflets or pamphlets should be distributed on campus without the approval of the Dean of Students.

**Mail**

The College does not have facilities for forwarding a student's mail. Letters and packages that are received at the College and addressed to students will be returned to the sender with the notification, "No Student Mail Service." Only officially recognized student organizations may have mail sent to them, in care of Student Services Staff Assistant, Post Office Box 10048, Montgomery, AL 36108.

**Vending Machines**

Vending machines are located on both campuses. The College is not responsible for money lost in these machines. These machines are located in the Patterson Auditorium (Building D), the Trenholm Campus Student Center (Building D), the EMS department (Building E) and the Library Tower (First Floor Stairwell) 3086 Mobile Highway, Montgomery, AL 36108.

**Library Card / ID**

Each student is issued one Library Card/ID the first semester of enrollment at no cost. Students must wear their ID at all times while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a $30.00 charge for a replacement ID.

**Live Work**

**General Policies:**

The State Board of Education recognizes the important role that live work plays in career and technical programs. In providing these experiences, it is not the intent of the colleges to profit by live work or to compete in any way with private enterprise.

Definition: Live work is defined as work requested from outside the classroom, which is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds.

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

Administration: The President of each institution is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

Projects: Live work may be performed in specific projects for specific individuals and organizations as defined in the guidelines. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects. The following individuals and organizations may request live work:

- Tax supported programs and institutions
- Active and retired public employees/officials
- Students in Alabama Community College System institutions
- Charitable organizations which are supported by donations.

Live work may occasionally be conducted for individuals or organizations other than those listed in paragraph 5 above, provided that:

- Such live work is not designed for competition with private enterprise;
- The circumstances involved are unusual and justify the acceptance of the live work project; and
- The President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.

Release of Institution Liability: The person, program, institution, or organization for which live work is done shall:

- Assume all responsibility for the results of the work being done by students;
- Bear all actual cost of materials and parts involved; and
- Pay a service charge according to a schedule as prescribed in the guidelines.

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

- Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
- Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
- No person shall use the institution for personal gain or profit.

Off Campus Projects: The President or designee must approve off-campus live work projects.

Off-campus live work projects for any authorized individual or organization involving more than 30 clock hours must be approved by the Chancellor or Chancellor's designee.

Building Structure On-Campus for Resale: The Chancellor must approve requests for structures exceeding five thousand dollars ($5,000).

The college must adhere to state bid laws.

**Duplication Services**

The College provides copy machines in the Library on both campuses for student use. Copies are charged at a cost of 10 cents per page.

**First Aid**

Students requiring first aid should report to their instructor. In the event that a person needs emergency medical treatment, a Dean, Division Director or Program Coordinator should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting seriously injured students to the hospital, hospitalization, or treatment are borne by the student. The College does not provide emergency medical service. All areas are equipped with first aid kits. Any accident should result in an accident form being generated by faculty/staff and forwarded to Safety.

**Weather Cancellations**

The President is the only official who has the authority to cancel classes during severe weather or other catastrophic occurrences. In the event of weather conditions severe enough to cause cancellation or a delayed opening of day classes, announcements will be made at that time. Notices will be carried on the following radio and television stations: WACV-AM 1170, WXVI-AM 1600, WBAM/STAR-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.3, WMXS-FM 103.3, WVAS-FM 90.7, WXFX-FM 95.1, WZHT-FM 105.7, WCOV-TV, WNCF-TV, WAKA-TV, and WSFA-TV. Notifications will also be made through Trenholm Alert via email, text and automatic phone calls.

**Student Right-to-Know**

The "Student Right-to-Know" Campus Crime Report is prepared September 1 of each year. The results of the report can be found on the College website. The policies, definitions and statistics contained within the Report are compiled in accordance with the Higher Education Act of 1965, as amended by the Student Right-to-Know and Campus Security Act (PL 101-542).

**Reporting Criminal Actions or Other Emergencies**

Contact the following individuals, respectively, to immediately report criminal actions or other emergencies: Campus Security 207-8664 or Coordinator of Safety & Security - 334-420-4275 or Director of Physical Plant - 334-799-6544.

1. It is the policy of Trenholm State Community College that any criminal act: act or threat of violence, injury, destruction of college or personal property; traffic accident; or other situation which occurs on college property or any other site operated by the College and which may constitute an emergency, a danger to the health, safety, or property of any person, or threat to public order be reported immediately to Campus Security 207-8664.

   If security cannot be reached, then the situation should be reported to the Coordinator of Safety & Security - 334-420-4275 or Director of Physical Plant - 334-799-6544. An emergency is hereby defined as any event that is disruptive to the normal affairs of the College. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below.

   In reporting an emergency, the caller must:
   a. State name,
   b. State type of emergency,
   c. State location of emergency and
   d. Remain in the area until assistance arrives.

2. All witnesses to any situation that fits into any of the above described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Trenholm State Community College employee or student to file a false report, or knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in Paragraph 1.

3. It shall be the duty of the College, upon any employee or official being made aware of any situation of a nature described in the Paragraph 1, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of H. College Trenholm State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of

an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical services, or other authority or agency which is due to be notified of the respective incident.

4. Reporting of Emergencies - On Campus
   a. Medical Emergencies: In the case of major injury or serious illness, (1) Call 911, then (2) Call campus security (see published phone list for campus numbers).
   b. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,
      (1) Activate the fire alarm or otherwise notify occupants to vacate the building;
      (2) Call 911 to report the event;
      (3) Call the campus security;
      (4) Call maintenance.
   c. Bomb Threat: In case of a bomb threat, call the campus police.
   d. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, Call 911, then campus security and notify any Dean within the college.
   e. Maintenance Emergencies: In case of maintenance emergencies,
      (1) Call: maintenance;
      (2) Call the campus security.

5. Reporting of Emergencies - Off Campus (participation at College functions)
   In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a college function:
   a. Call local medical assistance and local law enforcement personnel, if applicable by dialing 911;
   b. Call campus security in the event such occurrence is after normal operating hours. The Campus security will in turn notify the appropriate dean.

6. Reporting of Emergencies - Off Campus Instructional Sites
   In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off-campus instructional site:
   a. CALL 911
   b. Call the College operator at 420-4200 ext. 0 and that operator will notify security.

7. Emergency Procedures - Building Evacuation
   In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.

8. Emergency Procedures - Tornado Watch
   a. The college will be notified through the college Alert Notification System a tornado watch is issued.
   b. Classes are not interrupted for a tornado watch.

9. Emergency Procedures -Tornado Warning
   a. The college will be notified through the college Alert Notification System to take shelter when a tornado warning is issued.
   b. Building representatives and instructors shall assist in an orderly transition to shelter locations.
   c. Building occupants must from that point, listen for additional instructions through the Alert Notification System until the warning is canceled.
   d. Building Captains will direct the movement to the bottom floor of the building in which they are located.
   e. All occupants should avoid glass areas.
   f. When the tornado threat is over, the all-clear will be given by through the college Alert Notification System and normal activities will resume.
   g. The College will not send people home during a tornado watch or warning.

**Campus Law Enforcement Policies and Practices**

Procedure:

1. Any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic; or other situation occurring on the College campus or other similar situation shall be reported to the Coordinator of Safety & Security immediately or as practical. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.

2. In the event that the appropriate College official cannot be contacted, then the local police department, Sheriff's office or local State Troopers' office, may be contacted.

3. The Coordinator of Safety & Security, representatives of the local Police Department, Sheriff's Department, or State Troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Trenholm facilities and sponsored activities on or off campus.

4. The Coordinator of Safety & Security shall be responsible for the investigation of incident reports.

**Campus Programs on Security and Safety**

The College shall develop and implement formalized programs for students and faculty to provide information about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others. Faculty and staff meetings address the need for security and crime prevention. Law enforcement personnel are invited to address the faculty and staff during in-service training on subjects ranging from drug and alcohol awareness to drug issues in the community. Drug awareness and prevention booklets are distributed to all students. All equipment items utilized in instructional programs are recorded and inventoried each semester.

Information about campus security procedures and practices will be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:

1. Hours of operation
2. Emergency contacts and numbers,
3. Common security procedures, and
4. Reporting security violations.

# Student Life

### Student Organizations
### Student Government

Specific information on the Student Government Association (SGA) can be found in the on-line handbook governing on-campus clubs and organizations, the SGA Constitution, and it is also available in the Office of the Dean of Students. In addition to providing a mechanism for student involvement in institutional decision-making, student government at H. Councill Trenholm State Community College provides an educational experience. The SGA's primary purpose is to develop a sense of responsibility for adherence to accepted standards of group life. Secondarily, the SGA's purpose is to demonstrate in actual living experiences the social skills required for responsible self-government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. Leadership development is an outcome of student self-governance. The Student Government Association, or members thereof, if involved in any incidents unbecoming of an H. Councill Trenholm State Community College Student Leader, can be impeached from office, as outlined in the constitution of the SGA. The constitution can be found on the college's website on the Student Affairs webpage, in the clubs' and organizations' manual.

**Procedures To Establish Student Organizations**

1. If the club/organization will be an Academic/ Career-Technical/Health Science program, then the Dean of either area would have to support by written application and constitution and by-laws to be submitted to the Dean of Students for final approval. If the club/organization is independent of academic/career-technical/health science areas, the group has to register with the Office of Student Services, make application, and submit for approval the organization's constitution and by-laws. The by-laws will include the organization's mission statement, measurable goals and objectives, articles of impeachment procedures, proposed activities, etc. All aforementioned should coincide with the college's mission and in keeping with the college's rules and regulations.
2. Submit a list of prospective members (charter members for new clubs/organizations) and the proposed faculty/staff advisor of the organization to the Office of the Dean of Student Services.
3. Complete and submit the registration form packet that is required of all student organizations.

Note: A list of active clubs and organizations and descriptions of such are available in the Student Organization's Manual via the institution's website in the Student Affairs section as well as in the Office of the Dean of Student Services. Procedures and rules for remaining active, sponsoring activities, reserving facilities, etc are also available in the same areas.

**Student Elected and Appointed Positions**

H. Councill Trenholm State Community College provides opportunities for student- democratic governance, to play a vital role in the shaping of establishing a sound voice for reason while students matriculate to graduation. The following positions are attained by an election held be the Division of Student Services. All elected positions are secured in the spring semester. Persons elected and appointed to positions as outlined are required to attend mandatory trainings and camps that are scheduled by the Dean of Student Services. Elected and appointed persons cannot be found to be indignant on any computer generated social networks, such as face book, snapchat, Instagram, bebo, etc, absent of judiciary infractions. The positions that follow are on institutional scholarship, and a brief description will be provided for some listed, detailing requirements for said positions:

Student Government President Elect-The student who is vying to become the Student Government Association President has to be a freshman entering the sophomore year; a student that if elected, cannot participate in any other major presidential elections at the college, namely Mr. or Miss Trenholm. The student has to have achieved at the time of election a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, leadership capabilities to govern a cabinet, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The successful elect will work very closely with the Dean of Students.

Vice President-The Vice President is the student that has the second highest votes in the presidential election. The Vice President is the direct aid to the president and should exhibit all qualities and requirements as outlined in the president's description.

Chief of Staff-Executive Secretary-The position is for a freshman student, matriculating to sophomore year. The position is appointed by the Student Government Association President and the Dean of Students, and should exhibit all qualities and requirements as outlined in the president's description.

Treasurer- The elected position is for a freshman student, matriculating to sophomore year. The position is elected by the student body during the presidential election and should exhibit all qualities and requirements as outlined in the president's description.

Public Information Officer-The position is appointed to an entering freshman by the Student Government Association President and the Dean of Students. The position's sole function is to publicize via comprehensive media the projects, events, ideals, and beliefs of the SGA. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

Sergeant At Arms- The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Students. The position's sole function is to maintain order at all sanctioned SGA meetings and functions. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

Student Leadership Chairman- The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Students. The position's function is to establish a network of students in an effort to gather ideas and concerns about programming that the student body wants provided; to work closely with the president in providing workshops conducive to academia and social and cultural leadership, and to assist the Dean of Students in materializing and implementing solid day and evening programming. The successful appointee must work along with the SGA president to serve with campus clubs and organizations to push their respective agendas. The successful appointee will recommend a co-chair to the SGA president and Dean of Students for approval. All functions of this position are to be cleared through the SGA president. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

**Elected Campus Royalty**

Mr. H. Councill Trenholm State Community College Elect-The student who is vying to become Mr. Trenholm State Community College has to be a freshman male entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Mr. Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on social networks such as face book, snapchat, bebo, instagram absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that his first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Mr.Trenholm.

The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Students. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Dean of Students.

Miss H. Councill Trenholm State Community College Elect- The student who is vying to become Miss H. Councill Trenholm State Community College has to be a Freshman female entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Miss Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on computer networks such as facebook, smapchat, instagram, and/or bebo, absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that her first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Miss Trenholm.
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**Phi Theta Kappa Honor Society**

Phi Theta kappa is the world's oldest, largest, and most prestigious honor society for two-year college students. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. To become a member of this honor society, a student must be on the Associate's Academic Track, and must have gained a 3.5 cumulative Grade Point Average, through one semester of full-time course work. The student must be enrolled full-time at the date of application. For more information, contact the office of the Dean of Students.

**Student Activities and Organizations**

The faculty encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student activities are faculty and/or staff supervised and must be approved by the College President. The College sponsors the following student organizations:

**Student Government Association (SGA)**

The College has an active Student Government Association. All members are involved in and concerned with the operation of the College. They provide a valuable communication link between faculty and administration and the student body. They are also responsible for fund-raising activities, helping with graduation ceremonies, and assisting in the recruitment of students. The officers of the SGA are elected annually.

**Ambassadors**

Ambassadors exist to enhance the College image and to assist the administration in hosting scheduled community events, as well as in attaining the goals of the College. This body of student leaders is devoted to exemplifying loyalty and service to the College. Ambassadors act as a resource by promoting a positive image, hosting events, and providing a fun, comfortable, enthusiastic atmosphere for students and administrators.

**Social Functions**

Social activities or other entertainment must be sponsored by recognized campus organizations. College facilities will be made available to organizations for such activities when possible. Activities should follow normal approval procedures (see Procedures for Approval of Campus Activities). Any student who brings a guest or visitor to the campus or to any College sponsored activity will be responsible for the conduct of the guest.

**Official Recognition of Campus Organizations**

I. Chartering Procedures

A. Formation of New Organizations
Any group wishing to organize on campus must receive permission from the Dean of Students, the Student Government Association and the President by submitting a written request to them. At the appropriate time, a constitution containing the following must be presented.

1. The name of the organization;
2. A statement of purpose of the organization;
3. the membership eligibility requirements;
4. a list of chartering students;
5. a list of officers by title and any special functions of the office;
6. a statement of the terms of the officers, and the time and method of election;
7. frequency of meetings;
8. a statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization;
9. provisions for club advisors and name of club advisors.

B. Temporary Formation

Temporary formation will be given to organizations upon completion of the above stated regulations. The organization will be permitted to function for not more than one semester pending official charter approval.

C. Review and Approval

Three typewritten copies of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations and approval. In the event that recognition is withheld, appeal may be made to the Dean of Students. The President of the College will make the final approval decision. During the time that the application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization.

After receiving the approval of the Dean of Students, the constitution must be submitted to the Student Government Association's Executive Committee for approval.

At the beginning of each semester, each organization must submit a current list of officers, advisors and active members to the Dean of Students.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Dean of Students. An up-to-date copy of the constitution must be on file in the Office of the Dean of Students.

II. Club Advisors: Eligibility and Role

A. All student organizations must have one qualified club advisor. When the membership exceeds fifty, organizations are urged to obtain an additional faculty advisor.

B. Any faculty member or staff person with at least one year of service at the College may, with the approval of the Executive Vice President, serve as an advisor to a student organization.

C. The Dean of Students must approve any change in the club advisors. The Dean of Students will make every attempt to rotate club advisors to allow all interested persons to serve in that capacity. Rotation of advisors will come at the end of each semester when possible. Persons with special talents needed for a particular club will be given preference.

D. A faculty member or staff person who agrees to serve as a club advisor accepts responsibility for encouraging the organization in its mission and purpose. The advisor(s) will encourage the members to function according to the organization's constitution and bylaws. Advisors are responsible for the following:

1. Policy and other college regulations pertaining to the student organizations and speakers;
2. The constitution and purpose of the student organization that they are advising;
3. The activities and the service projects of the organizations;

E. Meetings will not be authorized or recognized unless attended by the advisor or a substitute duly approved by the Dean of Students. The proceedings of meetings held with a substitute advisor must be reviewed by the advisor;

F. Speakers and special programs sponsored by student organizations must have the formal approval of a club advisor and the Dean of Students, in accordance with the standards set forth by the College;

G. Written requests for activities (other than normal meetings) must be made in writing to the Dean of Students at least thirty (30) days prior to the event;

H. A request for outside speakers must be made in writing a minimum of thirty (30) days prior to the issuance of an invitation. (Forms are available in the Office of Admissions & Records (Bldg. F) on the Trenholm Campus.

III. Meetings

Recognized student organizations are required to hold their meetings on campus. The College facilities will be made available when possible. Special permission must be obtained from the Dean of Students for off-campus meetings.

IV. Policies for Clubs and Organizations

Campus organizations shall be open to all students without respect to race, creed, national origin, sex or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the ACCS Board of Trustees, Trenholm State Community College and the Student Government Association (SGA). No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. In addition, the clubs or organizations will not encourage any action that might cause disrepute to a student, instructor or college activity.

V. Procedure for Approval of College Activities

The following procedures are required to receive approval of activities other than on-campus regularly scheduled meetings:

A. Submit a memo to the Dean of Students. A request to hold an activity must be made a minimum of thirty (30) working days prior to the proposed events. A request for off-campus speakers must be made a minimum of thirty (30) working days prior to the issuance of an invitation.

B. Dean of Students will notify the approval or disapproval with reasons stated no later than twenty (20) working days prior to the proposed event or the issuance of an invitation.

C. If the organization does not agree with the ruling of the Dean of Students, the organization may appeal the decision to the Dean of Students and President. The President of the College will issue the final decision.

VI. Visiting Speaker Policy

The College has established the following procedures:

A. An outside speaker (one who is not a registered member of the student body, faculty or staff of this College) may be invited to speak on campus only by a College recognized student, faculty organization, staff organization, or administrator.

B. The officers of such an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses and preserving the peace and dignity of participants in the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary actions.

C. Request forms for visiting speakers are available in the Student Activities Staff Assistant's Office in Building F on the Trenholm Campus. Completed forms must be submitted to the Dean of Students for approval. If approved, notices and printed material pertaining to the speaker will include:

1. The name of the sponsoring organization and shall not contain any implication that the speaker or event is sponsored by the College.
2. Placed only in locations approved by the Dean of Students.

D. Printed materials must be removed by the sponsoring organization within 24 hours following the scheduled event.

# Division of Student Services

**Mission Statement**

The Division of Student Services is a State and Federally supported entity of the institution providing support services, financial affordability, safe environment, job readiness, physical fitness, life preparedness, social aptitude, and personal growth skills for all students enrolled. The Division of Student Services seeks to serve as a support base for all institutional areas providing academic, career and technical, Health Sciences, institutional effectiveness, and workforce development enhancement programs to increase the optimal development of a student's matriculation to graduation.

**College Policies Relating to Students**

**Student Rights and Responsibilities**

As an academic community, H. Councill Trenholm State Community College exists for the pursuit of quality and excellence in education for the development of students as scholars and citizens, and ultimately, for the well-being of all communities. Free inquiry and free expression are indispensable to the attainment of these goals.

The institution's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by the President, administrative personnel, faculty, staff, and students.

The college community accepts its responsibilities to develop policies and procedures to safeguard these freedoms within the framework of the institution's policies and bylaws. As integral members of the college community, students exercise responsibility while developing their capacity for critical thinking and engaging in a sustained and independent search for excellence. Students are expected at all times to exercise their freedoms in a manner that does not infringe upon the rights and freedoms of others. Students shall not be deprived of life, liberty, or property without due process, except in cases of emergency determined by the President, Dean of Students, or Coordinator of Safety & Security to immediately remove students who have been engaged in an act that compromises the safety or health of themselves or others until due process can be afforded. The student has the right to complete a student infraction form if he/she feels wronged by a party of H. Councill Trenholm State Community College. Although every student has rights and freedoms guaranteed by the U.S. Constitution, these cannot be enjoyed, exercised, or protected in a community, which lacks order and stability. It is therefore each student's responsibility to adhere to standards of conduct as prescribed by the institution, and by local, state, and federal laws. Each student is entitled to the essential rights common to all institutions of post-secondary education which include the following:

**Student Participation in Institutional Governance**

As constituents of the college community, students (individually and collectively) are free to identify and address issues relative to institutional policy and matters of general interest to the student body. The H. Councill Trenholm State Community College Student Government Association represents students in institutional governance. Students are engaged in the policy materialization process through their respective government clubs, organizations, and associations, and are invited to recommend additional policies for consideration and adoption.

**Citizenship**

Students at H. Councill Trenholm State Community College are both private citizens and members of the college community. As U.S. citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the college community they are expected to follow institutional rules and regulations outlined in the Code of Conduct and in the Student Handbook. Faculty members and administrative officials ensure that institutional powers are not employed to inhibit the intellectual and personal development of students exercising their rights both on and off the campus.

**Speech and Expression**

Students will be free to discuss questions of interest and to express opinion. Public expression of students or student organizations reflects the views of those making the statement and not necessarily those of the college community. The institution retains the right to provide an educational environment that is safe and orderly for students, faculty, and staff.

**Freedom of Inquiry and Expression**

Students and chartered student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately in a responsible way. They are free to support causes by orderly means including any means of peaceful assembly or advocacy, which do not infringe upon the rights or freedoms of others.

**Guest Speakers**

In accordance with the Campus Speakers Policy, chartered student organizations may invite persons of their own choosing for campus appearances. Such invitations must be submitted to the Dean of Student Services for review and approval before arrangements for the campus visit are finalized with the guest. Guest appearances must not interfere with the college's regular instructional, research, and service activities and programs. Except for ceremonial occasions, invited speakers should be prepared to participate in reasonable public activities. Such public discussions may include classroom visits, attendance at receptions and related functions, media appearances, and participation in community activities, programs and projects. Invited speakers are accorded the full courtesy and protection appropriate to a college community. Individuals or groups who engage in actions designed to obstruct or in any way to prevent the presentation are subject to discipline and financial responsibility, in the event of damage to property or person. The institutional control of campus facilities and the integrity of the academic environment are not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the college.

**Off-Campus Speakers**

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States

Constitution shall be enjoyed by the students and faculty of H. Councill Trenholm State Community College. Free discussion of subjects of either a controversial or non-controversial nature shall not be curtailed. However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. Any chartered organization sponsoring outside speakers is responsible for inappropriate speeches made by outside speakers, and will be held under the disciplinary code as outlined in the manual for clubs and organizations.

**Assembly and Demonstration**

Students are free to organize and to associate for the promotion of their common interests. Assembly and Demonstration (just as Speech and Expression) within the public places of the college are permitted, subject to reasonable time, place, and manner restrictions. All student assemblies have to be approved by the Dean of Students or his designee. Such restrictions are provided for the maintenance of order, and are applicable to local, state laws. The Dean of Students designates areas for assembly and demonstration. Persons or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

**Publication and Distribution**

Students are free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, flyers, handbills, and the like, subject to time, place and manner restrictions. Publications are disseminated in the designated free expression area(s) on the campus or identified areas by the Dean of Students. All must have prior approval by the Dean of Students before dissemination, or disciplinary actions will be taken under the Student Code of Conduct.

**Student Media**

Student publications will maintain their integrity of purpose as vehicles of free inquiry and free expression in a college community. The editorial freedom of students, editors, and managers involves the corresponding obligation to be governed by the cannons of responsible journalism. These entail the responsibility to avoid libel, undocumented allegations, techniques of harassment and innuendo and so forth. At the same time, the following provisions safeguard editorial freedom. Student publications are free of censorship and advance approval of copy.

The Trenholm Times- The Trenholm Times is a student-guided newspaper publication in which students' accomplishments, editorials, and services are highlighted on a semester basis. Students interested in the newspaper staff or writing an editorial should contact the Director of the Student Success Center, Building F on the Trenholm Campus.

## STUDENT CODE OF CONDUCT FOR TRENHOLM STATE COMMUNITY COLLEGE

**Discrimination and Harassment**

Students have the right to be free from all forms of discrimination. H. Councill Trenholm State Community College does not discriminate on the basis of race, creed, color, gender, sexual orientation, age, religion, national or ethnic origin, disability, or veteran status in its educational programs, activities, admissions or employment practices. Harassment is a serious offense and can constitute but not limited to the following: unwanted comments; unwanted jokes, touching-groping or sexual suggestions; sexual favors for grades or services.

The following are outlined:

A. No person shall engage in any act of intimidation or harassment, physical force or violence that is directed against any person or group of persons because of their ethnicity, race, national origin, religion, gender, sexual orientation or preference, disability or political beliefs.

B. No person shall use the telephone (land line, cell, or computer), social media outlets, or electronic mail to harass another. Participation in such acts is subject to college disciplinary action and punishable by law.

C. No person shall be subjected to unwanted sexual advances and/or activity by students, faculty, or staff. Such acts may result in probation, suspension, expulsion, or subjection to grievance proceedings.

If a student feels that he/she has been discriminated against and/or harassed, please contact the Counselor and/or Dean of Students, in Building F-Student Services Building on the main campus.

**Sexual Assault**

Sexual assault is defined as (1) "sexual penetration, no matter how slight, of the genital, anal, and/or oral opening of the victim by any part of the perpetrator's body or by the use of an object, without the victim's consent or against the victim's will where the victim: (a) is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act; (b) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to the influence of drugs or alcohol; or (c) suffers from a mental or physical disability," (2) the "intentional touching of the victim's intimate parts (primarily genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body part or on the clothing covering that body part, or if the victim is forced to touch the intimate areas of the perpetrator." This policy also applies to gang assault whether directly or indirectly involved.

Participation in such acts is subject to college disciplinary action and punishable by law. Such acts may carry a sanction of probation, suspension, or expulsion.

**Search and Seizure**

Students have the right to secure their personal possessions against invasions of privacy and unreasonable search and seizure, subject to restrictions imposed by the Dean of Students and Coordinator of Safety & Security. However, the college reserves the right to enter occupied class rooms and/or buildings for health and safety inspections, illegal drug and alcohol suspicion, suspicion of a weapon, perceived harboring of a fugitive, in cases of emergency, and when entry is granted by authorities of the criminal justice system.

**Harboring a Fugitive**

The safety of an H. Councill Trenholm State Community College student is, largely, the responsibility and actions of the student. A student shall not harbor an individual in a campus building/facility or classroom, of any campus that is owned or leased by H. Councill Trenholm State Community College that is being sought after by campus or external law enforcement. Harboring a fugitive also extends to allowing persons to sit in, or hide in cars. Such acts will result in suspension/expulsion.

**Privacy**

Students have the right to confidentiality of information relating to personal views, beliefs, and political associations that may be obtained by administrators, instructors, counselors, advisors, and officials of the college in the course of their work.

**Freedom From Retaliation**

The faculty member (whether in the classroom or in individual conference) fosters relevant free discussion, inquiry, and expression. A student is free to take reasonable exception to the information offered in any course of study and to reserve judgment about matters of opinion without threat of undue censure by the faculty member. Information about student views, beliefs, and political associations which the faculty member acquires in the course of their work as instructor, advisor, and counselor is considered confidential. Faculty members are required to inform students of the content and requirements of each course and the criteria by which student performance is to be evaluated. A student is responsible for learning the prescribed content of the course in which he or she enrolls. The faculty member evaluates student performance in the classroom solely on an academic basis and not on a student's philosophies or conduct in matters unrelated to academic performance. A student who contends to have encountered a prejudiced academic evaluation may use the college's Student Grievance Procedure as a means of seeking redress. (See Due Process). Academic honesty is a primary responsibility of the student. Students found guilty of academic dishonesty will incur sanctions as prescribed by the college's student judicial system.

**Redress of Grievances**

Any time a student's rights as outlined herein are violated, the student has the right to petition for redress through grievance procedures. A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to institutional policies and procedures.

H. Councill Trenholm State Community College assures prompt and impartial consideration to any complaints, which its students may have during the course of their matriculation at the college. When circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

Students may use this procedure without penalty or fear of reprisal.

1. Student should make an attempt to resolve the issue with the faculty or staff member verbally and in writing.
2. Student should attempt to resolve the issue with the faculty/staff member's immediate supervisor both verbally and in writing.
3. Student should provide a written complaint to the Grievance Officer, Dean of Student Services, or designee in person or by mail.
4. Upon receipt of the complainant, the Dean of Students or designee will within five (5) working days schedule a conference with the student filing the grievance or complainant.
5. If there is no resolution in the conference, the Dean of Students will within three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer, if necessary, will become a part of the process at this juncture.
6. The judicial council's decision can be appealed in writing to the Dean of Students within five (5) working days to be heard by the Appellate Judicial Council of the college.
7. The Appellate Council will hold a hearing within (5) working days of the appeal.
8. The Appellate Council's decision can be appealed to the President of the college within two (2) working days, for a final decision.

**College Description of Policies and Procedures Relating to Student Conduct**

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the college judicial system and in the civil or criminal court system. The college administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found guilty of off-campus violations of local, state and federal laws. While the college does not act as a policing agent for students when they are off campus, the college reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the pursuit of the educational mission of the college or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the college community.

All students who represent the college through affiliation with any H. Councill Trenholm State Community College organization and/or athletic team, or any college sponsored activity are required to be in good standing as a H. Councill Trenholm State Community College student. Depending upon the severity of offense(s), and/or decisions rendered by the appropriate disciplinary committee and Dean of Students, students who are found guilty of violating the Student/Collegiate Codes of Conduct and are sanctioned to disciplinary probation, suspension, or expulsion are not allowed to serve in the capacity of affiliate or representative. Affiliation and representation include, but are not limited to the following: Student Government Association, and clubs and organizations. The Dean of Students assumes general responsibility for student life and services offered by the college. In this capacity, it is the Dean's responsibility to assure that students are informed of behaviors and activities that are unbecoming and/or unwelcome by the college, some of which are listed and discussed in this section.

The following are code of conduct issues, but not limited to, violations related to the Trenholm Student:

**Academic Dishonesty**

Cheating includes:

- Submitting material that is not the student's as part of course performance, such as copying from another student's exam or the reciprocal of that matter;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat;
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regarded; or communicating with any person during an exam, other than the exam proctor of faculty. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

Plagiarism includes:

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them
- Paraphrasing materials or ideas of others without identifying the sources.
- Using themes, essays, term papers, tests and other similar requirements that are not the work of the student submitting them.
- When direct quotations are used, they must be indicated and when the ideas of another are incorporated in papers they must be appropriately acknowledged.
- When a student is unsure about something that he/she wants to do or the proper use of materials, a faculty member should be consulted for clarification.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means the alteration of sentence pattern and changing of words. Any direct quotation should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

**Unauthorized/Illegal Web/Computer Use**

Trenholm allows and encourages the use of Trenholm owned computer resources. This use, is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

- Discriminating or libelous statements.
- Threatening, Bullying and/or Harassing via email and social media outlets
- Copyright infringements ("illegal downloading")
- Obscene, offensive or threatening materials
- Usage primarily for financial gain or compensation not relevant to Trenholm's mission
- Computer Hacking to access institutional records to change grades, alter account balances, etc

Failure to comply with this policy may result in charges being brought both within the college's judicial system and in the civil or criminal court system. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Aiding and Abetting**

No person shall help, assist, facilitate, or promote the commission of a crime or college violation. This prohibition encompasses all assistance rendered by words, acts, encouragement, support, actual or constructive to render assistance or aid in the accomplishment thereof, by encouraging, counseling, or inciting its commission. Anyone who by any word, deed, or act directly or indirectly urges, encourages, supports or otherwise instills in the mind of another the will to so act shall be considered a principal in the commission of said crime and shall be punished in the same manner. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Alcoholic Beverages**

A. No student may consume or possess any alcoholic beverages, containers, or bottles in college buildings, at college sponsored functions (on or off campus) or on any property or public/private location belonging to H. Councill Trenholm State Community College.
B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in college buildings, or on any property or public/private location belonging to H. Councill Trenholm State Community College.
C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
E. Common source containers are prohibited on college owned/rented property.
F. Possession of any alcohol paraphernalia is prohibited.
G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Drinking Age Law, Alabama**

Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. The law has serious consequences for persons who provide or sell beer/alcoholic beverages to individuals under the legal age of 21, as well as for underage drinkers.

**Brands and Tattoos**

No individual or organization may participate in or require others to be branded or tattooed. Students are prohibited to do tattoos/brands on the campuses of H. Councill Trenholm State Community College. Such acts are a form of hazing and carry a sanction of suspension/ expulsion.

**Hazing**

Hazing is doing favors, being physically or verbally abused, branded, etc. to gain admittance into a club/ organization. By the statue of the State of Alabama, fraternities and sororities are prohibited on community college campuses. It is prohibited for students to form groups that are not sanctioned by the college. Sanctioned Trenholm clubs and organizations that participate in any form of hazing will be subjected to suspension/expulsion. This is not a practice at Trenholm and all violators are to be reported to the Dean of Students and in cases of an emergency to campus security or a faculty/staff member.

**Criminal Acts**

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any, will be taken by the college. The student may also be subject to the college's disciplinary process. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.

**Deception**

It is unacceptable and illegal for any person to:

A. Misuse college records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
B. Provide false information, either written or oral, to the college or to any administrator of the college. (Students who falsify housing and or admissions records are also subject to removal/or disciplinary action.)
C. Attempt to perpetrate a fraud against the college or the members of the college community.
D. Misrepresent information or lie. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Destruction of College Property**

Destruction or attempted destruction or damage to college property, property of the area surrounding the college, or property belonging to a member of the college community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured the property of another, either real or personal, shall be subject to arrest and/or criminal prosecution. Students are expected to respect the property of the college and that of others. Destruction of such property, deliberate or through carelessness, will be considered a serious breach of H. Councill Trenholm State Community College's standards. Participation in vandalism may result in a student's arrest and prosecution by campus and/or county authorities as well as suspension/expulsion from the college. The college will request restitution. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Arson**

Any person who willfully and maliciously sets fire to, or burns, or causes to be burned; who is a party to destruction by explosion from combustible material; or who aids, counsels, or procures the burning or destruction of any state-supported school building in this state, whether in use or vacant, shall be guilty of arson and subject to expulsion.

Any person observing or witnessing the destruction by fire of any state-supported school building, whether occupied or vacant, which fire was the result of his or her act of an accidental nature, and who willfully fails to sound the general alarm or report such fire to local fire department or other local authorities, shall be guilty of a felony and, upon conviction thereof, shall be sentenced to the State penitentiary for not less than two (2) or more than ten (10) years. Any person, who by reason of his age comes under the jurisdiction of juvenile authorities and who is found guilty under section 1 (subsection 1 hereof) of this act shall not be eligible for probation unless and until at least six (6) months confinement has been served in a state reform school. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Fires**

It is illegal to possess, sell, furnish, or use any incendiary device without proper authorization. Setting or causing to be set any unauthorized fire in or on college property is also prohibited. Violations of these regulations may result in prosecution under the Alabama Criminal Code and/or expulsion from H. Councill Trenholm State Community College. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Fire Drills, False Alarms and Sprinklers**

No person shall:

A. Fail to evacuate a building or refuse to respond immediately to a fire alarm.
B. Ring any bell or operate/tamper with/or trigger any mechanical or electrical apparatus for the purpose of creating a false fire alarm.
C. Operate/tamper with/discharge/or remove any fire extinguishing equipment, emergency signs, exit signs, sprinkler system, identification of rooms or smoke detector without proper authorization.
D. Re-enter a building until it has been declared safe to do so by the appropriate staff.
E. Not comply with officials conducting the drills

Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Fireworks**

No person shall possess or explode firecrackers or other types of fireworks or explosives of any kind in any building or on any property owned or controlled by the college. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Disorderly Conduct or Assembly**

A. No person shall assemble on campus for the purpose of causing a riot, destruction of property, or a disorderly diversion, which interferes with the normal operation of the college. (This section does not deny individuals the right to peaceful, non-disruptive assembly.)
B. No person or group of people shall obstruct the free movement of other persons about the campus or interfere with the use of college facilities.
C. The abuse or unauthorized use of sound amplification equipment in or out of doors is prohibited. (The use of such equipment must be authorized by the appropriate department).
D. Rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior is prohibited.
E. Disorderly and/or obscene conduct or a breach of the peace on any college property or public function affiliated with the college is prohibited. This includes disorderly conduct in a school sponsored assembly. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a moderate or severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Disruption of Classes and College Functions**

Any person who, without authority, disrupts classes or other educational functions with vociferous vulgar language, loud music, fighting, confrontations with students/faculty/staff on the campus or in off-campus sites shall be arrested for disturbing the peace, turned over to civil authorities, and shall be subject to disciplinary action which may result in suspension or expulsion. This is also referenced to excessive talking and horse playing in assemblies sponsored by the college.

**Disruptive Behavior**

A. No person shall threaten to, or actually push, strike, or physically assault any member of the college community or any guest to the campus.
B. Students who maliciously provoke or participate in fights will be subject to disciplinary action which may result in one or more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion.
C. Conduct, which materially interferes with the normal operation of the college is prohibited.
D. Conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community are prohibited. Participation in such acts is subject to college disciplinary action and punishable by law. Such may acts carry sanctions of probation, suspension, or expulsion.

In cases of disturbance, the following policy shall be instituted:
1. All students of the college should report to their classes whether perpetrators of the disturbance report for class or not. The basic expectation of college employees is to carry out their official responsibility. This also includes student employees.
2. On the day or days of the disruption, teachers are to check classrooms carefully and send a written report of all absences to the Dean of Instruction/designee.

**Emergencies, Campus**

In regular operation of every institution, it is inevitable that there will be occasions when the routine operations are interrupted and in extreme instances, suspended altogether. Such occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, it is important for students, faculty, and employees to assure that all functions and services of the college continue. In such cases, all involved should follow directives of the Coordinator of Safety & Security.

**Emergencies, Off-Campus**

All off-campus emergencies are to be reported to the site monitor of the off-campus site. In most cases, each site has a police officer employed by the college. In cases where an officer is not present, local authorities should be contacted.

**Dress**

H. Councill Trenholm State Community College students are expected to dress in a manner representative of an educational institution. Special occasions (e.g. convocations; employment/career fairs; graduation; coronations; plays; luncheons; banquets, speeches for class/assembly) dictate that business (e.g. shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Other social occasions (e.g. talent shows; spring fest, dances) require informal but respectable apparel. Headdress is inappropriate for males during all indoor functions. Male headdress that includes “do rags” or scarves are considered inappropriate for the educational environment. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress at H. Councill Trenholm State Community College.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of an educational institution.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives. Any member of the faculty or staff reserves the right to hinder a student from entering into a classroom or college

sponsored event due to inappropriate dress. (Such acts carry a sanction of community service, fine, probation and/or suspension.)

**Drug-Free Schools/Campuses**

H. Councill Trenholm State Community College acknowledges and adheres to the laws of the state of Alabama. The college also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal and state laws, at H. Councill Trenholm State Community College the following will apply:

**Drugs**

A. The possession of any drug controlled by federal or state laws on or off campus is prohibited.
B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of H. Councill Trenholm State Community College or at event sponsored or supervised by the college.
C. The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
D. The sale, intent to sell, purchase, intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.
E. Possession or use of any drug related paraphernalia is also prohibited. The college reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subjected to disciplinary action, which will result in expulsion.

Failure to Comply

A. Failure to respond or properly identify oneself pursuant to a request by properly identified officials of the college while in the performance of their duties.
B. Failure to report to the office of a college official for a conference, meeting, or appointment by the official.
C. Failure to appear as a witness in a disciplinary case when properly notified.
D. Failure to comply with any disciplinary condition imposed on a person by any judicial body or administrator.
E. Failure to comply with the directions of a campus security officer

Participation in such acts is subject to college disciplinary action and carries a sanction of probation, suspension, or expulsion.

**False Representation of the College**

No person or group of persons shall claim, without proper authorization, to speak, act, or solicit in the name of the college or one of its organizations. As a member of a community of educated persons, a student is expected to exercise reasonable self-discipline and judgment when speaking or acting as a citizen.

**Financial Obligations**

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds, will not be included in commencement exercises, and will not be granted a college transcript.

**Forbidden Objects**

The following objects are disallowed in all public areas of the college, unless authorized by appropriate officials:

1. Pets;
2. Laboratory animals, either dead or alive;
3. Open flames (e.g., candles) or any combustible decoration or device
4. Alcoholic beverages and/or beverage containers. (See Alcohol Policy)
5. Athletic equipment such as bats, weights, balls, etc.
6. Firearms, fireworks, and weapons of any kind.

**Fraud**

It is unacceptable and illegal for any student to partake in:

A. False representation of a matter of fact, whether by words or by conduct.
B. False or misleading allegations or by concealment of that which should have been disclosed.
C. Deceive another so that he/she shall act upon it to his/her advantage.
D. Intentionally alter the truth for the purpose of inducing another in reliance upon it to part with some valuable thing in an effort to surrender a legal right.

Participation in such acts is subject to college disciplinary action removal from the dormitory, fines, and punishable by criminal and campus law.

**Gambling**

Gambling is not permitted on the premises of H. Councill Trenholm State Community College or at any activity sponsored by the college whether on or off-campus. Violators are subject to arrest and prosecution by civil authorities as well as to college disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, expulsion, or dismissal from classes. Unauthorized playing of games for money or other items of value is prohibited. Possession of such may result in probation, suspension, or expulsion.

**Immoral Relationships**

Students who engage in immoral or illicit acts on campus will be subject to disciplinary action. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college. Said sanctions will apply: probation, suspension, expulsion.

**Insubordination**

Students are expected to respect persons in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in authority will not be tolerated. By Federal Statue, it is unlawful to threaten faculty of an educational institution. If a student verbally threatens a faculty member, then the student can be arrested, subjected to college disciplinary proceedings, and bound over to the

courts of Montgomery County. Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

**Joint Responsibility**

All persons who knowingly act in concert to violate college regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

**Moral Turpitude**

An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship and ethics is strictly prohibited. Violators will be subject to disciplinary action.

**Parking Regulations**

All parking restrictions on the campus of H. Councill Trenholm State Community College are landmarked throughout the campus. Students are prohibited to park in employee or reserved parking. Handicapped signs are strategically placed around campus for the convenience of those needing such accommodations. All students enrolled at H. Councill Trenholm State Community College are to affix parking decals on all vehicles driven on campus as well as off-campus locations.

**Pets**

To protect the interest and safety of students and employees, it is the policy of the college not to allow pets in any college building, including but not limited to administrative buildings, classroom buildings and gathering halls. "Pets" are considered dangerous animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the college, and does not apply to service dogs. If the policy is violated, the student is subject to dismissal from classes, suspension, and/or expulsion.

**Picketing**

It shall be unlawful for any person, singly or in convert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Alabama, or any county or municipal government located therein or thereon conducted or so as to obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto. Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars ($500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

**Restrooms**

Restrooms are designated separately for men, women and gender-neutral (designed for use by any gender). All individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be locked upon entry and there is a notice to that effect on the doors. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action. Gender-neutral restrooms are located as follows:

**Smoking/Vaping**

Smoking/vaping is not permitted in the auditoriums, classrooms, lecture rooms, dining hall, gathering halls, gymnasiums, or any other buildings at H. Councill Trenholm State Community College. Any person that smokes/vapes has to do so within 35 feet of any building. Participation in the reverse of this act is subject to college disciplinary procedures.

**Solicitation - Vendors**

College property, although recognized as state property, is considered "specialized use" state property and, therefore, subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated. Rules are promulgated to enhance the purposes of the educational institution and to protect the individual rights of students and those members of the general public wishing to give students the opportunity to purchase their services or goods. Adherence to the following:

A. No group or individual may conduct a sales campaign on any campus/center of the college, to include-but not limited to, classrooms, administrative buildings, or any other campus location.
B. Private individuals, student or non-resident student, may not conduct a sales campaign in classrooms, administrative buildings, or at any other campus location.
C. Door-to-door sales are prohibited. Placing door hangers on classroom doors or signs on cars in college owned parking lots is prohibited.
D. Nothing herein shall be construed as prohibiting commercial solicitation to individual students by telephone, mail, or email.

Violators are subject to college discipline and may be punishable by law.

**Students Riding in Automobiles**

The college assumes no responsibility or liability regarding students riding in or parking private vehicles on campus. It is a privilege for students to drive on the campus of H. Councill Trenholm State Community College. The college reserves the right to revoke that privilege at any time for reasons not limited to excessive parking tickets, reckless driving, and parking in restricted areas.

**Theft**

No person shall take, attempt to take, or keep in his/her possession items, not legally possessed by him/her, including but not exclusively, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his/her own without written permission of the owner.

Participation in such acts is subject to college disciplinary action to include a maximum sanction of expulsion and punishable by law. The college assumes no responsibility for theft of a student's personal property.

**Trademark Guidelines**

Campus clubs and organizations and individual students may use the H. Councill Trenholm State Community College name, trademarks, or logos only with the written approval of the President.

**Unauthorized Entry and Use -- College Facilities or Equipment**

A. No person shall make unauthorized entry into any college building office, parking lot, or other facility. Nor shall any person remain, without authorization, in any building after normal closing hours.
B. Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the Student Code of Conduct.
C. Unauthorized entry into vehicles is prohibited.
D. Unauthorized use of bathrooms, exits, or windows is prohibited.
E. Unauthorized use or duplication of keys is prohibited.
F. Unauthorized use or possession of any parking permit (hang tag) is prohibited.
G. No person shall enter or attempt to enter any dance, social, athletic event or any other recognized college organization without credentials for admission (i.e. ticket, identification card, invitation, etc.). Credentials should be that of the person seeking to gain admittance.

Participation in such acts is subject to college disciplinary action punishable by law, and may result in a fine, probation, suspension, or expulsion.

**Violation of Law**

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the college community and the student will be subject to disciplinary action by the college. Additionally, Trenholm State Community College has the right to sanction its students for off-campus violations. Trenholm State Community College has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

**Weapons and Firearms**

It shall be a felony for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive (s) on educational property. Weapons of any type are not permitted in any area under college control or at any activity registered with the college. Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies and the student may be expelled from the college.

**Weapons and Firearms Description**

A. A weapon is defined as any instrument used with the intent to cause bodily harm.
B. Possession of handguns or any lethal or potentially destructive weapons including, but not limited to: guns, bow and arrows, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, medieval weapons, darts, knives of any length, and other dangerous weapons are prohibited on the campus of Trenholm State Community College and/or college building, including off-campus host sites where Trenholm college courses or non-credit courses are offered. (Such items in automobiles are also strictly prohibited.)
C. Possession of any lethal or potentially destructive substances including; poisons, corrosive or volatile substance (e.g. acids, etc.) are prohibited on the campus of Trenholm State Community College or in any host site of the college.
D. The use or discharge of any weapon, or threatening another with a weapon is strictly prohibited.
E. Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, residence halls, or any other building on campus or in host sites.

Note: Violators are subject to college disciplinary action which will mandate expulsion and will be punished by law.

**Student Code Of Conduct/Definition Of Terms**

To maintain an atmosphere on the Trenholm State Community College campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the Student Code of Conduct, are statements concerning expectations regarding student conduct, guarantees of student rights, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the Student Code of Conduct.

All students at Trenholm State Community College are expected to read and become familiar with all sections of the Student Code of Conduct. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial officer, the Dean of Students/designee, or the appropriate judicial council. Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Trenholm State Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

**Principles for Collegiate Conduct**

Trenholm State Community College Collegiate Code of Conduct is designed to address the principal behaviors and conduct which are expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance a student's success in the classroom as well as in their campus life.

The tenets for this covenant are:

Integrity
Respect and embrace the principles of academic honesty

Philosophy
Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking and a commitment to excellence.

Class Attendance
Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

Diversity
Celebrate the similarities and differences in our cultures, races and ethnic origins.

Communications
Encourage open communication and expression, which is guided by respect for others.

Behavior
Understand that sexual and social harassment will not be tolerated. Therefore, always dress for success.

Profanity
Discourage the use of profanity and offensive actions out of respect for others.

Accountability
Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

Service
Engage in civic and service-learning opportunities to share knowledge and skills with local, national and world communities.

Respect
Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college.

Assessment
Conduct periodic assessments of academic, personal and career progress. Stay focused on the purpose for being at the college.

Campus Safety
The student is encouraged to always think safety first when engaging in educational environments, social scenarios, and on and off-campus activities. Please, be alert of surroundings and threats to safety and inform appropriate authorities of such situations.

Students that swerve, horseplay, play loud music in vehicles, hang out of vehicles, have possession of drugs/ paraphernalia or alcoholic beverages in vehicles on the campus of Trenholm State Community College or host sites of the college will be arrested, adjudicated, fined (not to exceed $500) the vehicle will be impounded at the students' expense and the student may be placed on probation, suspended, or expelled.

Freedom
Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

**Philosophy of Student Conduct and Discipline**

The student disciplinary function of Trenholm State Community College is an integral part of the educational mission of the college. Learning responsible behavior and self-discipline are part of the educational process. The college expects its students to obey national, state, and local laws, to abide by the regulations of the college, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the college has the obligation and right to discipline them. The acceptance of this implied right of the college by parents, guardians, and/or students is a prerequisite for enrollment as a student at Trenholm State Community College. The college's judicial system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities.

Behavior, which is not in keeping with standards acceptable to the college community, is often symptomatic of attitudes, misconceptions, and emotional crises. Addressing aforementioned traits is an essential component of the disciplinary process. An educational approach to discipline is employed whenever possible. The college judicial system and appeals process are designed to provide and help maintain an atmosphere within the college community that is conducive to academic pursuits. Stringent disciplinary measures against a student or a group of students, such as suspension or expulsion, are instituted only when lesser remedies are inconsistent with the college's mission.

The college, however, recognizes its responsibilities to all members of the community (i.e. students, faculty, staff, guests of the college, and members of the local community). The protection of personal and institutional rights and property, therefore, is a primary focus of the disciplinary process.

**Honor Code**

I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Trenholm State Community College family, and proud of it.

On the campus of Trenholm State Community College, the Dean of Students collaborates with all involved to provide a safe environment for students. The office of the Dean of Students is located in Building F, Student Services Building on the Trenholm Campus.

**Code Violations**

(At the end of each violation are the sanction (s) that may be imposed by the college)

1.00 Abduction and/Or Kidnapping. Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent. (Suspension/Expulsion)

1.10 Academic Dishonesty. Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. (Probation/suspension/expulsion)

1.20 Aiding and /or Inciting. Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the college community or environment; the persuading or aiding of another person to breach the peace on college premises or at functions sponsored, approved by, or participated. (criminal court sanctions/suspension/probation/expulsion) in by any member of the college. Gatherings of groups of students on/off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the college or with the normal flow of traffic or ordinary procedures. (Warning/Probation/Suspension)

1.30 Alcoholic Beverages. The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on college property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the college regulations, exceptions, or local, state, and federal laws. (Fine not to exceed $500, probation, suspension, or expulsion)

1.31 Alcohol/Drug Intoxication. Appearing in public on the college/host site premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication. (fine not exceed of $500, probation, suspension, expulsion)

1.40 Animals (pets). Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including classrooms, and offices, except when needed in connection with a handicap person or with the written permission of the Dean of Students, is prohibited. (fine not to exceed $500, probation, suspension, or expulsion).

1.50 Arson/Fire Setting. The malicious, fraudulent, and/or intentional burning of property on the college premises is prohibited. Acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

Willfully starting a fire in college buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the college Safety Director and the Dean of Students is prohibited. Compliance with local and state fire codes must be assured and verified. (Suspension/Expulsion)

1.60 Assault. The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of mental, physical, verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, and on the college premises. (arrest, criminal adjudication, probation, suspension, or expulsion) In general, physical contact is not required.

1.70 Attempted Offenses. An attempt to commit an act on college property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code. (fine, warning, probation, suspension, or expulsion)

1.80 Battery. The unlawful application of force to the person of another is strictly prohibited. (fine, arrest, criminal adjudication, suspension, expulsion)

1.81 Aggravated Battery. An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon is prohibited. (Expulsion)

1.90 Classroom And General Violations. Students must comply with campus life regulations. Any combination of three infractions committed during a semester will result disciplinary actions. The following are prohibited:

A. Children in classrooms
B. Loud music
C. Playing video games in a gathering
D. Horse playing
E. Vandalism
F. Engaging in barbering and cosmetology practices on the outside of classrooms, buildings
G. Sexual Activity in/or around classrooms, buildings
H. Fighting
I. Disrespect of instructors, administrators, staff, housing staff, to include custodial staff
J. Defacing property
K. Inappropriate dress
L. Loitering/Littering
M. Disrespecting others
N. Drugs/ alcohol use/possession/sale/intent to distribute
O. Gang Activity; fights of more than two on one; signs; paraphanelia
P. Spreading harmful rumors
Q. Cell phone usage in classrooms/assemblies
R. Unauthorized selling of tapes, dvds, cds, snacks, food, clothing, merchandise, etc.
S. Joyriding/tampering with/on college or state owned property
T. Bullying and Harassing

Such acts or synonymous acts are prohibited and carry sanctions such as a warning, community service, fine not to exceed $500 ( Unless the infraction is destruction or defacing property and restitution is a larger sum), probation, suspension, expulsion, or a combination thereof.

2.00 Contempt Of Hearing. Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification

of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for a college judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine (to be determined by the appropriate council) (forfeiture of due process rights, probation, suspension, or expulsion).

2.10 Damage to Property/Destruction of Property.
Damage, vandalism or destruction to property owned or leased by the college or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a university building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited. (probation, community service, suspension, fine, or expulsion)

2.20 Dangerous, Threatening, and/or Unsafe Behavior.
Any conduct or behavior, which threatens or endangers the health or safety of any person in the college environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. (probation, community service, suspension, fine, or expulsion)

2.30 Disorderly Conduct, Obstruction, and/or Disruption.
Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a college facility or from the window of a college facility or onto the premises of the college.
Breaking lines during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or college official; withholding information vital to any investigation carried out by an authorized agent of the college; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus. (probation, community service, suspension, fine, or expulsion)

2.40 Distribution of Illicit Printed Material.
Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or college regulations is prohibited. (probation, community service, suspension, fine, or expulsion)

2.50 Drugs (Illegal)/ Drug Paraphernalia.
The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted. (Expulsion)

2.60 Failure to Comply. Failure to comply with the directions of college officials (including campus security) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a college official, fire department staff, or local law official. (probation, community service, suspension, fine, or expulsion)

2.70 Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation.
Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, altercation, and misuse of college documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any college recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the college community; and fraudulently issuing worthless checks to the college. Lying, knowingly giving false information to the college or its officials, other forms of dishonesty in college-related affairs is also prohibited. The scope includes, but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any college document or service. (probation, suspension, fine, or expulsion)

2.80 Guest's Behavior.
Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization (probation, community service, suspension, fine, or expulsion)

2.90 Harassment (Verbal and/or Physical).
The excessive physical annoyance of or the use of verbally abusive language by any person on college-owned or controlled property (on or off-campus sites) or while on the premises of, or while in attendance of college-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrade, insult, taunt, or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists remarks or any behavior that places another member of the college community in a state of fear or anxiety (probation, community service, suspension, fine, or expulsion)

3.00 Hazing.
It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical and/or mental injury to such other person or to a third person. This includes asking favors or demanding services from a person seeking to join a college sponsored club/organization (probation, community service, suspension, fine, or expulsion)

3.10 Health and Safety Violations.
This means any behavior which creates a risk or danger to others of the college community, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, unlawful disposal of toxic chemicals, or failure to maintain reasonable standards of cleanliness and safety as defined by the college. (probation, community service, suspension, fine, or expulsion)

3.20 Identity Disclosure/Identification Cards.
Failure to carry a valid college student identification card (when possession is in reason) while on the college property or failure to present it to a college official, security officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited. (probation, community service, suspension, fine, or expulsion)

3.30 Indecent, Obscene, Immoral Behavior, and/or Profanity.
Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at college sponsored or supervised activities on/off campus will not be tolerated.

Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college or when visiting other colleges and/or venues. (probation, community service, suspension, fine, or expulsion)

3.40 Moral Turpitude.
An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship and ethics is strictly prohibited. (probation, community service, suspension, fine, or expulsion)

3.50 Motor Vehicles, Traffic Violations, Parking Violations.
Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property on/off-campus locations or at college sponsored or supervised activities is prohibited. This also includes driving and parking on grass and sidewalks. Traffic tickets of the same offense will increase on the second and third offenses. Failure to obey traffic and parking regulations is punishable by the college's Department of Safety. (probation, community service, suspension, fine, or expulsion)

3.60 Rape.
Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender. (Expulsion)

3.70 Safety Code-Mischief.
Tampering with safety equipment is a serious violation of the Code of Conduct and is subject to expulsion and/or criminal prosecution. Making a statement verbally/writing a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with security cameras, fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited. (suspension, fine, or expulsion)

3.80 Sexual Assault.
The forcing of or attempting to force another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, also will not be tolerated. Disciplinary sanction for such acts will lead to expulsion. Violators also are subject to criminal prosecution.

3.90 Sexual Battery.
The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is

deemed offensive to the victim, will not be tolerated by the college. Disciplinary sanction for such acts will lead to expulsion.

4.00 Sexual Harassment.
Regardless of sexual gender, personal affiliation, and/or affiliation with the college, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions verbally/written; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. If such acts occur with student to student; faculty/staff to student; student to faculty/staff; or faculty/staff to faculty/staff, an incident reporting form should be completed and submitted to the office of the Dean of Students to begin an investigation. Such acts are taken seriously by the college and will not be tolerated; therefore, if these acts are alleged by a victim or transmitted as a rumor and the accusations are deemed as false, then the person (s) alleging the accusations will then be subjected to like disciplinary proceedings (to include sexual assault and battery). (probation, suspension, fine, or expulsion)

4.10 Solicitation. Unauthorized selling, collection of monies, and promotion (flyers) on campus or within college buildings is not permitted without permission of the Dean of Students. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on college property. Further, students may not solicit on behalf of the college without the permission of the Dean of Students. Use of any college facilities for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting etc.) are prohibited. (probation, community service, suspension, fine, or expulsion)

4.20 Theft/Misappropriation.
Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency, institution, or the college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of college furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen. (probation, community service, suspension, fine, or expulsion)

4.30 Trespassing.
Unauthorized presence on, in or within any building or property owned or operated by the college (including technology labs, shop areas, gymnasiums, fitness center, field houses, classrooms, offices, buildings, etc.), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave. Unauthorized campus visitors will be subject to arrest and criminal proceedings. (probation, community service, suspension, fine, or expulsion)

4.40 Unauthorized Use/Entry Of College Facilities.
Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from college facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of college facilities that are locked, closed or restricted for use to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other buildings and/or structures or college premises, or the aiding and assisting of such is prohibited. (probation, community service, suspension, fine, or expulsion)

4.50 Weapons/Firearms.
The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of the college. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, Divisional Deans should give prior written approval to the Dean of Students as a matter of record. (Expulsion)

## Disciplinary Procedure for Trenholm State Community College

### Authority

By virtue of the approved by-laws and policies of the Trenholm State Community College, the President of the college is charged with the responsibility of maintaining "appropriate standards of conduct" for students. This duty has been delegated to the Dean of Students or his designee. The Dean of Students or his/her representative is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy penalties for disciplinary violations. The Dean of Students is aided by judicial councils.

### Judicial Council

Three committees are appointed to hold hearings for students accused of violating the regulations of the college:

### Inter-Student Services Disciplinary Council:

Composed of Student Services professionals (Dean of Students-presiding officer/designee) hears all informal cases and in some instances cases of formal proceedings, involving infractions that will constitute sanctions of probation, fines, suspension from school in length, and/or community service. The Council sometimes can be composed of various Student Services professionals that can hear a formal case, and also in rare cases in which the Administrative Judicial Council sends a case (s) back to a lower council. The Council also serves as an appellate council.

**Student Judicial (Court) Council:**

Composed of Student Government Association members (Chief Justice of the SGA-presiding officer; Faulty member and staff member advisor) Council hears cases that the Dean of Students considers to be minor/ moderate infractions that will constitute sanctions of probation, fines, and/or community service. Council makes recommendation to the Dean of Students to either uphold, reject, or modify sanctions imposed in the informal hearing.

**Administrative Judicial Council:**

Composed of a quorum of the executive cabinet of the college (Dean of Students-presiding officer-ex officio member), the Council hears cases that the Dean of Students constitutes to be severe infractions that may lead to a recommendation of suspension or expulsion. Before proceedings began, council reserves the right to send the case back to a lower council based on the merit (s) of the infraction per reading all reports. Council also serves as an appellate council.

Note: The Dean of Students also reserves the right to meet with students outside of council proceedings in an effort to minimize the volume of cases being referred. The Dean of Students has the right to remove a student from campus and off campus sites until more official proceedings can materialize. In cases involving the Dean of Students, the Dean's designee will be the presiding officer.

**Disciplinary Procedures**

The following rules of procedures for adjudicating alleged violations of the Trenholm State Community College Student Code of Conduct are established for use by the Student Services Disciplinary and Appeals Committees. The administration of sanctions at the college is an educational process that is not designed to be punitive, and will experientially demonstrate its intent to be of a fair, appropriate, truthful, and due processed procedure. Disciplinary procedures may be initiated by the college (Dean of Students) or by the designee of the Dean of Students. The complaint or an official incident report must be investigated prior to judicial proceedings being invoked. If a student is suspended for a semester or academic year, or expelled from the institution (permanent separation) the registrar, financial aid director, and fiscal affairs director will be notified by the Dean of Students to administratively withdraw the student from Trenholm State Community College. However, a permanent file will be maintained by the office of the Dean of Students and the Office of the Registrar.

**Judicial Process**

A. The student (s) involved shall be notified within three (3) working days in writing by the Dean of Students that a report has been filed involving him/her in an incident that is in direct violation of the Trenholm State Community College code of conduct. The notification will outline the time and place of the informal hearing, and if the student does not attend he/she invokes his/her rights to formal proceedings.
B. The student, at the informal hearing, is presented with charges, given an opportunity to respond to the charges presented, given an opportunity to confront his/her accuser, and an opportunity to accept/reject the proposed discipline (sanction) by the appropriate council via a signed document materialized by the Division of Student Services.
C. If sanctions are necessary and the student does not accept the discipline (sanction), based on evidence and/or witnesses that are requested by the accused to be presented/heard in formal proceedings, hearing procedures are then invoked within three (3) working days of signing the form invoking rights to formal proceedings. A time and place of the hearing will be sent to the student (s) and the appropriate council will hear the case. If the student does not sign the disciplinary form, the student automatically invokes his/her rights to formal proceedings that could lead to probation, suspension, or expulsion, for disrespecting the code of student conduct and the judicial process of Trenholm State Community College. If the student (s) fails to appear before any council, the council will make a decision in his/her absence, and the student shall be notified in writing of the council's decision, which will stand as record for the student (s) involved. The Dean of Students will notify the student (s) of the council's decision in writing to be mailed to the student's (s) address which was submitted on the application to the college.
D. The student can bring witnesses, an advisor, and/ or an attorney to the formal hearing, but the student (s) has to notify in writing the office of the Dean of Students two (2) days (48 hours) prior to the hearing but can only be heard at the discretion of the presiding officer. If a witness that is a student of the college is present and engages in false testimony or misrepresentation/falsification, the student (s) will at that time become a part of the judicial process of the college and sanctions may be imposed,
E. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. In this instance, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney, however, will not be permitted to be present during any disciplinary proceedings.
F. When the judicial process of college officials involves a ward of the State, residence of a living/ treatment facility, a felon, an individual that poses a threat to others, or an individual already a part of a criminal case and/or investigation, the Dean of Students at discretion will contact and cooperate with the cooperating agency whether it be state, federal, or local.

**Disiciplinary Hearing Procedures**

A. To ensure that Trenholm State Community College is strictly adhering to FERPA Laws, disciplinary hearings are private and confidential involving the student and the council. Hearings are closed to the campus community, media, and the general populous.
B. The Dean of Students' assignment of cases to the appropriate judicial council determines the hearing officer.
C. The format begins with the presentation of charge (s) and proceeds with:
D. Call for the accused to respond to the charge(s), present witnesses and/or evidence
E. Supporting testimony and information on the charge (s),

F. Presentation of the accuser's testimony, witnesses, and/or evidence
G. Examination and questioning of accused, accuser, and possibly the witness/advisor by the members of the council
H. Deliberation by the council
I. Decision by the council to include:
J. Recall of precedent of prior sanctions made on like infraction (s)
K. Finding on a question of guilt or innocence
L. Sanctions, if any rendered to the presiding officer
M. Presiding officer renders the decision verbally to the accused, then the accuser (both parties are bound to strict confidentiality rules; if not, student (s) will be subjected to disciplinary proceedings)
N. Transcript will be transcribed and submitted to all parties involved
O. Transcript will be filed in the Office of the Dean of Students

**Due Process**

The following due process procedures are afforded to all ID card carrying students at Trenholm State Community College who are involved in cases which may result in disciplinary sanctions:

A. The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Trenholm State Community College code of conduct. The notification will be submitted to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.
B. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
D. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
E. The student has to provide in writing within three (3) working days of the hearing, to the Dean of Students, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident.
F. The Dean of Students will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
G. If an appeal hearing is granted, and the appellate council makes the recommendation to the Dean of Students, the student has the right to submit his/her case to the President of the college. The President will then advise the Dean of Students of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
H. If the student is still not satisfied with the decision, the student has the right to submit their case to the Office of the Chancellor for the Alabama Community College System (please see ACCS Policy on the Student Services web page).
I. In cases where the student (s) has been adjudicated/ pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Trenholm State Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Trenholm State Community College. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

Note: In cases in which the Dean of Students constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student (s) will be removed from all premises of Trenholm State Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.

**Rights Of Victims**

In a judicial hearing, both the accused student and the victim have rights.

The rights of the victim are listed below:

- To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the Student or Collegiate Code of Conduct, resulting in an informal hearing with a judicial council or formal hearing before the appropriate Student Services Disciplinary Council.
- To have a person(s) of their choice accompany them throughout the judicial process.
- To submit a victim impact statement to the hearing officer of the Student Life Disciplinary Council prior to a penalty being imposed.
- To have past unrelated behavior excluded from the hearing.
- To be informed of the results of disciplinary hearing, in compliance with the Campus Police and Student Right to Know Act with the permission of the Dean of Students.
- To have adjustments made in residence hall living arrangements if necessary. Trenholm State Community College has an obligation to protect members of the college community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the college reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

**Responsibility of the Accused Student**

- A student accused of alleged violations of the Student or Collegiate Codes of Conduct is notified to appear in the Office of Judicial Affairs for an informal hearing (conference) with the Dean of Students or notification is given in reference to a specific date and time to appear before the appropriate committee for a formal hearing.
- If the student accepts responsibility for the violation, he/she may request to waive all further hearings and accept the decision of the Judicial Officer (Dean of Students/designee) as final and binding for all purposes.

- The student may request that his/her case be heard by the appropriate council. In the event that the request is approved for a formal hearing, the Dean of Students will conduct a hearing to determine responsibility if the student denies the charges, and /or impose a penalty when responsibility is determined. The option to have a case heard by a council is not available during holidays, between semesters, or when a council is not available to meet.
- The student may request that the Dean of Students to adjudicate his/her case. The Dean of Students will conduct a hearing to determine responsibility if a student denies the charge(s), and/or to impose a sanction when responsibility is determined.

**Rights of the Accused Student Violator**

When a student is charged with violation of the Student or Collegiate Codes of Conduct, disposition of the student's case shall be according to constitutional requirements of due process and in keeping with the judicial procedures outlined below.

Students charged with violations of the Trenholm State Community College Student or Collegiate Codes of Conduct are entitled to:

A. Be presented a written specification of charges.
B. Have a fair and impartial hearing.
C. Know the nature of the evidence against them and names of witnesses scheduled to appear at the time of the hearing.
D. Present evidence and witnesses in their behalf
E. Be accompanied at a hearing by an advisor of their choice. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present.

   If a student does not have present criminal charges pending, however, an attorney will not be allowed to be present during any disciplinary proceedings. When an attorney is present, his/her role is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings.
F. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence. Failure to appear after proper notification may result in suspension from the college.
G. Refuse to answer questions.
H. Ask questions of witnesses through the hearing officer only.
I. Have a decision based on evidence presented and the vote of the committee.
J. Be presented a written notice of results of the hearing.
K. A Student Advisor. Students who are alleged to have violated the Trenholm State Community College Student or Collegiate Codes of Conduct can request assistance in the identification of an advisor by contacting the Office of the Dean of Students. Students may seek advice from an individual chosen by the student. Advisors may aid the accused student in the following ways:

   - Develop a fair and logical defense.
   - Inform the accused student on hearing procedures.
   - Be present at the hearing. Space will be made available for the advisor to sit with the accused.
   - Advise the accused during the hearing at the appropriate time only and on appropriate matters relating to the hearing. The advisor is not allowed to speak during the hearing proceedings, and may not conduct the defense of in any way actively participate in the hearing.

L. Request an appeal of a decision of suspension or exclusion from the college, according to established guidelines.

**Judicial Sanctions**
**Terms And Definitions**

Admonishment. A warning to the student to refrain from any and all actions that may result in disciplinary action. No sanctions are given, unless the student violates the Trenholm State Community College rules and regulations or Student or Collegiate Codes of Conduct.

Campus-Community Service. A sanction imposed upon a student as a result of a violation of the Student or Collegiate Codes of Conduct. Service is provided by the student to a specific on-campus area or department of the college for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided. A service contract is to be signed detailing the tenets of the service to completed. NOTE: Failure to complete required campus service will result in the student being placed on a disciplinary hold, fine, or suspension from the college.

Exonerate. To clear the accused of any and all blame, with all charges being dismissed or dropped.

Fine. A monetary payment imposed as punishment for an offense. Payment must be made to the college for violations of the Student or Collegiate Codes of Conduct. NOTE: A disciplinary fine may range from $25.00 (twenty-five dollars) to $500.00 (five hundred dollars), depending upon the severity of the offense(s).

Probation. A specified amount of time, involving restrictions, after which college authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of the college Student or Collegiate Codes of Conduct and /or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through graduation. A violation of a probationary status may result in the student being immediately suspended from the college.

Loss Of Privileges. A student who receives a judicial sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus facilities, events, sporting, activities, and restrictions from affiliation and or representing the college.
The written notification shall include the time period for which the student has lost certain privileges.

Pre-Hearing Suspension. The Dean of Students or designee may suspend students from the college pending a scheduled judicial hearing, given the severity of the infraction.

Research Assignments. Based on the nature of the offense, students may be required to complete a research

assignment as a part of the service agreement on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Dean of Students or judicial body. NOTE: Failure to comply with the terms of this sanction will result in a fine or temporary suspension from the college until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

Restitution. Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and /or suspension. NOTE: Restitution is due in
full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by a judicial administrator.

Suspension. Dismissal from the college for a specific period of time following severe acts of violation of the Student or Collegiate Codes of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the college are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Dean of Students/designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Trenholm State Community College will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any college services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the college is terminated, and he or she is, in fact persona non-gratis. If a student is suspended from the college, a letter will be sent to his or her parents and the registrar, financial aid personnel, and fiscal affairs will be notified to administratively withdraw the student. Following a fully served suspension period, a student who wishes to re-enter the college must make a written request to be re-admitted to the college. The student must present a typed letter to the Dean of Students no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the college.)

The Dean of Students will review the file of the student and determine the student's eligibility to return to the college following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Dean of Students' discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension; Expulsion. They are defined below:

A) Suspension. Suspension period begins with an existing semester and continues through that semester or a portion of that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

   All students and student organizations returning to "active" status at Trenholm State Community College following a disciplinary suspension will be placed on mandatory "Probationary Status" for up to one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the appropriate judicial council.

B) Interim Suspension. Suspension that is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

C) Indefinite Suspension. Dismissal or Suspension from the college to be served for a period of not less than (1) one year.

D) Expulsion. Permanent separation from the college. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the college and will not be allowed on the main campus or off-site campus for any reason. When a student is expelled from the college, the student's relationship with the college is permanently severed, unless criminal acts and/ or restitution is pending and the student is persona non-gratis. The student (s) should understand that an arrest will be warranted if to be found on the premises of Trenholm State Community College.

**Special Notation to Students**

Each violation of the Trenholm State Community College Student or Collegiate Codes of Conduct is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the appropriate Judicial Council, the Dean of Students or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

**Appendix: A. Disabled Student Services Grievances**

A grievance is defined as the claim of an individual employee or student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to policies or the laws. The grievance procedures outlined in the faculty, staff, and students handbooks may be used by any faculty, staff, or student to resolve disability complaints.

Trenholm State Community College assures prompt and impartial consideration of any complaints, which an individual may experience in the college environment. When the circumstances require, faculty, staff, or students are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Faculty, staff, or students may use this procedure without penalty

or fear of reprisal. Particular attention must be given to the time period shown for each step of the grievance process. For example:

- Request for accommodations, academic adjustments, auxiliary aids, and services for individuals with disabilities are as follows:
- Request for accessible location for classrooms or offices due to a physical disability.
- Request for extended time due to a learning disability.
- Request for a sign language interpreter due to a hearing impairment, etc.

**Informal Grievance Procedure (Disabled Student Services)**

1. A grievance should be filed in writing, with the name and address of the person filing it and a briefly description of the alleged violation.
2. A grievance should be filed within 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and equitable manner.)
3. The investigation shall be conducted by the Dean of Students, consulting the American with Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to a grievance.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer and acopy forwarded to the complainant no later than 10 days after its filing.
5. The Dean of Students and the Americans with Disabilities Act Compliance Officer shall maintain the files and records of Trenholm State Community College relating to the complaints filed.

**Formal Grievance Procedure (Disabled Support Services)**

If the informal grievance process has not led to a mutually satisfactory resolution of the problem at the written request of the faculty, staff, or student, the Dean of Students will refer the matter to the Administrative Council. The Administrative Council will be comprised of three full-time, non-academic employees appointed by the Dean of Students. The committee's purpose is to review the grievance thoroughly and render a decision. The committee's decision can be appealed to the Dean of Students and an appeals process shall be invoked within three (3) business of the request.

After a thorough review of the grievance, the committee shall have five (5) working days to render a written decision to the Dean of Students. The Dean of Students shall review the recommendation and make a written recommendation to the President. The decision will be communicated within ten (10) working days to the faculty, staff, or student that filed the grievance or the appeal. The decision of the President shall be final for the college. The student has the right to submit their case to the Office of the Chancellor of the Alabama Community College System (ACCS).

**For Assistance**

When faculty, staff or students have concerns related to the ADA or Section 504, they should address this information to:

Ms. Monica Robinson
ADA Coordinator
Trenholm State Community College
Post office Box 10048
Montgomery, AL 36108
(334) 420-4418

The ADA Compliance Office is located in Building F, Student Services Building, on the Trenholm Campus.

**VA Complaint Policy**

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

# General Policies

**Equal Opportunity/Equal Access**

It is the official policy of the Alabama Department of Postsecondary Education and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability, and may require accommodations, notify the ADA Coordinator at 420-4418.

**Alabama Gun Law and State Board Policy**

The Alabama Act 3013-283, commonly referred to as Alabama's "Gun Law," that takes effect August 1, 2013 does not apply to Trenholm State Community College, its buildings or property identified as such. State Board policy 511.01: Firearms on Campus, prohibits firearms on campus or on any other facility operated by Alabama Community College System institutions. The policy expressly lists the limited exceptions to this policy, and they are limited to the following:

1. Law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties; or

2. An instructional program in which firearms are required equipment.

Violations of this policy shall lead to disciplinary action or removal from the premises by law enforcement.

This policy applies to all points of public entry in all buildings operated by Trenholm State Community College. If there are questions, please call the Coordinator of Safety & Security at 334-420-4275. (DPE Memorandum 82013-EXE-051)

**Americans with Disability Act**

H. Councill Trenholm State Community College complies with the provisions of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. For additional information contact the ADA Coordinator at 334-420-4418.

**The Clery Act**

H. Councill Trenholm State Community College abides by the Jeanne Clery Act, a consumer protection law passed in 1990, which requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. At Trenholm, this information is made publicly accessible through the college's annual security report.

Under the Act, Trenholm must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Trenholm outlines specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

**Rehabilitation Act**

H. Councill Trenholm State Community College complies with equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. For additional information contact the ADA Coordinator at 334-420-4418.

**Drug-Free Schools and Campuses Act**

H. Councill Trenholm State Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee the College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action, which may include, but shall not be limited to suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to: Reprimand, suspension, termination of employment, or requirement that the employee participates in and/or successfully completes an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease from such behavior.

If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that employee, student or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

**Computer Crime Act**

The provisions of the Alabama Computer Crime Act are applicable at H. Councill Trenholm State Community College. This act provides for criminal prosecution of any person(s) who knowingly, willingly and without authorization destroy or manipulate intellectual property.

**Harassment Policy**

It is the policy of H. Councill Trenholm State Community College that students be provided an academic atmosphere free of harassment, including sexual harassment. Every member of management is responsible for enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic or supervisory authority to sexually harass students, faculty or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title XI of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Furthermore, violation of this policy can lead to suspension or termination from employment, liability for H. Councill Trenholm State Community College, and civil or criminal liability for the harassing

employee.

Sexual harassment is a form of sex discrimination. The common element of a variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

For additional information contact the Dean of Students/ Title XI Coordinator at 334-420-4296.

**Substance Abuse Prevention**

In cooperation with agencies of the Alabama Department of Mental Health, Trenholm State Community College provides a Substance Abuse Prevention Program which includes the following components: one group seminar per semester; counseling services on a referral basis; pamphlets, posters, and other informational materials. For additional information contact the Office of the Dean of Students on the Trenholm Campus at (334) 420-4320.

**Internet Acceptable Use Policy**
**Purpose & Intent**

The purpose and intent of the H. Councill Trenholm State Community College Internet Acceptable Use Policy, is to provide information specific to the appropriate use of the Internet at ANY computing device on either campus of Trenholm State. This Acceptable Use Policy (AUP) specifically addresses authorized users of the facilities and/or equipment of the college. Unauthorized users and violators of the policies are subject to the maximum penalties of local and state rules, regulations, and matters of law.

**Institutional Purpose of Providing Internet Access**

The Internet, via the Alabama Research and Education Network (AREN), is provided for the SOLE purpose of supporting the educational activities of the college. AREN has established its own Acceptable Use Policy and AREN's restrictions are in addition to the requirements of the Trenholm State AUP.

The Internet is specifically provided to authorized users for the purpose(s) of:

- supporting course enhancements requiring access to the Internet
- providing a means of e-mail communications for students and faculty
- enabling staff, faculty, administration, and students a means to research topics of interest in support of all areas of endeavor within the purview of the college
- conducting administrative operations of the college

- All use of the Internet within the auspices of Trenholm State MUST be consistent with the established goals as stated in the College Catalog
- All users of the Internet MUST be affiliated with the college as an employee or student
- It is NOT acceptable to use the Internet for illegal purposes, including but NOT LIMITED TO:
- transmitting threatening, obscene, harassing, or other offensive materials
- using the Internet for ANY purposes OTHER than authorized educational purposes
- using the Internet to search for and participate in chat groups
- downloading and/or storing and/or installing personal materials NOT specific to educational purposes or directly authorized by the instructor of record
- changing ANY settings on computer systems in ANY lab/classroom WITHOUT EXPRESS WRITTEN OR VERBAL CONSENT OF THE INSTRUCTOR OF RECORD
- gaming, IN ANY FORM
- viewing sites that are obscene, threatening, or violate any other policies of the Internet use of the college, and
- using the Trenholm State Internet connection for ANY other manner, application or purpose that violates the strict educational purposes of the college.

**VIOLATION(S):**

All incidents and/or infractions will result in loss of privileges to college Internet resources. If the Violation warrants, legal remedies may be pursued on behalf of the College. Such legal actions will result from, but are not limited to:

- illegal transmissions/receptions of a threatening nature
- illegal downloading of copyright materials for use and/or distribution
- illegal viewing of illicit materials

Trenholm State exclusively reserves the right to monitor, store, and review all Internet traffic on the Trenholm State Network for the purpose of determining violations of this AUP. ANY Internet user who is in violation of this policy is subject to appropriate disciplinary and/or legal action.

All AUP policy violations by students are subject to review by the Dean of Students. Policy violations by employees are submitted to the college HR department for further comment and/or action. Issues of acceptable use that are in question should be submitted in writing to the Director of Information Technology for interpretation. Until questionable use is resolved, in writing, questionable use should be strictly considered as "not acceptable."

# Index

## A

A/C & Refrigeration Technology ....180
Ability-To-Benefit ....16
Ability-to-Benefit Testing ....48
Academic Bankruptcy ....30
Academic Dishonesty ....SH-20
Academic Freedom ....24
Accelerated High School Program ....20
Access of Student Records to Students ....SH-7
Accounting ....67
Accreditation and Certifications ....9
ACCUPLACER Testing ....47
ACCUPLACER Testing ....SH-4
ADA Accommodations ....47
Administrative Judicial Council ....SH-31
Admission Requirements for Allied Health Programs ....21
Admissions ....14
Admissions Classifications ....18
Admissions Documentation (Required) ....14
Admissions Status Type ....18
Adult Education ....47
Advising ....23
Advising ....SH-5
Aiding and Abetting ....SH-20
Alabama Community College System Board of Trustees ....6
Alabama Community College System ....6
ALABAMA DEPARTMENT OF REHABILITATION SERVICES ....42
Alabama Gun Law and State Board Policy ....SH-36
Alabama Student Assistance Program (ASAP) ....35
Alcoholic Beverages ....SH-20
Ambassadors ....SH-15
Americans with Disabilities Act ....SH-5
Americans with Disability Act ....SH-36
Annual Notification of Family Educational Rights & Privacy Act (FERPA) ....35
Appendix: A. Disabled Student Services Grievances ....SH-34
Architecture & Engineering Design ....121
Arson ....SH-21
Assembly and Demonstration ....SH-18
Assignment Of Course Instructor ....24
Assistance for Disabled Support Services ....SH-35
Associate in Arts (AA) ....50
Associate in Science (AS) ....50
Associates in Applied Science Degree ....33
Associates in Arts Degree ....32
Associates in Science Degree ....33
Audit Students ....22
Authority ....SH-30
Automotive Collision Repair ....164
Automotive Manufacturing & Automation ....111
Automotive Service ....169

## B

Bookstore ....45
Bookstore ....SH-6
Bookstore Return Policy ....46

Brands and Tattoos ..... SH-21
Buildings & Facilities Listing ..... 11
Bulletin Boards ..... SH-10

## C

Campus Law Enforcement Policies and Practices ..... SH-12
Campus Programs On Security and Safety ..... SH-12
Career Center ..... 48
Career Planning and Job Placement ..... SH-5
Cashiers Office ..... 46
Cashiers ..... SH-6
Certificate (CER) 30 To 60 Credit Hours ..... 33
Certificate Degree Requirements ..... 33
Change of Curriculum Or Program Of Study (Major) ..... 22
Change of Name ..... 22
Change of Name ..... SH-9
Child and Human Development ..... 102
Citizenship ..... SH-17
Clery Act ..... SH-36
Code of Conduct ..... SH-18
Code Violations ..... SH-26
College Calendar (2020-21) ..... 4
College Level Examination Program (CLEP) ..... 26
College Policies Relating To Students ..... SH-17
Commencement Honors ..... 34
Complete Withdrawal ..... 36
Computer /Web (Unauthorized/Illegal Use) ..... SH-20
Computer Crime Act ..... SH-36
Computer Information Systems ..... 92
Conduct ..... SH-25
Continuing Education ..... 49
Cosmetology ..... 188
Counseling ..... SH-5
Course Cancellation ..... 25
Course Load ..... 24
Course Substitution ..... 24
Credit for Prior Learning ..... 25
Criminal Acts ..... SH-21
Culinary Arts/Hospitality Management ..... 195

## D

Dean's List ..... 34
Deception ..... SH-21
Degrees and Graduation-Commencement ..... 32
Dental Assisting ..... 212
Destruction of College Property ..... SH-21
Diesel Mechanics ..... 175
Directory Information ..... 37
Directory Information ..... SH-7
Disabled Student Services Grievance ..... SH-34
Disciplinary Hearing Procedures ..... SH-31
Disciplinary Procedure ..... SH-30
Disciplinary Procedures ..... SH-31
Discrimination and Harassment ..... SH-18
Disorderly Conduct or Assembly ..... SH-22
Disruption of Classes and College Functions ..... SH-22
Disruptive Behavior ..... SH-22
Dress Requirements ..... SH-9
Dress ..... SH-22
Drinking Age Law, Alabama ..... SH-21
Dropping and Adding Courses ..... 24
Drug-Free Schools and Campuses Act ..... SH-36
Drug-Free Schools/Campuses ..... SH-23

Drugs ..... SH-23
Dual Enrollment / Dual Credit for High School Students ..... 20
Due Process ..... SH-32
Duplication Services ..... SH-11

## E

Elected Campus Royalty ..... SH-14
Electrical ..... 128
E-mail ..... SH-4
Emergencies, Campus ..... SH-22
Emergencies, Off-Campus ..... SH-22
Emergency Medical Services ..... 217
Emergency Messages ..... SH-9
Enrollment Verification ..... 36
Enrollment Verification ..... SH-6
Entrepreneurship ..... 72
Equal Opportunity/Equal Access ..... SH-36

## F

Failure to Receive Financial Aid Disbursement Check ..... 45
False Representation of the College ..... SH-23
Family Educational Rights and Privacy Act Of 1974 (FERPA) ..... SH-6
Federal Pell Grant ..... 34
Federal Student Loan Program ..... 35
Federal Supplemental Educational Opportunity Grant (FSEOG) ..... 35
Federal Work-Study Program (FWSP) ..... 35
FERPA (Annual Notification of Rights) ..... SH-8
FERPA ..... 35
Financial Aid (Revision and Cancellation of) ..... 36
Financial Aid and Veterans Affairs ..... SH-5
Financial Aid Programs ..... 34
Financial Aid ..... 34
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) Policy ..... 36
Grades with Title IV ..... 37
Withdrawals ..... 37
Incompletes ..... 37
Earned F ..... 37
Financial Aid Warning ..... 37
Financial Aid Suspension (Termination of Aid) ..... 37
Appeal Process & Extenuating Circumstances ..... 37
Repeating Courses ..... 38
Developmental Courses ..... 38
Maximum Time Frame ..... 38
Transfer or Readmitted Students ..... 38
Change of Program of Study ..... 38
Class Attendance Policy for Financial Aid ..... 38
College Financial Plan ..... 38
Certificate Programs ..... 39
Clock-Hour Programs ..... 39
Financial Obligations ..... SH-23
Financial Services ..... 43
Financial Services ..... 43
Fire Drills, False Alarms and Sprinklers ..... SH-21
Fires ..... SH-21
Fireworks ..... SH-22
First Aid ..... SH-11
First-Time Students ..... 19
Forbidden Objects ..... SH-23
Formal Grievance Procedure (Disabled Support Services) ..... SH-36
Fraud ..... SH-23
Freedom from Retaliation ..... SH-19

## G

Gambling.... SH-23
GED Testing....47
General Business....77
General Education....50
General Policies .... SH-36
Goals ....7
Grade Appeal Process (Formal)....29
Grade Changes....29
Grade Report....29
Grades ....27
Graduation Fee....45
Graphic Design ....203
Guest Speakers.... SH-17
Guidance and Counseling ....48
Guidance and Counseling .... SH-5
Gun Law .... SH-36

## H

Harassment Policy .... SH-36
Harboring a Fugitive.... SH-19
Hazing.... SH-21
History....5
Honor Code.... SH-26
Honors and Awards ....34

## I

ID Fee ....45
ID Policy ....14
ID's .... SH-10
Immoral Relationships.... SH-23
Independent Study Courses ....25
Industrial Systems & Automation....136
Industry-Recognized Credentials....26
Informal Grievance Procedure (Disabled Student Services).... SH-35
Inquiry and Expression .... SH-17
Institutional Governance (Student Participation) .... SH-17
Institutional Purpose of Providing Internet Access .... SH-37
Insubordination .... SH-23
International Students ....21
Internet Acceptable Use Policy.... SH-37
Inter-Student Services Disciplinary Council: .... SH-30
Introduction to the College ....7

## J

Job Placement ....48
Job Placement .... SH-5
Joint Responsibility.... SH-24
Judicial Council .... SH-30
Judicial Process.... SH-31
Judicial Sanctions .... SH-33

## L

Late Registration....23
Law Enforcement.... SH-12
Learning Resource Centers.... SH-6
Liability Insurance Fee ....45
Library Card / ID Fee ....45
Library Card / ID .... SH-10
Live Work .... SH-10
Lost and Found .... SH-10

## M

Mail ..... SH-10
Major (Definition of Academic Major/Area Of Concentration) ..... 34
Management ..... 82
Map ..... 12
Medical Assisting Technology ..... 227
Military Credit ..... 26
Mission and Goals ..... 14
Mission and Goals ..... SH-4
Mission Statement ..... SH-17
Mission ..... 7
Moral Turpitude ..... SH-24
Multiple Degrees ..... 34
My Trenholm Student Portal ..... SH-4

## N

Name Change ..... SH-9
Non-Credit Continuing Education Courses ..... 49
Non-Credit Students ..... 22

## O

Off-Campus Speakers ..... SH-17
Off-Campus Trips ..... SH-9
Office Administration ..... 87
Official Recognition of Campus Organizations ..... SH-15
Official Trenholm Connection - “My Trenholm” Student Portal and Student E-Mail ..... SH-4
Online Registration ..... 23
Operating Hours ..... 8
Organization and Administration ..... 5
Organizations (Official) ..... SH-15
Orientation for Dual Enrolled Students ..... 22
Orientation for Dual Enrolled Students ..... SH-4
Orientation to College Ori-101 ..... 22
Orientation to College ORI-101 ..... SH-4
Out-of-State Tuition Rates ..... 44

## P

Parking Regulations ..... SH-24
Partial Withdrawal ..... 36
Payment ..... 45
Pell Check (Failure to Receive) ..... 45
Pell Grant ..... 34
Personnel ..... 264
Pets SH-24
Phi Theta Kappa Honor Society ..... SH-14
Phones and Beepers in the Classroom ..... SH-9
Picketing ..... SH-24
Placement Testing (Policy on) ..... 48
Plagiarism ..... SH-20
Practical Nursing ..... 234
Precision Machining ..... 144
Prerequisites ..... 24
President’s List ..... 34
Privacy ..... SH-19
Programs of Study (Table with Page Numbers) ..... 50
Property (Destruction of) ..... SH-21
Publication and Distribution ..... SH-18

## R

Radiology (Medical Radiologic Technology) ....238
Readmission ....16
Ready-to-Work ....49
Records (Access of Student Records To Students) ....32
Records (Challenging the Contents) .... SH-8
Records (Definition of) ....36
Records (Location of) ....38
Records (Location) .... SH-7
Records (Providing to Third Parties) ....38
Records (Providing to Third Parties) .... SH-8
Records (Student) .... SH-7
Records (Waiver of Access) .... SH-8
Records and Registration ....23
Records Retention and Disposal ....38
Records Retention and Disposal .... SH-8
Redress of Grievances .... SH-19
Refund (Ineligibility for) ....36
Refund (Ineligibility for) ....45
Refund for Alabama National Guard and Reservists Called to Active Duty ....45
Refund Payment ....45
Refund Policy (Exceptions to) ....45
Refund Policy ....45
Registered Nursing ....243
Registration ....23
Rehabilitation Act .... SH-36
Release of Student Records ....37
Repeating Courses ....32
Reporting Criminal Actions or Other Emergencies .... SH-11
Residency ....16
Respiratory Care Therapy ....247
Responsibility of the Accused Student .... SH-32
Restrooms .... SH-24
Return of Title IV Funds ....35
Returned Checks ....45
Rights of the Accused Student Violator .... SH-33
Rights of Victims .... SH-32
Robotics/Mechatronics ....151
Roles (Student Services) .... SH-4

## S

Safety & Security .... SH-12
SCHOLARSHIPS ....39
Institutional Scholarships ....39
Achievement Scholarships ....39
Career Technical Scholarships ....39
Trenholm State Foundation Scholarships ....39
Search and Seizure .... SH-18
Senior Adult Waiver Program ....40
Senior Citizen Admission ....21
Service Area (College) ....8
Sexual Assault .... SH-18
Short-Term Certificate (STC) 9 To 29 Credit Hours ....33
Smoking .... SH-24
Social Functions .... SH-15
Solicitation – Vendors .... SH-24
Speakers .... SH-17
Special Notation to Students .... SH-34
Speech and Expression .... SH-17
Standards of Academic Progress ....29
STATE BENEFITS ....40
Alabama G.I. Dependent Scholarship Program ....40
Tuition Assistance ....41

Alabama National Guard Education Assistance Program (ANGEAP) ....41
Military Spouse Career Advancement Accounts (MyCAA) ....41
Operation Family Shield....41
Purple Heart Waiver ....41
Entitlement to Benefits....41
VA Educational Benefits Standards of Academic Progress ....41
VA Certificate of Compliance ....41
VA Complaint Policy....42
Statewide Transfer and Articulation Reporting System (Stars) ....24
Student Activities and Organizations....SH-14
Student Break Areas ....SH-10
Student Classification ....24
Student Code of Conduct for Trenholm State Community College ....SH-18
Student Code of Conduct/Definition of Terms....SH-25
Student Conduct (Description of Policies and Procedures) ....SH-19
Student Conduct and Discipline ....SH-26
Student Elected and Appointed Positions....SH-13
Student Eligibility (for Financial Aid....34
Student Government Association (SGA)....SH-14
Student Government ....SH-13
Student Handbook:
Student Services ....SH-4
Student Information....SH-9
Student Life ....SH-13
Division of Student Services ....SH-17
General Policies....SH-36
Student Information ....SH-9
Student Judicial (Court) Council ....SH-31
Student Life....SH-13
Student Loan Program ....35
Student Media....SH-18
Student Organizations (Procedures to Establish) ....SH-13
Student Organizations....SH-13
Student Records Policy....SH-6
Student Rights and Responsibilities ....SH-17
Student Right-To-Know....SH-11
Student Services....SH-4 & SH-17
Student Services Department....13
Admissions and Enrollment....14
Records and Registration....21
Financial Aid....34
Student Success Center....47
Students Riding In Automobiles....SH-24
Students' Rights and Responsibilities (for Financial Aid) ....34
Substance Abuse Prevention....SH-37
Supplemental Educational Opportunity Grant (FSEOG) ....35
Support Programs ....47

## T

Tattoos....SH-21
TAXPAYER RELIEF ACT OF 1997 ....42
Teach-Out When Closing A Degree Program or Certificate Program ....34
Telephones and Messages....SH-9
Testing Services ....48
Testing....SH-4
The Clery Act....SH-36
Theft....SH-24
Time and Location Of Courses....23
Title III Program ....49
TRADE ADJUSTMENT ASSISTANCE or TRADE READJUSTMENT ALLOWANCE (TRA/TAA) ....42
Trademark Guidelines....SH-25
Transcript Policy....SH-9
Transcripts....35

Transfer of Credit....25
Transfer Students....19
Transient Students....20
Truck Driver Training....261
Tuition and Fee Schedule....43

## U

Ultrasound (Diagnostic Medical Sonography)....253
Unauthorized Entry and Use -- College Facilities or Equipment....SH-25
Unauthorized/Illegal Web/Computer Use....SH-20
Upward Bound....48

## V

VA Certificate of Compliance....44
VA Complaint Policy....SH-35
Values (College)....8
Vending Machines....SH-10
VETERAN EDUCATIONAL ASSISTANCE PROGRAMS....40
Certification of Veterans....40
Veterans Withdrawing from Courses....40
Violation of Law....SH-25
Violation(s) – Internet Acceptable Use Policy....SH-37
Vision (College)....7
Visitor Policy....SH-9

## W

Weapons and Firearms....SH-25
Weather Cancellations....SH-11
Web/Computer (Unauthorized/Illegal Use)....SH-20
Welding....157
Withdrawal Policy....26
Work Ethics....49
Work Study Program (FWSP)....35
Workforce Development....261
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)....42
Workforce Training Solutions....49