

Alabama Southern Community College



PROGRAMS OF STUDY

PROGRAM REQUIREMENTS

Students must follow the requirements of the catalog under which they enter the college. Students may follow the catalog under which they enter for a period of three years, after which time, if they have not completed their program of study, they must change to the current catalog. Students may elect to change to the current catalog at any time; however, once they have changed to the current catalog, they cannot change back to a former catalog. When students change their program of study, they must change to the current catalog at the time of the change of program. Students who intermittently attend the college must change to the current catalog when they return after not enrolling for a regular academic term, i.e., fall or spring.

AVAILABILITY OF PROGRAM OF STUDY

The College attempts to offer programs of study and courses at convenient times for students. The availability of programs of study and course offerings is dependent on a number of factors including student demand, instructor availability, and financial constraints. Therefore, all of the courses and programs of study listed in this catalog may not be available each term. Further, class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice.

DEGREES AND AWARDS OFFERED

Alabama Southern Community College offers Associate in Arts and Associate in Science degrees in university parallel programs of study, and Associate in Applied Science degrees and certificates in skill-based, non-degree programs of study. Certificates may be further designated as long-term and short-term depending upon the number of semester hours required within each program of study. An academic advisor is assigned to each student in order to assist in choosing the major area of study and in planning and scheduling the courses taken each term.

UNIVERSITY PARALLEL PROGRAMS

Majors leading to the Associate in Arts and Associate in Science degrees, usually referred to as transfer degrees, are designed to prepare a student for transfer into baccalaureate programs at senior colleges and universities. Thus, Associate in Arts and Associate in Science students do not officially major in an academic discipline at Alabama Southern. The institutions to which these students transfer define majors.

In 1994, the Alabama state legislature passed Alabama Legislative Act 94-202. This act created the State of Alabama Articulation and General Studies Committee (AGSC). This committee, composed of representatives from the four-year and two-year colleges of Alabama, was given the following charges:

1. Develop a statewide freshman and sophomore-level general studies curriculum to be taken at all public colleges and universities.
2. Develop and adopt a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama.

The AGSC has now developed credit hour requirements in four traditional areas of general education:

		Semester Hours
Area I	Written Composition	6
Area II	Humanities & Fine Arts	12
Area III	Natural Sciences & Math	11
Area IV	History, Social, & Behavioral Sciences	12

The remaining hours needed to complete degree requirements come from Area V and are dependent on the intended major of the student as well as any specific requirements mandated by the institution to which he/she is planning to transfer.

Students may go the AGSC home page (<http://stars.troy.edu/>) and obtain a list of all courses approved for transfer by AGSC. In addition, the student can print out an articulation agreement for the institution to which he/she plans to transfer. AGSC also provides links to senior institutions which offer additional information on Area V requirements, requirements for admission, etc.

The student is reminded that acceptance of transfer credits is ultimately determined by the senior institution. IT IS THEREFORE THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE SENIOR INSTITUTION TO WHICH HE/SHE MAY TRANSFER. Advisors at Alabama Southern Community College will assist students in planning transfer programs to meet particular senior college requirements.

It is also recommended that contact be established with a counselor or advisor at the senior institution to which the student plans to transfer. Students are also advised that it is usually to their advantage to fully complete all the requirements for the appropriate Associate in Arts or Science degree at Alabama Southern Community College and to graduate prior to transfer to another institution in

order to best insure transfer with junior standing. Sample general programs of this type are listed later in this section.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Programs of study leading to the Associate in Applied Science Degree have been designed primarily to prepare students for careers upon graduation from the College. Each curriculum contains college level courses pertinent to that particular field as well as general education courses designed to provide for a well-rounded college education.

Although the primary objective of career programs is early job entry with potential for growth in the job, further education in these options is possible after two years of college. A large number of senior institutions offer specialized programs leading to the baccalaureate degree, and some credits in these curricula may transfer to such programs. The curricula for Associate in Applied Science Degree programs are listed later in this section.

CERTIFICATE

Programs consisting of one year or less of college studies in a major area of concentration of study lead to the awarding of a Certificate. The primary intent of certificate programs is to fulfill occupational objectives for students who wish to enter the workforce upon graduation.

Short-term Certificate programs have been developed to fulfill basic occupational objectives and enter the workforce. The student must complete 9 to 29 hours in technical courses – all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs.

The curricula for the Certificate Programs offered by the College are listed later in this section.

GENERAL EDUCATION COMPETENCIES

Alabama Southern Community College considers general education to be a common body of skills, knowledge, and values which all Associate Degree graduates must obtain and for which the College determines certain levels of competency consistent with a college education. These skills, knowledge, and values are representative of a common body of educational experiences that the College views as vital for enabling its graduates to be successful in today's complex society.

Alabama Southern Associate Degree graduates are expected to demonstrate the following General Education Competencies:

1. Students will communicate effectively through writing and speaking
2. Students will demonstrate fundamental mathematical skills
3. Students will demonstrate knowledge of economic, historical, or social-cultural factors that influence behavioral change in individuals or cultures
4. Students will demonstrate basic computer skills.

GENERAL EDUCATION CORE

While general education competencies may be gained throughout the curriculum, the Alabama Southern Academic Council adopted a set of general education core requirements for all Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The general education core is designed to enable students to attain the general education competencies through requirements adopted by the Alabama State Board of Education and by the State Articulation Agreement as established by the Alabama Legislature between all two-year and four-year state institutions.

COMPETENCY DOCUMENTED	GENERAL EDUCATION CORE
1. Students will communicate effectively through writing and speaking	ENG 101 SPH 107
2. Students will demonstrate fundamental mathematical skills	MTH 100 MTH 112 MTH 116
3. Students will demonstrate knowledge of economic, historical, or social-cultural factors that influence behavioral change in individuals or cultures	ECO 231 ECO 232 HIS 121 HIS 122 PSY 200 SOC 200
4. Students will demonstrate basic computer skills.	CIS 146* NUR 102

ALABAMA SOUTHERN APPROVED AGSC GENERAL COURSE LISTING

AREA I: Written Communication 6

- ENG101 English Composition I
- ENG102 English Composition II

AREA II: Humanities and Fine Arts 12

- ART100 Art Appreciation
- ART203 Art History I
- ART204 Art History II
- ENG271 World Literature I
- ENG272 World Literature II
- ENG251 American Literature I
- ENG252 American Literature II
- MUS101 Music Appreciation
- PHL206 Ethics and Society REL151
- Survey of Old Testament REL152
- Survey of New Testament
- SPH107 Fundamentals of Public Speaking
- THR120 Theater Appreciation

AREA III: Natural Sciences and Mathematics 11

- BIO101 Introduction to Biology I
- BIO102 Introduction to Biology II
- BIO103 Principles of Biology I
- BIO104 Principles of Biology II
- CHM111 College Chemistry I
- CHM112 College Chemistry II
- MTH110 Finite Mathematics
- MTH112 Precalculus Algebra
- MTH113 Precalculus Trigonometry
- MTH125 Calculus I
- MTH126 Calculus II
- MTH227 Calculus III
- PHS111 Physical Science I
- PHS112 Physical Science II
- PHY201 General Physics I
- PHY202 General Physics II
- PHY213 General Physics w/Calculus I
- PHY214 General Physics w/Calculus II

AREA IV: History, Social, and Behavioral Sciences 12

- ECO231 Principles of Macroeconomics
- ECO232 Principles of Microeconomics
- GEO100 World Regional Geography
- HIS121 World History I
- HIS122 World History II
- HIS201 United States History I
- HIS202 United States History II
- PSY200 General Psychology
- PSY210 Human Growth and Development
- SOC200 Introduction to Sociology
- POL200 Introduction to Political Science
- POL211 American National Government

*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history. For the complete approved AGSC General Course Listing, visit <http://stars.troy.edu/>

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

The Associate in Applied Science Degree is an undergraduate award designed for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career-oriented, or in selected fields, to transfer to a senior institution. The AAS degree may offer a maximum of 76 semester hours.

Occupational Technical Programs

Business Technology

- Computer Applications Option
- Office Technology Option

Associate Degree Nursing

- Registered Nursing (RN)
- Upward Mobility (LPN to RN)

Paper and Chemical Technology

Industrial Engineering Technology

- Industrial Maintenance Technology Option
- Electrical and Instrumentation Technology Option
- Machine Technology and Millwright Option

CERTIFICATE PROGRAMS

The Certificate Award is a formal award certifying the satisfactory completion of a prescribed program of study. The certificate is less than a degree, and its curriculum is related to the student's employment or professional advancement.

Certificate programs are designed for students who plan to seek employment based upon the competencies and skills attained through these programs of study.

Certificate Programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours. Alabama Southern offers the following programs:

- Cosmetology Certificate
- Practical Nursing Certificate

SHORT-TERM CERTIFICATE PROGRAMS

The Short-Term Certificate Award is a formal award which prepares technicians and assistants for entry-level positions in business and industry. Short-term certificate programs must be a minimum of nine (9) semester credit hours in length and a maximum of 29 semester credit hours.

Short-term Certificate Programs equal to or less than 29 semester hours shall be comprised of at least 9 semester credit hours, but no more than 29 semester credit hours.

Alabama Southern offers the following programs:

- Computer Applications (CIS)
- Management and Supervision (MST)
- Computerized Accounting (CIS)
- Office Technology (OAD)
- Paper and Chemical Technology (PCT)
- Construction Electricity (ELT)
- Electrical Technology (ELT)
- Industrial Engineering Technology (IET)
- Industrial Maintenance Technology (IET)
- Machine Technology Certificate (MTT)
- Basic Plate Welding (WDT)
- Pipe Welding (WDT)

ASSOCIATE IN ARTS DEGREE REQUIREMENTS (AA)

The **Associate in Arts Degree** is an undergraduate award designed for a student who plans to transfer to a senior institution for the successful completion of a prescribed program of study in a liberal arts area. The maximum number of semester credit hours that can be awarded for the AA degree is 64. Associate in Arts degrees in university parallel programs of study include Elementary Education, English/Language Arts, Health, Physical Education & Recreation, History, Liberal Arts, and Secondary Education.

AREA I: Written Composition (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
ENG102 – English Composition II	_____	_____	3
AREA II: Humanities and Fine Arts (12 hours total)	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>			
Choose 3 semester hours in Literature from ENG271 or ENG272	_____	_____	3
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Must complete 3 semester hours in Fine Arts: ART100, ART203, ART204, MUS101, THR120	_____	_____	3
Remaining semester hours to be selected from Humanities : PHL, REL, HUM, ENG	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH110 – Finite Math (or higher)	_____	_____	3
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	4
	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (12 hours total)	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>			
Choose 3 semester hours in History: HIS121, HIS122, HIS201, HIS202	_____	_____	3
Choose 6 semester hours in Social or Behavioral Sciences: ECO, GEO, POL, PSY, SOC	_____	_____	3
	_____	_____	3
Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO, GEO, HIS, POL, PSY, SOC	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (19 – 23 hours total)	Term	Grade	Hours
CIS146 – Microcomputer Applications	_____	_____	3
ORI105 – Connections	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Total Hours Required for Degree			60-64
Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See http://stars.troy.edu for more information.			

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS (AS)

The **Associate in Science Degree** is an undergraduate award designed for a student who plans to transfer to a senior institution for the successful completion of a prescribed program of study in a general field or in a specialized pre-professional field. The maximum number of semester credit hours that can be awarded for the AS degree is 64. Associate in Science degrees in university parallel programs of study include Biological Sciences, Business Administration (Accounting, Economics, Management, Management Information Systems, Marketing), Chemistry, Computer Science, Criminal Justice, Education, Engineering, Forestry, General Studies, Mathematics, Music, Physics, Pre-Nursing, Pre-professional (including Dentistry/Medicine/Optomety/Pharmacy/Veterinary Medicine), and Psychology.

AREA I: Written Composition (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
ENG102 – English Composition II	_____	_____	3
AREA II: Humanities and Fine Arts (12 hours total)	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>			
Choose 3 semester hours in Literature from ENG271 or ENG272	_____	_____	3
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Must complete 3 semester hours in Fine Arts: ART100, ART203, ART204, MUS101, THR120	_____	_____	3
Remaining semester hours to be selected from Humanities: PHL, REL, HUM, ENG	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH112 – Precalculus Algebra (or higher)	_____	_____	3
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	4
	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (12 hours total)	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>			
Choose 3 semester hours in History: HIS121, HIS122, HIS201, HIS202	_____	_____	3
Choose 6 semester hours in Social or Behavioral Sciences: ECO, GEO, POL, PSY, SOC	_____	_____	3
	_____	_____	3
Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO, GEO, HIS, POL, PSY, SOC	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (19 – 23 hours total)	Term	Grade	Hours
CIS146 – Microcomputer Applications	_____	_____	3
ORI105 – Connections	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Elective _____	_____	_____	3
Total Hours Required for Degree			60-64
<i>Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See http://stars.troy.edu for more information.</i>			

BUSINESS TECHNOLOGY

Computer Applications Option Associate in Applied Science Degree

The Computer Applications Program is designed to prepare students for employment in industry or business. Emphasis is on the knowledge and skills needed in the small business computer environment.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116–Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3 – 4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
History, Social, or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (45 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
BUS215 – Business Communication	_____	_____	3
BUS263 – Legal and Social Environment of Business	_____	_____	3
BUS279 – Small Business Management	_____	_____	3
Choose from: BUS241 – Principles of Accounting I	_____	_____	3
OAD135 – Financial Record Keeping	_____	_____	3
Choose from: BUS242 – Principles of Accounting II	_____	_____	3
OAD137 – Computerized Financial Record Keeping	_____	_____	3
CIS113 – Spreadsheet Software Applications	_____	_____	3
CIS117 – Database Management Software Applications	_____	_____	3
CIS160 – Multimedia for the World Wide Web	_____	_____	3
CIS207 – Introduction to Web Development	_____	_____	3
CIS212 – Visual Basic Programming	_____	_____	3
CIS268 – Software Support	_____	_____	3
CIS269 – Hardware Support	_____	_____	3
OAD101 – Beginning Keyboarding	_____	_____	3
OAD125 – Word Processing	_____	_____	3
Total Hours Required for Degree			66 – 67

BUSINESS TECHNOLOGY

Office Technology Option Associate in Applied Science Degree

The Office Technology Program is designed to prepare students who wish to pursue careers in accounting and administrative assistant fields.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116–Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3–4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Social or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (45 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
BUS188 – Personal Development	_____	_____	3
BUS215 – Business Communication	_____	_____	3
BUS263 – Legal and Social Environment of Business	_____	_____	3
BUS279 – Small Business Management	_____	_____	3
Choose from: BUS241 – Principles of Accounting I	_____	_____	3
OAD135 – Financial Record Keeping	_____	_____	3
Choose from: BUS242 – Principles of Accounting II	_____	_____	3
OAD137 – Computerized Financial Record Keeping	_____	_____	3
CIS113 – Spreadsheet Software Applications	_____	_____	3
CIS160 – Multimedia for the World Wide Web	_____	_____	3
OAD101 – Beginning Keyboarding	_____	_____	3
OAD103 – Intermediate Keyboarding	_____	_____	3
OAD125 – Word Processing	_____	_____	3
OAD138 – Records/Information Management	_____	_____	3
OAD218 – Office Procedures	_____	_____	3
OAD230 – Computerized Desktop Publishing	_____	_____	3
Total Hours Required for Degree			66 – 67

ASSOCIATE DEGREE NURSING ADMISSIONS REQUIREMENTS

The Associate Degree Nursing (ADN) program is designed to educate individuals in providing nursing care to patients of various ages and health care settings. This program has the full approval of the Alabama Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Admission into the Associate Degree Nursing Program is competitive as well as selective. Selection is based on completion of the prerequisites, GPA, and performance on placement examinations. Students are admitted each fall semester for the Generic program and each spring and summer semester for the Upward Mobility program. Applicants must meet all general requirements for admission to Alabama Southern Community College and submit an application to the nursing department on the Monroeville campus. The deadline for applications for the Generic is March 1 and the Upward Mobility program is March 1 (Track II) and November 1 (Track I). The applicant must be in good academic standing at the time of selection to be considered as a candidate for admission. A GPA of 2.5 (or better) on a 4.0 scale is required for admission. The number of applicants is limited to the faculty and facilities available. Therefore, a special admissions committee screens the candidates and makes the final decision as to who will be admitted to the program.

NOTE: Subject to change due to statewide standardization of nursing programs.

GENERIC PROGRAM

Minimum admission standards for the Associate Degree Nursing Program include:

1. Unconditional admission to Alabama Southern Community College.
2. Receipt of completed application for the Associate Degree Nursing Program by March 1st.
3. Receipt of high school transcript or copy of GED certificate and all prior official college transcripts.
4. Minimum of 2.5 GPA for the last 24 hours of college credit for students with previous college work.
5. Minimum of 2.5 cumulative high school GPA for students without prior college work (GED accepted in lieu of high school transcript).
6. Eligibility for:
 - a. English 101 and Math 100 as determined by college policy, and

- b. BIO 201 during the first term of nursing courses. (As a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the Alabama College System approved placement exam).
7. Good standing with Alabama Southern Community College.
8. Meeting the essential functions or technical standards required for nursing.
9. Completion of the Test for Essential Academic Skills (TEAS V) prior to application and within the past 3 years.

Admission to the Associate Degree 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.

After meeting all minimum requirements, applicants are rank-ordered using a point system based on TEAS V score, quality points from selected college (i.e., BIO 201, BIO 202, and BIO220) or high school curricula (i.e., Algebra II or higher, highest level Biology, Chemistry). Students may be awarded additional points as determined by individual college.

If admitted to the nursing (ADN) program, the student must have the following current official documents on file in the nursing department before entering any nursing course that has a clinical laboratory experience:

1. Basic cardiac life support (CPR) certification,
2. Verification of liability insurance,
3. Record of physical examination form (provided by the nursing program) signed by a physician, nurse practitioner or physician assistant,
4. PPD (2-Step PPD if not previously obtained) and/or chest x-ray results,
5. Hepatitis immunization series started and documentation of immunity to rubella, measles, chicken pox and tetanus,
6. Background checks,
7. Drug and alcohol screening results.

NOTE: Subject to change due to statewide standardization of nursing programs.

UPWARD MOBILITY PROGRAM

ADMISSIONS REQUIREMENTS

The Upward Mobility program is designed for individuals who have graduated from a practical nursing program with a valid unencumbered LPN license and who desire to become a registered nurse after completion of the Associate Degree Nursing program. This program has the full approval of the Alabama Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC).

Admission Requirements for the Upward Mobility (LPN to RN) Program:

1. Unconditional admission to Alabama Southern Community College
2. Receipt of completed application for the Upward Mobility Nursing Program by November 1st (Track I students) and March 1st (Track II students):
 - a. **SPRING SEMESTER ADMISSION** – November 1st (Track I – Includes students who have received a LPN certificate more than two years ago or have graduated from an institution not providing the Alabama College System's Standardized Practical Nursing Curriculum. These students are **required** to take NUR 200 -Career Mobility Assessment).
 - b. **SUMMER SEMESTER ADMISSION** – March 1st (Track II – Includes students who have received a LPN certificate less than two years ago from an institution providing the Alabama College System's Standardized Practical Nursing Curriculum. These **students are exempt** from taking the NUR 200 course.
3. Receipt of high school transcript or copy of GED certificate and all prior official college transcripts,
4. Minimum of 2.5 GPA for the last 24 hours of college credit for students with previous college work,
5. Receipt of high school transcript or copy of GED certificate and all prior official college transcripts.
6. Good standing with Alabama Southern Community College,
7. Meeting the essential functions or technical standards required for nursing,
8. Completion of the Test for Essential Academic Skills (TEAS V) prior to application and within the past 3 years,
9. Graduation from a State Board of Nursing approved PN Program,
10. Current unencumbered Alabama license to practice as an LPN,
11. Completion of the General Education Requirements listed as prerequisites to the Upward Mobility Program,

Applicants who score less than 75% in NUR 200 will not advance to the second semester of the nursing curriculum. Admission to the Upward Mobility 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.

After meeting all minimum requirements, applicants are rank-ordered using a point system based on TEAS V score, quality points from selected college (i.e., BIO 220, PSY 200, PSY 210). Students may be awarded additional points as determined by individual college.

If admitted to the nursing Upward Mobility program, the student must have the following current official documents on file in the nursing department before entering any nursing course that has a clinical laboratory experience:

1. Basic cardiac life support (CPR) certification,
2. Verification of liability insurance,
3. Record of physical examination form (provided by the nursing program) signed by a physician, nurse practitioner or physician assistant,
4. PPD (2-Step PPD if not previously obtained) and/or chest x-ray results,
5. Hepatitis immunization series started and documentation of immunity to rubella, measles, chicken pox and tetanus,
6. Background Checks,
7. Drug and alcohol screening results

NOTE: Subject to change due to statewide standardization of nursing programs.

Graduates of the Associate Degree Nursing program are eligible to apply to the Alabama Board of Nursing to write the licensing examination (NCLEX-RN) to become a registered nurse. **Legal requirements for licensure may be found in the Alabama Board of Nursing Code.** Applicants who have been found guilty of any offenses listed in the code may be denied licensure by the Alabama Board of Nursing. The determination will be made by the Alabama Board of Nursing whether or not an applicant may write the examination for licensure and be licensed as a registered nurse. For any questions or concerns regarding this matter please contact the Division Chair of Nursing.

NOTE: Subject to change due to statewide standardization of nursing programs.

GRADING POLICY, PROGRESSION, REINSTATEMENT, AND TRANSFER POLICIES

Grading Policy

Any grade below “75” in any nursing course prevents progression to the next nursing course. Academic courses in which a grade below “C” is received must be repeated. Students must follow the prerequisite and/or co-requisite academic course schedule as outlined in the catalog. Failure to complete the prerequisite and/or co-requisite for a nursing class will prevent the student from progressing to the next nursing course. Any student who makes a grade below “75” in a nursing course or drops below a 2.0 GPA will be dropped from the program and must reapply for admission.

Grade Scale for Nursing Courses

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and below

Progression Policy

In order to progress in the nursing program, the following policy should be followed:

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Readmission to Nursing

To be readmitted to the nursing program after an attempt, students must:

1. Apply for readmission within one year from the term attempted
2. Be in good standing with the nursing program. Students dismissed for disciplinary reasons and/or unsafe client care will not be allowed readmission.
3. Not have exceeded the number of attempts as outlined above.
4. Adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.
5. Meet minimum of 2.0 GPA in nursing program required courses.
6. Demonstrate acceptable skills proficiency.
7. Meet criteria for placement at clinical agencies.

Readmission to the nursing program is based on space availability and is not guaranteed. Readmission can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability
2. Refusal by clinical agencies to accept the student for clinical experiences
3. Twelve months have elapsed since the student enrollment in a nursing course
4. Unable to complete ADN program within 48 months from initial semester for ADN students; or within 24 months from initial semester for PN and Mobility students
5. Positive drug screen or background check

Process for Readmission to Nursing

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for readmission.
2. Students must apply for readmission to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

Admission After Ineligibility

Students not eligible for program readmission may apply for admission to start a nursing program over from the beginning, as long as they remain in good standing with the nursing program. Students who are not in good standing, such as those who have been dismissed for disciplinary reasons and/or unsafe client care are not eligible for admission to start over. If accepted, all nursing program courses (NUR prefix) must be retaken, and/or taken.

ADN Transfer to LPN Program

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first or second two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students may be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have had the maximum allowed attempts (or non-progression) in the RN program are only allowed one attempt to complete the PN program.
7. Students who are successful may apply for the LPN to RN Mobility program as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must apply for admission as a new student.

Transfer Policy for Nursing

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It may apply to students wishing to transfer from other institutions pending individual nursing program policy.

Criteria for Transfer:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Complete at least 18 semester hours in discipline-specific courses required in the program of study at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transfer is based on GPA in nursing program required courses.

Transient Student Policy for Nursing

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.

5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

NOTE: Subject to change due to statewide standardization of nursing programs.

Graduation for Nursing

In order to complete the requirements for graduation, a student must meet the following guidelines:

1. Have a final grade of 75% in all nursing theory and clinical courses and/or meet specific syllabus requirements,
2. Complete all written and clinical assignments, review and testing requirements within the designated time period,
3. Demonstrate a satisfactory degree of proficiency and continually show improvement in clinical work,
4. Maintain satisfactory physical, emotional, and mental health,
5. Maintain an attitude that is conducive to learning and working on various nursing situations,
6. Maintain good moral character, as defined in the Alabama Board of Nursing Administrative Code,
7. Have a cumulative grade point average of 2.0, and
8. Complete the required 72 credit hours and the required general education courses in the Associate Degree Nursing curriculum.
9. Complete the required 57 credit hours and the required general education courses in the Associate Degree Upward Mobility curriculum.
10. Complete the required 49 credit hours and the required general education courses in the Practical Nursing curriculum.
11. Completion of formal application for graduation and submission of the application to the Office of the Registrar by the specified deadline date.

12. Completion of the requirements for graduation as outlined in the Alabama Southern Community College Catalog.

13. At least twenty-five percent (25%) of your nursing credits must be received from Alabama Southern Community College.

NOTE: Subject to change due to statewide standardization of nursing programs.

ARTICULATED PROGRAM (University of Alabama – RN Mobility)

Registered nurses who enroll at The University of Alabama may opt to pursue one of two tracks toward the completion of a higher degree or degrees. Students may enroll in either an RN to B.S.N. or RN to B.S.N./M.S.N. track. Both programs of study allow students to continue working and to complete the majority of required coursework, on the Web, or by other means of distance education.

RN TO B.S.N. TRACK

The RN to B.S.N. program of study is specifically designed for the registered nurse student to earn a baccalaureate degree. The program consists of 74-76 semester hours of lower-division coursework and 18-19 semester hours of upper-division coursework. Lower-division studies include courses that meet University Core Curriculum requirements for a baccalaureate degree. All lower-division hours must be successfully completed prior to enrolling in upper-division courses.

For more information contact:

Capstone College of Nursing
 University of Alabama
 449 Russell Hall
 Box 870358
 Tuscaloosa, AL 35487-0358
 (205) 348-6639
 (800) 313-3591 Fax (205) 348-5559
nursing@bama.ua.edu
<http://nursing.ua.edu>

REGISTERED NURSING

Associate in Applied Science Degree (Monroeville Only)

The Associate Degree Nursing Program (ADN) is designed to provide students the opportunity to obtain an Associate in Applied Science Degree in Nursing. The purpose of the ADN Program is to provide the learner with the necessary knowledge, skills and attitudes to practice competently and safely as a beginning nurse generalist.

***Pre-Requisite: BIO103 or satisfactory performance on ASC approved placement exam.**

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (3 hours total)	Term	Grade	Hours
MTH100 – Intermediate College Algebra <u>OR</u> numerically higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (6 hours total)	Term	Grade	Hours
PSY200 – General Psychology	_____	_____	3
PSY210 – Human Growth and Development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (54 hours total)	Term	Grade	Hours
Required Electives:			
BIO201 – Human Anatomy and Physiology I	_____	_____	4
BIO202 – Human Anatomy and Physiology II	_____	_____	4
BIO220 – Microbiology	_____	_____	4
Technical Core Courses:			
NUR102 – Fundamentals of Nursing	_____	_____	6
NUR103 – Health Assessment	_____	_____	1
NUR104 – Introduction to Pharmacology	_____	_____	1
NUR105 – Adult Nursing	_____	_____	8
NUR106 – Maternal and Child Nursing	_____	_____	5
NUR201 – Nursing Through the Lifespan I	_____	_____	5
NUR202 – Nursing Through the Lifespan II	_____	_____	6
NUR203 – Nursing Through the Lifespan III	_____	_____	6
NUR204 – Role Transition for the Registered Nurse	_____	_____	4
Total Hours Required for Degree			72

UPWARD MOBILITY PROGRAM (LPN TO RN)

Associate in Applied Science Degree (Monroeville Only)

The Upward Mobility Program is a full-time day program designed to prepare Licensed Practical Nurses to practice as competent registered nurses, after successfully completing the National Council Licensure Examination.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (3 hours total)	Term	Grade	Hours
MTH100 – Intermediate College Algebra OR numerically higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (6 hours total)	Term	Grade	Hours
PSY200 – General Psychology	_____	_____	3
PSY210 – Human Growth and Development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (38 hours total)	Term	Grade	Hours
Required Electives:			
BIO201 – Human Anatomy and Physiology I	_____	_____	4
BIO202 – Human Anatomy and Physiology II	_____	_____	4
BIO220 – Microbiology	_____	_____	4
Technical Core Courses:			
NUR200 – LPN Role Transition to Associate Degree Nurse (RN)	_____	_____	5
NUR201 – Nursing Through the Lifespan I	_____	_____	5
NUR202 – Nursing Through the Lifespan II	_____	_____	6
NUR203 – Nursing Through the Lifespan III	_____	_____	6
NUR204 – Role Transition for the Registered Nurse	_____	_____	4
Total Hours Required for Degree			56

PAPER AND CHEMICAL TECHNOLOGY

Associate in Applied Science Degree

The Paper and Chemical Technology Program is designed to prepare students for entry-level jobs in paper and chemical process industries.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116–Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3–4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Social or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (3 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
Technical Core Courses (18 hours total)	Term	Grade	Hours
IET114 – Basic Electricity	_____	_____	3
IET131 – Fluid Power Systems	_____	_____	3
ILT108 – Introduction to Instruments and Process Control	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
WKO110 – NCCER Core	_____	_____	3
Technical Required Courses (15 hours total)	Term	Grade	Hours
PCT111 – Introduction to Pulp and Paper	_____	_____	3
PCT122 – Introduction to Process Technology	_____	_____	3
PCT132 – Paper and Chemical Processes	_____	_____	3
PCT221 – Unit Operations	_____	_____	3
PCT231 – Statistical Process Control	_____	_____	3
Technical Elective Courses (9 hours total)	Term	Grade	Hours
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
<i>Electives can be from the following categories: ELT, IET, ILT, INT, OR PCT</i>			
Total Hours Required for Degree			66 – 67

INDUSTRIAL ENGINEERING TECHNOLOGY

Industrial Maintenance Technology Option Associate in Applied Science Degree

The Industrial Maintenance program prepares students for jobs as millwrights and industrial mechanic positions in industrial facilities such as paper mills and chemical plants.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116–Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3 – 4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Social or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (3 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
Technical Core Courses (18 hours total)	Term	Grade	Hours
IET114 – Basic Electricity	_____	_____	3
IET131 – Fluid Power Systems	_____	_____	3
ILT108 – Introduction to Instruments and Process Control	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
WKO110 – NCCER Core	_____	_____	3
Technical Required Courses (15 hours total)	Term	Grade	Hours
INT117 – Principles of Industrial Mechanics	_____	_____	3
INT127 – Principles of Industrial Pumps and Piping Systems	_____	_____	3
INT132 – Preventive and Predictive Maintenance	_____	_____	3
INT134 – Principle of Industrial Maintenance Welding & Metal Cutting Techniques	_____	_____	3
INT232 – Manufacturing Plant Utilities	_____	_____	3
Technical Elective Courses (9 hours total)	Term	Grade	Hours
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
<i>Electives can be from the following categories: ELT, IET, ILT, or INT</i>			
Total Hours Required for Degree			66–67

INDUSTRIAL ENGINEERING TECHNOLOGY

Electrical and Instrumentation Technology Option Associate in Applied Science Degree

The Instrumentation and Electronics Technology program is designed to help graduates exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of instrumentation technology.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116 – Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3–4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Social or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (3 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
Technical Core Courses (18 hours total)	Term	Grade	Hours
IET114 – Basic Electricity	_____	_____	3
IET131 – Fluid Power Systems	_____	_____	3
ILT108 – Introduction to Instruments and Process Control	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
WKO110 – NCCER Core	_____	_____	3
Technical Required Courses (15 hours total)	Term	Grade	Hours
ELT231 – Introduction to Programmable Controllers	_____	_____	3
ELT232 – Advanced Programmable Controllers	_____	_____	3
ELT241 – National Electric Code	_____	_____	3
IET122 – Rotating Machinery and Controls	_____	_____	3
ILT114 – Instrumentation Operation and Calibration	_____	_____	3
Technical Elective Courses (9 hours total)	Term	Grade	Hours
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
• Elective _____	_____	_____	3
<i>Electives can be from the following categories: ELT, IET, ILT, or INT</i>			
Total Hours Required for Degree			66-67

INDUSTRIAL ENGINEERING TECHNOLOGY

Machine Technology and Millwright Option Associate in Applied Science Degree

The Machine Technology and Millwright Option is Alabama Southern's intense skills training program for machinists/millwrights that puts students on their way to a high skill, high paying job in less than a year.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Humanities and Fine Arts Elective Choose from: ART–Art, MUS–Music, PHL–Ethics, REL–Religion, THR–Theater	_____	_____	3
AREA III: Natural Science and Mathematics (9 hours total)	Term	Grade	Hours
MTH116 – Mathematical Applications or MTH100–Intermediate College Algebra	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
Math, Science, or CIS147 elective	_____	_____	3–4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Social or Behavioral Science Elective Choose from: ECO – Economics, GEO – Geography, POL – Political Science, PSY – Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (3 hours total)	Term	Grade	Hours
ORI105 – Connections	_____	_____	3
Technical Core Courses (18 hours total)	Term	Grade	Hours
IET114 – Basic Electricity	_____	_____	3
IET131 – Fluid Power Systems	_____	_____	3
ILT108 – Introduction to Instruments and Process Control	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
WKO110 – NCCER Core	_____	_____	3
Technical Required Courses (24 hours total)	Term	Grade	Hours
MTT121 – Basic Print Reading for Machinists	_____	_____	3
MTT134 – Lathe Operations I	_____	_____	3
MTT135 – Lathe Operations I Lab	_____	_____	3
MTT137 – Milling I	_____	_____	3
MTT139 – Basic Computer Numerical Control	_____	_____	3
MTT140 – Basic Computer Numerical Control Turning Programming I	_____	_____	3
MTT147 – Introduction to Machine Shop I	_____	_____	3
MTT148 – Introduction to Machine Shop I Lab	_____	_____	3
Total Hours Required for Degree			66-67

COSMETOLOGY

Certificate Program (Thomasville Only)

Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology education is devoted to learning and mastering essential knowledge and basic skills for treating the skin, scalp, hair, and nails. This course has been carefully constructed to give the student knowledge and skills that are required to become a licensed cosmetologist.

Admission Requirements for Cosmetology

Cosmetology applicants must have successfully completed at least the 10th grade and have proven ability to benefit or earned a high school diploma or GED Certificate to be admitted into the Cosmetology Program. Students must possess an approved health card, including a negative TB skin test.

General Education Courses (9 hours total)	Term	Grade	Hours
Choose from:			
ENG100 – Vocational Technical English I	_____	_____	3
ENG101 – English Composition I			
MTH101 – Vocational Technical Math (or numerically higher)	_____	_____	3
ORT105 – Orientation	_____	_____	3
Cosmetology Courses (39 hours total)	Term	Grade	Hours
COS111 – Introduction to Cosmetology	_____	_____	3
COS112 – Introduction to Cosmetology Lab	_____	_____	3
COS113 – Theory of Chemical Services	_____	_____	3
COS114 – Chemical Services Lab	_____	_____	3
COS115 – Hair Coloring Theory	_____	_____	3
COS116 – Hair Coloring Lab	_____	_____	3
COS117 – Basic Spa Techniques	_____	_____	3
COS118 – Basic Spa Techniques Lab	_____	_____	3
COS123 - Cosmetology Salon Practices	_____	_____	3
COS133 – Salon Management Technology	_____	_____	3
COS145 – Hair Shaping Lab	_____	_____	3
COS152 – Nail Care Applications	_____	_____	3
COS167 – State Board Review	_____	_____	3
Total Hours Required for Certificate			48

PRACTICAL NURSING (PN) ADMISSIONS REQUIREMENTS

The Practical Nursing program is designed to educate individuals in providing nursing care to patients of various ages and health care settings, under the supervision of an RN, physician or dentist. This program has the full approval of the Alabama Board of Nursing.

Minimum Admission Standards for the Practical Nursing Program Include:

1. Unconditional admission to Alabama Southern Community College,
2. Receipt of completed application for the Practical Nursing Program by March 1 (Fall admission) and November 1 (Spring admission),
3. Receipt of high school transcript or copy of GED certificate and all prior official college transcripts,
4. Minimum of 2.5 cumulative GPA for the last 24 hours of college credit for students with previous college work,
5. Minimum of 2.5 cumulative high school GPA for students without prior college work (GED acceptable in lieu of high school transcript),
6. Eligibility for:
 - a. English 101 and Math 116 as determined by college policy, and
 - b. BIO 201 during the first term of nursing courses. (As a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the ACS approved placement exam.),
7. Good standing with Alabama Southern Community College,
8. Meeting the essential functions or technical standards required for nursing,
9. Completion of the Test for Essential Academic Skills (TEAS V) prior to application and within the past 3 years.

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.

After meeting all requirements, applicants are rank-ordered using a point system based on TEAS V score, quality points from selected college (i.e., ENG 101, MTH 116, BIO 201) or high school curricula (i.e., Algebra II or higher, highest level Biology). Students may be awarded additional points as determined by individual college.

If admitted to the nursing (PN) program, the student must have the following current official documents on file in the nursing department before entering any nursing course that has a clinical laboratory experience:

1. Basic cardiac life support (CPR) certification,
2. Verification of liability insurance,
3. Record of physical examination form (provided by the nursing program) signed by a physician, nurse practitioner or physician assistant,
4. PPD (2-Step PPD if not previously obtained) and/or chest x-ray results,
5. Hepatitis immunization series started and documentation of immunity to rubella, measles, chicken pox and tetanus,
6. Background checks,
7. Drug and alcohol screening results

NOTE: Subject to change due to statewide standardization of nursing programs.

Graduates of the program are eligible to apply to the Alabama Board of Nursing to write the licensing examination (NCLEX-PN) to become a licensed practical nurse. **Legal requirements for licensure may be found in the Alabama Board of Nursing Code.** Applicants who have been found guilty of any offenses listed in the code may be denied licensure by the Alabama Board of Nursing. The determination will be made by the Alabama Board of Nursing whether or not the applicant may write the examination for licensure and be licensed as a licensed practical nurse. For any questions or concerns regarding this matter please contact the Division Chair of Nursing.

GRADING POLICY, PROGRESSION, REINSTATEMENT, AND TRANSFER POLICIES

Grading Policy

Any grade below "75" in any nursing course prevents progression to the next nursing course. Academic courses in which a grade below "C" is received must be repeated. Students must follow the prerequisite and/or co-requisite academic course schedule as outlined in the catalog. Failure to complete the prerequisite and/or co-requisite for a nursing class will prevent the student from progressing to the next nursing course. Any student who makes a grade below "75" in a nursing course or drops below a 2.0 GPA will be dropped from the program and must reapply for admission.

Grade Scale for Nursing Courses

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and below

Progression Policy

In order to progress in the nursing program, the following policy should be followed:

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Readmission to Nursing

To be readmitted to the nursing program after an attempt, students must:

1. Apply for readmission within one year from the term attempted
2. Be in good standing with the nursing program. Students dismissed for disciplinary reasons and/or unsafe client care will not be allowed readmission.
3. Not have exceeded the number of attempts as outlined above.
4. Adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.
5. Meet minimum of 2.0 GPA in nursing program required courses.
6. Demonstrate acceptable skills proficiency.
7. Meet criteria for placement at clinical agencies.

Readmission to the nursing program is based on space availability and is not guaranteed. Readmission can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability
2. Refusal by clinical agencies to accept the student for clinical experiences
3. Twelve months have elapsed since the student enrollment in a nursing course
4. Unable to complete ADN program within 48 months from initial semester for ADN students; or within 24 months from initial semester for PN and Mobility students
5. Positive drug screen or background check

Process for Readmission to Nursing

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for readmission.
2. Students must apply for readmission to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

Admission after Ineligibility

Students not eligible for program readmission may apply for admission to start a nursing program over from the beginning, as long as they remain in good standing with the nursing program. Students who are not in good standing, such as those who have been dismissed for disciplinary reasons and/or unsafe client care are not eligible for admission to start over. If accepted, all nursing program courses (NUR prefix) must be retaken, and/or taken.

ADN Transfer to LPN Program

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first or second two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students

may be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have had the maximum allowed attempts (or non-progression) in the RN program are only allowed one attempt to complete the PN program.
7. Students who are successful may apply for the LPN to RN Mobility program as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must apply for admission as a new student.

Transfer Policy for Nursing

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It may apply to students wishing to transfer from other institutions pending individual nursing program policy.

Criteria for Transfer:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Complete at least 18 semester hours in discipline-specific courses required in the program of study at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transfer is based on GPA in nursing program required courses.

Transient Student Policy for Nursing

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

NOTE: Subject to change due to statewide standardization of nursing programs.

Graduation for Practical Nursing

In order to complete the requirements for graduation, a student must meet the following guidelines:

1. Have a final grade of 75% in all nursing theory and clinical courses and/or meet specific syllabus requirements,
2. Complete all written and clinical assignments, review and testing requirements within the designated time period,
3. Demonstrate a satisfactory degree of proficiency and continually show improvement in clinical work,
4. Maintain satisfactory physical, emotional, and mental health,
5. Maintain an attitude that is conducive to learning and working on various nursing situations,
6. Maintain good moral character, as defined in the Alabama Board of Nursing Administrative Code,
7. Have a cumulative grade point average of 2.0, and
8. Complete the required 72 credit hours and the required general education courses in the Associate Degree Nursing curriculum.
9. Complete the required 57 credit hours and the required general education courses in the Associate Degree Upward Mobility curriculum.
10. Complete the required 49 credit hours and the required general education courses in the Practical Nursing curriculum.
11. Completion of formal application for graduation and submission of the application to the Office of the Registrar by the specified deadline date.
12. Completion of the requirements for graduation as outlined in the Alabama Southern Community College Catalog.
13. At least twenty-five percent (25%) of your nursing credits must be received from Alabama Southern Community College.

NOTE: Subject to change due to statewide standardization of nursing programs.

PRACTICAL NURSING

Certificate Program (Thomasville Only)

The purpose of the Practical Nursing program is to prepare the student to provide direct and indirect patient care under the supervision of health professionals. Upon completion of this program the graduate will be educationally qualified to apply for the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN). Eligibility for this examination to be administered to the graduate is determined by the Alabama Board of Nursing.

General Education Courses (14 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
MTH116 – Mathematical Applications, MTH100 – Intermediate College Algebra, or higher	_____	_____	3
BIO201 – Human Anatomy and Physiology I	_____	_____	4
BIO202 – Human Anatomy and Physiology II	_____	_____	4
Nursing Courses Required (35 hours total)	Term	Grade	Hours
NUR102 – Fundamentals of Nursing	_____	_____	6
NUR103 – Health Assessment	_____	_____	1
NUR104 – Introduction to Pharmacology	_____	_____	1
NUR105 – Adult Nursing	_____	_____	8
NUR106 – Maternal and Child Nursing	_____	_____	5
NUR107 – Adult/Child Nursing	_____	_____	8
NUR108 – Psychosocial Nursing	_____	_____	3
NUR109 – Role Transition for the Practical Nurse	_____	_____	3
Total Hours Required for Degree			49

BUSINESS TECHNOLOGY

Computer Applications Short Term Certificate

General Education Courses (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
Technical Courses Required (21 hours total)	Term	Grade	Hours
CIS113 – Spreadsheet Software Applications	_____	_____	3
CIS117 – Database Management Software Applications	_____	_____	3
Choose from: CIS207 – Introduction to Web Development	_____	_____	3
CIS160 – Multimedia for the WWW	_____	_____	3
CIS212 – Visual Basic Programming	_____	_____	3
CIS268 – Software Support	_____	_____	3
CIS269 – Hardware Support	_____	_____	3
OAD125 – Word Processing	_____	_____	3
Total Hours Required for Degree			24

BUSINESS TECHNOLOGY

Computerized Accounting Short Term Certificate

General Education Courses (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
Choose from: MTH116 – Mathematical Applications	_____	_____	3
MTH100 – Intermediate College Algebra	_____	_____	3
Technical Courses Required (18 hours total)	Term	Grade	Hours
OAD135 – Financial Record Keeping	_____	_____	3
OAD137 – Computerized Financial Record Keeping	_____	_____	3
BUS241 – Principles of Accounting I	_____	_____	3
BUS242 – Principles of Accounting II	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
CIS113 – Spreadsheet Software Applications	_____	_____	3
Total Hours Required for Degree			24

BUSINESS TECHNOLOGY

Management and Supervision Short Term Certificate

General Education Courses (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
SPH107 – Fundamentals of Public Speaking	_____	_____	3
Technical Courses Required (21 hours total)	Term	Grade	Hours
CIS146 – Microcomputer Applications	_____	_____	3
BUS241 – Principles of Accounting I	_____	_____	3
BUS242 – Principles of Accounting II	_____	_____	3
BUS263 – Legal and Social Environment of Business	_____	_____	3
BUS275 – Principles of Management	_____	_____	3
BUS276 – Human Resource Management	_____	_____	3
BUS279 – Small Business Management	_____	_____	3
Total Hours Required for Degree			27

BUSINESS TECHNOLOGY

Office Technology Short Term Certificate

General Education Courses (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
Technical Courses Required (21 hours total)	Term	Grade	Hours
BUS215 – Business Communication	_____	_____	3
CIS146 – Microcomputer Applications	_____	_____	3
OAD101 – Beginning Keyboarding	_____	_____	3
OAD103 – Intermediate Keyboarding	_____	_____	3
OAD125 – Word Processing	_____	_____	3
OAD218 – Office Procedures	_____	_____	3
OAD230 – Computerized Desktop Publishing	_____	_____	3
Total Hours Required for Degree			24

PAPER AND CHEMICAL TECHNOLOGY

Short Term Certificate

Technical Courses Required (24 hours total)	Term	Grade	Hours
PCT111 – Introduction to Pulp and Paper Technology	_____	_____	3
PCT122 – Introduction to Process Technology	_____	_____	3
PCT132 – Paper and Chemical Processes	_____	_____	3
PCT142 – Industrial Processes	_____	_____	3
Must complete an additional 12 hours in either ELT, IET, ILT, INT, or PCT:			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Total Hours Required for Degree			24

INDUSTRIAL ENGINEERING TECHNOLOGY

Construction Electricity

Short Term Certificate

Technical Courses Required (24 hours total)	Term	Grade	Hours
ELT131 – Wiring I Commercial and Industrial ELT231	_____	_____	3
– Introduction to Programmable Controllers ELT241	_____	_____	3
– National Electric Code	_____	_____	3
IET114 – Basic Electricity	_____	_____	3
IET112 – Industrial Safety	_____	_____	3
IET122 – Rotating Machinery and Controls	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
Total Hours Required for Degree			24

INDUSTRIAL ENGINEERING TECHNOLOGY

Industrial Engineering Technology Short Term Certificate

Technical Courses Required (24 hours total)	Term	Grade	Hours
IET114 – Basic Electricity	_____	_____	3
IET112 – Industrial Safety	_____	_____	3
ILT108 – Introduction to Instruments and Process Control	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
Must complete an additional 12 hours in ELT, INT, ILT, or IET by advisement:			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Total Hours Required for Degree			24

INDUSTRIAL ENGINEERING TECHNOLOGY

Industrial Maintenance Technology Short Term Certificate

Technical Courses Required (24 hours total)	Term	Grade	Hours
IET112 – Industrial Safety	_____	_____	3
Choose from: IET114 – Basic Electricity			
INT134 – Principles of Industrial Maintenance Welding and Metal Cutting Techniques	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
INT106 – Elements of Industrial Mechanics	_____	_____	3
INT117 – Principles of Industrial Mechanics	_____	_____	3
INT127 – Principles of Industrial Pumps and Piping Systems	_____	_____	3
INT132 – Preventive and Predictive Maintenance	_____	_____	3
INT232 – Manufacturing Plant Utilities	_____	_____	3
Total Hours Required for Degree			24

INDUSTRIAL ENGINEERING TECHNOLOGY

Electrical Technology Short Term Certificate

Technical Courses Required (27 hours total)	Term	Grade	Hours
Choose from: ELT241 – National Electric Code			
ILT218 – Industrial Robotics Concepts	_____	_____	3
ELT212 – Motor Controls II	_____	_____	3
ELT231 – Introduction to Programmable Controllers	_____	_____	3
ELT232 – Advanced Programmable Controllers	_____	_____	3
IET114 – Basic Electricity	_____	_____	3
IET112 – Industrial Safety	_____	_____	3
IET122 – Rotating Machinery and Controls	_____	_____	3
ILT114 – Instrumentation Operation and Calibration	_____	_____	3
INT100 – Math for Industrial Technicians	_____	_____	3
Total Hours Required for Degree			27

INDUSTRIAL ENGINEERING TECHNOLOGY

Machine Technology Short Term Certificate

Technical Courses Required (27 hours total)	Term	Grade	Hours
INT100 – Math for Industrial Technicians	_____	_____	3
MTT121 – Basic Print Reading for Machinists	_____	_____	3
MTT134 – Lathe Operations I	_____	_____	3
MTT135 – Lathe Operations I Lab	_____	_____	3
MTT137 – Milling I	_____	_____	3
MTT139 – Basic Computer Numerical Control	_____	_____	3
MTT140 – Basic Computer Numerical Control Turning Programming I	_____	_____	3
MTT147 – Introduction to Machine Shop I	_____	_____	3
MTT148 – Introduction to Machine Shop I Lab	_____	_____	3
Total Hours Required for Degree			27

WELDING

Basic Plate Welding Short Term Certificate

Technical Core Courses (7 hours total)	Term	Grade	Hours
INT100 – Math for Industrial Technicians	_____	_____	3
ORT100 – Orientation for Career Students	_____	_____	2
WKO100 – Workplace Essentials	_____	_____	2
Welding Courses (21 hours total)	Term	Grade	Hours
Please see an advisor when choosing 21 hours of welding courses:			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Total Hours Required for Certificate			28

WELDING

Pipe Welding Short Term Certificate

Technical Courses Required (24 hours total)	Term	Grade	Hours
WDT115 – GTAW Carbon Pipe	_____	_____	3
WDT116 – GTAW Stainless Pipe	_____	_____	3
WDT155 – GTAW Carbon Pipe Lab	_____	_____	3
WDT156 – GTAW Stainless Pipe Lab	_____	_____	3
WDT217 – SMAW Carbon Pipe	_____	_____	3
WDT257 – SMAW Carbon Pipe Lab	_____	_____	3
WDT258 – Certification Lab	_____	_____	3
WDT281 – Special Topics in Welding Technology	_____	_____	3
Total Hours Required for Degree			24

COSMETOLOGY INSTRUCTOR TRAINING CERTIFICATE

(This Program is Not Approved for Title IV Funding)

The Cosmetology Instructor Training Program prepares the student instructor to make lesson plans, keep records, and to implement orientation in the state laws with reference to cosmetology. A prerequisite for Cosmetology Instructor Training is the student must have a Cosmetologist Operator license.

Technical Courses Required (24 hours total)	Term	Grade	Hours
CIT211 – Teaching and Curriculum Development	_____	_____	3
CIT212 – Teacher Mentorship	_____	_____	3
CIT213 – Cosmetology Instructor Co-op	_____	_____	3
CIT221 – Lesson Plan Implementation	_____	_____	3
CIT222 – Audio Visual Materials and Methods	_____	_____	3
CIT223 – Audio Visual Materials and Methods Applications	_____	_____	3
CIT224 – Special Topics in Cosmetology	_____	_____	3
Total Hours Required for Degree			21