BAINBRIDGE STATE COLLEGE

CATALOG 2017-2018

BAINBRIDGE
STATE COLLEGE
The University System of Georgia
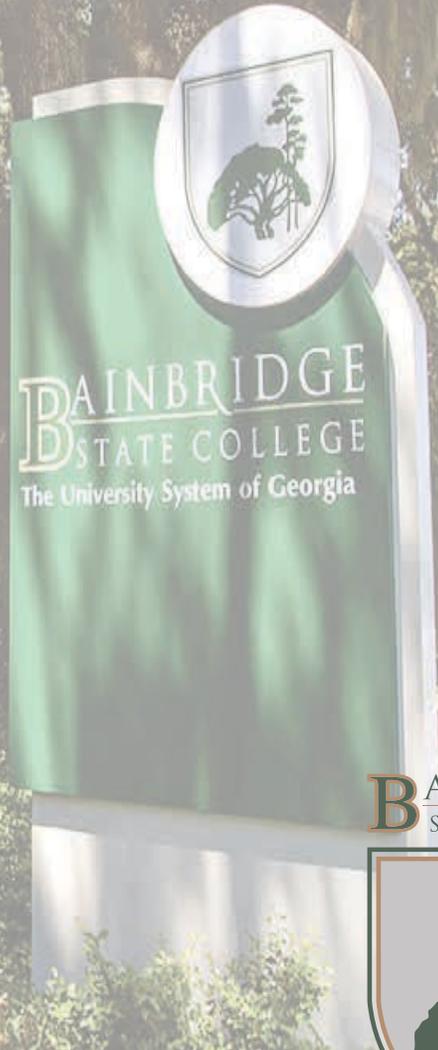
BAINBRIDGE
STATE COLLEGE

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Welcome to Bainbridge State College

Welcome to our community of learners, and thank you for choosing Bainbridge State College. First opened in 1973 and now located in beautiful state-of-the-art facilities in Bainbridge, Blakely, and Donalsonville, your community's college is a place where dreams can and do come true.

Whether you are trying to complete a baccalaureate degree, a two-year degree program, seeking to improve your job skills and immediately enter or re-enter the workforce, or are simply hoping to expand your horizons through continuing education, Bainbridge State College has an academic program that will fit your needs. Our highly-qualified faculty are here because they enjoy teaching and changing lives, and they will give you the individual attention you need in order to meet your full potential.

Bainbridge State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award technical certificates of credit, diplomas, associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bainbridge State College. This information is published exclusively for accreditation-related purposes and not to inquire regarding admissions or general educational policies and practices of the college. No matter what your academic or career goals might be, you can get there from here.

When you are not in class, you will benefit from beautiful new dining, recreational and wellness spaces in both Bainbridge and Blakely. Additionally, our student services staff members will help you enroll in classes that meet your educational goals. Many of our students receive financial assistance, and our financial aid staff will help you apply for the many grants, scholarships and loans that are available. Finally, you will have lots of chances to get involved and meet new friends in clubs and organizations. Simply put, if what you are looking for is an opportunity to change your life and access to people who are committed to helping you do it, why would you go anywhere else? Our people are the reason we are the fastest growing college in the University System of Georgia, and we can't wait to help you achieve your goals for higher education and beyond!

Dr. Stuart Rayfield
Interim President, Bainbridge State College

DISCLAIMERS AND NOTIFICATIONS

Changes in Programs and Catalogs

The statements in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Bainbridge State College reserves the right to change any provision listed in this catalog including, but not limited to, academic requirements for graduation without actual notice to individual students. Every effort will be made to keep students advised of any such changes. These changes will be made, periodically, to the catalog maintained online. Information on changes is available in the Office of the Registrar and the Office of Academic Affairs. Students are responsible for keeping themselves apprised of current graduation requirements.

Equal Opportunity Statement of Compliance

Bainbridge State College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Bainbridge State College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the Americans with Disabilities Act (ADA).

The following individuals have been designated as the employees responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA): Human Resources, Carolyn Funderburke, 229-243-6856.

For further information, contact the Office for Civil Rights at 1-800-421-3481 or 202-245-6800 or file an OCR Electronic Complaint Form at http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

2017-2018 Academic Calendar

(See eCore Academic Calendar for eCore dates)

Fall 2017	Main	A Term	B Term	C Term
Open registration for Fall 2017 *Note: New and returning students should schedule an appointment with their assigned advisor for advisement and registration.*	Apr. 3-Aug. 14	Apr. 3-Aug. 14	Apr. 3-Oct. 9	Apr. 3-Aug. 29
Financial aid application *priority* deadline *Note: Any financial aid information turned in after this date will not be guaranteed to have their financial aid processed by the start of classes or be able the charge at the book store.*	July 1			
Bookstore Charge/Voucher	Aug. 9-25	Aug.9-25	NA	Aug. 30-Sept. 6
Classes begin	Aug. 16	Aug. 16	Oct. 10	Aug. 30
Last day to ADD class	Aug. 17	Aug. 17	Oct. 11	Aug. 31
Last day to DROP a class and receive 100% refund *Note: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on August 22nd, 2017.*	Aug. 22	Aug. 22	Oct. 11	Aug. 31
Fee payment deadline	Aug. 16	Aug. 16	Oct. 10	Aug. 30
Midterm -and- **Last day to withdraw with no academic penalty** -and- **Hardship withdrawal deadline date (for classes taken previous semester)**	Oct. 9	Sept. 11	Nov. 6	Oct. 23
Last day of class	Dec. 6	Oct. 6	Dec. 6	Dec. 6
Final exams	Dec. 7-12	Oct. 9	Dec. 7-12	Dec. 7-12
Term ends	Dec. 12	Oct. 9	Dec. 12	Dec. 12
Final grades posted	Dec. 15			

Holidays

- Labor Day, September 4, 2017 (campus closed)
- Fall Break, October 16-17, 2017
- Thanksgiving, November 22-24, 2017 (campus closed November 23-24, 2017)
- Winter Break, December 20-29, 2017 (campus closed)

Spring 2018	Main	A Term	B Term	C Term
Open registration for Spring 2018 *Note: New and returning students should schedule an appointment with their assigned advisor for advisement and registration.*	Oct. 9-Jan. 5	Oct. 9-Jan. 5	Oct. 9-Mar. 2	Oct. 9-Jan. 19
Financial aid application *priority* deadline *Note: Any financial aid information turned in after this date will not be guaranteed to have their financial aid processed by the start of classes or be able the charge at the book store.*	Nov. 1			
Bookstore Charge/Voucher	Jan. 3-19	Jan. 3-19	NA	Jan. 22-Jan. 26
Classes begin	Jan. 8	Jan. 8	Mar. 5	Jan. 22
Last day to ADD class	Jan. 9	Jan. 9	Mar. 6	Jan. 23
Last day to DROP a class and receive 100% refund *Note: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on January 12th, 2018.*	Jan. 12	Jan. 12	Mar. 6	Jan. 23
Fee payment deadline	Jan. 8	Jan. 8	Mar. 5	Jan.22
Midterm -and- **Last day to withdraw with no academic penalty** -and- **Hardship withdrawal deadline date (for classes taken previous semester)**	Mar. 1	Feb. 1	Apr. 3	Mar.13
Last day of class	Apr. 30	Feb. 28	Apr. 30	Apr. 30
Final exams	May 1-3	Mar. 1	May 1-3	May 1-3
Term ends	May 3	Mar. 1	May 3	May 3
Final grades posted	May 8			
Graduation	May 5			

Holidays

- Winter Break, January 1, 2018 (campus closed)
- Martin Luther King, Jr., January 15, 2018 (campus closed)
- Spring Break, March 19 - 23, 2018

Summer 2018	Main	A Term	B Term
Open registration for Summer 2018 *Note: New and returning students should schedule an appointment with their assigned advisor for advisement and registration.*	Apr. 3-May 28	Apr. 3-May 28	Apr. 3-June 26
Financial aid application *priority* deadline *Note: Any financial aid information turned in after this date will not be guaranteed to have their financial aid processed by the start of classes or be able the charge at the book store.*	Apr. 1		
Bookstore Charge/Voucher	May 23-June 8	May 23-June 8	NA
Classes begin	May 30	May 30	June 27
Last day to ADD class	May 31	May 31	June 28
Last day to DROP a class and receive 100% refund *Note: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on June 5th, 2018.*	June 5	June 5	June 28
Fee payment deadline	May 30	May 30	June 27
Midterm -and- **Last day to withdraw with no academic penalty** -and- **Hardship withdrawal deadline date (for classes taken previous semester)**	June 26	June 11	July 10
Last day of class	July 24	June 25	July 24
Final exams	July 25-26	June 26	July 25-26
Term ends	July 26	June 26	July 26
Final grades posted	July 31		

Holidays

- Memorial Day, May 28, 2018 (campus closed)

- Independence Day, July 4, 2018 (campus closed)

* Academic dates are subject to change.

ABOUT BAINBRIDGE STATE COLLEGE

Bainbridge State College Mission Statement

Bainbridge State College, a state college of the University System of Georgia, provides an accessible, affordable, and excellent education for the diverse population of southwest Georgia and beyond through certificates, diplomas, associate degrees, and select baccalaureate programs as well as through continuing education, adult education, and collaboration with other educational providers, resulting in life-long learning, economic development, and graduates empowered for success in a global society.

College Code

The Bainbridge State College Code is 011074. This code is used for financial aid and other records.

College Terms

The academic year is divided into two 15-week semesters, designated as fall and spring. The College also offers accelerated enrollment options in summer and within the semesters. Starting and ending dates for all terms appear in the College calendar and the individual term schedule of classes. Students may enroll at Bainbridge State College during registration times and are encouraged to complete their programs of study in as timely a manner as possible.

History of the College

The Board of Regents of the University System of Georgia authorized the establishment of a junior college in Decatur County, Georgia, in December, 1970. As required by Board policy, the local community provided and developed the College site and on September 23, 1971, approved a $2 million bond issued to provide funds for the initial physical plant. The State of Georgia continues to operate and maintain the College. In fall, 1998, the College converted from the quarter system to the semester system.
Construction of the first five buildings began in July, 1972. Temporary offices operated in downtown Bainbridge at 215 East Water Street and 122 West Water Street during construction. College staff members occupied the first buildings on August 16, 1973. The charter class of the College began classes on October 1, 1973, the first of more than 6,000 credit students enrolled during the first decade.
The Division of Vocational/Technical Education and the Department of Developmental Studies were added during the academic year 1973-1974. A unique agreement between the Board of Regents and the Georgia Department of Education made the Vocational/Technical programs possible. In September, 1980, these programs occupied a new $1.6 million facility. The name of the division changed to the Division of Technical Studies in November 1990 and to the School of Health Sciences and Professional Studies in 2012.

In June, 1987, the Board of Regents removed the word Junior from the names of all two-year colleges in the University System. That year Bainbridge College became the second College in the country to be designated a Bicentennial Campus by the Commission on the Bicentennial of the U. S. Constitution.
Bainbridge College Early County Center (BCECC), 40 Harold Ragan Dr. in Blakely, became part of the College in July, 2006, expanding the educational offerings in southwest Georgia. Enrollment at BCECC grew dramatically in the first several years, from 211 before it became part of Bainbridge College to 1,200 students taking classes there in fall, 2010. This growth brought about a 14,000-square-foot expansion added to the original 30,000-square-foot facility. Opening in 2010 and built with funds and input from students, the addition includes a 4,640-square-foot instructional area with a state-of-the-art science laboratory, classrooms, and offices; expanded space for the media

center; fitness workout room, game room, reading room, and 24-station computer lab; men's and women's locker/dressing facilities, offices, and snack area with large windows overlooking the rolling landscape. Another major building project was completed in 2008 when the College opened the Charles H. Kirbo Regional Center and hosted the 10th Annual Georgia Literary Festival as its first big event, attracting more than 3,000 participants. The center houses a conference center with an auditorium, a dining facility, high tech lecture hall, and meeting rooms.

In early 2011, Bainbridge College opened its midtown facility, which houses the Cosmetology program and the Continuing Education Division. In 2012, Adult Education joined the facility, which was named the Shotwell Education Center.

Also in 2011, the Bainbridge campus signature building opened. The $20 million Student Wellness Center, dedicated to student life, was designed with student input and funded by student fees. At 78,000 square feet, the two-story building includes a 2,500-seat capacity gymnasium, exercise equipment in the 4,000-square-foot fitness center with plasma screen televisions, a 120-seat dining room and serving area, the campus bookstore, a 2,000-square-foot game room, men's and women's locker rooms with showers, a second floor walking track that encircles the basketball court, a computer lab, classrooms, and a quiet lounge area overlooking the campus.

The College welcomed President Richard Carvajal in January, 2011, as its fourth president. Under his leadership, the College continues to experience success. More than 4,200 students were enrolled in the 2011-12 academic year, and the College awarded 659 credentials, including 392 diplomas and degrees, in that year. Then on February 13, 2013, Bainbridge College became Bainbridge State College.

Bainbridge State College Early County Center

On July 1, 2006, the responsibility and authority for the governance and administration of Albany Technical College's Early County Campus facility, as well as its faculty, staff, and instructional programs, was transferred to Bainbridge State College. The site is located in Blakely, Georgia, at 40 Harold Ragan Drive. Technical certificates and degrees, as well as transfer courses and degrees, are offered for the citizens of Early and surrounding counties.

Hours of Operation

Generally, Bainbridge State College offices are open Monday through Thursday from 8 a.m. until 6 p.m. and from 8 a.m. until noon on Friday during the fall and spring semesters. During the summer, the hours are 7 a.m. to 6 p.m. Monday through Thursday. Some offices are open into the evening or by appointment after 6:00 p.m. Call the respective office for information or appointments. Evening, off-campus, and weekend classes are held according to published schedules. Library hours are posted each semester.

Location and Service Area

Located in Southwest Georgia, Bainbridge State College sits on 173 acres just inside the city limits of Bainbridge, Georgia, on U.S. Highway 84E (2500 E. Shotwell St). In addition to maintaining a balance between agricultural and industrial economies, the Bainbridge region offers many recreational attractions, including excellent hunting and fishing, an outstanding YMCA, an award-winning community theatre, and numerous tennis courts and boating facilities.

Bainbridge is about 40 miles from Tallahassee, Florida; 60 miles from Dothan, Alabama; 60 miles from Albany, Georgia; and 80 miles from Valdosta, Georgia. The Early County Center is located in Blakely, Georgia (40 Harold

Ragan Drive). It is approximately 40 miles from Bainbridge, Georgia; 80 miles from Tallahassee, FL; 30 miles from Dothan, Alabama; 50 miles from Albany, Georgia; and 120 miles from Valdosta, Georgia.

The campus physical environment is one of rustic beauty, accentuated by stately pine and moss-draped oak trees. A nearby lake further enhances the natural environment and beauty. Because Bainbridge State College has no residence facilities, students commute from the nearby towns of Attapulgus, Blakely, Brinson, Camilla, Cairo, Climax, Colquitt, Donalsonville, Iron City, Pelham, Thomasville, and Whigham. Some students also come from neighboring Florida and Alabama communities.

Directions to the Main Campus (Bainbridge, GA) From Tallahassee, FL
- Take US 27 North to Georgia (approximately 40 miles).
- Take the US 84 East/GA 38 East ramp (0.2 miles).
- Merge onto US 84 East/GA 38 East/Wiregrass Georgia Pkwy (1.6 miles).
- Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia Pkwy (0.5 miles).
- Arrive at 2500 E Shotwell Street, on right.

From Dothan, AL
- Take US 84 East to Georgia (approximately 50 miles).
- Take the US 84 East/GA 38 East/GA 1 South/US 27 South ramp (0.3 miles).
- Merge onto US 84 East/GA 38 East/Wiregrass Georgia Pkwy (4.7 miles).
- Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia Pkwy (0.5 miles).
- Arrive at 2500 E Shotwell Street, on right.

From Albany, GA
- Take GA 91 South to GA 37/Camilla Hwy (approximately 20 miles).
- Turn slight left onto GA 37/Camilla Hwy (1.6 miles).
- Turn slight right onto CR 58/S Turkey Road (2.3 miles).
- Turn right onto River Road (8.6 miles).
- Turn slight right onto GA 97 (19.4 miles).
- Turn left onto Whigham Dairy Road (1.7 miles).
- Turn left onto E Shotwell Street/US 84 East (0.2 miles).
- Arrive at 2500 E Shotwell Street, on right.

From Valdosta, GA
- Take US 84 West /GA 38 West to Bainbridge (approximately 80 miles).
- Arrive at 2500 E Shotwell Street, on left.

From Blakely, GA
- Take US 27 South to Bainbridge (approximately 40 miles).
- US-27 South becomes US 84 East/GA 38 East/Wiregrass Georgia Pkwy (2 miles).
- Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia (0.5 miles).
- Arrive at 2500 E Shotwell Street, on right.

Directions to Bainbridge State College Early County Center (Blakely, GA) From Bainbridge, GA
- Take US 27 North to Blakely (approximately 40 miles).
- US 27 North becomes S Main Street/US 27 BR (1.6 miles).
- Arrive at 40 Harold Ragan Drive, on right.

From Tallahassee, FL
- Take US 27 North to Blakely (approximately 80 miles).
- US 27 North becomes S Main Street/US 27 BR (1.6 miles).
- Arrive at 40 Harold Ragan Drive, on right.

From Dothan, AL
- Take AL 52/Columbia Hwy to Georgia (approximately 17 miles).
- AL 52 becomes GA 62/Columbia Hwy (11.1 miles).
- Turn left onto Martin Luther King Jr Blvd/GA 62 Bypass (2.8 miles).
- Turn left onto N Main Street/US 27 BR (1.2 miles).
- Arrive at 40 Harold Ragan Drive, on left.

From Albany, GA
- Take W Gordon Avenue/GA 91 South (approximately 5 miles).
- Turn right onto Leary Road/GA 62 (18.3 miles).
- Turn left onto Mercer Avenue/GA 62 (12.9 miles).
- Turn left onto Highland Avenue North/GA 62 (0.7 miles).
- Turn slight right onto Blakely Road SW/GA 62 (11.9 miles).
- Turn right onto GA 62 Bypass/Martin Luther King Jr Blvd (1.2 miles).
- Turn right on US 27 North (1.3 miles).
- US 27 North becomes S Main Street/US 27 BR (1.6 miles).
- Arrive at 40 Harold Ragan Drive, on right.

From Valdosta, GA
- Take US 84 West (approximately 40 miles).
- Merge onto US 19 North/GA 300 North/Georgia-Florida Pkwy (32.6 miles).
- Turn left onto GA 37/E Broad Street/Camilla Hwy (10.5 miles).
- Keep left at the work to continue on GA 37/Camilla Hwy (8.9 miles).
- Turn left onto GA 216/Blakely Hwy (16.1 miles).
- Turn slight right onto Highland Avenue South/GA 216/GA 45/Joe Bryan Hwy (0.4 miles).
- Turn right onto GA 62 Bypass/Martin Luther King Jr Blvd (1.2 miles).
- Turn right on US 27 North (1.3 miles).
- US 27 North becomes S Main Street/US 27 BR (1.6 miles).
- Arrive at 40 Harold Ragan Drive, on right.

ADMISSIONS

Applicants to Bainbridge State College must follow the steps for admission and meet the minimum requirements for their admissions classification as shown by the chart on the following pages. Applicants should determine which admission classification they desire and note the steps for admission and the minimum requirements for that classification. Certificate/Diploma applicants must be at least 16 years old; some programs have higher age requirements (17 for the Practical Nurse [PN] program). For all degree programs (Bachelor of Science, Associate of Arts, Associate of Science, and Associate of Applied Science), students may be considered for admission if they have earned a high school diploma or GED, have a minimum of a 2.0 high school GPA, and meet the minimum English Placement Index (EPI) and Math Placement Index (MPI), or Accuplacer score requirements for AAS programs. For degree programs, a GED is acceptable only if the student's high school class has graduated. Certificates of attendance or special education diplomas are not acceptable. Direct admission appeals to the Bainbridge State College Admissions Committee. However, the Georgia Board of Regents sets most minimum requirements which are considered firm. The applicants should call the Office of Admissions at 229-243-6020 or toll free at 1-866-825-1715 for more information.

Admission Requirements by Classification

Classification	Steps for Admission	Minimum Requirements for Admission
Beginning Freshman in Associate of Arts and Bachelor of Science in Management Programs of Study: Traditional Students *(Applicants who have graduated from high school within the last five years)*	• Submit BSC Application for Admission • Submit Official High School Transcript(s) • If applicable - Submit Official College Transcripts from all postsecondary institutions attended • Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.*	• Graduation from a Board of Regents' approved high school. (GED recipients must meet **Board of Regents'** mandated minimum *GED scores to be admissible in the Limited Admissions category. A GED is acceptable only if* **the student's high school** *class has graduated.)* • Completion of the Required High School Curriculum (RHSC) for Regular Admission *(A limited number of applicants may be accepted who do NOT meet the RHSC requirement. Early application is encouraged.)*

	• Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• A minimum of a 2.0 high school GPA. • Applicants must meet minimum English and Math Placement Indices (EPI and MPI) for A.A. and B.S. programs. The EPI and MPI are calculated based on the applicants high school gpa, SAT or ACT scores, and/or Accuplacer scores. For more information, contact the Office of Admission.
Beginning Freshman in Associate of Arts and Bachelor of Science in Management Programs of Study: Non-Traditional Students *(Applicants who have been out of high school five years or more)*	• Submit BSC Application for Admission • Submit Official High School Transcript(s) or GED Score Reports • If applicable - Submit Official College Transcripts from all post-secondary institutions attended • Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.* • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Graduation from a Board of Regents' approved high school or GED recipient. • A minimum of a 2.0 high school GPA • Applicants must meet minimum English and Math Placement Indices (EPI and MPI) for A.A. and B.S. programs. For Non-Traditional Students, the EPI and MPI are calculated based on the students Accuplacer scores. For more information, contact the Office of Admission.

Beginning Freshman in Career Degree (AAS) Programs of Study: Traditional Students *(Applicants who have graduated from high school within the last five years)*	• Submit BSC Application for Admission • Submit Official High School Transcript(s) or GED Score Report • If applicable - Submit Official College Transcripts from all post-secondary institutions attended • Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.* • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Graduation from an approved high school or GED recipient. • A minimum of a 2.0 high school GPA.
Beginning Freshman in Career Degree (AAS) Programs of Study: Non-Traditional Students *(Applicants who have been out of high school five or more years)*	• Submit BSC Application for Admission • Submit Official High School Transcript(s) or GED Score Report • If applicable - Submit Official College Transcripts from all post-secondary institutions attended • Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17)*	• Graduation from an approved high school or GED recipient. • A minimum of a 2.0 high school GPA.

	or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra. • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	
Transfer Student *(Applicants who have earned credit at a post-secondary institution)*	• Submit BSC Application for Admission • Submit Official Transcripts from all post-secondary institutions attended (After evaluation of college transcript, the student may be required to take the Accuplacer Placement Test.) • Submit Certificate of Immunization form *Note: Some transfer applicants may be required to submit official high school transcripts for the evaluation of RHSC proficiency.* • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Applicants transferring fewer than 30 hours must meet freshman admission RHSC requirements if out of high school for fewer than five years. Transfer admission criteria are subject to change. Transfer students must be eligible to continue or return at their sending institution. Call the Admissions Office for updated requirements.

Home Schooled Student	• Submit BSC Application for Admission • Submit an official copy of home school transcript. If you have attended a public/private high school at any time, an official copy of the high school transcript will also be required. • Submit official copy of SAT or ACT scores or • Accuplacer scores (If applicable) • Submit Certificate of Immunization Form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Completion of the Required High School Curriculum (RHSC) • A minimum of a 2.0 high school GPA. • Applicants must meet minimum English and Math Placement Indices (EPI and MPI) for A.A. and B.S. programs. The EPI and MPI are calculated based on the applicants high school gpa, SAT or ACT scores, and/or Accuplacer scores. For more information, contact the Office of Admission.
Diploma Program of Study *(excluding PN applicants-- see PN section below)*	• Submit BSC Application for Admission • Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.* • Submit Official High School Transcript(s) or GED Score Report. • If applicable, submit Official College Transcripts from all post-secondary institutions attended • Submit Certificate of Immunization form	• Applicants must meet minimum English and Math Placement Indices (EPI and MPI) for A.A. and B.S. programs. The EPI and MPI are calculated based on the applicants high school gpa, SAT or ACT scores, and/or Accuplacer scores. For more information, contact the Office of Admission. • (A GED or High school diploma is NOT required except for certain diplomas. Please contact the Admissions Office for a list of diplomas that require GED or High School diploma)

	• Proof of Lawful Presence is required for all students applying for in-state tuition.	
International Students	• Submit Application for Admission of International Students • Submit Certificate of Financial Support Form • Submit TOEFL (Test of English as a Foreign Language) scores. For students whose first language is not English • Submit Certified Copy of High School Transcript. Translated into English (if applicable) • Submit a list of all previous schooling (high school or after high school) • Submit proof of physical examination and results of examination • Submit name of sponsor who will be financially and personally responsible for student while in the U.S. along with a written statement from sponsor.	• TOEFL score of 523 on the paper exam or 193 on the computer exam *Non-native speakers of English who meet the minimum SAT Reading Test Score of 24 or ACT English (17) admission requirement score for exempting placement exam do not need to submit TOEFL scores.* *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.*
Special Student *(Applicants with a baccalaureate degree who wish to enroll in one or two courses of special interest)*	• Submit BSC Application for Admission • Submit Official College Transcripts showing Bachelor's or Higher Degree from Recognized College • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Bachelor's or Higher Degree from Recognized College

Transient *(For applicants who are enrolled at other colleges)*	• Submit BSC Application for Admission • Submit Transient letter for each term of attendance at BSC showing Good Standing at sending Institution • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• Permission from sending institution
Audit *(No college credit is awarded)*	• Submit BSC Application for Admission • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	
Move On When Ready (MOWR) Students *(For high school students desiring to enroll at BSC)*	• Submit BSC Application for Admission • Submit MOWR Application including permission signatures from school and parents • Complete MOWR Participation Agreement • Submit Official High School Transcripts • Submit Certificate of Immunization form • Proof of Lawful Presence is required for all students applying for in-state tuition.	• SAT Reading Test score of 24 and Math Test score of 22 or ACT 17 English and 17 Math or minimum Accuplacer score of Reading Comprehension: 63, WritePlacer: 4 (students with 72 or higher on the Reading Comprehension are not required to take WritePlacer), Elementary Algebra: For placement into MATH 1001 or 1101: 67 or higher; For placement into MATH 1111: 79 or higher • 3.0 high school cumulative grade point average on academic courses • Permission from parent and high school *Note: Certain certificate programs have lower Accuplacer Score*

		requirements. Contact the Admissions Office for details
Practical Nursing(PN) Diploma Program	- Submit BSC Application for Admission - Submit PN Supplemental Application for Admission into program - Submit Accuplacer Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT Reading Test Score is 24 (ACT 17) or above are exempt from taking the Accuplacer in writing and reading. Applicants whose SAT Math Test Score is 22 (ACT 17) or above are exempt from taking the Accuplacer in algebra.* - Submit Official High School Transcript(s) or GED Score Report. If applicable, submit Official College Transcripts from all post- secondary institutions attended - Submit documentation proving age of 17 years. - Submit satisfactory results for prescribed physical examination. - Provide a background check. - Submit Certificate of Immunization form. - Proof of Lawful Presence is required for all students applying for in-state tuition.	- Graduation from an approved high school or GED recipient. - Minimum score on TEAS test of 50. - Must not have failed two nursing courses within the last 5 years at any nursing school. - ALHS 1011 with a grade of "B" or greater --or BIOL 2111K AND BIOL 2112K with grade of a "C" or better; course(s) cannot be more than five years old. "B" or higher in TECH 1120 or Math 1111; "C" or greater in ENGL 1101, ALHS 1060, PSYC 1101, and CSCI 1000. - Must have earned a minimum GPA of 2.5 on required core courses for the PN program. - Able to perform physical and mental demands of a Practical Nurse.

Associate of Science Degree in Nursing	- Admission to Bainbridge State College, including submission of all high school, GED, and college transcripts as well as payment of all associated fees. - Take the TEAS Nursing Entrance Exam by deadline. TEAS scores are valid for 2 years. Only 2 attempts allowed. No scores are required but additional points will be awarded on admission application. - Submit ADN application to the ADN Program Assistant by deadline. - Complete all remaining requirements: criminal background check, AHA healthcare provider CPR, and physical by specified time frame upon acceptance. Advanced Placement Option: - Meet all of the above Traditional option steps for admission. - Submit copy of unencumbered Licensed Practical Nursing (LPN) license to the ADN Program Assistant with application by deadline. - Pass the ATI Fundamentals Exam with Level 2 competency **in two attempts at student's** cost. - Pass Fundamental skills validation with ADN faculty. Only 2 attempts allowed. Pass Drug Calculation exam with 100% proficiency within 3 attempts.	- If applicable, must have successfully exited or exempted all Learning Support classes. - Have earned a minimum cumulative grade point average of 2.5 on all previous post-secondary courses. If a pre-requisite course has been taken twice – the two grades will be averaged and points will be awarded based on the average. - Students must have completed the following core classes with a C or higher in order to apply for admission into the ADN Program: BIOL 2111K, ENGLISH 1101, PSYC 1101 OR PSYC 2103, and CSCI 1000. All remaining core classes must be completed prior to entering the final semester of the program. - Must not have failed a core class twice within the last 3 years. - BIOL 2111K, BIOL 2112K, and BIOL 2115K cannot be more than five years old to be counted for the admissions requirements. - A student who has failed two or more nursing courses in any ADN/RN program within the last 5 years will NOT be eligible for admission. - Able to perform physical and mental demands of a Registered Nurse.

		Advanced Placement Option
		• Meet all of the above Traditional option steps for admission.
		• All core courses must be completed prior to applying for admission to the LPN-ADN Advanced Placement Program.
		• Must not have failed a nursing class in the Traditional option after becoming an LPN.
		Any student who fails a nursing class in the AP track is not eligible to return to the LPN-ADN Advanced Placement but may be eligible to apply for the traditional ADN program.

Senior Citizen Admission

Pursuant to a Georgia constitutional amendment passed in 1976, Georgia residents 62 years of age or older may enroll as a regular or auditing student in degree credit work on a "space available" basis without payment of fees, except for supplies, laboratory, or shop fees. Students must meet all system and institution admission requirements and follow the same program as other degree-seeking students.

Admissions Testing

The Testing Center administers the ACCUPLACER, a computerized placement test, for entrance testing. The entrance exams required for specific admission classifications are outlined in the "Admission Requirements by Classification" section. Applicants should check the college website for available testing dates and times. Students take scheduled admissions tests on a first-come, first-served basis, so applicants should arrive early to the test site.

Students who were previously enrolled in a University System of Georgia institution but who have not taken any college courses in the University System for one year may retest with the ACCUPLACER (in any unsatisfied area) and be readmitted without a Learning Support requirement if they meet the institutional criteria for exemption.

Policy on ACCUPLACER Retesting

Immediately after placement testing, a student will be notified in writing that he or she is allowed one placement retest in each of the three subject areas, subject to the following stipulations:

• The student must retest between two and ten business days after the initial testing, up until the first day of classes. No retests will be given after classes have started.

- The student must pay $10 per retest in each subject area ($30 for all three areas of algebra, reading, and writing) and bring the receipt to the Testing Center before he or she can retest.

Curriculum Requirements Applicable to Students Pursuing Associate of Arts, Associate of Science, and Bachelor of Science Degrees

The Georgia Board of Regents requires that all students admitted to Associate of Arts, Associate of Science, and Bachelor of Science programs must complete the University System of Georgia's Required High School Curriculum (RHSC) requirements and graduate from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission or from public schools regulated by school systems and state departments of education.

The 16 (17 for students who graduate in 2012 or later) specified University System

Required High School Curriculum courses are the following:

- **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
- **ENGLISH:** Four (4) units of English which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- **SCIENCE:** Three (3) units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who graduate in 2012 or later must have four (4) units of science. Georgia Public high School graduates must have at least one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.
- **SOCIAL SCIENCE:** Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
- **FOREIGN LANGUAGE:** Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language may be used to satisfy this requirement.

Students who have RHSC deficiencies shall be required to satisfy those deficiencies by subject area in the following manner:

- **ENGLISH:** Students with less than the four required units of English will be required to take the Accuplacer placement examination in English and reading. Based upon the student's score, the student will (1) exempt Learning Support English and/or reading or (2) be placed in Learning Support English and/or reading.
- **MATHEMATICS:** Students with less than the four required units of mathematics will be required to take the Accuplacer placement examination in mathematics. Based upon the student's score, the student will (1) exempt Learning Support mathematics or (2) be placed in Learning Support mathematics at the appropriate level.
- **SCIENCE:** Students with fewer than the three (four for 2012 or later graduates) required units of science will be required to take an additional laboratory science course as specified by Bainbridge State College. Students should see the Registrar for required course information since the requirements are subject to change.
- **SOCIAL SCIENCE:** Students with fewer than the three required units of social science will be required to complete an additional social science course as specified by Bainbridge State College. Students should see the Registrar for required course information since the requirements are subject to change.
- **FOREIGN LANGUAGE:** Students with fewer than two units of the same foreign language will be required to complete an additional foreign language course as specified by Bainbridge State College. Students should see the Registrar for required course information since the requirements are subject to change.

The following provisions apply to the science, social science, and foreign language requirements. The student must earn a "C" or better in each of these courses. Students transferring from outside the University System with fewer than 30 hours of transferred courses and who accumulate 30 or more semester hours of college-level credit

at Bainbridge State College before completing all CPC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses. Students transferring from outside the University System with 30 semester hours or more academic core curriculum courses are exempt from the above outlined RHSC policies.

Students with Special Needs

Applicants or students who have any physical, emotional, or learning condition that will require additional assistance to the student must submit a special needs form to the Disability Services Coordinator. Students requesting accommodations must also present the appropriate documentation to the Disability Service Provider. Medical (physical) and psychiatric forms need to be completed by a physician or other appropriate medical personnel. Students with Learning Disabilities need to submit a psychological evaluation that will be sent to the Regents' Center for Learning Disorders at Georgia Southern University to establish accommodations. Upon approval of the special needs form, the Disability Service Provider will meet with the student to arrange reasonable accommodations for each course in which the student enrolls.

Individuals with impaired hearing or speech may communicate with personnel at Bainbridge State College via one of the following methods:

E-mail: geninfo@bainbridge.edu.
FAX: (229) 248-2589
Text Telephone: 1-800-255-0056 (via Georgia's Relay Service

ACADEMIC AFFAIRS

Academic Advisement

Each new student with less than 30 earned semester hours should meet with an Academic Counselor in the Office of Student Success and Retention prior to registering for classes. Returning students with 30 or more earned semester hours should meet with their assigned advisor each semester to be sure that they remain on track with their chosen program of study. Students should follow the programs of study outlined in the catalog, complete courses in the proper sequence, and take infrequently offered courses when they are scheduled.

Bainbridge State College publishes registration procedures and a schedule of classes online each semester prior to registration. For the most recent version of the schedule, please check the College's website at www.bainbridge.edu.

Students who wish to change majors, concentrations (pathways), or advisors must notify the Office of the Registrar.

It is the responsibility of students to meet with their advisors; to read this catalog, official announcements, official bulletin boards, other pertinent official publications, Bainbridge State College student email, and the Student Handbook; and otherwise to inform themselves completely in regard to their program of study, credits, degree requirements, quality points, graduation requirements, and school policies in all programs.

Academic Renewal

Students readmitted or reinstated to any USG institution after a period of absence of three (3) calendar years or longer are eligible to apply for Academic Renewal. Eligible students must apply for Academic Renewal within twelve months of their readmission. Academic Renewal signals the initiation of a new grade point average for determining academic standing; while students will receive credit for past classes in which they made a C or higher, the grade is not counted for GPA purposes. The Academic Renewal student has a new cumulative GPA in addition to other GPAs that may be recorded.

Any student who was enrolled at a USG institution can apply for academic renewal (as long as he or she meets the time out requirement) when the student returns to a USG college. Students denied academic renewal may appeal the decision to the Vice President for Academic and Student Affairs, who will appoint an Academic Appeals Committee comprising the Registrar and two faculty members to hear the appeal.

Contact the Bainbridge State College Registrar for more information.

Academic Status

Academic Honors: A student with a semester grade point average of 3.5 or higher on 12 or more semester hours of course work (excluding learning support classes) earns placement on the Dean's List for the semester. A student with a semester average of 3.5 or higher on between 7 and 11 semester hours of course work (excluding learning support classes) earns placement on the Honors List.

Academic Alert: A student whose semester grade point average is between 1.5 and 1.8 will be placed on Academic Alert. Students on Academic Alert are encouraged to speak with their assigned advisor.

Academic Warning: When a student's semester grade point average is below 1.5, the student is placed on Academic Warning. Students on Academic Warning should make arrangements to meet with their assigned academic advisor, who will (1) assist in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, and (3) discuss suspension possibilities regarding cumulative grade point averages.

Academic Probation: A student whose cumulative grade point average is below the minimum acceptable level as listed in the following table will be placed on Academic Probation.

Cumulative Semester Hrs Attempted (Including Transfer Hours Earned)	Minimum Acceptable Cumulative GPA
1-12	1.20
13-27	1.50
28-42	1.80
43 or more	2.00

Students on Academic Probation should make arrangements to meet with their assigned academic advisor, who will (1) assist in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, and (3) discuss suspension possibilities regarding cumulative grade point averages.

Academic Suspension: A student whose cumulative grade point average falls below the minimum acceptable level (as indicated in the above table) for two semesters in succession will be placed on Academic Suspension. The following exception applies: A student whose semester GPA is 2.0 or higher will be placed on Continued Academic Probation for the next semester of attendance. A student placed on Academic Suspension may not attend Bainbridge State College during the subsequent semester unless an appeal is made and granted by the Appeals Committee. If the student does not attend for one semester, he or she may re-enroll without following the appeals process. A student who receives an Academic Suspension on three separate occasions shall not be eligible to re-enroll for one calendar year from the time the third suspension becomes effective.

Appeals: Students placed on Academic Suspension shall have access to the College's appeals procedure. A review of the appeal will occur upon notice from the student to the Vice President for Academic and Student Affairs that he or she wishes to appear before the Appeals Committee on the scheduled date for academic appeals. A record of the hearing will be available to the student upon request.

The appeals process occurs only at the student's request and is not automatically implemented. Students whose appeals are granted may be limited in their course registration and may be required to complete workshops through the Tutoring Center.

Class Attendance

Regular and punctual attendance at all classes is a student's responsibility. At the beginning of the semester, all distributed course syllabi include specific policies relative to absences. Online classes also have attendance policies as specified in their course syllabi. Student absences for official extracurricular activities in which the student is representing Bainbridge State College must be negotiated well in advance with the student's individual faculty members, who will weigh student class performance, scheduled class activities, and other, related issues associated with considering the request.

Attendance is established and defined by the instructor of each course since Bainbridge State College does not have an institutional-wide policy on attendance. However, Bainbridge State College does have a first-week attendance reporting policy for Financial Aid that requires instructors to report students' first week attendance in all classes, including those that meet only online. Students who are reported as not attending are dropped from their classes.

Students who stop attending or who exceed the number of absences stated on a class syllabus in a class with an attendance policy may be withdrawn from that class.

Withdrawal after midterm will result in an automatic "WF" unless a "W" is approved by the instructor and the Vice President for Academic and Student Affairs for a non-academic hardship. Students applying for a hardship withdrawal should contact Katie Harrell, Coordinator of Engagement.

Class Load and Overloads

A schedule of 12 or more semester hours of credit constitutes a full-time load. Fewer than 12 semester hours is classified as a part-time load. If a student wishes to schedule more than 18 semester hours (an overload), he or she must obtain approval from the Vice President for Academic and Student Affairs. Students seeking such permission must demonstrate that they are likely to succeed based on their performance in previous semesters.

Noncredit courses or audited courses do not count in determining an overload. No student may enroll in more than twenty-four hours of credit during a given academic semester.

Credit by Examination

Bainbridge State College recognizes that learning may result from a variety of individual vocational studies, occupational experiences, and general life encounters as well as from formal classroom instruction. The College is therefore committed to assessing prior learning experiences. These assessments take several forms.

Departmental Challenge Exams: Students may gain credit for assessment of prior work experience, military courses or experience, courses taken at non-accredited institutions, courses not intended for transfer credit, and other educational experiences. Students can demonstrate college-level learning by passing an approved end-of-course challenge exam, which may include both written and hands-on components. Students may not take a challenge exam for a course they have previously failed at this institution, and students who are currently enrolled in a course are not eligible to take the associated challenge exam in that semester. The fee for challenge exams is $50 per test. Students should contact their academic advisor to arrange testing. There is no provision for a retest.

College Level Examination Program (CLEP): The CLEP program is a product of the College Entrance Examination Board. CLEP examinations are administered through the Testing Center. The student must purchase test materials for each test taken. The award of credit is governed by the following regulations:

1. Up to 17 credit hours of CLEP credit may count toward a degree at Bainbridge State College. Such credit will be recorded on the student's record in the same manner as transfer credit with the symbol "K" assigned.

2. No credit will be awarded on the basis of an examination taken more than twice after initial enrollment.

3. Credit will be given for courses for which a prerequisite is a requirement only after such prerequisite(s) have been satisfied.

4. The College Entrance Exam Board, as of the Summer 2013 semester, charges an $80 fee for the test materials. Bainbridge State College charges a test administration fee of $15. Both fees must be paid prior to the student taking the exam. CLEP testing fees are subject to change without notice.

Credit by Examination Policy for CLEP

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP examinations are nationally recognized assessments that are developed by the College Board®. CLEP exams are designed to assess students' mastery of the course materials that is typically completed during the first two years of college.

Bainbridge State College will grant credit to students who earn a score of 50 or higher on a non-language CLEP exam; credit for foreign language examinations will be granted according to the minimum score listed on the table below. Minimum scores are consistent with recommendations made by the American Council on Education.

Equivalent college credit shall be granted for a specific college course for each CLEP exam that covers substantially similar material; elective credit shall be granted when a CLEP exam covers material that is college level, but not substantially similar to an existing course.

CLEP Test	Minimum Score	Equivalent Course	Sem. Hrs. Credit
History and Social Sciences			
American Government	50	POLS 1101*	3
History of the U.S. I: Early Colonization to 1877	50	HIST 2111*	3
History of the U.S. II: 1865 to the Present	50	HIST 2112*	3
Human Growth and Development	50	PSYC 2103	3
Introduction to Education Psychology	50	EDUC 2130	3
Introduction to Psychology	50	PSYC 1101	3
Introduction to Sociology	50	SOCI 1101	3
Principles of Macroeconomics	50	ECON 2105	3
Principles of Microeconomics	50	ECON 2106	3
Social Science and History	50	-----------	3
Western Civilization I: Ancient Near East to 1648	50	HIST 1121	3
Western Civilization II: 1648 to the Present	50	HIST 1122	3
Science and Mathematics			
Biology	50	BIOL 1107 & BIOL 1108	6
Calculus	50	MATH 2261	4
Chemistry	50	CHEM 1211 & CHEM 1212	6
College Algebra	50	MATH 1111	3
College Mathematics	50	MATH 1001	3
Natural Sciences	50	------------	6
Precalculus	50	MATH 1113	3
Composition and Literature			
American Literature with Essay	50	ENGL 2131 & ENGL 2132	6
Analyzing and Interpreting Literature	50	------------	6
College Composition with Two Essays	50	ENGL 1101 & ENGL 1102	6
College Composition Modular	50	ENGL 1101	3
English Literature with Essay	50	ENGL 2121 & ENGL 2122	6
Humanities	50	HUMN 2001 & HUMN 2002	6
World Languages			
French Language (Level 1)	50	FREN 1001 & FREN 1002	6

French Language (Level 2)	59	FREN 1001, FREN 1002, FREN 2001, & FREN 2002	12
German Language (Level 1)	50	------------	6
German Language (Level 2)	60	------------	12
Spanish Language (Level 1)	50	SPAN 1001 & SPAN 1002	6
Spanish Language (Level 2)	63	SPAN 1001, SPAN 1002, SPAN 2001, & SPAN 2002	12
Business			
Financial Accounting	50	ACCT 2101	3
Information Systems and Computer Applications	50	CSCI 1000	3
Introductory Business Law	50	BUSA 2106	3
Principles of Management	50	MMGT 2140	3
Principles of Marketing	50	MMGT 2110	3

* Students receiving CLEP credit for American Government and/or American History must meet the State of Georgia Legislative Requirements regarding Georgia History and Georgia Constitution. For American Government, students must pass SEMR 2500, Georgia State & Local Government and Constitution. For American History, students must pass a Georgia history examination.

High School Advanced Placement Examinations

The College Board Advanced Placement Program examinations are administered through high schools that participate in the program. Bainbridge State College will award Advanced Placement credit to any student who scores an appropriate score on the AP as listed in the table below. Bainbridge State College evaluates other AP Exam scores for the possible award of credit.

AP Exam	Bainbridge Recommended Course equivalencies (minimum required score)
Art History	ARAP 1100 (3+)
Studio Art – drawing	ARTD 1001 (3+)
Biology	BIOL 1107/ BIOL 1107L (3) BIOL 1107/ BIOL 1107L/ BIOL 1108 / BIOL 1108L (4+)
General Chemistry	CHEM 1211/CHEM 1211L (3) CHEM 1211/CHEM 1211L/ CHEM 1212/CHEM 1212L (4+)
Computer Science A	CSCI 1301 (3+)
Economics – macroeconomics	ECON 2105 (3+)
Economics – microeconomics	ECON 2106 (3+)
English Language & Composition	ENGL 1101 (3 – 4) ENGL 1101/ENGL 1102 (5)
English Literature & Composition	ENGL 1101 (3 – 4) ENGL 1101 & ENGL 1102 (5)
Environmental Science	BIOL 1050 & BIOL 1050L (3+)
French Language	FREN 1001 & FREN 1002 (3) FREN 1001, FREN 1002 & FREN 2001 (4) FREN 1001, FREN 1002, FREN 2001 & FREN 2002 (5)
French Literature	FREN 1001 & FREN 1002 (3) FREN 1001, FREN 1002 & FREN 2001 (4) FREN 1001, FREN 1002, FREN 2001 & FREN 2002 (5)
Human Geography	GEOG 1101 (3+)
US Government & Politics	POLS 1101 (3+)
US History	HIST 2111 (3) HIST 2111 & HIST 2112 (4+)
World History	HIST 1121 (3) HIST 1121 & HIST 1122 (4+)
Calculus AB	MATH 1113 (3) MATH 1113 & MATH 2261 (4+)
Calculus BC	MATH 2261 (3) MATH 2261 & MATH 2262 (4+)
Music theory	MUSC 1112 (3+)
Physics B	PHYS 1111K (3-4) PHYS 1111K & PHYS 1112 (5)
Physics C- mechanics	PHYS 1111K (3+)
Physics C – E&M	PHYS 1112K (4+)
Spanish Language	SPAN 1001 & SPAN 1002 (3) SPAN 1001, SPAN 1002 & SPAN 2001 (4) SPAN 1001, SPAN 1002, SPAN 2001 & SPAN 2002 (5)
Psychology	PSYC 1101 (3+)
Statistics	MATH 2001 (3+)

Directed Independent Study

A student may request a Directed Independent Study (DIS) only if each of the following requirements are met:

- the student is within 16 hours of graduating,
- the student will be graduating in the semester of the DIS,
- the student has a minimum of a 2.0 GPA,
- the class is not being offered that semester, or the class time(s) conflict with another required class,
- the student receives permission from the Dean, and
- the Dean can identify an appropriate instructor for the DIS.

Faculty are limited to teaching one DIS per semester. The DIS may have a maximum of two students.

Students and faculty agreeing to a DIS must sign a contract that must be approved by the Dean of the School. This contract will specify why the DIS must be taught and how the content will be controlled to ensure that the student receives appropriate instruction. The contract will specify the responsibilities of the student and include information pertaining to any required meetings. The course syllabus should be attached to the contract. The student, instructor, Dean, and Academic Affairs office will each receive a copy of the signed contract.

Early Alert/Always Alert

Early Alert identifies those students who are at risk of failing within the first quarter of the semester (within four weeks for fall and spring and within two weeks for summer) so that they have time to counteract unsatisfactory progress and are offered resources to help them succeed. Students who are reported by their instructors for an Early Alert or Always Alert will be contacted by the Office of Student Success and Retention Advisors to inform them of faculty concerns (or congratulations) and share with them how to access support services.

Honors Program

Consistent with its historical mission, Bainbridge State College maintains a commitment to excellence to the service area by offering outstanding programs that positively affect the region's citizens. To further this goal and to ensure academic excellence at the institution, BSC faculty members and administrators have worked together to create an Honors Program for outstanding students who might otherwise leave the area to attend other colleges and universities.

With regard to the specific mission of Bainbridge State College, the institution places primary emphasis on excellence in instruction, always striving to evolve student learning and to continue to provide a superior academic environment. To that end, the Honors Program offers highly motivated students the opportunity to work one-on-one with faculty in their area of expertise on projects of the student's choosing. The Honors Program also offers a rich cultural and personal-growth experience, including travel to important historical and cultural sites, book discussions, and other public events.

Eligibility:

- Minimum SAT score of 1000 and minimum high school GPA of 3.5 or minimum BSC GPA of 3.5 after one semester (or 12 hours) at Bainbridge State College

Requirements:

- Students complete at least 15 credit hours (5 classes) of honors courses.
- To remain eligible, students must maintain at least a 3.25 grade point average at BSC and fulfill the requirements of the program.

Students who complete the requirements of the Honors Program will receive an honors designation on their permanent transcript. For more information, students should meet with the Honors Director.

Foundations for Success—FYE 1102

In the first semester of enrollment, new part-time and full-time students are required to complete the FYE 1102 Foundations for Success course. Students who do not pass FYE 1102 must retake it during their next semester(s) of enrollment.

Transient students, transfer students (those students with 12 or more transfer hours), Move on When Ready students, special students (students with a bachelor's degree), certificate students, and students auditing their courses are not required to enroll in FYE 1102. Any other exceptions must be documented by the Vice President for Academic and Student Affairs. In addition, students not required to enroll in FYE 1102 may elect to enroll in the class.

Students may take an online section of FYE 1102 only if they have exited or exempted ENGL 0999.

Grading System

The grading system used at Bainbridge State College is as follows:

Letter Grade	Nature of Work	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
FX	Failing due to Academic Dishonesty	0.0
W	Withdrawn (no academic penalty)	not computed
WF	Withdrawn Failing	0.0
I	Incomplete	not computed
V	Audited	not computed
IP*	In Progress (Learning Support courses)	not computed
K	Credit by Examination	not computed
S*	Satisfactory	not computed
U*	Unsatisfactory	not computed

*The grades "S," "U" and "IP" earn institutional credit that in no way affects the cumulative grade point average. Learning Support Course grades are denoted by an * (ex. A*, B*, C*).*

Failure Due to Academic Dishonesty

Bainbridge State College is an institution committed to academic integrity, honesty, ethical behavior, and responsibility, regardless of circumstances. We believe in building a community of trust and fairness, where students are rewarded for their efforts and talents. A commitment to academic integrity is primary in the fostering of such an environment.

All cases of academic dishonesty are handled according to the procedures outlined in the Student Handbook under "Academic Integrity - Policies and Procedures."   See that section for the full explanation of the following policies.

Bainbridge State College defines academic dishonesty in the following way:

1. Receiving or providing unauthorized assistance for an academic course.

2. Procuring or providing unauthorized material for an academic course.

3. Reusing one's own work produced for another course.

4. Plagiarizing.

Any instance of academic dishonesty will result in failure of the assignment and, depending upon the importance of the assignment and the egregiousness of the instance, may result in failure of the course and the assignment of an "FX" (failure due to academic dishonesty) to the student's record. The instructor will determine the nature of the infraction; however, the student has the right to appeal any infraction affecting his/her standing in the course through the appeals process, described in the Student Handbook.

• **Unintentional Academic Dishonesty:** In a case of *unintentional* dishonesty—stemming from the student's lack of knowledge or misunderstanding of correct policies or procedures—a zero will be given for the assignment; however, the instructor may allow for the resubmission of the corrected assignment.

• **Intentional Academic Dishonesty:** Submitted work involving *intentional* academic dishonesty will receive a zero and cannot, under any circumstance, be resubmitted or replaced. An FX may result if the instructor determines the instance to be particularly egregious or detrimental to the student's academic standing in the course.

• **Two-Strike Clause:** After having been notified of a first infraction, if the student cheats a second time, he or she will receive an FX for the course.

• **Retroactive FX:** If a student is found to have engaged in academic dishonesty after a final grade has already been assigned, the institution retains the right to retroactively apply a grade of FX to the student's record.

• **Removal from Class for Academic Dishonesty:** The instructor has the right to order the temporary removal or exclusion from the classroom of any student engaged in academic dishonesty.

Grade Changes

It is the student's responsibility to review his or her grades through the Bainbridge State College Student Information System at the end of each term of enrollment. Any question regarding a recorded grade should be directed to the instructor **no later than the second week of the semester following receipt of the grade.** If the student is unable to contact the instructor, the appropriate Dean should be contacted for assistance.

A grade that has been assigned to a student by an instructor may be changed upon written statement by the instructor that the grade was a factual error. These grade change requests must be completed no later than the last day of class of the third consecutive term following the term in which the grade was awarded. Grades included in this provision are "A", "B", "C", "D", "F", "FN","IP" ,"S", and "U".

A grade of "I" (incomplete) may be changed by the instructor upon the student's completion of course work as described in the Petition for "I" (Incomplete) Grade on file with the instructor, appropriate Dean, and Registrar. An "I" grade not satisfactorily removed by the end of the following semester will automatically be changed to an "F". The time allowed for completing work may be extended beyond the one-semester deadline but cannot exceed a total of three consecutive calendar semesters. Students will not be permitted to re-register for the course in order to remove an incomplete.

Any grade change request that involves an addition of a course, a deletion of a course, or a course withdrawal must be approved by the instructor, appropriate Dean, Vice President for Academic and Student Affairs, Registrar, Bursar, and Director of Financial Aid. These requests must be completed by no later than the midpoint of the term following the term in which the course was attempted.

The student is responsible for any payment of fees or repayment of funds that may be required by Bainbridge State College, the Department of Education, or a lending agency/guarantor due to a change in course grade.

Grade Reports

Student grades are posted in BANNER at the close of each semester. Students may request that grades be mailed by completing the request form located in the Office of the Registrar. The College issues no midterm grades from the

Office of the Registrar. However, every instructor must inform each student of his/her academic progress at midterm.

Grade Point Average (GPA) Computation

To determine both the semester and the cumulative grade point averages, students should use the following formula: the number of hours attempted in courses in which a grade of A, B, C, D, F, or WF was earned divided into the total number of grade points earned on those hours. For example, a typical computation of semester grade point average is figured in this way:

Course	Grade	Points x hours		= grade points
ENGL 1101	B	3	× 3	= 9
MATH 1111	C	2	× 3	= 6
WELL 2000	A	4	× 2	= 8
		8 hours		23 grade points

Grade Point Average = 23 (grade points)/8(hours) = 2.87

Cumulative grade point averages are computed with the same formula using all credit courses ever attempted. Both semester and cumulative grade point averages appear on the student's semester grade report. The Office of the Registrar can provide individual help in calculating both semester and cumulative grade point averages.

Incompletes

An "I" grade is available only to students who do not complete a course due to illness, injury, or other non-academic emergency, and who can complete the work outside the classroom. Only those students who were doing satisfactory work at the time of the emergency can receive the "I" grade. Students must satisfactorily remove an "I" during the following semester or the "I" will be converted to an "F" grade. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline but not to exceed a total of three consecutive calendar semesters. Students WILL NOT BE PERMITTED TO RE-REGISTER for the course in order to complete the required work. For information about requesting an incomplete, see the instructor or the appropriate Dean.

Repeating Courses

Students may repeat courses; however, the record of all courses attempted will remain on the transcript. Also, some colleges in the University System of Georgia, as well as some out-of-state colleges, include grades for all courses attempted when computing an acceptable grade point average for admittance as a transfer student. Bainbridge State College computes academic standing based on the highest grade of repeated courses.

Laboratory Courses

Any laboratory class involves some risk. Bainbridge State College exercises extreme care in its laboratory programs to protect the safety and health of laboratory students. Safety procedures include the refusal to allow the use of College facilities without appropriate supervision, the hiring of qualified instructors, the inspection of equipment and work areas on a regular basis, the acquisition of the safest material consistent with available resources, the supervision of class activities, and the individualization of programs of activity consistent with each student's current health or physical condition. By participating in supervised laboratory classes, students specifically waive Bainbridge State College of liability for injuries.

Learning Support

Learning Support is a generic term for courses designed to prepare students for, or to assist students with, collegiate work. Learning Support is intended to serve students who need additional support in mathematics or English (reading/writing). Students enrolling in Learning Support courses are those who do not meet criteria to exempt

Learning Support placement or those who elect to enroll in Learning Support courses in order to prepare for core curriculum courses.

Registration: During each semester of enrollment, a student with Learning Support requirements must first register for all required Learning Support courses before being allowed to register for college-level classes, including classes used to satisfy RHSC deficiencies. This policy applies to full-time and part-time students. Exceptions (only as allowed by the Board of Regents) must be documented with written approval from the Vice President for Academic and Student Affairs.

Two exceptions are possible:

- If a student places in both math and English Learning Support and is enrolled in at least one Learning Support course, FYE 1102 or a physical education course may be taken that semester instead of the required Learning Support course in the other area.

- In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the prerequisite requirements, subject to the written approval of the Vice President for Academic and Student Affairs.

Courses with Learning Support Prerequisites or Corequisites

Students who are required to enroll in Learning Support courses are not permitted to enroll in credit courses that require the content or the skills of the prerequisite courses, as shown in the Courses (p. 217) listing in the Catalog. The following core curriculum areas require students to complete or exempt certain Learning Support requirements.

- Students required to enroll in ENGL 0989 may not take online classes numbered 1000 and above.

- Completion or exemption from ENGL 0989 is a prerequisite for Social, Natural, and Physical Science courses.

- Completion or exemption from ENGL 0989 or placement into corequisite English is required for placement into college-level English courses.

- Completion or exemption from MATH 0987 or MATH 0989 or placement into corequisite mathematics is required for placement into college level mathematics courses.

- Completion or exemption from MATH 0987 or MATH 0989 is a prerequisite for physics and chemistry courses.

- Any courses with prerequisite of any other college-level course would require exit or exemption from related Learning Support requirements.

Evaluation for Learning Support Placement

Beginning Spring 2017, A Mathematics Placement Index (MPI) and an English Placement Index (EPI) will be calculated based on High School Grade Point Average (HSGPA), SAT or ACT, if available, and the ACCUPLACER placement test.

Indices will comprise the following:

1. HSGPA and SAT/ACT - when both are available

2. HSGPA and Accuplacer - when SAT/ACT are not available

3. Accuplacer - when neither HSGPA nor SAT/ACT is available

EPIs and MPIs will be calculated as listed below, in priority order for calculation. That is, if available, SAT or ACT and High School Grade Point Averages (HSGPA) must be used in the calculations.

For the purposes of calculating placement indices, scores should be no older than the maximums listed below.

Measure or Score	Recommended Maximum "Age"
SAT/ACT	7 years from date of administration
HSGPA	5 years from date of graduation
Accuplacer	1 year from date of administration

Students with EPIs and MPIs equal to or greater than the minimum collegiate placement index scores listed below will be placed directly into the appropriate gateway college course(s). Note that because a higher level of preparation is required for success in Math 1111, a higher MPI will be required for direct placement into that course.

Minimum Collegiate Placement Index Scores		
English	**Mathematics**	
ENGL 1101	MATH 1001	MATH 1111
4230	1165	1265

Students with placement indices less than the minimum collegiate placement index will be placed into co-requisite or Foundations-level Learning Support.

Students who score below the floor scores in both English and mathematics will be denied admission to the AA, AS, and BS degree programs unless they have offsetting scores (see below).

The floor scores for the two indices are as follows:

Floor Scores	
EPI	**MPI**
3032	928

If the EPI is **less than** 3032 **AND** the MPI is **less than** 928, then student cannot be admitted to an **AA, AS, or BS degree**, unless they have an offsetting score as explained below.

Students who score below the floor index score in only one area may be admitted into the AA, AS, or BS degree if their scores in the other area are equal to or greater than the offsetting index score listed below.

Minimum Offsetting Placement Index	
EPI	**MPI**
3905	1028

- If the EPI is less than 3032, then the MPI must be greater than or equal to 1028.
- If the MPI is less than 928, than the EPI must be greater than or equal to 3905.

English Placement Index (EPI):

EPI Score	Placement
4230 & above	ENGL 1101
3860 – 4229	ENGL 1101 paired with ENGL 0999
3859 & below	ENGL 0989 Foundations of English

Math (NON-STEM) Placement Index (MPI):

EPI Score	Placement
1165 & above	MATH 1001
988 – 1164	MATH 1001 paired with MATH 0997
987 & below	MATH 0987

Math (STEM) Placement Index (MPI):

EPI Score	Placement
1265 & above	MATH 1111
1033 – 1264	MATH 1111 paired with MATH 0999
1032 & below	MATH 0989

Changing Math Pathways

Changing from the Algebra-Calculus Pathway to the Non-Algebra Pathway

Students who have successfully completed the Foundations-level course for the Algebra-Calculus Pathway and switch to the Non-Algebra pathway will not require additional remediation. They can enroll for the gateway non-algebra mathematics course with corequisite remediation.

Changing from the Non-Algebra Pathway to the Algebra-Calculus Pathway

Students who have successfully completed the Foundations level course for the Non-Algebra Pathway and switch to the Algebra-Calculus pathway can enroll in MATH 1111 with mandatory corequisite support if both of following conditions are met:

• The student passes the BSC pretest for College Algebra.

• The student has made a grade of A or B in the Non-Algebra Foundations course

Students not meeting both of the above conditions will be required to take the Foundations course leading to College Algebra before being allowed to enroll in College Algebra with corequisite support.

Grades for Learning Support in Corequisite Courses

Students will exit Learning Support upon successful completion (a grade of C or higher for ENGL 1101, MATH 1111, and MATH 1001; a grade of D or higher for TECH 1140) of the gateway college course. Students remain in Learning Support until they have successfully completed the gateway course(s). Therefore, Learning Support students must register for the both the gateway and corequisite courses every semester until they successfully complete the collegiate course.

• Students' grades in the corequisite courses need not be the same as their grades in the gateway courses.

• Students who pass the corequisite courses but do not successfully complete the gateway college courses must repeat both the corequisite course and the gateway course.

• There is no limit on the number of attempts that students may have in corequisite Learning Support courses.

• Students who pass the gateway collegiate courses exit Learning Support even if they do not pass the corequisite support course.

	Pass corequisite	Fail corequisite
Pass collegiate	Exit Learning Support	Exit Learning Support but receive failing grade for coreq course
Fail collegiate	Remain in LS; repeat coreq and collegiate course	Remain in LS; repeat coreq and collegiate course

Learning Support Attempts and Exit

An attempt is defined as an institutional credit course in which a student receives any grade or symbol except "W."

- If an AA, AS, or BS student does not complete requirements for Foundations-level English or mathematics in two attempts, he or she will be suspended for a calendar year. Suspended students may be considered for readmission before the end of one year if they can provide evidence that they have taken measures to improve their skills.

- There are no limits on attempts in corequisite Learning Support courses.

- Students have two attempts to pass Vocational Math (TECH 0085). A grade of IP counts as one attempt; however, a grade of WF or U counts as two attempts. Students who do not pass TECH 0085 within two attempts will be suspended from BSC for one semester without appeal.

- AA, AS, or BS students who have been suspended from the institution without completing Learning Support requirements may enroll in an AAS program at BSC or complete their Learning Support requirements and additional collegiate-level work at SACSCOC-accredited TCSG institutions during the year of suspension.

- Students will exit Learning Support by successfully passing the corresponding Area A collegiate-level course: a grade of C or higher for ENGL 1101, MATH 1111, and MATH 1001; a grade of D or higher for TECH 1140.

Learning Support Rules for Returning Students

Students who leave BSC or any USG school for any reason may be re-admitted without Learning Support requirements if they meet one of the following conditions:

- Students have completed all Learning Support requirements at a SACSCOC TCSG institution and completion of Learning Support requirements is documented on their TCSG transcript. Students have earned transferable credit with a grade of "C" or higher at a regionally-accredited non-USG institution for ENGL 1101 or 1102 (for completion of the Learning Support English requirement) or an Area A mathematics course (for completion of the Learning Support Mathematics requirement).

- Students have completed Learning Support at another USG institution, and completion of Learning Support requirements is documented on their transfer transcript

Students who leave BSC or any USG school and return without having satisfied their Learning Support requirements in the interim may be readmitted to the college under the following conditions:

- Students who have been suspended from BSC for a calendar year for failure to complete Foundations-level Learning Support within two attempts have two options on their return.

  - Students may return to placement in Foundations-level Learning Support and have two more attempts.

  - Students may take the ACCUPLACER test and accept Learning Support placement according to a placement index calculated on the basis of the ACCUPLACER alone. If placed in Foundations-level Learning Support, they will have two more attempts to complete this level.

- Students in Learning Support who voluntarily leave BSC or any USG institution for periods of less than one calendar year will return to the level of Learning Support (Foundations-level or corequisite) they were in immediately prior to their absence.

  - Time spent in Learning Support course work in a disciplinary area is cumulative within the USG. Students who return to an institution less than one calendar year after one attempt in Foundations-level Learning Support will return on their second attempt in Foundations-level Learning Support.

- Students who had completed requirements for Foundations-level Learning Support and had been recommended for corequisite Learning Support may reenter at the corequisite support level.

- Students in Learning Support who voluntarily leave BSC or any USG institution for periods of one calendar year or more must be retested with the ACCUPLACER in any previously unsatisfied Learning Support area.

  - Such students may be readmitted without a Learning Support requirement if they meet the institutional criteria for exemption.

  - Students who do not score high enough on the ACCUPLACER test to exempt Learning Support may be placed in either Foundations-level or corequisite Learning Support, depending on institutional placement policies.

  - Students placed in Foundations-level Learning support may be readmitted and allowed up to two additional attempts in Foundations-level Learning Support in both English and mathematics, as applicable, if individual evaluation indicates that the student has a reasonable chance of success on readmission. Students readmitted under this provision are subject to the 30-hour limit on college-level coursework and may not take credit work if they had earned 30 or more credit hours during their previous period(s) of enrollment and have not completed Learning Support requirements in the interim.

Completion of transferable Area A courses in English or mathematics from any institution will eliminate further Learning Support requirements in that area upon transfer back to a USG institution.

Withdrawing from Learning Support Courses

Students enrolled in gateway collegiate courses with co-requisite support may not withdraw from either course without withdrawing from both. Students who withdraw from the corequisite and gateway courses will not, however, be required to withdraw from other collegiate courses not directly related to the Learning Support requirement.

30-Hour Rule: Students who have accumulated a maximum of 30 semester hours of college-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college-level credit. After earning the additional hours, such students may enroll in Learning Support courses only.

Documented Learning Disabilities: Students with documented learning disorders as defined in the USG Academic Affairs Handbook, Section 3.11.1 who are required to enroll in LS must fulfill all stated requirements, including the COMPASS exit (or its alternative through Adult Education) and course requirements. Students will be provided with appropriate test and/or course accommodations as described in USG Section 3.11.5, Learning Support Considerations. Appropriate course and testing accommodations will be made for students with sensory, mobility, or systemic disorders. Such students may be granted up to two additional semesters of Foundations-Level Learning Support courses.

Minority Advising Program (MAP)

The Minority Advising Program (MAP) was established in 1983 to address the specific problems faced by minority students within the University System of Georgia that affect their recruitment and retention. MAP, while open to all students, is an achievement-based program designed to facilitate the transition to college for minority students. The primary initiative of MAP is to foster a more nurturing and inviting environment on campus, thereby promoting success and improving the retention of minority students. MAP provides a range of programs, such as academic counseling/referrals, seminars, speakers, mentoring, and other student support services. Most importantly, the Minority Advising Program provides students with the necessary skills and the access to resources on campus that will assist them in their academic pursuits.

Online Courses

Online Technology: Bainbridge State College is wired for computing technology. Every office is equipped with computer resources with Internet and email connections. Numerous computer classrooms, most of which are

networked and connected to the Internet, enhance instruction, support individual student research, and allow for personal enrichment. A staff of five to six people assists with these computing resources and supports the College's computer-driven processes. Other equipment/services include webpages, servers, scanners, and computer-based tutorials.

Bainbridge State College offers many online and partially online courses through our web-based course system, GeorgiaVIEW. Similarly, the University System of Georgia makes available some courses through the GeorgiaOnMyLine initiative. Fully online classes are labeled "WEB," and courses that split instructional time between face-to-face instruction in the classroom and instruction via the Internet are labeled "hybrid" courses in the class schedule available on the College website. Contact the Admissions Office for details.

Physical Education Requirements

Safety and First Aid (PHED 1020) OR Wellness (WELL 2000) is required of students in most programs of study. Students seeking a transfer degree to a baccalaureate program must also complete one credit hour of an activity course to be selected from a wide variety of offerings. Students in applied science degree programs, career diploma programs, and technical certificate programs are exempt from the physical education activity course requirement.

Physical education grades are computed in the same manner as all other grades in determining grade point averages for honors, graduation, and related purposes. The grading system for physical education is the same as for all other courses at Bainbridge State College.

Regardless of age, students in Associate of Arts programs of study will complete the required physical education activity course unless specifically exempted. Students with special problems, physical limitations, or disabilities should consult with a member of the physical education faculty for assistance in selecting an appropriate activity course or seeking an exemption.

Any physical activity involves some risk. Bainbridge State College exercises extreme care in its physical education program to protect the safety and health of physical education students. Safety procedures include the hiring of qualified instructors, the inspection of equipment and work areas on a regular basis, the acquisition of the safest material consistent with available resources, the supervision of class activities, the refusal to allow the use of College facilities without appropriate supervision, and the individualization of programs of activity consistent with each student's current health or physical condition. By participating in supervised physical education classes, students specifically waive Bainbridge State College of liability for injuries.

All students are required to dress appropriately for all physical education classes as determined by the nature of the activity. At the beginning of each course, instructors will inform students about the appropriate dress for that particular course.

Schedule Adjustments

Students may adjust their schedules at any time prior to the start of the semester through the normal registration process. For assistance with schedule adjustments prior to the start of the semester, students should meet with their academic advisor.

Drop/Add: After the start of the semester, students may add courses for the first 2 days of that semester and drop courses without penalty or payment for the first 5 days of that semester.

Financial aid awards are based on enrolled hours as of the end of the Drop period and will not be increased due to courses added after that date. Dropping a course after financial aid has been awarded may result in a requirement to return funds awarded for that class. For information and assistance with the Drop/Add process, students should meet with their assigned academic advisor. Students who receive financial aid should meet with their financial aid counselor prior to making schedule adjustments. **The deadline to drop or add classes through this process is the close of business on the end date of add or drop periods as published in the College Academic Calendar.**

Withdrawals: Once the Drop/Add period has ended, a student may withdraw from a course by the designated midterm date published in the College Academic Calendar. Students who officially withdraw by the midterm date will receive a "W" grade for the term. *However, any student who wishes to withdraw from 50% or more of his or her classes before midterm must meet with an academic advisor in the Office of Student Success and Retention before the withdrawal form can be processed.*

The "W" grade is not computed in the student's grade point average but may affect a student's eligibility for financial aid. To officially withdraw from a course, students must file the appropriate paperwork with the Registrar. **The deadline to drop/withdraw from classes with a course grade of "W" is the midpoint of the semester as published in the College Academic Calendar.**

Late Withdrawals: Students who withdraw from a course or courses after the published midpoint of the semester will receive a grade of "WF". A "WF" will be computed as a 0.0 in the student's grade point average (GPA), just as if the student had received an "F". The deadline to late withdraw from classes with a course grade of "WF" is the last day of classes for the semester as published in the College Academic Calendar.

Hardship Withdrawals: Students who wish to withdraw after midterm for reasons of **non-academic hardship** may petition the Vice President for Academic and Student Affairs to receive a grade of "W". A non-academic hardship is an event (such as illness, injury, death, or employer-initiated job change) that prevents the student from completing his or her course(s). This event must occur during the semester of the request and at or after the published deadline to withdraw for the semester. Students should be prepared to provide documentation of the hardship.

It is especially important for students to communicate with their instructors if they are experiencing difficulties. The final decision for issuing a "W" or "WF" is at the discretion of the instructor and may be based on the student's performance up to the time of the hardship.

To file for a hardship withdrawal, a student should contact the Registrar. Hardship withdrawal forms can also be picked up in the Office of Academic and Student Affairs.

The deadline to seek a "W" through this process is the midpoint of the semester (as published in the College Academic Calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

Faculty-Initiated Withdrawals: Students who exceed the number of absences stated on a class syllabus may be withdrawn from the class by the instructor. The Office of Financial Aid will calculate what amount, if any, the student must repay because of his or her failure to attend class based on Return to Title IV (r2t4).

Withdrawal from all Courses

Students who stop attending all classes for the semester must seek a withdrawal for each course in order to avoid academic penalty. There are two types of withdrawal from all courses.

Student-initiated: The student must complete the "Withdrawal from School" form, which is available in the Admissions Office. The student's instructors must sign the withdrawal form. Withdrawal forms are declared void if not filed within five days. A student who withdraws from school prior to the midpoint of the semester will receive course grades of "W". A student who withdraws from school after midterm will receive a grade of "WF" in each course. Students who wish to withdraw after the published midpoint of the semester for non-academic reasons may request permission from the Vice President for Academic and Student Affairs to receive a grade of "W" (see Hardship Withdrawals).

The deadline to withdraw from classes with a course grade of "W" is the midpoint of the semester (as published in the College calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

Administrator-initiated: The Vice President for Academic and Student Affairs, the Vice President of Business and Operations Affairs, the Registrar, the Dean of Student Services, or the College Counselor may withdraw a student from school under limited circumstances associated with health, disciplinary action, or payment situations. For more information, visit the Vice President for Student Affairs' Office.

The College may withdraw a student for one or more reasons: 1) non-payment of fees or non-completion of the student's financial aid file, 2) advisor error, 3) medical emergencies, 4) discipline, or 5) failure to attend school. The President of the College or a member of the President's senior staff may withdraw students for any of the above stated reasons and may withdraw the students from some or all courses and assign a "W" or "WF" grade as appropriate based on individual circumstances. Depending on the circumstances, the student may be required to provide documentation.

Students withdrawing from classes after the Drop/Add period are not eligible for refunds unless they are withdrawing from all courses. Students who withdraw (or are withdrawn) from all courses may be required to repay financial aid funds received for their courses. Bainbridge State College follows the Board of Regents' policy governing refunds for all institutions within the University System of Georgia. This policy (policy 7.3.5 Refunds) is located at the following web address:
http://www.usg.edu/policymanual/section7/policy/7.3_tuition_and_fees/.

Units of Credit

The unit of credit is the semester hour. A semester hour represents fifty minutes of class time per week for one 15-week semester or its equivalent. Two to three hours of laboratory work may be considered to be the equivalent of one semester hour of credit. Students are also expected to complete two to three hours of study outside of class for each semester credit hour assigned to the course.

STUDENT AFFAIRS

The College offers a variety of student services to strengthen the educational experience and to provide opportunities for students' personal growth. For detailed information, visit the Office of Student Affairs in the Student Services Building, or consult the Bainbridge State College Student Handbook.

Office of Student Success and Retention

The Office of Student Success and Retention of Bainbridge State College is open to all students of the College. Free services available through the Center (either on an ongoing basis or at announced intervals) include the following:

- Academic advising to all new BSC students
- Tutoring (call 229-243-6930 to schedule an appointment)
- Disability Support Services
- Student-led study groups
- Study skills seminars, learning inventories, goal-setting, self-paced Instructional programs, and academic counseling
- Job placement

Job Placement

The Job Placement Office in the Office of Student Success and Retention offers the following resources:

- Assists students with the complete job search process, including job search tips, job application and interview tips, resume preparation, and job referrals;
- Maintains a list of current jobs received from employers; and
- Pre-screens potential job applicants for referral.

Other resources available to students include videos, books, interactive videodisks, and individual assistance from the Job Placement Office.

For assistance please contact Mary Guibor at mary.guibor@bainbridge.edu and by phone at 229-243-3023.

Testing

The BSC testing center is responsible for administering tests to entering students for the purpose of admissions and placement. The testing center schedules and administers the Accuplacer, CLEP, Challenge Exam, the TEAS for Nursing majors, Pearson VUE (GED), Strong Interest Inventory, Proctored Exams, and Pest Control Exam. For detailed information about each of these tests, see the BSC website or contact our office.

The Testing Center is located in Student Services, Room 303. You may contact by telephone at 229-243-3026 or online at http://www.bainbridge.edu/testing-services/

STUDENT LIFE

The mission of Student Life is to support academics, foster retention, and contribute to a positive learning environment for all students.

Student Life will assist students in embracing the ideals of life-long learning, academic excellence, ethical leadership, and responsible global citizenship.

Student Life will meet its mission by implementing quality activities and services that foster academic engagement, personal growth, character development, and health and wellness.

Student Life includes the Student Wellness Center, the Campus Activity Board, the Student Government Association, Student Clubs and Organizations, and Intramural Sports.

Students can become friends on Facebook at "Bainbridge State Student-Life."

Bainbridge State College Student Ambassadors

This group of student volunteers works with the Office of Student Affairs, and on a request basis, with other areas of the College, to assist with the recruitment, orientation, and retention of students. Through a variety of activities, both on and off campus, Bainbridge State College Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students at Bainbridge State College.

Campus Activity Board (CAB)/Student Activities

The Campus Activity Board is a student-run programming board that works with the Office of Student Life to provide engaging events for the student body. These events include music, movies, guest speakers, and special events. Please contact CAB at cab@bainbridge.edu if you are interested in starting an event or if you just want more information about upcoming events. Become friends on Facebook at "BSC Student-Life."

CAB at Bainbridge State College provides students with a variety of out-of-class opportunities that complement the student's total educational experience. These opportunities are provided to meet the recreational, social, moral, cultural, educational, and entertainment interests of students.

Activities include, but are not limited to, the following: intramural and extramural athletics, game room tournaments, bowling events, special trips, student contests, live performances, lectures, art exhibits, and service projects. Some activities require students to pay a portion of the cost.

All currently enrolled Bainbridge State College students are eligible to participate in Student Life programs with their Bainbridge State College Student ID.

Students can locate a list of clubs and honors societies on the college website under the STUDENTS tab.

Student Government Association (SGA)

The purpose of the Bainbridge State College Student Government Association is to work for the best interests of students. The SGA cooperates with and advises the administration and faculty in all matters of common interest to the College. The Association also upholds students' rights and provides a means of communication between the students and all areas of the College. The Director of Student Life advises the SGA. Details concerning qualifying and campaigning for an elected SGA office are specified in the SGA Constitution in the Student Handbook.

Student ID Card

Bainbridge State College students are **required** to have their student IDs in their possession while on campus. When asked by a school official to show their ID, students must comply or risk being asked to leave campus. There is a $10 replacement fee charged to replace any lost, stolen, or destroyed student ID.

The student ID serves as a debit card if the student chooses to have his or her financial aid refund posted on the card. The student ID is also necessary to gain admittance to all student activity events and to the Student Wellness Center as well as to cash a personal check on campus ($15 limit) or to check out a book from the Library. In addition, many local merchants will provide student discounts when the student ID is presented. (Please check with the Office of Student Life for a full list of participating merchants.)

Student Policies and Regulations

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  - School officials with legitimate educational interest;

  - Other schools to which a student is transferring;

  - Specified officials for audit or evaluation purposes;

  - Appropriate parties in connection with financial aid to a student;

  - Organizations conducting certain studies for or on behalf of the school;

  - Accrediting organizations;

  - To comply with a judicial order or lawfully issued subpoena;

  - Appropriate officials in cases of health and safety emergencies; and

  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FERPA does allow for release of directory information unless the student requests directory information not be released. Directory information includes the student's name, address, phone numbers, and dates of attendance. Bainbridge State College includes a question on its Application for Admission form where the student must indicate his/her wishes regarding the release of directory information. If a student wishes to change his/her status regarding the release of directory information, the student must write a letter to the Registrar with the request. Such requests to change directory information release will be honored within 15 working days of receipt of the request. Students desiring to inspect education records or to request amendment of records must submit a letter to the Registrar stating clearly the request. Bainbridge State College will respond to the student and allow the student access to the records or will make a decision regarding requested amendment to records within 45 days of each request.

Bainbridge State College releases student information to faculty and staff when that information is necessary to enable the satisfactory completion of their job responsibilities such as academic advising, student activity reporting, state reporting, and federal reporting. Bainbridge State College also releases student information to the Georgia Board of Regents and federal entities that require student data reporting. Applicants or students who have questions concerning the Family Educational and Privacy Act should contact the Registrar.

Policy Regarding Alcohol on Campus

Bainbridge State College supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on campus. Educational programs sponsored by or through the Office of Student Affairs and the Physical Education faculty seek to enhance the awareness of alcohol and to curb its abuse. These programs are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.

- The sale, use, and distribution of alcohol are prohibited on campus or at any event sponsored or supervised by any college-recognized club.
- No student or participant shall be in an intoxicated condition manifested by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, or unbecoming language.
- Individuals and student organizations violating this policy will be subject to disciplinary action as outlined in the Student Handbook.

Policy on the Use of Illegal Drugs

The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. Any student convicted of a felony drug charge that occurs on or off campus must be suspended from school as outlined in the Drug Free Schools and Campuses Act distributed to all students.

Student Code of Conduct Statement

Bainbridge State College, in fulfilling its purpose and mission, must have the cooperation of each student. The students at Bainbridge State College must be responsible citizens. As responsible citizens, they must abide by all local, state and federal laws. In addition, Bainbridge State College students must abide by the College policies and regulations, which have been placed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Conduct Code may have disciplinary measures brought against him/her.

Because of the faith in the educational process found at Bainbridge State College, discipline measures are not seen as forms of punishment. Instead, they are seen as part of the educational process used to assist students in the development of personal, social, and civic responsibilities. The listing of violations found in the Student Code of Conduct should not be considered to be all-inclusive, and its items are subject to change by the University System of Georgia Board of Regents or by Bainbridge State College. For further information concerning the details of the Student Code of Conduct, refer to the Student Handbook.

Student Grievance Procedures

Bainbridge State College students should attempt to resolve all problems, whenever possible, before filing a grievance. Open communication between students, faculty, administrators, and staff is encouraged to resolve conflict so that a formal grievance procedure will not be necessary. If that is not possible, a formal written grievance statement should be filed with the Vice President for Academic and Student Affairs, the Associate Dean of Student Affairs, or the Vice President of Business and Operations Affairs. Students may also file a complaint online at http://www.bainbridge.edu/student-appeals-and-complaints/.

Grievances include, but are not limited to, complaints regarding discrimination based on race, color, sex, religion, creed, national origin, veteran status, age, or disability. For detailed procedures contact one of the administrators listed above.

Sexual Harassment Policy

Sexual harassment of employees or students at Bainbridge State College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission of such conduct is made explicitly or implicitly as a term or condition of an individual's employment or academic standing; or

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

For purposes of this policy, sexual harassment is defined as follows:

1. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.

2. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.

3. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms or conditions of employment or academic standing.

Any individual wishing to discuss a complaint related to this policy should contact the Vice President for Academic and Student Affairs. All complaints will be dealt with promptly and confidentially. If needed, a hearing committee will be established and the normal grievance procedures will apply.

Georgia House Bill 280 "Campus Carry"

Bainbridge State College abides by the governing rules of House Bill 280. See Bainbridge State College's Public Safety website for more information.

STUDENT SUCCESS AND RETENTION

Advising Mission Statement:

The Office of Student Success and Retention offers the resources and guidance necessary to help Bainbridge State College students achieve their academic and personal goals. Faculty and professional academic advisors provide students with pertinent knowledge and skills to facilitate informed, completion-focused educational planning. Bainbridge State College academic advisors are continuously trained in advising methodology and curriculum through various forms of professional development. In addition, students are extended many opportunities to engage others at the institution and within the community in order to develop a holistically improved self. Our academic advisors support students with their academic and developmental goals as they seek the best possible education at Bainbridge State College.

Core Values

Fostering students' academic experience and holistic development

- Supporting student academic success
- Encouraging students to make informed and appropriate academic choices
- Identifying student risk factors and addressing them through appropriate mentoring
- Providing career counseling and job placement services
- · Promoting self-awareness, self-respect, and self-reflection in the pursuit of heightened academic engagement

Upholding advising as a profession

- Fostering respect for academic and faculty advisors and the profession
- Demonstrating professionalism to students and colleagues
- Viewing advising as a career choice
- Expecting continuous improvement and accountability through professional development and performance review
- Promoting collaboration and outreach with all campus groups
- Maintaining the academic integrity of the College

Delivering effective advising

- Ensuring honesty and accuracy
- Delivering consistent and timely advice
- Establishing trust and reliability through relationship building
- Identifying student needs and addressing them realistically
- Respecting, caring for, and supporting students as they progress
- Appreciating the diversity and uniqueness of our students

FINANCIAL AID

The Bainbridge State College (BSC) Office of Financial Aid (OFA) assists students in locating and obtaining monetary aid in the form of student grants, scholarships, and loans to help pay for their college expenses.

Determination of Financial Aid

Determination of Award Amounts: Award amounts are directly affected by a student's selected program of study. Award amounts are also based on the number of semester hours taken in a student's primary program of study as follows:

- Full-time: Must maintain a minimum of 12 or more semester hours of credit required in the student's primary program of study.

- Three-quarter-time: Must maintain a minimum of 9-11 semester hours of credit required in the student's primary program of study.

- Half-time: Must maintain a minimum of 6-8 semester hours of credit required in the student's primary program of study.

Student's Program of Study: The policy of the Bainbridge College Financial Aid department is to award financial aid based on a student's primary major. Therefore, students are advised to take courses pertaining only to their primary program of study. Students who take courses outside their primary program of study risk not receiving funds for those courses and also jeopardize depleting the number of hours paid in their total program of study.

However, in certain situations, a student will be allowed dual majors. When a student has completed at least 50% of his or her primary major, the student's overall GPA is 2.5, and the student is progressing within a related field, dual majors will be allowed. The following is a list of dual major combinations. In other words, a student will be allowed dual majors in only the following combinations:

- Practical Nursing (PN) and Associate of Science in Nursing (ADN)

- Associate of Science in Nursing (ADN) and Associate of Arts Transfer to BSN

- Nurse Aid (NA) and Practical Nursing (PN)

- Industrial Maintenance and Electronics Technology (Diplomas or Associate of Applied Science Degrees)

- Any Associate of Applied Science Degree and the corresponding diploma

- The Associate of Applied Science and the Associate of Arts

Financial Aid Award Letter

A student awarded any financial aid will be emailed an award letter from Bainbridge State College informing him or her of the fund type(s) and amount(s) that he or she has been awarded. These letters are typically emailed to the student two to three weeks before classes begin for that semester. This award information will also be posted to the student's BANNER Web account as soon as his or her application is processed.

A student's financial aid is initially awarded for the academic year (fall and spring semesters). If available, additional aid is awarded for the summer semester. Awards will be based on full-time enrollment; however, it is possible for a student to be eligible for financial aid when his or her enrollment is less than full-time. Students must meet Standard Academic Progress (SAP) to be eligible for their award amounts.

Financial Aid Awards will pay for classes ONLY that are in a student's **primary major or concentration.** Any classes that are taken outside of the primary major or concentration will not be covered by financial aid. The student is responsible to verify that he or she is registered for only those classes that are under his or her primary major or concentration. A student will be financially responsible for classes attempted that are not under the primary major or concentration.

How to Apply for Federal Financial Aid

Students must complete the Free Application for Federal Student Aid (FAFSA) if they are seeking assistance through any Federal aid program. The FAFSA is located on the www.fafsa.gov website. Frequently Asked Questions (FAQ's) concerning the FAFSA and instructions on how to complete the FAFSA can be found at www.studentaid.ed.gov. Students will need the Bainbridge State College school code (**011074**) when completing their FAFSA.

After submitting the FAFSA online, students should receive a Student Aid Report (SAR) from the Federal Department of Education within two to three business days via the email address that was provided on the FAFSA. Students should review the SAR to verify the accuracy of the posted information. If there is a discrepancy, students need to go back to the FAFSA website, correct the discrepancy on the FAFSA, and then save the submission again.

Processing of a student's FAFSA can possibly take up to three weeks; therefore, it is imperative that documentation is submitted before Bainbridge State College's deadlines so that financial aid can be processed completely before classes begin.

Federal Student Loans and Grants

In addition to submitting the FAFSA, students who want to apply for a Federal Direct Student Loan at Bainbridge State College must complete and submit a Bainbridge State College loan application. This application is online and also available in the OFA. More information concerning Federal Direct Student Loans can be found at http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp

To receive a student loan, a student must be eligible for that loan and be registered in at least six (6) credit hours of classes during the semester. If eligible, the student is required to complete the BSC Loan Application and also the Department of Education's Direct Master Promissory Note and Loan Entrance Counseling. The student must contact his Financial Aid counselor before completing and submitting the loan application. Processing of a student loan can possibly take up to four weeks; therefore, it is imperative that documentation is submitted before Bainbridge State College's deadlines so that financial aid can be processed completely before classes begin.

Students can get information on their personal student loans or grants from the National Student Loan Data System (NSLDS). NSLDS is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. This information can be found at http://www.nslds.ed.gov/nslds_SA/.

General information concerning eligibility for **Federal Grants and Loans** can be found at the Federal Government's website: http://studentaid.ed.gov/PORTALSWebApp/students/english/loanGrantFactsheets.jsp.

Information concerning the various **Federal Grant Programs** can be found on the Federal Government website: http://studentaid.ed.gov/PORTALSWebApp/students/english/grants.jsp.

Information Concerning the **Repayment of Student Loans** can be found at the Federal Government website: http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp?tab=repaying

Work-Study Programs

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Most jobs are on campus, and due to limited funding, employment is not guaranteed. Funds earned under this program do not have to be paid back to the Federal Government.

To apply, a student must complete the FAFSA, submit any extra required financial documentation, the Bainbridge State College (BSC) Work-Study Application, and be registered for at least six credit hours before he or she can be considered for employment. Payment is made at the current Federal minimum wage rate. BSC requires that the student meet the College's Standard Academic Progress (SAP) to be accepted into the program and to continue in the program. The student must also pass the College's criminal background check prior to being hired.

For more information concerning work-study opportunities at BSC, please contact the Office of Financial Aid.

Student Information Verification

A student might be selected for "Verification" by the United States Department of Education (ED) if the information submitted on the FAFSA is incomplete and/or does not match the student's and/or the student's family's tax information submitted previously to the Internal Revenue Service (IRS). For auditing purposes, ED also selects other FAFSA submissions randomly for Verification even though data between the FAFSA and tax documentations match. Verification forms can be found on the Financial Aid page at www.bainbridge.edu.

The OFA will contact the student if a Bainbridge State College Verification form is needed, and if any additional documentation is required. Students may also log in to their Banner Web account under "Financial Aid Eligibility" to view unmet requirements.

The OFA will not process a student's FAFSA until all unsatisfied requirements are met and all financial aid documentation has been received.

How to Apply for GA Financial Aid (Hope Programs)

To apply for state financial aid, all students should complete and submit their FAFSAs. In addition,

- *To receive state financial aid for degree and certificate/diploma programs:* In addition to the FAFSA, a student must complete a "Request for HOPE Scholarship" form. **The Financial Aid Office does not automatically check students' accounts to see if they are eligible for the HOPE Scholarship or the Zell Miller Scholarship.** This form is also available in the Office of Financial Aid.

For more information on the HOPE Program Regulations, please visit this website: www.**gafutures**.org

How to Apply for Local Private Scholarships

Thanks to the generosity of individuals, families, and foundations, each year Bainbridge State College (BSC) awards a variety of scholarships funded by donations from these groups. A student wishing to apply for any of these scholarships must do so through the Office of Financial Aid (OFA).

The Bainbridge State College Scholarship Application and the scholarship brochure, which lists all available scholarships typically available to students, are accessible on the BSC website and in the OFA during the months of February and March each year. Completed applications must be submitted to the OFA by March 15.

In addition to the Bainbridge State College Scholarship Application, students are also required to submit the Free Application for Federal Student Financial Aid (FAFSA) (http://www.fafsa.ed.gov/) for the current school year. Students should submit their current year FAFSA no later than February 1 to verify that their FAFSA data will be available to the OFA before the last business day of March.

Scholarship awards will automatically be paid toward the recipient's educational expenses by the Bainbridge State College Business Office for the following school year (fall, spring, and/or summer semester), depending upon the individual scholarship's award requirements. These private scholarships must be used toward courses taken only at Bainbridge State College. Scholarship recipients will be invited to the annual Bainbridge State College Awards Banquet in May, where they will be recognized for their awards.

Other Agencies Providing Financial Assistance

Workforce Investment Act: The Workforce Center, 502 West Shotwell Street, provides financial and support services through the Workforce Investment Act. Interested individuals should call the Workforce Center at (229) 243-5313.

Division of Rehabilitation Services: The Division of Rehabilitation Services provides educational assistance to persons with disabilities who qualify based on economic needs. Interested individuals should contact the local Division of Rehabilitation Services office at (229) 248-2480.

Vocational Rehabilitation

Effective July 1, 2012, the Georgia Department of Labor, Vocational Rehabilitation Services, will pay its sponsored students directly for all post-secondary expenses. After submission of required documents by the student to the

Georgia Department of Labor, Vocational Rehabilitation Services, the student will be issued a check to provide financial assistance for his or her educational expenses. Any amount not covered through Vocational Rehabilitation assistance will be the responsibility of the student. It is the student's responsibility to submit required documents to his or her VR Counselor at least 45 days prior to the institution's payment deadline.

Satisfactory Academic Progress (SAP) Policy

Federal regulations, HEA Sec. 484©, §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the following requirements. These requirements apply to all students who apply for financial aid. This policy is subject to change without warning.

Students are responsible for knowing and understanding the SAP policy. There is often a short amount of time between semesters for SAP review that does not allow the Office of Student Financial Aid to complete the review before the payment deadline. If you feel as though you may not be making SAP, it is your responsibility to pay for your classes by the payment deadline. If you pay for your classes and you are determined to be making SAP or if your appeal is approved, you will be reimbursed the amount for which you are eligible for the semester.

There are circumstances in which aid may be applied to your account before you are determined not to be making SAP. In this case, aid will be removed from your account and you are then responsible for payment of tuition and fees by the payment deadline. All correspondence regarding SAP will be sent to your BSC email. You must check your email daily in order to be aware of your status. If you fail to check your email, you may miss important correspondence that could affect your financial aid disbursement and class schedule.

Requirements:
• Your SAP status is based on your entire academic record, at all schools attended, regardless of whether you received financial aid.
• SAP is calculated each semester after grades have been posted to academic history by the Office of the Registrar.
• If you are not making SAP after any term of attendance, you will be put on warning and allowed to receive financial aid for the following semester. The exception to this policy is timeframe violations. This circumstance will result in automatic SAP failure. Your academic performance will be evaluated again after the next semester's grades are posted to academic history.
• If your academic performance continues to be below the standard set by Bainbridge State College, you will be placed on SAP failure and you will not qualify for financial aid for the following term.

Quantitative and Qualitative Requirements:

1. Quantitative Requirement – This requirement has two parts:

Maximum Time Frame

Bachelor's Degree Students:
• Maximum time frame (maximum attempted credit hours) – You must earn your degree before reaching 183 attempted credit hours, which includes credits attempted at any school prior to and while enrolled at Bainbridge State College. Students who are seeking a second bachelor's degree different from the first degree may be granted additional hours to complete the second degree requirements.
• Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150 % of the published length of the academic program.

Students Seeking Second Bachelor's Degree:
• If you wish to seek a second bachelor's degree, you can only be awarded aid up to 225 hours. Students who exceed 225 cumulative attempted hours will not be allowed to receive financial aid or appeal their status.
• For students who have already been awarded a bachelor's degree, the only financial aid available is student loans.
• It must be mathematically possible to earn the second degree before reaching the 225 attempted hour cap.

Associate Degree Students:
• Maximum time frame (maximum attempted credit hours) – You must earn your degree before reaching 134 (for AAS) or 96 (for AA) attempted credit hours, which includes transferable credits attempted at any school prior to and while enrolled at Bainbridge State College. Students who are seeking a second associate degree different from the first degree may be granted additional hours up to 175 to complete the second degree requirements.
• Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program (which may be less than 134 hours).

Students Seeking Second Associate Degree:
• If you wish to seek a second associate degree, you can only be awarded aid up to 175 cumulative attempted hours. Associate Degree students who exceed 175 cumulative attempted hours will not be allowed to receive financial aid or appeal their status.
• If you wish to seek a second degree or seeking a degree after earning a certificate, the cumulative hours for completion of the initial program completed will be added to the cumulative hours of the second program plus 50% of the total to establish the maximum timeframe for the second award.
• It must be mathematically possible to earn the second degree before reaching the 175 attempted hour cap.

Diploma Students:
• Maximum time frame (maximum attempted credit hours) – You must earn your certificate before reaching 105 attempted credit hours (except for Practical Nursing students who may attempt 120 credit hours), which includes transferable credits attempted at any school prior to and while enrolled at Bainbridge State College or 150% of the required number of hours for your program (whichever comes first). Students who are seeking a second certificate different from the first certificate may be granted additional hours to complete the second certificate requirements.
• Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program.

Students Seeking Diploma Certificate:
• If you wish to seek a second certificate, the cumulative hours for completion of the initial program completed will be added to the cumulative hours of the second certificate plus 50% of the total to establish the maximum time-frame for the second certificate.
• It must be mathematically possible to earn the second certificate before reaching the attempted hour cap.
• An exception will be made for Practical Nursing students who may attempt 175 credit hours.

Certificate Students:
• These programs will be evaluated on a case-by-case basis. To determine eligibility, multiply the number of credit hours required for your program of study by 150% to determine the number of attempted credit hours allowable.

NOTE: Students who already have a Bachelor's degree and are now seeking an Associate degree are bound by the 175 attempted hour cap for associate degrees. All hours attempted at Bainbridge State College and all other colleges attended count in the maximum time-frame calculation. The same is true for students who have already earned an Associate degree and are now seeking a Certificate. Those students are bound by the 120 attempted hour cap for a certificate. All hours attempted at Bainbridge State College and all other colleges attended count in the maximum time-frame calculation. The only exception is the Practical Nursing whose attempted hour cap is 175.

Completion Ratio

You must complete and pass at least 67% of all credit hours you attempt. Courses earned include grades of A, B, C, D, or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U, or IP are given.

2. Qualitative Requirement

The qualitative requirement sets a minimum cumulative grade point average for all students. The minimum grade point average for financial aid recipients is governed by Bainbridge State College academic performance standards.

In order to retain financial aid eligibility, the student must maintain the following cumulative GPAs based on Bainbridge State College GPA hours and hours taken at previous institutions.

1-12 GPA hours – 1.5 cumulative GPA
13-27 GPA hours – 1.8 cumulative GPA
28+ GPA hours – 2.0 cumulative GPA

Policy Details

When is SAP determined?

- Initial Review – SAP is reviewed after your first term at Bainbridge State College. All hours taken at previous colleges are taken into consideration in the review. It is possible that grades taken at previous institutions could cause you to be on SAP warning or failure during your first or first term after readmission at Bainbridge State College.
- End of Every Semester Review – Your SAP status is calculated at the end of each semester, after your grades are posted to your academic history by the Office of the Registrar. All hours taken at Bainbridge State College as well as from other colleges are included in the review.

What happens when you do not meet the requirements?

- The first term you aren't meeting the standards, you will be placed on SAP Warning. Your eligibility for financial aid will continue during this semester.
- If you fall below the standard for SAP in the semester in which you are on warning, you will be considered to be in a SAP failure status. You are no longer eligible for financial aid – this includes work study, loans, grants, and scholarships.

In order to regain eligibility you must:

- Pay for your tuition until you are meeting standards; or
- Follow the appeals procedure outlined below. Please note that filing an appeal does not guarantee that you will be able to receive financial aid in the future. The appeal will be reviewed by a committee and a determination of eligibility will be based on the facts and supporting documentation in the appeal.

If you choose not to appeal or if your appeal is denied, you will be responsible for paying your tuition and fees by the payment deadline or your registration will be cancelled by the Business Office.

- If tuition and fees are due before a determination has been made on your SAP appeal, you will be required to pay tuition and fees out of pocket to avoid having your schedule deleted. If your appeal is approved, your financial aid will be disbursed to your account and put on your DS Onecard during the first refund period of the semester. There are NO exceptions to this policy.
- Students are encouraged to submit appeals as soon as they are notified of being on SAP failure. Notifications will be sent to your Bainbridge State College email account. Appeals received after the deadline date will not be reviewed until the next term.Maximum Time Frame (maximum attempted credit hours) – when you have attempted the maximum attempted credit hours, you are no longer eligible to receive financial aid.
- Graduation Plans - Students who wish to appeal their Maximum Time Frame violations must submit a Graduation Plan with their appeal packets. The Graduation Plan should consist of the classes and number of hours left to graduate as well as the signature of the student's advisor.
- Failure to submit this Graduation Plan with the appeal packet will result in an immediate denial. However, submitting a signed Graduation Plan does not guarantee an approved appeal. If the student's appeal is approved, the Graduation Plan will be reviewed at the end of each term. If a student's appeal for Maximum Time Frame is approved, he will only be approved for the number of hours indicated on the Graduation Plan. The student cannot exceed the attempted hour cap for his/her current program of study. It must be mathematically possible to achieve your degree(s) within the prescribed attempted hour caps. If it is not mathematically possible, your

appeal cannot be approved.

How do you regain eligibility?

- SAP Appeal – if extenuating circumstances during a specific term (or terms) of enrollment prevented you from meeting the requirements, you may file a SAP Appeal. You must also complete the SAP Appeal Form. Appeal Requirements

- A typewritten explanation of extenuating circumstances associated with SAP Failure. Indicate how these circumstances have changed so that you can comply with regulations in the future. Attach supporting documents to corroborate extenuating circumstances mentioned in the letter.

- Please note that your appeal must cite unusual circumstances that were beyond your control, such as the death of a close relative, injury or illness of the student, or other special circumstances that are unique to your situation. Appeals that cannot demonstrate these criteria will be denied. "Immaturity" and "bad judgment" are not considered to be special circumstances.

- Attach at least one document of support from someone that can substantiate the extenuating circumstances mentioned in your appeal. This individual should not be a family member. Examples would include a medical doctor, clergy, professional contact, etc.

- The appeals form must be provided to the office of Student Financial Aid within the dates prescribed on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination and will require the student to pay tuition and fees out of pocket to avoid having the class schedule deleted.

- A committee within the Office of Student Affairs will review the appeals. If the appeal is denied, you may ask that 2nd committee review the appeal (you must provide additional documentation that the first committee didn't have). This committee's decision is final and cannot be appealed further.

- If the appeal is granted, students are required to complete all their classes the following term with a grade of C or better and can't withdraw. Failure to meet these conditions will place you back on financial aid suspension.

- If you are placed on an Academic Plan as a condition of your appeal being granted and the conditions of this Academic Plan are not met, you will be eligible to request a financial aid appeal if the reasons for not meeting the conditions of the PLAN are mitigating and documentation is provided. Students not receiving financial aid are responsible for payment of tuition and fees by the published deadline dates.

- Appeal Denials or non-appeals – If you are denied an appeal or you decide not to appeal, you must complete at least six academic hours and earn grades of C or better to be eligible to appeal again. The completion of these six academic hours does not guarantee the approval of your next appeal.

- Once you have passed these 6 hours you can meet with your financial aid advisor to develop an academic plan to obtain satisfactory academic progress. You will submit this plan along with your appeal for review before the SAP committee. If this appeal is approved you will return on an academic plan. Failure to follow this plan will result in you being placed back on financial aid suspension. Academic Circumstances that Affect Your Status:

- Changes in major – may cause you to reach your maximum attempted hours and lose your eligibility before earning a degree.

- Incomplete grades, missing grades, failing grades, course withdrawals – all reduce your completion ratio because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.

- Repeated courses – count as attempted credit hours each time you register for them. They also count against the allowed maximum. This can reduce your completion ratio because repeated credits count as earned credits only once. NOTE: the U. S. Department of Education allows federal financial aid to pay for one repeat of a class you previously passed. Your GPA is calculated based on the highest grade from the attempts.

- Transfer credits – these credits count toward your maximum attempted credits and your completion ratio.

- Learning Support Courses – do count as attempted and earned credits in the Maximum Time-frame calculation.

- Late grades or grade changes – will require that you submit a written request to have your SAP recalculated after you have confirmed with the Office of the Registrar that the grade change has been posted to your academic record.

- Dismissal and return – students who are academically suspended or choose not to attend because of SAP Failure will NOT be automatically eligible for financial aid upon their return. Students must meet both qualitative and quantitative standards of SAP. If below standards, a student must appeal or use means other than financial aid for educational expenses. Absence does not restore eligibility for financial aid. It remains the responsibility of the student to be knowledgeable of the standards.

- Summer term courses – all hours attempted and completed in the summer terms are treated as any other semester hours in determining SAP status. SAP will be checked after every semester including summer.

- Audit courses – students are not eligible to receive financial aid for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

- Graduation Plan- Students who have exceeded the Maximum Time Frame (150%) MUST submit a Graduation Plan with their appeal packet. This Graduation Plan should consist of the classes and number of hours left to graduate as well as the signature of the student's advisor. Failure to submit this Graduation Plan with appeal packet may result in an immediate denial. However, submitting a signed Graduation Plan does not guarantee an approved appeal. If the student's appeal is approved, the Graduation Plan will be reviewed at the end of each term. If a student's appeal for Maximum Time Frame, or exceeding 150%, is approved, they will ONLY be approved for the number of hours indicated on their Graduation Plan.

- Warning Period- Students who do not meet the Course Completion Rate (CCR) rule of 67% or the Minimum GPA of 2.0 will be on a one semester warning period. After the warning period if the CCR is still below 67% or the GPA is below 2.0, financial aid will be suspended. Determining Maximum Time-frame:

Maximum time frame determined by the following formula:

150% X the total number of credit hours required to complete your degree program.
For example, if a student is an Accounting major, the requirements listed in the catalog are 122 credit hours to complete this program. The total of 122 required for the degree is multiplied by 150% for a total of 183 hours allowed for the program.
Students who exceed 225 cumulative attempted hours WILL NOT BE ALLOWED to receive financial aid, OR appeal their status.

What does mathematically possible mean?
For example, the same accounting student has attempted 183 hours over his college career. His graduation plan indicates that he still needs 60 hours to complete his accounting degree. The 183 attempted hours + 60 additional hours = 243 total hours. It is not mathematically possible for him to earn his degree before the 225 attempted hour cap. Therefore, this student would not be eligible for any additional financial aid.

Academic Plan Violations:

If you are already on an approved appeal and you fail to make SAP progress again, you will no longer be eligible for financial aid until you meet SAP standards. You may request another appeal if you have mitigating circumstances and documentation or after you have paid for and passed 6 credit hours.

Number of Appeals:

Students are only allowed to appeal SAP failure three times at Bainbridge State College. A student who is granted a SAP appeal will be required to complete an Academic Plan. Violations of the Academic Plan are not appealable at any time.

Revised October 2, 2013

Veteran's Benefits

Veterans desiring to use their VA Education Benefits for the first time need to submit VA Form 22-1990. Dependents under the Post 9-11 program desiring to use TEB (Transfer of Education Benefits) must submit VA Form 22-1999e once benefits have been transferred to begin receiving these benefits. Dependents desiring benefits under CH. 33 and 35 need to submit VA Form 22-5490. Disabled Veterans desiring to enter into the VA Vocational Rehabilitation Program must submit VA Form 22-1990 directly to the VA and then follow up with the Tifton, Georgia, VA office once accepted into the program. These forms will generate the Certificate of Eligibility that Bainbridge State College needs for the certification process. Veterans interested in the VA work-studies program must submit VA Form 22-8691 to the VA certifying official. In addition, a signed contract must be on file with the VA prior to beginning employment, and job duties must involve veteran-related functions.

Students in training using VA Educational Benefits are responsible for ensuring that all tuition and fees are paid on their accounts. CH. 1606, CH. 30, and CH. 35 students who receive funds directly are responsible for bringing their funds to the Business Office to pay any unpaid balance once they receive payment. Failure to do so will result in being dropped from classes. Furthermore, CH. 31 students are responsible for ensuring that the College receives VA Form 28-1905, and Bainbridge State College students who are using CH. 31 benefits must go through the Tifton, Georgia, VA office. Bainbridge State College uses VA Form 28-1905 to bill the VA to pay for tuition, fees, and books, so it must be completed for CH. 31 benefits to be paid.

For CH. 31 students, the VA designates payment specifically for tuition and fees and pays it directly to the school. As a result, students receiving CH. 31 benefits lose their HOPE eligibility while receiving CH. 31 benefits. This is due to the HOPE legislation stating that if a second payer is paying specifically to cover tuition and fees, then that amount must be applied first. Since VA covers the full tuition and fees, there are no funds for HOPE to pay out.

The Post 9-11 Educational Benefit pays tuition and fees based upon a percentage (10% to 100%) that the veteran is eligible for based upon time in service. For CH. 33 students, due to recent Post 9-11 legislation, HOPE is applied differently when used in conjunction with Post 9-11 benefits than those of CH. 31. Both pieces of legislation (HOPE/State of GA and POST 9-11/Federal) have similar second-payer rules regarding payments designated to tuition and fees. Under the Post 9-11, as a result, since the VA is federal and supersedes the State of Georgia, the Post 9-11 law dictates that any state benefit being used must be applied first, and then the Post 9-11 will cover the remaining balance. (NOTE: Veterans who are 90%-100% Post 9-11 should consider not using their HOPE at the same time since VA will pay the 90% to 100% of tuition and fees.)

Tuition Assistance (TA) payments are handled directly with the Business Office.

Any time a student changes his/her program of study or training establishment, a VA Form 22-1995 should be submitted to the VA Certifying Official before the VACO is allowed to submit certification. (Dependents under CH. 33 or 35 should use VA Form 22-5495). Delays or failure to submit this form will impact certification of classes and delay payments both to the school and the veteran. It is the responsibility of the veteran to ensure that adequate documentation is submitted to the VA Certifying Official to ensure timely payment. Failure to do so may result in being dropped from classes for non-payment of any unpaid balance of tuition and fees.

All forms can be submitted online through VONAPP at https://www.ebenefits.va.gov or mailed to the Southern Region VA Regional Office, P. O. Box 100022, Decatur, GA 30031-7022.

For further information, contact the School Certifying Official in the Registrar's Office or call 1-888-GI BILL-1 to speak directly to the VA.

Veterans Administration Programs

Students who plan to use their Veteran's training and educational benefits should contact the VA Certifying Official in the Registrar's Office for assistance. Veterans are eligible for financial assistance under the following programs:

- CH 30 G. I. Bill
- CH 31 Veterans' Vocational Rehabilitation
- CH 33 Post 9-11 Ed Benefits
- CH 35 Dependents

- CH 1606 Selected Reserve

- National Guard

- GSFC HERO Scholarship

- War Orphans' Benefits

- Veterans' Work-Study Program

- Tutorial Assistance

- VRAP

For more information concerning Veterans Administration Programs at BSC, please contact the Registrar's Office.

FEES & EXPENSES

Bainbridge State College assesses fees according to the policies for state colleges in the University System of Georgia. The Board of Regents approves tuition and fees each school year. Rates are usually effective each fall but are subject to change according to Board policy. Fees and expenses are in the form of resident or non- resident tuition fees, student activity fees, and special fees. Fees of all students are due and payable at the time of registration. Cash, VISA, MasterCard, Discover, American Express, and personal or certified checks are acceptable for payment of fees. If a bank declines payment of a student's personal check and returns it to the College, Bainbridge State College cancels the student's registration for nonpayment of fees and assesses a $30 service charge for the returned check. The College issues no official transcripts for students whose accounts in the Business Office are unpaid.

Tuition rates and fees are determined by the Board of Regents of the University System of Georgia and are subject to change. For the most up-to-date information, consult the Business Office.

Fees

Lab Fee

Lab Fee of $25 per laboratory course taken each semester.

Student Activity Fee

Each student taking 5 or more credit hours of regular or institutional credit will be charged a Student Activity Fee of $43. Students taking 1 to 4 hours will pay an Activity Fee of $21.50. This fee is used to help defray the expenses of various Student Services, such as publications, athletics, awards, social events, excursions, and other College activities and services for students.

Technology Fee

Each student taking 5 or more credit hours of regular or institutional credit will be charged a Technology Fee of $35; students taking 1 to 4 hours will pay a Technology Fee of $17.50. The Technology Fee provides the students full access to computers, computer supplies, and computer assistance from Technical Support personnel. All students are provided a BSC email that should be used when emailing instructors and other College personnel. In addition, certain courses meet in a computer classroom and require extensive computer activities as a part of the learning experience.

Student Life Building Fee

Each student will be charged a Student Life Building Fee of $225.00 per semester. This fee is used to help fund the Student Wellness Center.

Student Wellness Center

At 78,000 square feet, the two-story Student Wellness Center includes a 2,500-seat capacity gymnasium, exercise equipment in the 4,000-square-foot fitness center with plasma screen televisions, a 120-seat dining room and serving area, the Barnes and Noble campus bookstore, a 2,000-square-foot game room, men's and women's locker rooms with showers, a second floor walking track that encircles the basketball court, a computer lab, classrooms, staff offices and a quiet lounge area overlooking the campus.

To use the fitness and recreational facilities in the Student Wellness Center, students must complete the application form at http://swc.bainbridge.edu/. Students will also need to read the online orientation on this website and then check the box indicating they understand and agree to the SWC policies and procedures. Students then must also print out two forms, the SWC Assumption of Risk and the SWC Wavier of Liability, from the links on this website, sign them, and then turn them into the Front Desk at the Student Wellness Center. These two forms are also available in the Student Wellness Center. Students must show their ID card to enter the fitness and recreational facilities.

Parking Fee and Regulations

Each student will be charged a parking fee of $20 per semester and issued a parking permit. This fee is used to defray the cost of replacing and resurfacing the parking lots as well as used to fund new parking lots.

The parking permit must be displayed on the outside of the rear window of the driver's side or on the rear bumper on the driver's side. The decal must be permanently affixed to the vehicle to be valid.

A grace period allowing for the purchase of permits will be in effect during the first week of the semester, but the grace period pertains only to permits, with all other parking regulations enforced at all times in all parking lots (including unauthorized parking in disabled parking spaces). Parking is permitted only on blacktop surfaces in specifically marked parking spaces for students. Parking on unpaved areas, in roadways, in areas posted as no parking zones, or in any unauthorized area is prohibited. Vehicles backed into parking spaces will also be subject to citation.

More information is available at http://www.bainbridge.edu/administration/busi_offi/files/ParkingBrochure_rev082411a.pdf.

Institution Fee

Each student taking 5 or more hours is charged an institution fee of $200.00 per semester. Students taking fewer than 5 hours are charged an institution fee of $100. This fee is mandated by the Board of Regents and is used to help defray budget cuts.

Fuel Surcharge

Students enrolled in the Commercial Truck Driving Program are required to pay a fuel surcharge. Effective fall semester 2012, this fee is $130.00.

Graduation Ceremony Fee

There is no fee to apply for graduation, but students who would like to receive a Bainbridge State College diploma and diploma cover must pay a fee of $30 to cover the cost of diploma, diploma cover, and other processing costs. There is a $15 charge for each additional diploma and cover. Diplomas are printed once a year after the commencement ceremony. Therefore, the fee is due by May 1 each year.

Those who choose not to pay the diploma and diploma cover fee of $30 will have their degree/diploma conferred on their academic transcript.

Fees for Continuing Education Programs

Fees for Continuing Education programs vary with the cost of each program. Persons enrolling in these noncredit courses will pay fees as advertised in the announcements of such courses. Registration for Continuing Education programs is on a first-paid, first-enrolled basis. Students are not guaranteed places in courses until registration fees are paid.

If the College cancels a noncredit course, students receive notification and a complete refund. Students who wish to withdraw from a noncredit course must notify the College at least 24 hours prior to the start date of the course. Refund requests made after this deadline will not be honored.

Library Fines

Unpaid overdue and lost book fines will result in a block on a student's account, causing a hold on transcripts, financial aid and the denying of subsequent College registration until the charges have been cleared.

Refund Policy

Students who register and formally withdraw from the institution on or before the final day of Drop/Add/Registration are entitled to a 100% refund of tuition and fees. Students who officially withdraw from the College within the time specified after the final day of Drop/Add/Registration may receive partial tuition and fee refunds.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded, up to the point in time that the amount equals 60%. Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all tuition and mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any fee. No refunds follow a reduction in hours unless such is the fault of the College.

Military Service Refunds

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who meet the following requirements:

1. Military reservists (including members of the National Guard) who receive emergency orders to active duty after having enrolled at the College and having paid tuition and fees;

2. Active duty military personnel who receive an emergency assignment after having enrolled at the College and having paid tuition and fees;

3. Students who are unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exception equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

Tuition

Effective fall semester 2017, the in-state resident tuition rate is $92.67 per credit hour in addition to all other fees. Tuition is set annually by the Board of Regents, and the rate is available in the summer prior to the start of the fall semester. The cost to audit a course is the same as that for credit. Students residing in Gadsden, Leon, Jackson, and Jefferson counties in Florida and Barbour, Russell, Henry and Houston counties in Alabama for the past 12 months will pay tuition at the in-state resident rate[1]. These students must complete a Border County Waiver application and present required documentation. Students residing in Alabama, Florida, and South Carolina are eligible to receive a border state waiver.

The University System of Georgia offers a variety of out of state tuition waivers for prospective students. These waivers can be found in the USG Policy Manual (http://www.usg.edu/policymanual/section7/C453/).

Definition of a Legal Resident

Bainbridge State College adheres to the policies of the Board of Regents of the University System of Georgia regarding residency and the definition of a legal resident.

For more information concerning residency and residency waivers, please see the University System of Georgia policy manual at http://www.usg.edu/policymanual/section4/C329.

Any student who changes his or her residency to an address out of the state of Georgia will remain in-state for tuition purposes for one calendar year as long as the student remains continuously enrolled. After one calendar year, the student will be coded as out-of-state for tuition purposes.

Non-Resident Tuition

Effective fall semester 2017, the non-resident tuition rate is $350.72 per credit hour in addition to all other fees. (Residents of Gadsden, Leon, Jackson, and Jefferson counties in Florida, and Barbour, Russell, Henry and Houston counties in Alabama are treated as in-state students.)

Right of Appeal of Residence Classification

A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident must petition the Associate Dean of Student Affairs for a change in status prior to the semester in which the student is to be considered for reclassification. If the petition is granted, reclassification does not apply to prior terms.

Textbooks and Supplies

The Bainbridge State College Bookstore, operated by Barnes and Noble in the Student Wellness Center in Bainbridge and in the main building at BSCEC, stocks required textbooks and school supplies. The cost of books varies, and textbooks can also be rented. Some books may be used for more than one course. New and used books are typically available. Books can also be rented from the bookstore.

LIBRARY SERVICES

The Bainbridge State College Library, with locations in Cypress Hall on the main campus and at Bainbridge State College Early County Center, serves the College by providing access to information for students, faculty, and staff, as well as community citizens. The book collection has more than doubled since opening day, reaching a size of over 45,300 volumes. It comprises resources that support the curriculum as well as provide more in-depth reading. In 2007, a popular reading collection and selection of books on CD were added. Currently the library provides access to over 40 periodical titles in print. Non-print media like videotapes, in both VHS and DVD format, as well as compact discs, are also available. The Library also provides access to 7,000 streaming videos (77,000 segments) through Films on Demand, a GALILEO database. Over 27,000 e-books, 2000 full-text journals, and over 100 databases are available via GALILEO (Georgia Library Learning Online), an initiative of the Board of Regents of the University System of Georgia. The GALILEO URL is http://www.galileo.usg.edu.

Computers for Student Use

The main Library houses a computer labs complete with Windows-based computers with Microsoft Office and Internet capability and laser printers. Additional computers are available in the public area of the Library for word processing and research. The Bainbridge State College Early County Center Library has 47 computer workstations complete with Microsoft Office and Internet capability.

Electronic Resources

Customized LibGuides are available 24/7 from the Library's webpage. They are created by librarians to provide access to quality research information for specific courses and instructors. LibAnswers is a self-service 24/7 reference tool with a knowledge base of answered questions.

Other facilities and equipment available to library patrons include a photocopier, a flip camera, and nine study rooms; many complete with whiteboard, computer and TV/DVD/VCR. A classroom-centered orientation program is part of general student instruction, and personal service is readily available in all areas of the Library.

GIL Express

Similar to interlibrary loan, GIL Express is a service for all 30 University System of Georgia (USG) libraries to share resources. Students, faculty, and staff can obtain circulating materials through the Universal Catalog at https://giluc.usg.edu. GIL Express is available to eligible patrons through both an onsite (walk up) service and a remote requesting service. Requested books are typically delivered within 3-5 working days.

Hours of Operation

Professional librarians staff the Library during all hours of operation. When classes are in session, the Bainbridge campus Library is open from 7:30 a.m. – 8 p.m. each Monday through Thursday. The Bainbridge State College Early County Center Library is open from 5 p.m. – 9 p.m. Monday through Thursday. Between semesters, the Bainbridge campus Library is open Monday through Thursday from 8:30 a.m. – 5:00 p.m. Hours at the Bainbridge State College Early County Center Library vary between semesters. Summer hours may vary and are posted in the libraries.

Interlibrary Loans

Students and faculty may order books and periodical articles not held in the library's own collection via the Library's interlibrary loan service. The Bainbridge State College Library is a participant in Georgia Online Database (GOLD) and Southeastern Library Information Network (SOLINET) and can deliver books and periodical articles via the U.S. Postal Service. In most cases, the service is free. Students and faculty can email interlibrary loan requests directly to the library at library@bainbridge.edu or by using the electronic interlibrary loan order form located on the library's webpage, which can be accessed via the Library link at http://www.bainbridge.edu.

Special Collections

The Library special collection includes the Walter S. Cox political archives.

NONCREDIT PROGRAMS

Adult Education

The Adult Education Program at Bainbridge State College is designed for those individuals who need assistance with basic academic skills and GED preparation. Classes are available at no charge to adults and are held in Decatur, Early, Miller, and Seminole Counties.

Services include the following:

- Assessment of present skills
- Instruction in basic academic skills
- GED® preparation and practice testing
- Computerized instruction
- Transition Specialist

Testing

The General Education Development Test (GED®) is offered as an alternative to a high school diploma. The GED® test is made up of four batteries, including reasoning through language arts, social studies, science, and mathematics. The complete battery of tests costs $160, and each test is $40, if taken separately. Scholarships are available for testing.

GED® testing is available through the College Testing Center only. (No GED® testing is done at Adult Education.) Contact https://ged.com/ for official testing assistance.

Registration

Orientation is available monthly.

Current, valid, government-issued photo I.D. will be required for registration into orientation and to take the GED® test. Acceptable IDs include a driver's license from any state, a learner's permit, a Georgia ID, a passport, or military ID. Sixteen- and seventeen-year-olds must present their official withdrawal form from high school in order to register for orientation, along with a valid, state-issued photo ID and parental permission (signature). More information is available at 229-248-2517.

Facilities

Located at 315 S. Boulevard Street in an off-campus location accessible to downtown, the Adult Education program is housed in a modern and well-equipped center.

Continuing Education and Public Service

The Continuing Education program at Bainbridge State College is a service designed to meet the lifelong learning needs of the citizens of the region. The department supports the educational, economic and cultural development of persons of all ages by offering noncredit online courses, programs and other learning opportunities. The program is committed to the educational and economic development of the region. Online programs offered to the local community include the following:

- Driver Education
- Ed2Go
- Georgia Insurance License

Continuing Education Unit

Continuing Education classes are not graded and award no academic credit. Certain courses award Continuing Education Units (CEUs). A student earns one CEU for each ten hours of class time. Transcripts for students who participate in designated CEU courses are available in the department office.

Records

TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a copy of a student's permanent Academic Record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements at Bainbridge State College. Also included is a list of courses and credits transferred from any institution formerly attended by the student.

Students who wish to have a transcript of their record at Bainbridge State College sent to another institution should submit a Request for Transcript form to the Registrar's Office (located in the Student Services Building) at least two weeks prior to the date the transcript is needed. Students can also request a transcript online at www.bainbridge.edu. The transcript cost is $5.00 for an electronic transcript or printed transcript. Transcript requests are processed within 72 hours. The cost for an expedited transcript is $10.00.

All financial obligations must be satisfied in order for a student's transcript to be released. Students who have not satisfied all financial obligations can view an unofficial copy of their academic transcript in the Student Services Building.

ACCESS TO STUDENT RECORDS

Regulations pertaining to access of student records are found in the Student Handbook. Bainbridge State College complies with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Bainbridge State College defines directory information as name, address, telephone number, and email address. For enrollment verifications, directory information will include dates of attendance, enrollment status (full time, part time, etc.), and program awards.

REGISTRATION

The dates designated on the Academic Calendar as "registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point, students are considered officially registered and enrolled in Bainbridge State College.

OPEN REGISTRATION

The dates designated on the Academic Calendar as "open registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point, students are considered officially registered and enrolled in Bainbridge State College.

WEB REGISTRATION

Currently enrolled and eligible students (those with no Learning Support requirements who have at least 24 hours of credit) are encouraged to complete the registration process online in their Banner Web account. Those students may register online anytime from the beginning of Pre-Registration until the first day of class. (See the Academic Calendar (p. **Error! Bookmark not defined.**) for dates.) The registration procedure is considered officially complete only upon payment of fees.

WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Bainbridge State College after completing registration, the student should contact his or her academic advisor for assistance in completing the official withdrawal form. The completed form should be returned to the Registrar's Office for final processing.

Students may withdraw from the College with a grade of "W" prior to the mid-semester date published on the Academic Calendar. After this time, a grade of "WF" will be recorded unless the student is approved for a hardship withdrawal by the Vice President for Academic and Student Affairs.

The "W" grade is not computed in the student's grade point average but may affect a student's eligibility for financial aid. The "WF" grade is computed in the student's grade point average and holds the same value as an "F" grade.

WITHDRAWAL FROM INDIVIDUAL COURSES

After the DROP/ADD period each semester, students withdrawing from an individual course should contact their academic advisor for assistance. More information can be found in the Academic Affairs section of the catalog.

Students may withdraw from individual courses with a grade of "W" prior to the mid-semester date published on the Academic Calendar. After this time, a grade of "WF" will be recorded unless the student is approved for a hardship withdrawal by the Vice President for Academic and Student Affairs.

HARDSHIP WITHDRAWALS

Students who wish to withdraw after midterm for reasons of **non-academic hardship** may petition the Vice President for Academic and Student Affairs to receive a grade of "W". A non-academic hardship is an event (such as illness, injury, death, or employer-initiated job change) that prevents the student from completing his or her course(s). This event must occur during the semester of the request and at or after the published deadline to withdraw for the semester. Students should be prepared to provide documentation of the hardship.

It is especially important for students to communicate with their instructors if they are experiencing difficulties. The final decision for issuing a "W" or "WF" is at the discretion of the instructor and may be based on the student's performance up to the time of the hardship.

To file for a hardship withdrawal, a student should contact the Director of College Completion. Hardship withdrawal forms can also be picked up in the Student Services Building.

The deadline to seek a "W" through this process is the midpoint of the semester (as published in the academic calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

FACULTY-INITIATED WITHDRAWALS

Students who exceed the number of absences stated on a class syllabus may be withdrawn from the class by the instructor. Faculty-initiate withdrawal forms are sent to the Registrar's Office for processing. The Office of Financial Aid will calculate what amount, if any, the student must repay because of his or her failure to attend class based on Return to Title IV (r2t4).

MILITARY WITHDRAWALS

At the request of the student, active-duty and reserve military students with orders to deploy will be withdrawn from their courses for that semester with no penalty with submission of their orders to the Registrar's Office.

GRADUATION

Students who plan to graduate from Bainbridge State College MUST apply for graduation by the midterm date of their last semester of attendance to ensure that the graduation date for that term is posted to the student's academic transcript. Students who submit applications for graduation after the midterm date will show a graduation date of the term in which their application was submitted prior to the midterm deadline. An applicant for a degree or certificate must complete the prescribed curriculum for that degree or certificate and is expected to attend the annual graduation ceremony held after Spring Semester. The diploma of a candidate for a degree shall bear the date of the annual commencement at which the degree is awarded. Students desiring permission to receive their degree in absentia must apply in writing to the Vice President for Academic and Student Affairs and state the circumstances that prevent their attending the graduation ceremony.

The requirements for graduation are the following:

1. A student must earn a graduation grade point average of at least 2.0 at Bainbridge State College. The graduation average is calculated on all courses taken at Bainbridge State College that are used to meet the requirements for graduation for an identified program of study. When calculating graduation grade point average for repeated courses, the Office of the Registrar will count the highest grade. If students have transfer courses from other

institutions that are used to meet graduation requirements, the combined cumulative grade point average of the transfer courses and the BSC courses used toward graduation must equal at least a 2.0 in addition to the 2.0 requirement for courses taken at Bainbridge State College.

2. Georgia State Law, Section 20-3-68, states that each graduate of a Georgia college or university must demonstrate competency in the areas of the United States and Georgia constitutions and in United States and Georgia history. At Bainbridge State College, students meet this requirement by successfully completing POLS 1101 AND either HIST 2111 or HIST 2112. Students entering from colleges outside of Georgia who have earned transfer credit in POLS 1101 and either HIST 2111 or HIST 2112 still must meet the Georgia constitution and history requirements. To meet the Georgia constitution requirement, the transfer student must complete successfully SEMR 2500, Georgia Constitution and Government. To meet the Georgia history requirement, the transfer student must see the Dean of the School of Arts and Sciences to arrange for tutoring sessions and to schedule a Georgia history examination. Once the seminar and test have been passed, the Registrar will post to the student's record the completion of the U.S. and Georgia History requirement. For further information, students should contact the Office of the Registrar or the Dean of the School of Arts and Sciences.

3. A **minimum of 25 percent** of the credit hours required for a degree must be earned at Bainbridge State.

4. Students must meet all financial obligations to the College before graduation, or the diploma and transcript will be withheld.

Honor Graduate Requirements

In order to be eligible to graduate with honors from Bainbridge State College, the following two requirements must be met:

1. The minimum residency requirement: The minimum residency requirement for a degree at Bainbridge State College is 18 semester hours **or 25 percent of the credit hours (whichever is larger)** toward all Areas of the degree or diploma which the student is pursuing.

2. GPA: The cumulative grade point average must be 3.5 or higher. The grade point average for honors will be determined by adding the points and hours from all accepted transfer work to the points and hours earned at Bainbridge State College.

2 + 2 Programs of Study

A 2 + 2 program allows a student to complete a two-year degree at Bainbridge State College and then finish the 4-year degree through another institution on Bainbridge State College's campus or online.

An agreement with Georgia Southwestern State University allows students at Bainbridge State to earn bachelor's degrees in Nursing, Computer Information Systems, or Business Administration (majoring in Marketing, Management, Human Resource Management, or in Accounting) online. For more information on the Georgia Southwestern business program, contact Spencer Stewart, Associate Dean of Student Affairs, at Bainbridge State College.

An agreement with Thomas University allows students at Bainbridge State to earn a bachelor's degree in education (early, middle, or secondary) on the BSC campus. BSC also has an articulation agreement with Thomas University for a bachelor's in nursing.

PROGRAMS OF STUDY

At Bainbridge State, we offer the widest range of programs available in the University System of Georgia:

Associate of Arts Degree (AA) - This degree (which allows you to choose a pathway) will transfer toward a four-year (bachelor's) degree. In addition, if you complete any core curriculum course, you receive full credit for that course upon transfer to another USG institution within the same major or concentration. This transferability is guaranteed by the Board of Regents of the University System of Georgia. An Honors Program is available for outstanding AA students. We also have 2 + 2 partnerships with certain institutions so that you can complete your AA at BSC and then your bachelor's degree with that institution--either on our campus or online.

Associate of Science Degree in Nursing (AS) - Choose from the Generic Option or the Advanced Placement Option (for LPNs).

Associate of Applied Science Degrees (AAS) -These career degrees comprise both transfer and non-transfer classes.

Bachelor of Science Degree (BS) - The Bachelor of Science in Management degree at Bainbridge State College provides students with broad analytic and conceptual tools required for successful careers in a broad range of leadership roles in business and management settings. Students graduating with the BS in Management may choose to work with local, regional, and national organizations, continue studies at the master's level, or pursue entrepreneurial efforts.

Diplomas - Diplomas are designed to move you quickly into the workforce.

Technical Certificates of Credit (TCC) - These programs provide you with certification for specialized areas of work.

In addition to our credit programs, you can also earn your GED at Bainbridge State or take courses through our Continuing Education Department.

Bainbridge State College Programs of Study

Bachelor of Science Degree

Management

Associate of Arts Degree Pathways

Agribusiness

Agricultural Education

Biological Sciences

Business Administration

Chemistry

Criminal Justice

Education

- Early Childhood
- Middle Grades
- Secondary

English

Foreign Languages

General Studies

Health and Physical Education

History

Mathematics

Nursing Transfer (Transfer to BSN)

Political Science

Psychology

Sciences

Sociology

Speech

Associate of Science Degree

Nursing*

Associate of Applied Science Degree

Agribusiness *******

Business Administrative Technology (includes Paralegal option)

Criminal Justice Technology

Electronics Technology

Health Information Technology

Industrial Maintenance Technology

Information Technology

Marketing and Management (includes Accounting option) *******

Medical Administrative Technology *******

***Programs are in Teach Out and no longer accepting new students

Diplomas

Agribusiness *******

Applied Marketing & Management *******

Business Administrative Technology (includes Paralegal option)

Cosmetology

Criminal Justice Technology

Electrical Construction and Maintenance

EMS Professions

Health Information Technology

Industrial Maintenance

Information Technology

Medical Administrative Technology *******

Paramedic Technology

Practical Nursing*****

***Programs are in Teach Out and no longer accepting new students

Technical Certificates of Credit

Commercial Truck Driving*****

Commercial Straight Truck and Passenger Driving TCC*****

Emergency Medical Technician

Advanced Emergency Medical Technician

Industrial Machining

Industrial Maintenance Technical I

Mobile Electronics

Nurse Aid

Patient Care Assistant

Shampoo Technician

Structural Welding

*Students completing these programs must pass a licensure exam in order to be employable in the field.

Bachelor of Science in Management

The Bachelor of Science in Management degree at Bainbridge State College provides students with broad analytic and conceptual tools required for successful careers in a broad range of leadership roles in business and management settings. Students graduating with the BS in Management may choose to work with local, regional, and national organizations, continue studies at the master's level, or pursue entrepreneurial efforts.

Students who complete the AA in Business Administration will transfer seamlessly into the BS.

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses

  ENGL 1101　English Composition I

  ENGL 1102　English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

<u>Area A2: Quantitative Outcomes / 3 hours</u>

One of the following:

  MATH 1001　　Quantitative Skills and Reasoning

  MATH 1111　　College Algebra

MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation

PHIL 1000   Introduction to Philosophy

RELG 1000   Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050   Introduction to Environmental Science

           and

BIOL 1050L   Introduction to Environmental Science Laboratory

BIOL 1060   Marine Biology

           and

BIOL 1060L   Marine Biology Laboratory

PHSC 1011   Physical Science

           and

PHSC 1011L   Physical Science Laboratory

OR   Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050   Introduction to Environmental Science

BIOL 1060   Marine Biology

CHEM 1100   Introductory Chemistry

CSCI 1301   Computer Science I

PHSC 1011   Physical Science

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

MATH 2001   Statistics

MATH 2260   Survey of Business Calculus

MATH 2261   Calculus I

MATH 2262   Calculus II

MATH 2263   Calculus III

OR   Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Area of Concentration / 18 Hours

ACCT 2101	Principles of Accounting I
ACCT 2102	Principles of Accounting II
BUSA 2106	The Environment of Business
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
ENGL 2020	Communication for Business and the Professions

ECON 2105 and ECON 2106: Students completing this area of concentration must take a course other than ECON 2105 or ECON 2106 to satisfy their area E requirement.

A grade of C or better is required for ACCT 2101, ACCT 2102, BUSA 2106, ECON 2105, ECON 2106, and ENGL 2020.

Additional Requirements / 2 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Business Core Requirements / 21 hours

Required Courses:

BUSA 3131	Business Statistics
BUSA 4100	Business Internship

BUSA 3070	Business Ethics
	or
BUSA 3071	Business Law
FINC 3105	Principles of Financial Management
MGNT 3130	Principles of Management
MKTG 3131	Principles of Marketing
MKTG 4136	International Marketing

*Grade of C or Higher required in all Business Core courses

Upper Division Electives / Choose 9 hours

Courses

MGNT 3535	Quantitative Methods for Business
ACCT 3123	Managerial Accounting
MGNT 4380	Project Management
MGNT 4501	Entrepreneurship and Small Business Management
MKTG 4890	Marketing Management

Management Core Requirements / 30 hours

Required Courses:

BLOG 3100	Supply Chain Management (SCM)
CISM 4130	Management Information Systems
MGNT 3134	Behavior in Organizations
MGNT 3235	Leadership in Organizations
MGNT 3334	Human Resource Management
MGNT 3430	Operations Management
MGNT 3437	Service Operations Management
MGNT 4131	Strategic Management
MGNT 4431	Procurement
MGNT 4435	Management of Quality

*Grade of C or better is required for the following: MGNT 3430, MGNT 4131.

Total Credit Hours: 122

Note: All Bainbridge State College Bachelor of Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

The Associate of Arts Degree (transfer)

At Bainbridge State College, students must meet the following Learning Goals and required hours for the Associate of Arts Degree:

Area	Area Name	Bainbridge State College Core Learning Goals	Hours Required
A1	Communication Outcomes	Students will demonstrate collegiate-level reading comprehension and effective writing.	6 hours
A2	Quantitative Outcomes	Students will demonstrate mathematical reasoning necessary to solve problems, including the ability to employ quantitative methods and the ability to interpret and draw inferences from mathematical models, such as formulas, graphs, tables, and schematics.	3 hours
B	Institutional Options	Students will assimilate, analyze, and present thoughts and opinions in oral and written forms.	4 hours
C	Humanities, Fine Arts, and Ethics	Students will analyze forms of expression that reflect individual, social, or cultural values.	6 hours
D	Natural Science, Mathematics, and Technology	Students will apply scientific reasoning and methods of inquiry to explain natural phenomena.	11 hours
E	Social Sciences	Students will critically analyze historical, economic, political, social, or psychological processes and how they contribute to the human experience.	12 hours
F	Lower-Division Area of Concentration	Lower division courses required by the area of concentration.	18 hours
Above the Core	Required Courses at Bainbridge State That Are Above the Core	PHED 1020 or WELL 1001or WELL 1005 (2 credits) PHED 11xx (1 credit) FYE 0100 Foundations for Success (2 Institutional Credits Only)	3 hours

Academic Policies for the AA Degree

A1-A2 Policy: Freshmen must complete Areas A1 and A2 before accumulating 30 hours, or they must enroll in the next course necessary to make progress toward completing this area in every semester in which they take classes. For students with Learning Support requirements, taking the required Learning Support course(s) counts as making progress toward completing Area A.

Students must earn a grade of C or higher to pass English 1101 and English 1102. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. These 10 hours may involve individualized learning activities designed by the English instructor. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course, beginning fall 2013.

Courses taken cannot be counted for more than one requirement. If a course is listed as an option for more than one requirement, it can be counted only once, regardless of the number of times the course is taken.

All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Students completing any core curriculum course will receive full credit for that course upon transfer to another USG institution within the same concentration, even if a core area is not completed and even if it means giving transfer credit across areas. This transferability is guaranteed by the Board of Regents of the University System of Georgia. Should a student encounter difficulty in transferring credits earned at Bainbridge State College, the student is urged to contact immediately the institution's transfer ombudsman, Registrar, or Vice President for Academic and Student Affairs.

Honors Courses

Honors courses (indicated by H and the label "Honors" on the schedule, such as BIOL 1050H, Intro to Environmental Science/Honors) may be substituted for the corresponding traditional course by students in the Honors Program.

Associate of Arts Degree - Core Curriculum

Honors courses (indicated by H and the label "Honors" on the schedule) may be substituted for the corresponding traditional course by students in the Honors Program for the Associate of Arts.

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses

ENGL 1101   English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students in Science/Mathematics/Nursing Transfer concentrations must take MATH 1113 in A2 and will carry over 1 hour of credit to area F.

One of the following

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

MATH 1113: Science/Mathematics/Nursing Transfer concentrations must use MATH 1113 or higher to complete area A.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Students completing an Associate of Arts degree in a pathway other than Science, Mathematics, or Nursing Transfer should meet area DI requirements. Students completing a pathway in Science, Mathematics, or Nursing

Transfer should meet area DII requirements and will carry one hour of credit to Area F. Nursing Transfer students should take CHEM 1211 and CHEM 1212 with labs as their area DII lab sciences.

Two classes (with labs) of the following

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

DII. Science/Mathematics Pathways

Students completing an Associate of Arts degree in a pathway other than Science, Mathematics, or Nursing Transfer should meet area DI requirements. Students completing a pathway in Science, Mathematics, or Nursing Transfer should meet area DII requirements and will carry one hour of credit to Area F. Nursing Transfer students should take CHEM 1211 and CHEM 1212 with labs as their area DII lab sciences.

Two classes (with labs) of the following

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and

BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1107	Principles of Biology I
	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II

One of the following (with lab) not chosen above

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1107	Principles of Biology I
	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I

PHYS 2212K	Principles of Physics II
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III

Area E: Social Sciences / 12 hours
Required Courses
| POLS 1101 | American Government |

Choose one
| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Choose two not chosen above
ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Lower-Division Pathway Courses/ 18 hours

See specific courses for each pathway.

All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Additional Requirements / 3 hours

Required Courses

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Choose a PE Activity course

PHED 1101   Walking/Jogging for Fitness

PHED 1102   Aerobic Dancing

PHED 1117   Fitness

PHED 1119   Yoga

PHED 1120   Bowling

PHED 1121   Bowling II

Agribusiness AA Pathway

The AA, Agribusiness pathway provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA. (Currently 2.8)

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101   English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students completing the Agribusiness pathway option are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

One of the following:

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

OR   Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Note that students following the Partnership Pathway for Agribusiness to UGA/Tifton should include COMM 1100 as one of their courses in Area B.

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways:

Students completing a concentration in Science, Mathematics, or Nursing Transfer should meet area DII requirements and will carry one hour of credit to Area F.

Required Course:

MATH 2261	Calculus I

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1107	Principles of Biology I
	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II

Note that students following the Partnership Pathway for Agribusiness to UGA/Tifton should include BIOL 1107 and BIOL 1107L as one of their course pairings in Area DII.

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography

HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology (transfer)

Area F: Courses Related to the Pathway / 18 Hours

ACCT 2101	Principles of Accounting I
ACCT 2102	Principles of Accounting II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
MATH 2001	Statistics
MATH 2262	Calculus II

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Agricultural Education AA Pathway

The AA, Agricultural Education pathway provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA (currently 2.8).

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students completing the Agricultural Education pathway option are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods

STAB 2003   Study Abroad (transfer)

Note that students following the Partnership Pathway for Agricultural Education to UGA/Tifton should include COMM 1100 as one of their courses in Area B.

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Required Courses:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1107	Principles of Biology I
	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory

<u>Area E: Social Sciences / 12 hours</u>

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102   Introduction to Anthropology

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

GEOG 1101   Introduction to Human Geography

HIST 1121   Survey of Western Civilization I

HIST 1122   Survey of Western Civilization II

HIST 2111   United States History I

HIST 2112   United States History II

POLS 2201   State and Local Government

POLS 2301   Introduction to Comparative Politics

PSYC 1101   Introduction to General Psychology

SOCI 1101   Introductory Sociology

<u>Area F: Courses Related to the Pathway / 18 Hours</u>

EDUC 2110   Investigating Critical and Contemporary Issues in Education

EDUC 2120   Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

EDUC 2130   Exploring Learning and Teaching

CSCI 1000   Computer Fundamentals

MATH 2001   Statistics

ECON 2106   Principles of Microeconomics

<u>Additional Requirements / 3 hours</u>

Required Courses:

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Choose a PE Activity course

PHED 1101   Walking/Jogging for Fitness

PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Biological Sciences AA Pathway

The AA, Biological Sciences pathway provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA (currently 2.8).

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students completing the Biological Sciences pathway option are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Note that students following the Partnership Pathway for Biological Sciences to UGA/Tifton should include COMM 1100 as one of their courses in Area B.

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

CHEM 1211	Principles of Chemistry I	
	and	
CHEM 1211L	Principles of Chemistry I Laboratory	
CHEM 1212	Principles of Chemistry II	
	and	
CHEM 1212L	Principles of Chemistry II Laboratory	

Choose one of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

PHYS 1111K	Introductory Physics I
PHYS 2211K	Principles of Physics I

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

BIOL 1107	Principles of Biology I
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II

BIOL 1108L	Principles of Biology II Laboratory
CHEM 2211K	Organic Chemistry I
CHEM 2212K	Organic Chemistry II
	Carryover from Area A2
	Carryover from Area DII

<u>Additional Requirements / 3 hours</u>

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Business Administration AA Pathway

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Business Administration pathway.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II

Foreign Language 2001 - 2002

HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102   Introduction to Anthropology

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

GEOG 1101   Introduction to Human Geography

HIST 1121   Survey of Western Civilization I

HIST 1122   Survey of Western Civilization II

HIST 2111   United States History I

HIST 2112   United States History II

POLS 2201   State and Local Government

POLS 2301   Introduction to Comparative Politics

PSYC 1101   Introduction to General Psychology

SOCI 1101   Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

ACCT 2101   Principles of Accounting I

ACCT 2102   Principles of Accounting II

BUSA 2106   The Environment of Business

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

ENGL 2020   Communication for Business and the Professions

ECON 2105 and ECON 2106: Students completing this pathway must take a course other than ECON 2105 or ECON 2106 to satisfy their area E requirement.

Additional Requirements / 3 hours

Required Courses:

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Chemistry AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students completing the AA in Chemistry pathway are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050   Introduction to Environmental Science
                   and
BIOL 1050L   Introduction to Environmental Science Laboratory
BIOL 1107   Principles of Biology I
                   and
BIOL 1107L   Principles of Biology I Laboratory
BIOL 1108   Principles of Biology II
                   and
BIOL 1108L   Principles of Biology II Laboratory
CHEM 1211   Principles of Chemistry I
                   and
CHEM 1211L   Principles of Chemistry I Laboratory
CHEM 1212   Principles of Chemistry II
                   and
CHEM 1212L   Principles of Chemistry II Laboratory
PHYS 1111K   Introductory Physics I
PHYS 1112K   Introductory Physics II
PHYS 2211K   Principles of Physics I
PHYS 2212K   Principles of Physics II

One of the following (with lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050   Introduction to Environmental Science
                   and
BIOL 1050L   Introduction to Environmental Science Laboratory
BIOL 1107   Principles of Biology I
                   and
BIOL 1107L   Principles of Biology I Laboratory
BIOL 1108   Principles of Biology II
                   and
BIOL 1108L   Principles of Biology II Laboratory
CHEM 1211   Principles of Chemistry I
                   and
CHEM 1211L   Principles of Chemistry I Laboratory
CHEM 1212   Principles of Chemistry II
                   and
CHEM 1212L   Principles of Chemistry II Laboratory
PHYS 1111K   Introductory Physics I

PHYS 1112K	Introductory Physics II (transfer)
PHYS 2211K	Principles of Physics I (transfer)
PHYS 2212K	Principles of Physics II (transfer)
MATH 2261	Calculus I (transfer)
MATH 2262	Calculus II (transfer)
MATH 2263	Calculus III (transfer)

Area E: Social Sciences / 12 hours

Required Courses:

| POLS 1101 | American Government |

Choose one:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

CHEM 1100	Introductory Chemistry
CHEM 1211	Principles of Chemistry I
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
CHEM 1212L	Principles of Chemistry II Laboratory
CHEM 2211K	Organic Chemistry I
CHEM 2212K	Organic Chemistry II
	Carryover from Area A
	Carryover from Area DII

Select THREE to FOUR hours from the following area:

Science/Mathematics (area D)

Carryover from Area A and Area DII: Students who complete a four-hour mathematics course for area A will carry one hour of credit over to area F. Students who complete 12 credit hours for area DII will carry one hour of credit over to area F. The total number of hours required for area F is 18 hours.

Students should select sufficient elective credits based on the number of carry-over hours so that the total hours earned for area F is at least 18 hours.

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Criminal Justice AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Criminal Justice AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I

ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I

MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

| POLS 1101 | American Government |

Choose one:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

CRJU 1100	Introduction to Criminal Justice
CRJU 2002	Community Relations
CRJU 2003	Juvenile Delinquency
CRJU 2004	Introduction to Corrections
CRJU 2005	Criminal Procedure
CRJU 2001	Constitutional Law

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

| PHED 1020 | Safety and First Aid |

| WELL 1005 | Physical Wellness |
| WELL 2000 | Comprehensive Wellness |

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

AA Early Childhood Education Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Early Childhood Education pathway.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics

ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

EDUC 2110	Investigating Critical and Contemporary Issues in Education
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts
EDUC 2130	Exploring Learning and Teaching
MATH 2008	Foundations of Numbers & Operations
ISCI 2001	Life/Earth Science
ISCI 2002	Physical Science

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

AA Education Middle Grades Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18-20 Hours

EDUC 2110	Investigating Critical and Contemporary Issues in Education
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

EDUC 2130	Exploring Learning and Teaching
	Two lower division courses in one area of concentration and one lower division course in the second area of concentration listed in the areas of certification

The pathway for middle grades certification are language arts, social studies, science, and mathematics.

<u>Additional Requirements / 3 hours</u>

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

AA Secondary Education Pathway

Students wishing to teach in high school must earn a BA or BS degree in the discipline in which they wish to teach and should follow their selected Arts and Sciences pathway and its recommended math for area A.

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses:

ENGL 1101	English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

OR   Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level   Foreign Language

COMM 1100   Human Communication

CRIT 1100   An Introduction to Critical Thinking

CSCI 1000   Computer Fundamentals

PRSP 1010   Perspectives on Human Expression

PRSP 1020   Perspectives on Global Issues

RSCH 1100   Research and Documentation Methods

STAB 2003   Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001   Humanities I

ENGL 2111   World Literature I

ENGL 2112   World Literature II

One of the following not chosen above:

ARAP 1100   Art Appreciation

ENGL 2010   Dramatic Literature

ENGL 2111   World Literature I

ENGL 2112   World Literature II

ENGL 2131   American Literature I

ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III

OR   Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102   Introduction to Anthropology

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

GEOG 1101   Introduction to Human Geography

HIST 1121   Survey of Western Civilization I

HIST 1122   Survey of Western Civilization II

HIST 2111   United States History I

HIST 2112   United States History II

POLS 2201   State and Local Government

POLS 2301   Introduction to Comparative Politics

PSYC 1101   Introduction to General Psychology

SOCI 1101   Introductory Sociology

Area F for Secondary Education Pathway

Students wishing to teach in high school must earn a BA or BS degree in the discipline in which they wish to teach and should follow their selected Arts and Sciences pathway.

In addition to the stated requirements for the pathway in that discipline, Secondary Education students are required to complete these three pre-professional courses (adding an additional 9 hours to this degree).

EDUC 2110   Investigating Critical and Contemporary Issues in Education

EDUC 2120   Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

EDUC 2130   Exploring Learning and Teaching

Additional Requirements / 3 hours

Required Courses:

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Choose a PE Activity course:

PHED 1101   Walking/Jogging for Fitness

PHED 1102   Aerobic Dancing

PHED 1117   Fitness

PHED 1119   Yoga

PHED 1120   Bowling

PHED 1121   Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

English AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101   English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

OR   Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the English AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography

HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

| ENGL 2111 | World Literature I |
| ENGL 2112 | World Literature II |

Select SIX Hours of the same language from the following:

FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I

Select SIX Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2020	Communication for Business and the Professions
ENGL 2131	American Literature I
ENGL 2132	American Literature II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
HUMN 2002	Humanities II
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Foreign Languages AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Foreign Languages AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics

ECON 2106	Principles of Microeconomics
HIST 1101	Introduction to Human Geography
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

Select NINE hours of the same language from the following:

FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Select SIX hours of a second language from the following:

FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Select THREE hours from among the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2020	Communication for Business and the Professions
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I

ENGL 2132	American Literature II
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HUMN 2002	Humanities II
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

General Studies AA Pathway

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

<u>Area A2: Quantitative Outcomes / 3 hours</u>

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the General Studies AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

<u>Area B: Institutional Options / 4 hours</u>

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

<u>Area C: Humanities, Fine Arts, and Ethics / 6 hours</u>

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry

MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

Possible carry over from area DI

or

Carryover from Area DII

Possible carry over from area DI: Students who complete more than the required 11 hours in area DI or DII may carry over up to two hours of credits to count toward area F for the General Studies pathway.

Select THREE to FOUR hours from each of the following areas:

> Humanities/Fine Arts/Literature (area C)
>
> Science/Mathematics (area D)
>
> Social Science/Business (area E)

An additional NINE credit hours from any of the following areas:

> Humanities/Fine Arts/Literature (area C)
>
> Science/Mathematics (area D)
>
> Social Science/Business (area E)

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Health and Physical Education AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101   English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

OR   Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Health and P.E. AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level   Foreign Language

COMM 1100   Human Communication

CRIT 1100   An Introduction to Critical Thinking

CSCI 1000   Computer Fundamentals

PRSP 1010   Perspectives on Human Expression

PRSP 1020   Perspectives on Global Issues

RSCH 1100   Research and Documentation Methods

STAB 2003   Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001   Humanities I

ENGL 2111   World Literature I

ENGL 2112   World Literature II

One of the following not chosen above:

ARAP 1100   Art Appreciation

ENGL 2010   Dramatic Literature

ENGL 2111   World Literature I

ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I

MATH 2262   Calculus II

MATH 2263   Calculus III

OR   Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102   Introduction to Anthropology

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

GEOG 1101   Introduction to Human Geography

HIST 1121   Survey of Western Civilization I

HIST 1122   Survey of Western Civilization II

HIST 2111   United States History I

HIST 2112   United States History II

POLS 2201   State and Local Government

POLS 2301   Introduction to Comparative Politics

PSYC 1101   Introduction to General Psychology

SOCI 1101   Introductory Sociology

Area F: Courses Related to the Pathway / 18 hours

EDUC 2110   Investigating Critical and Contemporary Issues in Education

EDUC 2120   Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

EDUC 2130   Exploring Learning and Teaching

BIOL 2111K   Human Anatomy and Physiology I

BIOL 2112K   Human Anatomy and Physiology II

PHED 11xx

Students must take an additional 1 credit hour PHED 1XXX course not taken in above the core for Area F.

Additional Requirements / 3 hours

Required Courses:

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

History AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the History AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science	
	and	
BIOL 1050L	Introduction to Environmental Science Laboratory	
BIOL 1060	Marine Biology	
	and	
BIOL 1060L	Marine Biology Laboratory	
PHSC 1011	Physical Science	
	and	
PHSC 1011L	Physical Science Laboratory	
OR	Any science with lab listed in DII courses	

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics

ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 hours

HIST 2111	United States History I
	or
HIST 2112	United States History II
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II

HIST 2111: Students will take whichever course of HIST 2111 and HIST 2112 that they did not complete for their US History requirement of area E.

HIST 2111, HIST 1121, and HIST 1122: Students completing the History pathway should not choose HIST courses to satisfy the ELECTIVE requirement in area E.

Select SIX Hours from the following courses:

ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HUMN 2002	Humanities II
MATH 2001	Statistics
PHIL 1000	Introduction to Philosophy
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
RELG 1000	Introduction to Religion
SOCI 1101	Introductory Sociology

Select THREE Hours from the following courses:

FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
SPAN 1001	Elementary Spanish I

| SPAN 1002 | Elementary Spanish II |
| SPAN 2001 | Intermediate Spanish I |

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Mathematics AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students in the Nursing Transfer pathways must take MATH 1113 in A2 and will carry over 1 hour of credit to area F.

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I

HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Students completing a concentration in Science, Mathematics, or Nursing Transfer should meet area DII requirements and will carry one hour of credit to Area F.

Two classes (with labs) of the following

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1107	Principles of Biology I
	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II

One of the following (with lab) not chosen above

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1107	Principles of Biology I
	and

BIOL 1107L   Principles of Biology I Laboratory
BIOL 1108   Principles of Biology II
            and
BIOL 1108L   Principles of Biology II Laboratory
CHEM 1211   Principles of Chemistry I
            and
CHEM 1211L   Principles of Chemistry I Laboratory
CHEM 1212   Principles of Chemistry II
            and
CHEM 1212L   Principles of Chemistry II Laboratory
PHYS 1111K   Introductory Physics I
PHYS 1112K   Introductory Physics II
PHYS 2211K   Principles of Physics I
PHYS 2212K   Principles of Physics II
MATH 2261   Calculus I
MATH 2262   Calculus II
MATH 2263   Calculus III

Area E: Social Sciences / 12 hours
Required Courses:
POLS 1101   American Government
Choose one:
HIST 2111   United States History I
HIST 2112   United States History II
Choose two not chosen above:
ANTH 1102   Introduction to Anthropology
ECON 2105   Principles of Macroeconomics
ECON 2106   Principles of Microeconomics
GEOG 1101   Introduction to Human Geography
HIST 1121   Survey of Western Civilization I
HIST 1122   Survey of Western Civilization II
HIST 2111   United States History I
HIST 2112   United States History II
POLS 2201   State and Local Government
POLS 2301   Introduction to Comparative Politics
PSYC 1101   Introduction to General Psychology
SOCI 1101   Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

One credit from A2 and one credit from DII are carried over to Area F.

	Carryover from Area A2
	Carryover from Area DII
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III

Select FOUR Hours from the following courses:

	Any science with lab listed in DII courses
	Any science without lab listed in DII courses
FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
MATH 2001	Statistics
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling

PHED 1121   Bowling II

Nursing Transfer AA Pathway (Transfer to B.S. in Nursing)

This pathway is intended for students who are NOT seeking the Associate of Science in Nursing. Students should consult the ADN Division in the School of HSPS prior to selecting this pathway.

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101   English Composition I

ENGL 1102   English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students in Science/Mathematics/Nursing Transfer pathways must take MATH 1113 in A2 and will carry over 1 hour of credit to area F.

One of the following:

MATH 1001   Quantitative Skills and Reasoning

MATH 1111   College Algebra

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

OR   Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level   Foreign Language
COMM 1100   Human Communication
CRIT 1100   An Introduction to Critical Thinking
CSCI 1000   Computer Fundamentals
PRSP 1010   Perspectives on Human Expression
PRSP 1020   Perspectives on Global Issues
RSCH 1100   Research and Documentation Methods
STAB 2003   Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Students completing a concentration in Science, Mathematics, or Nursing Transfer should meet area DII requirements and will carry one hour of credit to Area F. Nursing Transfer students should take CHEM 1211 and CHEM 1212 with labs as their area DII lab sciences.

Required Classes:

Students may not take a lab class without taking or having already taken the associated lecture class.

CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory

One of the following (with lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1107	Principles of Biology I

	and
BIOL 1107L	Principles of Biology I Laboratory
BIOL 1108	Principles of Biology II
	and
BIOL 1108L	Principles of Biology II Laboratory
CHEM 1211	Principles of Chemistry I
	and
CHEM 1211L	Principles of Chemistry I Laboratory
CHEM 1212	Principles of Chemistry II
	and
CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology

SOCI 1101   Introductory Sociology (transfer)

Area F: Courses Related to the Pathway / 18 Hours

BIOL 2111K   Human Anatomy and Physiology I

BIOL 2112K   Human Anatomy and Physiology II

BIOL 2115K   General Microbiology

MATH 2001   Statistics

Select THREE Hours from the following courses:

PSYC 2101   Introduction to the Psychology of Adjustment

PSYC 2103   Introduction to Human Development

SOCI 1160   Introduction to Social Problems

SOCI 2215   Social Psychology

SOCI 2293   Introduction to Marriage and the Family

Additional Requirements / 3 hours

Required Courses:

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Choose a PE Activity course:

PHED 1101   Walking/Jogging for Fitness

PHED 1102   Aerobic Dancing

PHED 1117   Fitness

PHED 1119   Yoga

PHED 1120   Bowling

PHED 1121   Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Political Science AA Pathway

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

<u>Area A2: Quantitative Outcomes / 3 hours</u>

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Political Science AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

<u>Area B: Institutional Options / 4 hours</u>

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

<u>Area C: Humanities, Fine Arts, and Ethics / 6 hours</u>

One of the following:

HUMN 2001	Humanities I

| ENGL 2111 | World Literature I |
| ENGL 2112 | World Literature II |

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I

PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101	American Government

Choose one:

HIST 2111	United States History I
HIST 2112	United States History II

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

Select EIGHTEEN Hours from the following courses:

ANTH 1102	Introduction to Anthropology
CSCI 1301	Computer Science I
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
FREN 1001	Elementary French I

FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
HUMN 2002	Humanities II
MATH 2001	Statistics
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 2101	Introduction to the Psychology of Adjustment
PSYC 2103	Introduction to Human Development
SOCI 1160	Introduction to Social Problems
SOCI 2215	Social Psychology
SOCI 2293	Introduction to Marriage and the Family
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Psychology AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Psychology AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals

PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and

PHSC 1011L   Physical Science Laboratory

OR   Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050   Introduction to Environmental Science

BIOL 1060   Marine Biology

CHEM 1100   Introductory Chemistry

CSCI 1301   Computer Science I

PHSC 1011   Physical Science

MATH 1112   Trigonometry

MATH 1113   Pre-Calculus

MATH 2001   Statistics

MATH 2260   Survey of Business Calculus

MATH 2261   Calculus I

MATH 2262   Calculus II

MATH 2263   Calculus III

OR   Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101   American Government

Choose one:

HIST 2111   United States History I

HIST 2112   United States History II

Choose two not chosen above:

ANTH 1102   Introduction to Anthropology

ECON 2105   Principles of Macroeconomics

ECON 2106   Principles of Microeconomics

GEOG 1101   Introduction to Human Geography

HIST 1121   Survey of Western Civilization I

HIST 1122   Survey of Western Civilization II

HIST 2111   United States History I

HIST 2112   United States History II

POLS 2201   State and Local Government

POLS 2301   Introduction to Comparative Politics

PSYC 1101   Introduction to General Psychology

SOCI 1101   Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

PSYC 1101	Introduction to General Psychology
PSYC 2101	Introduction to the Psychology of Adjustment
PSYC 2103	Introduction to Human Development
SOCI 2215	Social Psychology

Select SIX Hours from the following courses:

ANTH 1102	Introduction to Anthropology
BIOL 1107	Principles of Biology I
BIOL 1108	Principles of Biology II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
MATH 2001	Statistics
PHIL 1000	Introduction to Philosophy
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
SOCI 1101	Introductory Sociology
SOCI 1160	Introduction to Social Problems
SOCI 2293	Introduction to Marriage and the Family
SPAN 1001	Elementary Spanish I
SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

Additional Requirements / 3 hours

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness

WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

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1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Sciences AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

Students in the Sciences pathway must take MATH 1113 in A2 and will carry over 1 hour of credit to area F.

One of the following

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DII. Science/Mathematics Pathways

Students completing a concentration in Science, Mathematics, or Nursing Transfer should meet area DII requirements and will carry one hour of credit to Area F.

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science	
	and	
BIOL 1050L	Introduction to Environmental Science Laboratory	
BIOL 1107	Principles of Biology I	
	and	
BIOL 1107L	Principles of Biology I Laboratory	
BIOL 1108	Principles of Biology II	
	and	
BIOL 1108L	Principles of Biology II Laboratory	
CHEM 1211	Principles of Chemistry I	
	and	
CHEM 1211L	Principles of Chemistry I Laboratory	
CHEM 1212	Principles of Chemistry II	
	and	
CHEM 1212L	Principles of Chemistry II Laboratory	
PHYS 1111K	Introductory Physics I	
PHYS 1112K	Introductory Physics II	
PHYS 2211K	Principles of Physics I	
PHYS 2212K	Principles of Physics II	

One of the following (with lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science	
	and	
BIOL 1050L	Introduction to Environmental Science Laboratory	
BIOL 1107	Principles of Biology I	
	and	
BIOL 1107L	Principles of Biology I Laboratory	
BIOL 1108	Principles of Biology II	
	and	
BIOL 1108L	Principles of Biology II Laboratory	
CHEM 1211	Principles of Chemistry I	
	and	
CHEM 1211L	Principles of Chemistry I Laboratory	
CHEM 1212	Principles of Chemistry II	
	and	

CHEM 1212L	Principles of Chemistry II Laboratory
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III

Area E: Social Sciences / 12 hours

Required Courses:

| POLS 1101 | American Government |

Choose one:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

Carryover from Area A

Carryover from Area DII

Carryover from Area A and Area DII: Students who complete a four-hour mathematics course for area A will carry one hour of credit over to area F. Students who complete 12 credit hours for area DII will carry one hour of credit over to area F. The total number of hours required for area F of this pathway is 18 hours.

Students should select sufficient elective credits based on the number of carry-over hours so that the total hours earned for area F is at least 18 hours.

Select EIGHT Hours from the following:

BIOL 1050	Introduction to Environmental Science
BIOL 1107	Principles of Biology I
BIOL 1108	Principles of Biology II
CHEM 1211	Principles of Chemistry I
CHEM 1212	Principles of Chemistry II
CHEM 2211K	Organic Chemistry I
CHEM 2212K	Organic Chemistry II
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II

Select EIGHT Hours from the following:

BIOL 1050	Introduction to Environmental Science
BIOL 1107	Principles of Biology I
BIOL 1108	Principles of Biology II
CHEM 1211	Principles of Chemistry I
CHEM 1212	Principles of Chemistry II
CHEM 2211K	Organic Chemistry I
CHEM 2212K	Organic Chemistry II
CSCI 1301	Computer Science I
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
PHYS 1111K	Introductory Physics I
PHYS 1112K	Introductory Physics II
PHYS 2211K	Principles of Physics I
PHYS 2212K	Principles of Physics II

Additional Requirements / 3 hours

Required Courses:

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course:

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Sociology AA Pathway

Core Requirements

Area A1: Communication Outcomes / 6 hours

Required Courses:

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Sociology AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science

	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

| POLS 1101 | American Government |

Choose one:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Choose two not chosen above:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I

HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
SOCI 1101	Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

SOCI 1101	Introductory Sociology
SOCI 1160	Introduction to Social Problems
SOCI 2293	Introduction to Marriage and the Family
SOCI 2215	Social Psychology

SOCI 1101: Students completing this pathway must take a course other than SOCI 1101 to satisfy their area E requirement.

Select SIX Hours from the following:

ANTH 1102	Introduction to Anthropology
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
FREN 1001	Elementary French I
FREN 1002	Elementary French II
FREN 2001	Intermediate French I
FREN 2002	Intermediate French II
GEOG 1101	Introduction to Human Geography
HIST 1121	Survey of Western Civilization I
HIST 1122	Survey of Western Civilization II
HIST 2111	United States History I
HIST 2112	United States History II
MATH 2001	Statistics
PHIL 1000	Introduction to Philosophy
POLS 2201	State and Local Government
POLS 2301	Introduction to Comparative Politics
PSYC 1101	Introduction to General Psychology
PSYC 2101	Introduction to the Psychology of Adjustment
PSYC 2103	Introduction to Human Development
SOCI 2220	Introduction to Social Welfare
SPAN 1001	Elementary Spanish I

SPAN 1002	Elementary Spanish II
SPAN 2001	Intermediate Spanish I
SPAN 2002	Intermediate Spanish II

<u>Additional Requirements / 3 hours</u>

Required Courses:

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

Note: All Bainbridge State College Associate of Arts degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Speech AA Pathway

Core Requirements

<u>Area A1: Communication Outcomes / 6 hours</u>

Required Courses:

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade of C or better

Area A2: Quantitative Outcomes / 3 hours

One of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
OR	Higher Level Mathematics

MATH 1001 is recommended as the area A math for students completing the Speech AA.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Area B: Institutional Options / 4 hours

Two or more different courses of the following to add up to 4 hours:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities, Fine Arts, and Ethics / 6 hours

One of the following:

HUMN 2001	Humanities I
ENGL 2111	World Literature I
ENGL 2112	World Literature II

One of the following not chosen above:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I

HUMN 2002	Humanities II
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Natural Science, Mathematics, and Technology / 11 hours

DI. Non-Science/Mathematics Pathways

Two classes (with labs) of the following:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
	and
BIOL 1050L	Introduction to Environmental Science Laboratory
BIOL 1060	Marine Biology
	and
BIOL 1060L	Marine Biology Laboratory
PHSC 1011	Physical Science
	and
PHSC 1011L	Physical Science Laboratory
OR	Any science with lab listed in DII courses

One of the following (without lab) not chosen above:

Students may not take a lab class without taking or having already taken the associated lecture class.

BIOL 1050	Introduction to Environmental Science
BIOL 1060	Marine Biology
CHEM 1100	Introductory Chemistry
CSCI 1301	Computer Science I
PHSC 1011	Physical Science
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 2001	Statistics
MATH 2260	Survey of Business Calculus
MATH 2261	Calculus I
MATH 2262	Calculus II
MATH 2263	Calculus III
OR	Any science without lab listed in DII courses

Area E: Social Sciences / 12 hours

Required Courses:

POLS 1101 American Government

Choose one:

HIST 2111 United States History I

HIST 2112 United States History II

Choose two not chosen above:

ANTH 1102 Introduction to Anthropology

ECON 2105 Principles of Macroeconomics

ECON 2106 Principles of Microeconomics

GEOG 1101 Introduction to Human Geography

HIST 1121 Survey of Western Civilization I

HIST 1122 Survey of Western Civilization II

HIST 2111 United States History I

HIST 2112 United States History II

POLS 2201 State and Local Government

POLS 2301 Introduction to Comparative Politics

PSYC 1101 Introduction to General Psychology

SOCI 1101 Introductory Sociology

Area F: Courses Related to the Pathway / 18 Hours

Select EIGHTEEN Hours from the following:

ARAP 1100 Art Appreciation

ENGL 2020 Communication for Business and the Professions

ENGL 2111 World Literature I

ENGL 2112 World Literature II

ENGL 2117 Literature for Children and Adolescents

HUMN 2002 Humanities II

MUSC 1100 Music Appreciation

PHIL 1000 Introduction to Philosophy

Additional Requirements / 3 hours

Required Courses:

FYE 1102 Foundations for Success - Institutional Credit

Select TWO Hours from the Following:

PHED 1020 Safety and First Aid

WELL 1005 Physical Wellness

WELL 2000 Comprehensive Wellness

Choose a PE Activity course

PHED 1101	Walking/Jogging for Fitness
PHED 1102	Aerobic Dancing
PHED 1117	Fitness
PHED 1119	Yoga
PHED 1120	Bowling
PHED 1121	Bowling II

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2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

The Associate of Science Degree in Nursing

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue baccalaureate degrees. The Core Curriculum is subdivided into Core Areas A through E as outlined below. Totaling 33 credit hours, Areas A, B, C, D, and E are composed of general education courses. Area F varies with each program of study and has courses that support the student's chosen major.

Academic Policies for the AS Degree in Nursing

Courses taken cannot be counted for more than one requirement. If a course is listed as an option for more than one requirement, it can be counted only once, regardless of the number of times the course is taken.

Entering students may be required to take the Accuplacer placement test and complete specific courses in Learning Support as a result. *These courses will be required prior admission into the ADN program.*

Entering students who do not complete all courses required for a Georgia High School Diploma for the Required High School Curriculum (RHSC) may be required to complete substitute courses prior to earning 30 semester hours of credit.

Students are encouraged to meet with their faculty advisor to discuss program requirements. The transfer institution may require specific courses in Area F. Students are encouraged to consider their transfer institution when making decisions about program electives.

Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Students completing any core curriculum course will receive full credit for that course upon transfer to another USG institution within the same major or concentration, even if a core area is not completed and even if it means giving transfer credit across areas. This transferability is guaranteed by the Board of Regents of the University System of Georgia. Should a student encounter difficulty in transferring credits earned at Bainbridge

College, the student is urged to contact immediately the institution's transfer ombudsman, Registrar, or Vice President for Academic and Student Affairs.

The Core Curriculum for AS in Nursing*

This program requires a special admission. See the ADN Nursing Division website for more information.

Students, who hold an unencumbered LPN license, can complete the nursing courses in four semesters after being accepted into the program. Applicants must pass skills validation, attain 100% on a drug calculation exam within 2 attempts, and score a level 2 on the ATI Fundamentals challenge exam. Students meeting these guidelines will receive CLEP credit for NURS 1010, Foundations of Nursing Practice. Students selecting this option are admitted annually in the Spring semester. Once admitted, the students follow the same course progression as the students in the traditional track.

The Associate of Science in Nursing is fully accredited by the Accreditation Commission for education in Nursing, Inc. (ACEN), formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC).

Core Requirements

The facilities associated with the clinical education program require criminal background checks for incoming students to ensure the safety of the clients treated by students in the program. It is the clinical agency that will determine if the student is able to attend clinical at the respective facility. Contact the ADN program for additional information.

Area A: Essential Skills / 3 hours

ENGL 1101	English Composition I

ENGL 1101: Grade of C or better

Area B: Institutional Options / 3 hours

COMM 1100	Human Communication
	or
STAB 2003	Study Abroad

Area C: Humanities and Fine Arts / 3 hours (requirement added Spring 2011)

Select THREE Hours from the following:

HUMN 2001	Humanities I
ARAP 1100	Art Appreciation
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
MUSC 1100	Music Appreciation
RELG 1000	Introduction to Religion

NOTE: ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics and Technology / 12 hours

BIOL 2111K	Human Anatomy and Physiology I

| BIOL 2112K | Human Anatomy and Physiology II |
| BIOL 2115K | General Microbiology |

Area E: Social Science / 6 hours

| POLS 1101 | American Government |

Select THREE hours from the following:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Area F: Courses Related to the Program of Study / 40 hours

NURS 1010	Foundation of Nursing Practice
NURS 1020	Adult Health Nursing Concepts I
NURS 1025	Mental Health Nursing Concepts
NURS 1035	Pediatric Nursing Concepts
NURS 2030	Adult Health Nursing Concepts II
NURS 2035	Women's Health and Obstetrical Nursing Concepts
NURS 2050	Advanced Nursing Concepts

| FYE 1102 | Foundations for Success - Institutional Credit |

*State approval of a program to offer Alabama licensed nurses' opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov.

The Associate of Applied Science Degrees (non-transfer)

The AAS degree prepares students for employment in their chosen field of study. Programs are designed to be completed in two years and include academic core classes along with courses in the field of study.

Area A Policies for the AAS

AAS ENGL 1101/ENGL 1102 Policy: Students must earn a grade of C or higher to pass English 1101 and English 1102. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

AAS Area A Quantitative Outcomes Policy: Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

> *MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.*

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

Agribusiness AAS (Non-Transfer)

*** Program is in teach out and no longer accepts new students

Agribusiness A.A.S. is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology with commercial agriculture and food processing, and global impacts of food and agriculture.

Requirements

Area A: Essential Skills / 9 Hours

Select NINE hours from the following:

ENGL 1101	English Composition I
	and
ENGL 1102	English Composition II
	and
TECH 1130	Algebra/Trigonometry
	or
MATH 1001	Quantitative Skills and Reasoning
	or
MATH 1111	College Algebra

Area B: Institutional Options / 3 Hours

Select three hours of the following:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad (transfer)

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II

ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics, and Technology / 4 Hours

| TECH 1110 | Business Mathematics |

Area E: Social Science / 3 Hours

Select THREE hours from the following:

| TECH 1150 | Human Relations |
| PSYC 1101 | Introduction to General Psychology |

Area F: Courses Related to the Program of Study / 37 Hours

AGRB 1100	Introduction to Agribusiness
AGRB 1110	Agribusiness Management
AGRB 1120	Leadership in Agribusiness
AGRB 1150	Agricultural Finance and Credit
AGRB 2100	Agribusiness Marketing
AGRB 2110	Farm Organization and Management
AGRB 2130	Agricultural Policy
AGRB 2140	Issues of Agriculture and Natural Resources
AGRB 2200	Principles of Agronomy
AGRB 2250	Survey of the Animal Industry
AGRB 2300	Precision Agricultural Systems
AGRB 2800	Agribusiness Internship

Additional Requirements / 2 Hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Total Credit Hours: 61

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Business Administrative Technology AAS (Non-Transfer)

The Business Administrative degree program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing, business office and electronic communication applications, filing and records management, office procedures and management, oral and written communication skills, and many other office- related topics. Graduates of the program receive an Associate of Applied Science Degree in Business Administrative Technology.

Requirements

Area A: Essential Skills / 9 Hours

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade C or better

Select THREE Hours from the following:

AREA A MATH Recommendation: Students should take TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

TECH 1130	Algebra/Trigonometry
MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra

MATH 1001 and MATH 1111: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
TECH 1140	Communication Skills
CRIT 1100	An Introduction to Critical Thinking

CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics, and Technology / 4 Hours

| TECH 1110 | Business Mathematics |

Area E: Social Science / 9 Hours

| POLS 1101 | American Government |
| TECH 1150 | Human Relations |

Select THREE Hours from the following:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Area F: Courses Related to the Program of Study / 36-39 Hours

C or better required in all Business Administrative Technology Area F courses taken beginning Fall 2012

| BUSN 2110 | Filing and Records Management |
| BUSN 2130 | Word Processing |

BUSN 2140   Electronic Communication Applications

BUSN 1011 and BUSN 1012: ACCT 2101 and one three-hour elective course from the business area may be substituted for BUSN 1011 and 1012. For approval of the elective course, see the Business Administrative Technology Advisor.

Business Administrative Technology Option / 26 Hours

ACCT 2130   Computerized Accounting
BUSA 1105   Introduction to Business
BUSN 1000   Introduction to Keyboarding
BUSN 1011   Principles of Bookkeeping I
BUSN 1012   Principles of Bookkeeping II
BUSN 2120   Transcription
BUSN 2150   Business Office Applications
BUSN 2160   Office Procedures
COMS 1130   Spreadsheet Applications

Paralegal Option / 29 Hours

BUSN 1001   Keyboarding and Business Document Processing
                   or
BUSN 1002   Legal Keyboarding
BUSN 2120   Transcription
                   or
BUSN 2320   Legal Machine Transcription
PLGS 1010   Introduction to Law and Ethics
PLGS 1030   Legal Writing
PLGS 1040   Family Law
PLGS 1050   Real Estate Law
PLGS 1090   Civil Litigation
PLGS 1100   Wills, Trusts, Probate, and Administration
PLGS 1160   Contracts and Commercial Law

Additional Requirements / 4 hours

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020   Safety and First Aid
WELL 1005   Physical Wellness
WELL 2000   Comprehensive Wellness

Total Credit Hours: 66-71

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Criminal Justice Technology AAS (Non-Transfer)

The Criminal Justice Technology degree program prepares students for employment in a variety of positions in the criminal justice field. The program provides learning opportunities that develop the academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Science Degree in Criminal Justice Technology.

Requirements

Area A: Essential Skills /9 Hours

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade C or better

Select THREE Hours from the following:

AREA A MATH Recommendation: Students should take TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

TECH 1130	Algebra/Trigonometry
MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra

MATH 1001 and MATH 1111: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
COMM 1100	Human Communication

TECH 1140	Communication Skills
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

| TECH 1110 | Business Mathematics |
| TECH 1120 | Technical Math |

Area E: Social Science / 9 Hours

| POLS 1101 | American Government |
| TECH 1150 | Human Relations |

Select THREE Hours from the following:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

Area F: Courses Related to the Program of Study / 36 Hours

| CRJU 1100 | Introduction to Criminal Justice |

CRJU 2001	Constitutional Law
CRJU 2002	Community Relations
CRJU 2003	Juvenile Delinquency
CRJU 2004	Introduction to Corrections
CRJU 2005	Criminal Procedure
CRIM 2010	Criminology
CRIM 2020	Criminal Law
CRIM 2022	Civil Procedures

CRIM 2090 may be substituted for any of the CRIM courses listed above.

Basic Criminal Justice Option / 9 Hours

CRIM 2030	Criminal Evidence & Procedures
CRIM 2034	Criminal Investigation
CRIM 2036	Criminal Traffic Law

Law Enforcement Management Option / 9 Hours

CRIM 2040	Law Enforcement Management I
CRIM 2042	Law Enforcement Management II
CRIM 2044	Law Enforcement Management III

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 66-68

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Electronics Technology AAS (Non-Transfer)

The Electronics Technology degree program prepares students for employment as electronics technicians and related employment positions. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment including manual and computerized electronics systems. Program graduates receive an Associate of Applied Science Degree in Electronics Technology.

Requirements

Area A: Essential Skills /9 Hours

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102: Grade C or better

Select THREE Hours from the following:

AREA A MATH Recommendation: Students should take TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

TECH 1130	Algebra/Trigonometry
MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra

MATH 1001 and MATH 1111: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
CSCI 1000	Computer Fundamentals
COMM 1100	Human Communication
TECH 1140	Communication Skills
CRIT 1100	An Introduction to Critical Thinking
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110	Business Mathematics
TECH 1120	Technical Math

Area E: Social Science / 9 Hours

POLS 1101	American Government
TECH 1150	Human Relations

Select THREE Hours from the following:

HIST 2111	United States History I
HIST 2112	United States History II

Area F: Courses Related to the Program of Study / 41 Hours

ELEC 1001	Electrical I
ELEC 1002	Electrical II
ELEC 1004	D-C Electricity
ELEC 1005	A-C Electricity
ELEC 1007	Commercial-Industrial Wiring
ELEC 1008	D-C Motors and Controls
ELEC 1009	A-C Motors and Controls
ELEC 1011	Basic Electronics I
ELEC 1012	Basic Electronics II

ELEC 1014	Industrial Instrumentation
ELEC 1018	Programmable Controllers I
ELEC 1019	Programmable Controllers II

Select THREE Hours from the following:

INDM 2110	Blueprint Reading
	or
	Select ONE ELECTIVE COURSE with Electronics Advisor approval

Additional Requirements / 4 hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 71-73

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Health Information Technology AAS (Non-Transfer)

The purpose of the Health Information Management Technology program is to provide educational opportunities to students that will enable them to achieve the knowledge and training necessary to obtain employment in the healthcare industry. Students receive training in a variety of health information management functions, such as organizing, analyzing, processing, and evaluating healthcare data; coding diseases, operations, and procedures; protecting patient privacy and providing information security; enhancing the quality of health record documentation; participating in the planning, design selection, implementation, and support for information systems; and managing health information in an electronic environment. Students also develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system. Program graduates receive an Associate of Applied Science Degree in Health Information Technology.

Requirements

<u>Area A: Essential Skills / 3 Hours</u>

  ENGL 1101   English Composition I

ENGL 1101 with grade of C or better

<u>Area B: Institutional Options / 1-3 Hours</u>

Select ONE to THREE Hours from the following:

  1000-level   Foreign Language

  COMM 1100   Human Communication

  TECH 1140   Communication Skills

  CRIT 1100   An Introduction to Critical Thinking

  CSCI 1000   Computer Fundamentals

  PRSP 1010   Perspectives on Human Expression

  PRSP 1020   Perspectives on Global Issues

  RSCH 1100   Research and Documentation Methods

  STAB 2003   Study Abroad

<u>Area C: Humanities/Fine Arts / 3 Hours</u>

Select THREE Hours from the following:

  ARAP 1100   Art Appreciation

  ENGL 2010   Dramatic Literature

  ENGL 2111   World Literature I

  ENGL 2112   World Literature II

  ENGL 2131   American Literature I

  ENGL 2132   American Literature II

                    Foreign Language 2001 - 2002

  HUMN 2001   Humanities I

  HUMN 2700   International Film

  MUSC 1100   Music Appreciation

  PHIL 1000   Introduction to Philosophy

  RELG 1000   Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

<u>Area D: Science, Mathematics, and Technology / 3-4 Hours</u>

Select THREE to FOUR Hours from the following:

AREA D MATH Recommendation:

Students should take TECH 1110 or <u>TECH 1130</u>, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1110 and TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics
TECH 1130	Algebra/Trigonometry

MATH 1001 and MATH 1111: Grade of C or better

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

PSYC 1101	Introduction to General Psychology
TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 46 Hours

C or better required in all Area F Courses

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2111K	Human Anatomy and Physiology I
BIOL 2112K	Human Anatomy and Physiology II
HIMT 1100	Introduction to Health Information Technology
HIMT 1150	Computer Applications in Healthcare
HIMT 1200	Legal Aspects of Healthcare
HIMT 1250	Health Record Content and Structure
HIMT 1350	Pharmacotherapy
HIMT 1400	Coding and Classification-ICD Basic
HIMT 1410	Coding and Classification-ICD Advanced
HIMT 2150	Healthcare Statistics
HIMT 2200	Performance Improvement
HIMT 2300	Healthcare Management
HIMT 2400	Coding & Classification-CPT/HCPCS
HIMT 2410	Revenue Cycle Management
HIMT 2460	Health Information Technology Practicum

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the following

PHED 1020	Safety and First Aid

WELL 2000	Comprehensive Wellness

Total Credit Hours: 63-66

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Industrial Maintenance Technology AAS (Non-Transfer)

The Industrial Maintenance Technology degree program prepares graduates to install, operate, and maintain various types of industrial equipment. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive the Associate of Applied Science Degree in Industrial Maintenance Technology.

Requirements

Area A: Essential Skills /9 Hours

ENGL 1101	English Composition I
ENGL 1102	English Composition II

ENGL 1101 and ENGL 1102: Grade C or better

Select THREE Hours from the following:

AREA A MATH Recommendation: Students should take TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by ACCUPLACER algebra placement score.)

TECH 1130	Algebra/Trigonometry
MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra

MATH 1001 and MATH 1111: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
TECH 1140	Communication Skills

CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite.

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

| TECH 1110 | Business Mathematics |
| TECH 1120 | Technical Math |

Area E: Social Science / 9 Hours

| POLS 1101 | American Government |
| TECH 1150 | Human Relations |

Select THREE Hours from the following:

| HIST 2111 | United States History I |
| HIST 2112 | United States History II |

<u>Area F: Courses Related to the Program of Study / 33-50 Hours</u>

INDM 1000	Industrial Safety Procedures
INDM 1001	Welding I
INDM 1002	Welding II
INDM 1008	Metallurgy I
INDM 2110	Blueprint Reading

<u>Select ONE of the following 4 options:</u>

1. Machining Option / 22 Hours

INDM 1021	Machine Shop I
INDM 1022	Machine Shop II
INDM 1023	CNC Machining
INDM 1150	Industrial Mechanics I
INDM 1160	Industrial Mechanics II
INDM 1170	Industrial Mechanics III
INDM 1180	Industrial Mechanics IV

2. Welding Option / 22 Hours

INDM 1003	Welding III
INDM 1004	Welding IV
INDM 1005	Pipe Welding
INDM 1006	MIG Welding
INDM 1007	TIG Welding
INDM 1009	Metallurgy II
INDM 1011	Pipe Fitting
INDM 1012	Metal Layout and Fabrication

3. Mechanical Option / 23 Hours

INDM 1110	Electrical Fundamentals for Mechanics
INDM 1120	Industrial Tools and Equipment
INDM 1130	Pneumatic Fundamentals
INDM 1140	Hydraulic Fundamentals
INDM 1150	Industrial Mechanics I
INDM 1160	Industrial Mechanics II
INDM 1170	Industrial Mechanics III
INDM 1180	Industrial Mechanics IV
INDM 1190	Predictive Maintenance

4. Mechanical/Electrical Option / 39 Hours

ELEC 1004	D-C Electricity

ELEC 1005	A-C Electricity
ELEC 1011	Basic Electronics I
ELEC 1009	A-C Motors and Controls
ELEC 1018	Programmable Controllers I
ELEC 1014	Industrial Instrumentation
INDM 1140	Hydraulic Fundamentals
INDM 1130	Pneumatic Fundamentals
INDM 1190	Predictive Maintenance
INDM 1021	Machine Shop I
INDM 1022	Machine Shop II
INDM 1023	CNC Machining

Select ONE from the following:

| ELEC 1012 | Basic Electronics II |
| ELEC 1008 | D-C Motors and Controls |

Additional Requirements / 4 hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 63-82

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Information Technology AAS (Non-Transfer)

The Information Technology degree program prepares students for employment as computer support specialists and related employment positions such as webpage designer and network specialist. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job

acquisition, retention, and advancement. Students are introduced to the concepts, principles, and techniques required in computer information processing. Program graduates will be competent in the general areas of communication, social sciences, and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science Degree in Computer Information Systems.

Requirements

<u>Area A: Essential Skills /3 Hours</u>

ENGL 1101	English Composition I

ENGL 1101: Grade C or better

<u>Area B: Institutional Options / 3 Hours</u>

Select THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad
TECH 1140	Communication Skills

<u>Area C: Humanities/Fine Arts / 3 Hours</u>

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

<u>Area D: Science, Mathematics, and Technology / 3-4 Hours</u>

Select ONE (1) class from the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics
TECH 1130	Algebra/Trigonometry

<u>Area E: Social Science / 3 Hours</u>

TECH 1150	Human Relations
	or
POLS 1101	American Government

<u>Area F: Courses Related to the Program of Study / 40-47 Hours</u>

BUSN 1001	Keyboarding and Business Document Processing
COMS 2030	Networking Fundamentals
CSCI 1000	Computer Fundamentals
COMS 2241	Linux Computing Essentials
COMS 2251	Linux Core System Administration
	and
	Elective from MMGT or BUSN or BUSA or COMS or CIST

<u>Select ONE of the following three options:</u>

1. Microcomputer Analyst Option / 23 Hours

COMS 2301	Introduction to Programming I
COMS 2302	Introduction to Programming II
COMS 1130	Spreadsheet Applications
COMS 2011	DataBase Applications
COMS 2021	Computer Service Technology I
COMS 2022	Computer Service Technology II

2. Network Operating Systems Option / 23 - 24 Hours

COMS 2250	Intro to Microsoft Windows Networks
COMS 2280	Administering Microsoft Windows Networks
CIST 1601	Information Security Fundamentals
CIST 2602	Network Security
COMS 2261	SQL Database Fundamentals

Select One Class from COMS or CIST:

	COMS courses
	CIST courses

3. Cyber Security Option / 24 Hours

CIST 1601	Information Security Fundamentals
CIST 1602	Security Policies and Procedures
CIST 2601	Implementing Operation Systems Security
CIST 2602	Network Security
CIST 2611	Implementing Internet/Intranet Firewalls

CIST 2612	Computer Forensics

<u>Additional Requirements / 3 - 4 hours</u>

FYE 1102	Foundations for Success - Institutional Credit

Select ONE to TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 61-67

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Marketing and Management AAS (Non-Transfer)

*** Program is in teach out and no longer accepts new students

The Marketing and Management degree program prepares students for employment in a variety of marketing positions including marketing administration assistant and banking assistant. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive the Associate of Applied Science Degree in Marketing and Management.

Requirements

<u>Area A: Essential Skills / 3 Hours</u>

ENGL 1101	English Composition I

ENGL 1101 with grade of C or better

<u>Area B: Institutional Options / 3 Hours</u>

Select THREE Hours from the following:

COMM 1100	Human Communication
TECH 1140	Communication Skills
CSCI 1000	Computer Fundamentals

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

Area D: Science, Mathematics, and Technology / 3-4 Hours

Select ONE of the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics
TECH 1120	Technical Math
TECH 1130	Algebra/Trigonometry

Area E: Social Science / 3 Hours

Select THREE Hours from the following

HIST 2111	United States History I
HIST 2112	United States History II
PSYC 1101	Introduction to General Psychology
TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 42 hours

ACCT 2101	Principles of Accounting I
BUSA 1105	Introduction to Business
BUSA 2106	The Environment of Business
MMGT 2110	Principles of Marketing
MMGT 2130	Small Business Management
MMGT 2140	Management and Supervision
MMGT 2210	Business Finance
MMGT 2230	Ethics in Business

BUSN 1011 Principles of Bookkeeping I and BUSN 1012 Principles of Bookkeeping II may not be substituted for ACCT 2101 Principles of Accounting I.

Select ONE of the following two options:

1. Marketing and Management Option / 18 Hours

MMGT 2120	Retail Merchandising

MMGT 2150	Creative Selling
MMGT 2160	Consumer Behavior
MMGT 2170	Customer Service
MMGT 2180	Personal Finance
	and
	Select ONE (1) ACCT, BUSN, COMS, or MMGT course

2. Accounting Option / 18 Hours

ACCT 2102	Principles of Accounting II
ACCT 2103	Intermediate Accounting
ACCT 2110	Managerial and Cost Accounting
ACCT 2120	Tax Accounting
ACCT 2130	Computerized Accounting
COMS 1130	Spreadsheet Applications

Additional Requirements / 4 hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 61-62

Medical Administrative Technology AAS (Non-Transfer)

*** Program is in teach out and no longer accepts new students

The Medical Office Technology degree program prepares students for various administrative duties and procedures in medical offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Areas covered in this program are medical coding and billing, medical keyboarding and word processing, medical transcription, and many other medical office duties and procedures. Program graduates receive an Associate of Applied Science Degree in Medical Office Technology.

Requirements

Area A: Essential Skills /6 Hours

| ENGL 1101 | English Composition I |
| ENGL 1102 | English Composition II |

ENGL 1101 and ENGL 1102 with grade of C or better

Area B: Institutional Options / 3 Hours

Select THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
TECH 1140	Communication Skills
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad (transfer)

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100	Art Appreciation
ENGL 2010	Dramatic Literature
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
	Foreign Language 2001 - 2002
HUMN 2001	Humanities I
HUMN 2700	International Film
MUSC 1100	Music Appreciation
PHIL 1000	Introduction to Philosophy
RELG 1000	Introduction to Religion

ENGL 2010, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, HUMN 2001: These courses have ENGL 1102 as a prerequisite

Area D: Science, Mathematics, and Technology / 3-4 Hours

Select THREE to FOUR Hours from the following:

AREA D MATH Recommendation: Students should take TECH 1110 or TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1110 or TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics
TECH 1120	Technical Math

TECH 1130   Algebra/Trigonometry

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

PSYC 1101   Introduction to General Psychology

TECH 1150   Human Relations

Area F: Courses Related to the Program of Study / 38-41 Hours

C or better is required in all Medical Administrative Technology Area F courses

ALHS 1090   Medical Terminology for Allied Health Sciences

BUSN 1001   Keyboarding and Business Document Processing

BUSN 2130   Word Processing

BUSN 2210   Medical Document Processing/Transcription

BUSN 2340   Medical Office Procedures

HIMT 1200   Legal Aspects of Healthcare

HIMT 1150   Computer Applications in Healthcare

HIMT 1400   Coding and Classification-ICD Basic

HIMT 2400   Coding & Classification-CPT/HCPCS

HIMT 2410   Revenue Cycle Management

HIMT 1410   Coding and Classification-ICD Advanced

Select ONE Option:

ALHS 1011   Structure and Function of the Human Body

                  or

BIOL 2111K   Human Anatomy and Physiology I

                  and

BIOL 2112K   Human Anatomy and Physiology II

Additional Requirements / 4 hours

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Total Credit Hours: 60-64

Note: All Bainbridge State College Associate of Applied Science degree students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Diplomas

Diplomas are designed to prepare students for the workforce with heavy concentration in the field of study. Diploma programs range in length of one to two years.

Diploma Area A Policies:

ENGL 1101 Policy: Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

MATH Policy: Students must earn a grade of C or higher to pass these mathematics course used to fulfill Area A: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

> MATH 1001 and MATH 1111: Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

> *Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.*

Agribusiness Diploma

*** Program is in teach out and no longer accepts new students

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology with commercial agriculture and food processing, and global impacts of food and agriculture.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140	Communication Skills
ENGL 1101	English Composition I

ENGL 1101: Grade of C or better

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

TECH 1110	Business Mathematics

Area E: Social Science / 3 Hours

TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 39 Hours

AGRB 1100	Introduction to Agribusiness
AGRB 1110	Agribusiness Management
AGRB 1120	Leadership in Agribusiness
AGRB 1150	Agricultural Finance and Credit
AGRB 2100	Agribusiness Marketing
AGRB 2110	Farm Organization and Management
AGRB 2130	Agricultural Policy
AGRB 2140	Issues of Agriculture and Natural Resources
AGRB 2200	Principles of Agronomy
AGRB 2250	Survey of the Animal Industry
AGRB 2300	Precision Agricultural Systems
AGRB 2800	Agribusiness Internship
	Occupational Guided Elective

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit
PHED 1020	Safety and First Aid

Total Credit Hours: 53

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Applied Marketing and Management Diploma

*** Program is in teach out and no longer accepts new students

The Applied Marketing and Management diploma program prepares students for employment in a variety of marketing and management positions. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Applied Marketing and Management.

Requirements

Area A: Essential Skills / 3 Hours

TECH 1140	Communication Skills

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110	Business Mathematics

Area E: Social Science / 3 Hours

TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 27 Hours

ACCT 2101	Principles of Accounting I
BUSA 1105	Introduction to Business
BUSA 2106	The Environment of Business
MMGT 2110	Principles of Marketing

MMGT 2130	Small Business Management
MMGT 2140	Management and Supervision (non-transfer)
MMGT 2210	Business Finance (non-transfer)

Select ONE of the following two options:

1. Accounting Option / 6 Hours

| ACCT 2102 | Principles of Accounting II |
| ACCT 2103 | Intermediate Accounting |

2. Marketing and Management Option / 6 Hours

Select 6 hours from the following (with Marketing/Management advisor permission):

MMGT courses

Additional Requirements / 4 hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 42-44

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Business Administrative Technology Diploma

The Business Administrative Technology diploma program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing, business office and electronic communication applications, filing and records management, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive a diploma in Business Administrative Technology.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

ENGL 1101	English Composition I
TECH 1140	Communication Skills

ENGL 1101: Grade of C or better

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
	or
TECH 1140	Communication Skills
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology /4 Hours

TECH 1110	Business Mathematics

Area E: Social Science / 3 Hours

TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 35-36 Hours

C or better required in all Business Administrative Technology and Medical Administrative Technology Area F courses.

BUSN 2110	Filing and Records Management
BUSN 2130	Word Processing
BUSN 2140	Electronic Communication Applications

BUSN 1011 and BUSN 1012: ACCT 2101 and one three-hour elective from the business area may be taken instead of BUSN 1011 and 1012. See Business Administrative Technology Advisor for selection of appropriate elective.

Select ONE of the following two options:

1. Business Administrative Technology Option / 26 Hours

BUSA 1105	Introduction to Business
BUSN 1001	Keyboarding and Business Document Processing
BUSN 1011	Principles of Bookkeeping I
BUSN 1012	Principles of Bookkeeping II
BUSN 2120	Transcription
BUSN 2150	Business Office Applications
BUSN 2160	Office Procedures
COMS 1130	Spreadsheet Applications

2. Paralegal Option / 25 Hours

PLGS 1010	Introduction to Law and Ethics
PLGS 1030	Legal Writing
PLGS 1040	Family Law
PLGS 1050	Real Estate Law
PLGS 1090	Civil Litigation
PLGS 1100	Wills, Trusts, Probate, and Administration
PLGS 1160	Contracts and Commercial Law

Select FOUR Hours from the following:

BUSN 1001	Keyboarding and Business Document Processing
BUSN 1002	Legal Keyboarding

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 50-53

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Cosmetology Diploma

The Cosmetology diploma program prepares students for careers in cosmetology. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Cosmetology.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140	Communication Skills
ENGL 1101	English Composition I

ENGL 1101: Grade of C or better

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110	Business Mathematics
TECH 1120	Technical Math

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

TECH 1150	Human Relations
PSYC 1101	Introduction to General Psychology

Area F: Courses Related to the Program of Study / 43 Hours

COSM 1000	Intro to Cosmetology Theory
COSM 1010	Chemical Texture Services
COSM 1020	Hair Care and Treatment
COSM 1030	Haircutting
COSM 1040	Styling
COSM 1050	Hair Color
COSM 1060	Fundamentals of Skin Care
COSM 1070	Nail Care and Advanced Techniques
COSM 1080	Cosmetology Practicum I

COSM 1090	Cosmetology Practicum II
COSM 1100	Cosmetology Practicum III
COSM 1110	Cosmetology Practicum IV
COSM 1120	Salon Management

Additional Requirement / 2 Hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Total Credit Hours: 55

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Criminal Justice Technology Diploma

The Criminal Justice Technology diploma program prepares students for employment in the criminal justice field. The program provides learning opportunities that develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive diploma in Criminal Justice Technology.

Requirements

Area A: Essential Skills / 3 Hours

| TECH 1140 | Communication Skills |

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

| TECH 1110 | Business Mathematics |
| TECH 1120 | Technical Math |

Area E: Social Science / 3 Hours

| TECH 1150 | Human Relations (non-transfer) |

Area F: Courses Related to the Program of Study / 36 Hours

CRJU 1100	Introduction to Criminal Justice
CRJU 2001	Constitutional Law
CRJU 2002	Community Relations
CRJU 2003	Juvenile Delinquency
CRJU 2004	Introduction to Corrections
CRJU 2005	Criminal Procedure
CRIM 2010	Criminology
CRIM 2020	Criminal Law
CRIM 2022	Civil Procedures

CRIM 2090 may be substituted for any of the CRIM courses above.

Choose ONE of the options below:

1. Basic Criminal Justice Option / 9 Hours

CRIM 2034	Criminal Investigation
CRIM 2036	Criminal Traffic Law
CRIM 2030	Criminal Evidence & Procedures

2. Law Enforcement Management Option / 9 Hours

CRIM 2040	Law Enforcement Management I
CRIM 2042	Law Enforcement Management II
CRIM 2044	Law Enforcement Management III

Additional Requirements / 4 hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 50

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Electrical Construction and Maintenance Diploma

The Electrical Construction and Maintenance diploma program prepares students for employment in various electronics positions. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

Requirements

Area A: Essential Skills / 3 Hours

TECH 1140	Communication Skills

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology /4 Hours

Select FOUR Hours from the following:

TECH 1110	Business Mathematics
TECH 1120	Technical Math

Area E: Social Science / 3 Hours

TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 41 Hours

ELEC 1001	Electrical I
ELEC 1002	Electrical II

ELEC 1004	D-C Electricity
ELEC 1005	A-C Electricity
ELEC 1007	Commercial-Industrial Wiring
ELEC 1008	D-C Motors and Controls
ELEC 1009	A-C Motors and Controls
ELEC 1011	Basic Electronics I
ELEC 1012	Basic Electronics II
ELEC 1014	Industrial Instrumentation
ELEC 1018	Programmable Controllers I
ELEC 1019	Programmable Controllers II

Select THREE Hours from the following:

INDM 2110	Blueprint Reading
	Select ONE ELECTIVE COURSE with Electronics Advisor approval

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 56-58

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

EMS Professions Diploma

Requirements

Area A: Essential Skills/3 Hours

Select THREE Hours from the following:

| ENGL 1101 | English Composition I |
| TECH 1140 | Communication Skills |

Area B: Institutional Options/ 0 Hours

Area C: Humanities Fine Arts/ 0 Hours

Area D: Science, Mathematics, and Technology/3-4 Hours

Select THREE to FOUR Hours from the following:

AREA D MATH Recommendation:

Students should take TECH 1120, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1120--these Learning Support courses are required only for MATH 1111 when indicated by Accuplacer algebra placement score.)

| MATH 1111 | College Algebra |
| TECH 1120 | Technical Math |

Area E: Social Science/ 0 Hours

Area F: Courses Related to the Program/ 33 Hours

ALHS 1011	Structure and Function of the Human Body
ALHS 1090	Medical Terminology for Allied Health Sciences
EMSP 1110	Introduction to the EMT Profession
EMSP 1120	EMT Assessment/Airway Management and Pharmacology
EMSP 1130	Medical Emergencies for the EMT
EMSP 1140	Special Patient Populations
EMSP 1150	Shock and Trauma for the EMT
EMSP 1160	Clinical and Practical Applications of the EMT
EMSP 1510	Advanced Concepts for the AEMT
EMSP 1520	Advanced Patient Care for the AEMT
EMSP 1530	Clinical Applications for the AEMT
EMSP 1540	Clinical and Practical Applications for the AEMT

Additional Requirements/ 4 Hours

| FYE 1102 | Foundations for Success - Institutional Credit |

Select TWO Hours from the following

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 43-44

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Health Information Technology Diploma

The purpose of the Health Information Management Technology program is to provide educational opportunities to students that will enable them to achieve the knowledge and training necessary to obtain employment in the healthcare industry. Students receive training in a variety of health information management functions, such as organizing, analyzing, processing, and evaluating healthcare data; coding diseases, operations, and procedures; protecting patient privacy and providing information security; enhancing the quality of health record documentation; participating in the planning, design selection, implementation, and support for information systems; and managing health information in an electronic environment. Program graduates receive a Diploma in Health Information Technology.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

ENGL 1101	English Composition I
TECH 1140	Communication Skills

ENGL 1101: Grade of C or better

Area B Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology /3-4 Hours

AREA D MATH Recommendation:

Students should take TECH 1110 or TECH 1130, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1110 or TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

Select THREE to FOUR hours from the following:

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics

TECH 1130   Algebra/Trigonometry

MATH 1111: Grade of C or better is required.

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

PSYC 1101   Introduction to General Psychology

TECH 1150   Human Relations

Area F: Courses Related to the Program of Study / 42 Hours

Grade of C or better required in all Area F courses.

ALHS 1090   Medical Terminology for Allied Health Sciences

BIOL 2111K   Human Anatomy and Physiology I

BIOL 2112K   Human Anatomy and Physiology II

HIMT 1100   Introduction to Health Information Technology

HIMT 1150   Computer Applications in Healthcare

HIMT 1200   Legal Aspects of Healthcare

HIMT 1250   Health Record Content and Structure

HIMT 1350   Pharmacotherapy

HIMT 1400   Coding and Classification-ICD Basic

HIMT 1410   Coding and Classification-ICD Advanced

HIMT 2300   Healthcare Management

HIMT 2400   Coding & Classification-CPT/HCPCS

HIMT 2410   Revenue Cycle Management

HIMT 2460   Health Information Technology Practicum

Additional Requirements / 4 hours

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Total Credit Hours: 55-56

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Industrial Maintenance Diploma

The Industrial Maintenance diploma program prepares students for employment in the industrial maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Industrial Maintenance.

Requirements

Area A: Essential Skills / 3 Hours

TECH 1140	Communication Skills

Area B: Institutional Options / 1-3 Hours

Select ONE to THREE Hours from the following:

1000-level	Foreign Language
COMM 1100	Human Communication
CRIT 1100	An Introduction to Critical Thinking
CSCI 1000	Computer Fundamentals
PRSP 1010	Perspectives on Human Expression
PRSP 1020	Perspectives on Global Issues
RSCH 1100	Research and Documentation Methods
STAB 2003	Study Abroad

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology /4 Hours

Select FOUR Hours from the following:

TECH 1110	Business Mathematics
TECH 1120	Technical Math

Area E: Social Science / 3 Hours

TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 33-34 Hours

INDM 1000	Industrial Safety Procedures
INDM 1001	Welding I
INDM 1002	Welding II
INDM 1008	Metallurgy I
INDM 2110	Blueprint Reading

Select ONE of the following three options:

1. Machining Option / 22 Hours

INDM 1021	Machine Shop I
INDM 1022	Machine Shop II
INDM 1023	CNC Machining
INDM 1150	Industrial Mechanics I
INDM 1160	Industrial Mechanics II
INDM 1170	Industrial Mechanics III
INDM 1180	Industrial Mechanics IV

2. Welding Option / 22 Hours

INDM 1003	Welding III
INDM 1004	Welding IV
INDM 1005	Pipe Welding
INDM 1006	MIG Welding
INDM 1007	TIG Welding
INDM 1009	Metallurgy II
INDM 1011	Pipe Fitting
INDM 1012	Metal Layout and Fabrication

3. Mechanical Option / 23 Hours

INDM 1110	Electrical Fundamentals for Mechanics
INDM 1120	Industrial Tools and Equipment
INDM 1130	Pneumatic Fundamentals
INDM 1140	Hydraulic Fundamentals
INDM 1150	Industrial Mechanics I
INDM 1160	Industrial Mechanics II
INDM 1170	Industrial Mechanics III
INDM 1180	Industrial Mechanics IV
INDM 1190	Predictive Maintenance

Additional Requirements / 4 hours

FYE 1102	Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020	Safety and First Aid
WELL 1005	Physical Wellness
WELL 2000	Comprehensive Wellness

Total Credit Hours: 48-51

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.
2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.
3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).
4. Pass an institutionally developed Computer Literacy Tutorial.
5. Pass a challenge exam for Computer Fundamentals.

Information Technology Diploma

The computer information systems diploma program prepares students for various employment positions including network specialists, website designers or developers, and technical support specialists. The program provides students with an understanding of the concepts, principles, and techniques required in computer information processing. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Computer Information Systems.

Requirements

Area A: Essential Skills / 3 Hours

TECH 1140	Communication Skills
	or
ENGL 1101	English Composition I

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 3 - 4 Hours

Select ONE class from the following:

TECH 1110	Business Mathematics
TECH 1130	Algebra/Trigonometry
MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra

<u>Area E: Social Science / 3 Hours</u>

TECH 1150	Human Relations
	or
PSYC 1101	Introduction to General Psychology

<u>Area F: Courses Related to the Program of Study / 33-40 Hours</u>

BUSN 1001	Keyboarding and Business Document Processing
COMS 2030	Networking Fundamentals
CSCI 1000	Computer Fundamentals
COMS 2241	Linux Computing Essentials

Select ONE of the following three options to complete Area F:

1. Microcomputer Analyst Option / 23 Hours

COMS 2301	Introduction to Programming I
COMS 2302	Introduction to Programming II
COMS 1130	Spreadsheet Applications
COMS 2011	DataBase Applications
COMS 2021	Computer Service Technology I
COMS 2022	Computer Service Technology II

2. Network Operating Systems Option / 23-24 Hours

COMS 2250	Intro to Microsoft Windows Networks
COMS 2280	Administering Microsoft Windows Networks
CIST 1601	Information Security Fundamentals
CIST 2602	Network Security
COMS 2261	SQL Database Fundamentals

Select a THREE to FOUR Hour Elective from COMS or CIST:

	COMS courses
	or
	CSCI courses

3. Cyber Security Option / 24 Hours

CIST 1601	Information Security Fundamentals
CIST 1602	Security Policies and Procedures
CIST 2601	Implementing Operation Systems Security
CIST 2602	Network Security
CIST 2611	Implementing Internet/Intranet Firewalls
CIST 2612	Computer Forensics

Additional Requirements / 3 - 4 hours

  FYE 1102   Foundations for Success - Institutional Credit

Select ONE to TWO Hours from the following:

  PHED 1020   Safety and First Aid

  WELL 1005   Physical Wellness

  WELL 2000   Comprehensive Wellness

Total Credit Hours: 45-54

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Medical Administrative Technology Diploma

*** Program is in teach out and no longer accepts new students

The Medical Administrative Technology diploma program prepares students for various administrative duties and procedures in medical offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Areas covered in this program are medical coding and billing, medical keyboarding and word processing, medical transcription, and many other medical office duties and procedures. Program graduates receive a diploma in Medical Administrative Technology.

Requirements

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

  ENGL 1101   English Composition I

  TECH 1140   Communication Skills

ENGL 1101: Grade of C or better

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 3-4 Hours

Select THREE to FOUR Hours from the following:

AREA D MATH Recommendation:

Students should take TECH 1110 or <u>TECH 1130</u>, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0987/MATH 0997 and MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1110 and TECH 1130--these Learning Support courses are required only for MATH 1001 and MATH 1111 when indicated by Accuplacer algebra placement score.)

MATH 1001	Quantitative Skills and Reasoning
MATH 1111	College Algebra
TECH 1110	Business Mathematics
TECH 1120	Technical Math
TECH 1130	Algebra/Trigonometry

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

PSYC 1101	Introduction to General Psychology
TECH 1150	Human Relations

Area F: Courses Related to the Program of Study / 38-41 Hours

C or better required in all Business Administrative Technology and Medical Administrative Technology Area F courses taken beginning Fall 2012

ALHS 1090	Medical Terminology for Allied Health Sciences
BUSN 1001	Keyboarding and Business Document Processing
BUSN 2130	Word Processing
BUSN 2210	Medical Document Processing/Transcription
BUSN 2340	Medical Office Procedures
HIMT 1200	Legal Aspects of Healthcare
HIMT 1150	Computer Applications in Healthcare
HIMT 1400	Coding and Classification-ICD Basic
HIMT 1410	Coding and Classification-ICD Advanced
HIMT 2400	Coding & Classification-CPT/HCPCS
HIMT 2410	Revenue Cycle Management

Select ONE Option:

ALHS 1011	Structure and Function of the Human Body
	or
BIOL 2111K	Human Anatomy and Physiology I
	and
BIOL 2112K	Human Anatomy and Physiology II

<u>Additional Requirements / 4 hours</u>

FYE 1102   Foundations for Success - Institutional Credit

Select TWO Hours from the following:

PHED 1020   Safety and First Aid

WELL 1005   Physical Wellness

WELL 2000   Comprehensive Wellness

Total Credit Hours: 51-55

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Paramedic Diploma Program

*Program is not active at this time

The Paramedic diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The paramedic is a link from the scene into the health care system. The Paramedic diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

Requirements

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a background check. Denial by one clinical site = denial by all clinical sites.

<u>Area A: Essential Skills / 3 Hours</u>

Select THREE Hours from the following:

TECH 1140   Communication Skills

ENGL 1101   English Composition I

ENGL 1101: Grade of C or better

<u>Area B: Institutional Options / 0 Hours</u>

<u>Area C: Humanities/Fine Arts / 0 Hours</u>

<u>Area D: Science, Mathematics and Technology / 3-4 Hours</u>

Select THREE to FOUR Hours from the following:

AREA D MATH Recommendation:

Students should take TECH 1120, preceded by TECH 0085 if needed for remediation. (Please note that MATH 0989/MATH 0999 are NOT Learning Support courses for TECH 1120--these Learning Support courses are required only for MATH 1111 when indicated by Accuplacer algebra placement score.)

TECH 1120	Technical Math
MATH 1111	College Algebra

<u>Area E: Social Science / 0 Hours</u>

<u>Area F: Courses Related to the Program of Study / 54 Hours</u>

ALHS 1011	Structure and Function of the Human Body
ALHS 1090	Medical Terminology for Allied Health Sciences
CSCI 1000	Computer Fundamentals

The following courses are open only to students officially accepted into the Paramedicine program.

EMSP 2110	Foundations of Paramedicine
EMSP 2120	Applications of Pathophysiology for Paramedics
EMSP 2130	Advanced Resuscitative Skills for Paramedics
EMSP 2140	Advanced Cardiovascular Concepts
EMSP 2310	Therapeutic Modalities of Cardiovascular Care
EMSP 2320	Therapeutic Modalities of Medical Care
EMSP 2330	Therapeutic Modalities of Trauma Care
EMSP 2340	Therapeutic Modalities for Special Patient Populations
EMSP 2510	Clinical Applications for the Paramedic-I
EMSP 2520	Clinical Applications for the Paramedic-II
EMSP 2530	Clinical Applications for the Paramedic-III
EMSP 2540	Clinical Applications for the Paramedic-IV
EMSP 2550	Clinical Applications for the Paramedic-V
EMSP 2560	Clinical Applications for the Paramedic-VI
EMSP 2570	Clinical Applications for the Paramedic-VII
EMSP 2710	Field Internship for the Paramedic
EMSP 2720	Practical Applications for the Paramedic

Total Credit Hours: 61-64

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Practical Nursing Diploma*

The practical nursing diploma program prepares students for the State Board Examination for licensure as practical nurses. The program is designed to train graduates to give competent nursing care. This goal is accomplished through academic and occupational courses that provide a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma. Graduates may become licensed by taking the licensing examination administered by the Georgia Board of Examiners of Licensed Practical Nurses. Program graduates can be employed in various health care facilities.

This program requires special admission. PNSG courses can only be taken by those students who are officially admitted to the program.

Requirements

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a background check. Denial by one clinical site = denial by all clinical sites.

Area A: Essential Skills / 3 Hours

ENGL 1101   English Composition I

ENGL 1101: Grade of C or better

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Please note that TECH 1110 cannot be substituted for TECH 1120.

TECH 1120   Technical Math

Students must earn a grade of B or higher to pass TECH 1120. Students who do not earn a grade of B or higher must retake the course the following semester(s) until a B is earned.

Area E: Social Science / 3 Hours

PSYC 1101   Introduction to General Psychology

Area F: Courses Related to the Program of Study / 49 - 52 Hours

ALHS 1011	Structure and Function of the Human Body
	or
BIOL 2111K	Human Anatomy and Physiology I
	and
BIOL 2112K	Human Anatomy and Physiology II
ALHS 1060	Diet and Nutrition for Allied Health Sciences

ALHS 1011 or BIOL 2111K and BIOL 2112K: Students must complete the Anatomy and Physiology requirement within five calendar years of admission to the Practical Nursing program.

Students must earn a grade of B or higher to pass ALHS 1011. Students who do not earn a grade of B or higher must retake the course the following semester(s) until a B is earned.

The following courses are open only into students officially accepted in the Practical Nursing program.

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a criminal background check. Denial by one clinical site = denial by all clinical sites.

LPNU 1150	State Board Review
PNSG 2010	Introduction to Pharmacology and Clinical Calculations
PNSG 2030	Nursing Fundamentals
PNSG 2035	Nursing Fundamentals Clinical
PNSG 2210	Medical-Surgical Nursing I
PNSG 2220	Medical-Surgical Nursing II
PNSG 2230	Medical-Surgical Nursing III
PNSG 2240	Medical-Surgical Nursing IV
PNSG 2250	Maternity Nursing
PNSG 2255	Maternity Nursing Clinical
PNSG 2310	Medical-Surgical Nursing Clinical I
PNSG 2320	Medical-Surgical Nursing Clinical II
PNSG 2330	Medical-Surgical Nursing Clinical III
PNSG 2340	Medical-Surgical Nursing Clinical IV
PNSG 2410	Nursing Leadership
PNSG 2415	Nursing Leadership Clinical

Additional Requirement / 2 Hours

FYE 1102	Foundations for Success - Institutional Credit

*State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure

programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov.

Total Credit Hours: 61-64

Note: All Bainbridge State College Diploma students must demonstrate computer competency in order to graduate.

Computer competency can be demonstrated in one of the following ways:

1. By passing the Computer Fundamentals standard course.

2. By taking and passing an institutionally developed First Year Experience course which included basic computer literacy competencies.

3. By taking and passing embedded basic computer literacy competencies in courses, such as English Comp (Word), History (Word), Psychology (Word, PowerPoint), Human Relations (Word/PowerPoint), and Math Courses (Excel).

4. Pass an institutionally developed Computer Literacy Tutorial.

5. Pass a challenge exam for Computer Fundamentals.

Technical Certificates of Credit

TCC's are designed to provide knowledge in a specific area for employment. Certificates of Credit range from 9 to 36 credit hours.

Commercial Truck Driving TCC

The Commercial Truck Driving certificate provides the student with the skills and knowledge necessary to acquire a CDL license in the state of Georgia. The course introduces the student to the trucking industry and focuses on federal and state regulations, records and forms, industrial relations, and safe operating procedures. The course also familiarizes students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. Once students have mastered driving in a controlled environment, students then develop driving skills under actual road conditions. Classroom lectures emphasize operating practices. On the road, these safe operating practices are integrated into the development of driving skills. Students drive a minimum of 44 hours. Individuals who complete the program receive a Commercial Truck Driving Certificate of Credit.

Students must be 18 years old to operate in the State of Georgia and 21 to operate nationally. Students must also submit a Motor Vehicle Report and take a mandatory Department of Transportation physical examination. Individuals who complete the program receive a Commercial Truck Driving Certificate of Credit.

Requirements

CTDL 1010	Fundamentals of Commercial Driving	
CTDL 1020	Combination Vehicle Basic Operation and Range Work	
CTDL 1030	Combination Vehicle Advanced Operations	

Total Credit Hours: 9

Commercial Straight Truck and Passenger Driving TCC

The Commercial Straight Truck and Passenger Driving certificate program is designed to address the needs of the trucking industry in Georgia. It provides basic training in the principles and skills of commercial straight truck and passenger driving operations. Through this program, students will obtain the necessary knowledge, skills, and attitudes to enable them to become a safe, skilled, professional, class B commercial truck driver. It teaches them to

operate commercial straight trucks and passenger vehicles of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam. Individuals who complete the program receive a Commercial Straight Truck and Passenger Driving Certificate of Credit.

Students must be 18 years old to operate in the State of Georgia and 21 to operate nationally. Students must also submit a Motor Vehicle Report and take a mandatory Department of Transportation physical examination. Individuals who complete the program receive a Commercial Straight Truck and Passenger Driving Certificate of Credit.

Requirements

CTDL 1010	Fundamentals of Commercial Driving
CTDL 1050	Straight Truck/Passenger Vehicle Basic Operation
CTDL 1060	Straight Truck/Passenger Vehicle Advanced Operation

Total Credit Hours: 9

Emergency Medical Technician (EMT) TCC

The Emergency Medical Technician certificate program prepares students to provide basic 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. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 "Emergency Medical Technician (Basic)" technical certificate of credit.

Requirements

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a background check. Denial by one clinical site = denial by all clinical sites.

EMSP 1110	Introduction to the EMT Profession
EMSP 1120	EMT Assessment/Airway Management and Pharmacology
EMSP 1130	Medical Emergencies for the EMT
EMSP 1140	Special Patient Populations
EMSP 1150	Shock and Trauma for the EMT
EMSP 1160	Clinical and Practical Applications of the EMT

Total Credit Hours: 16

Advanced Emergency Medical Technician (AEMT) TCC

The Advanced Emergency Medical Technician certificate program prepares students 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. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to

take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

Requirements

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a background check. Denial by one clinical site = denial by all clinical sites.

EMSP 1110	Introduction to the EMT Profession
EMSP 1120	EMT Assessment/Airway Management and Pharmacology
EMSP 1130	Medical Emergencies for the EMT
EMSP 1140	Special Patient Populations
EMSP 1150	Shock and Trauma for the EMT
EMSP 1160	Clinical and Practical Applications of the EMT
EMSP 1510	Advanced Concepts for the AEMT
EMSP 1520	Advanced Patient Care for the AEMT
EMSP 1530	Clinical Applications for the AEMT
EMSP 1540	Clinical and Practical Applications for the AEMT

Total Credit Hours: 24

Industrial Machining TCC

The Industrial Machining certificate prepares students for employment in the manufacturing industry. Individuals who complete the program receive an Industrial Machining Certificate of Credit.

Requirements

TECH 1120	Technical Math
INDM 1021	Machine Shop I
INDM 1022	Machine Shop II
INDM 1023	CNC Machining
INDM 2110	Blueprint Reading

Total Credit Hours: 17

Industrial Maintenance Technical I TCC

The Industrial Maintenance I certificate provides students with the knowledge and skills that are needed for employment in the industrial maintenance field. Individuals who complete the program receive an Industrial Maintenance Technical I Certificate of Credit.

Requirements

TECH 1120	Technical Math
INDM 1000	Industrial Safety Procedures

INDM 1001	Welding I
INDM 1002	Welding II
INDM 1008	Metallurgy I
INDM 2110	Blueprint Reading
INDM 1006	MIG Welding

Total Credit Hours: 17

Mobile Electronics TCC

The Mobile Electronics Technology program provides students with the theoretical knowledge and practical skills needed for successful employment. Upon completion of this program, students will have mastered basic electrical theory, applied electrical knowledge for automotive systems, and fundamental techniques for installing various mobile audio devices. The program emphasizes practical shop safety including the safe use of all tools necessary for task completion.

Requirements

ELEC 1004	D-C Electricity
ELEC 1005	A-C Electricity
ELEC 1040	Soldering Technology
ELEC 1300	Mobile Electronics Installation

Total Credit Hours: 12

Nurse Aide TCC

The Nurse Aide certificate prepares students for employment as a certified nurse's aide, patient care assistant, or nurse's assistant. Individuals who complete the program receive a Nurse Aide Certificate of Credit.

Requirements

All clinical sites must approve the student to participate in clinicals in their institutions/offices/fields based upon their review of a criminal background check. Denial by one clinical site = denial by all clinical sites.

ALHS 1060	Diet and Nutrition for Allied Health Sciences
ALHS 1090	Medical Terminology for Allied Health Sciences
NAST 1100	Nurse Aide Fundamentals

Total Credit Hours: 10

Patient Care Assistant TCC

Requirements

ALHS 1011	Structure and Function of the Human Body
ALHS 1040	Introduction to Health Care

ALHS 1060	Diet and Nutrition for Allied Health Sciences
ALHS 1090	Medical Terminology for Allied Health Sciences
NAST 1100	Nurse Aide Fundamentals
TECH 1150	Human Relations

Total Credit Hours: 21

Shampoo Technician TCC

Requirements

TECH 1150	Human Relations
COSM 1000	Intro to Cosmetology Theory
COSM 1020	Hair Care and Treatment
COSM 1120	Salon Management

Total Credit Hours: 12

Structural Welding TCC

The Structural Welding certificate prepares students for employment in the welding industry. Individuals who complete the program receive a Structural Welding Technical Certificate of Credit.

Requirements

INDM 1000	Industrial Safety Procedures
INDM 2110	Blueprint Reading
INDM 1001	Welding I
INDM 1002	Welding II
INDM 1003	Welding III
INDM 1004	Welding IV
INDM 1012	Metal Layout and Fabrication
TECH 1120	Technical Math

Total Credit Hours: 23

Courses

Please note that no degree credit will be earned in courses numbered below 1000, but institutional credit will be awarded instead.

ACCT - Accounting

ACCT 2101 - Principles of Accounting I (transfer) (3)

This course introduces the underlying theory and application of financial accounting concepts. BUSN 1011 Principles of Bookkeeping I and BUSN 1012 Principles of Bookkeeping II may be substituted for ACCT 2101 Principles of Accounting I only for degrees that do not require ACCT 2102. Therefore, BUSN 1011 and BUSN 1012 cannot be substituted for ACCT 2101 for the AA in Business Administration or the AAS in Accounting.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

ACCT 2102 - Principles of Accounting II (transfer) (3)

A continuation of ACCT 2101, the course continues with the theory and introduces applications of managerial accounting concepts.

Prerequisite: ACCT 2101.

ACCT 2103 - Intermediate Accounting (non-transfer) (3)

This course examines the authoritative standards, theoretical foundations, and practical concerns that underlie generally accepted accounting principles for financial accounting and reporting.

Prerequisite: ACCT 2102 or permission of instructor.

ACCT 2110 - Managerial and Cost Accounting (non-transfer) (3)

This course focuses on product cost determination including inventory valuation, planning, control, and financial reporting.

Prerequisite: ACCT 2102 or permission of instructor.

ACCT 2120 - Tax Accounting (non-transfer) (3)

An introduction to federal income taxes including the elements of income, income exclusions, tax credits, capital gains and losses. This course emphasizes understanding the executive, legislative, and judicial aspects of the tax law.

Prerequisite: None.

ACCT 2130 - Computerized Accounting (non-transfer) (3)

An introduction to the use of accounting information systems within an organization, such as general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll.

Prerequisite: ACCT 2101 or permission of instructor.

ACCT 3123 - Managerial Accounting (3)

Students learn how managers use accounting data to carry out the essential functions in an organization. Students also learn what kind of information is needed, where this information can be obtained and how this information can be used.

Prerequisite: ACCT 2102.

AGRB-Agribusiness

AGRB 1100 - Introduction to Agribusiness (3)

This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness.

AGRB 1110 - Agribusiness Management (3)

Basic managerial concepts, procedures and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.

AGRB 1120 - Leadership in Agribusiness (3)

This course serves as an opportunity for students to have a greater understanding of leadership as it pertains to agriculture. We will explore leadership models, roles of leaders and followers, concepts of effective leadership and ethical issues with special focus on leadership in teams, organizations, communities and society.

AGRB 1150 - Agricultural Finance and Credit (3)

Financial concepts used in agribusiness, farming, and financial institutions. Including analysis based on financial statements, risk, and investment opportunities. Needs sources and problems associated with credit are examined as well.

AGRB 2100 - Agribusiness Marketing (3)

Agribusiness marketing will provide an understanding of the various marketing functions, agencies, and institutions which assemble, process, and distribute agricultural commodities and products.

AGRB 2110 - Farm Organization and Management (3)

A study of farm programs and management for the purpose of determining methods to increase farm revenue. Emphasis will be placed on decision making and efficient use of resources.

AGRB 2130 - Agricultural Policy (3)

Local, state, national and international government policies affect agribusiness and rural economies. Policy alternatives aimed at solving problems for the food and agricultural industry are identified and evaluated.

AGRB 2140 - Issues of Agriculture and Natural Resources (3)

Includes many practical aspects and techniques of soil and water conservation. Students learn the nature of water and the need for conservation practices.

AGRB 2200 - Principles of Agronomy (3)

A course developed to increase a student's basic understanding of modern field crop production. Field crops of the Southeast are stressed. Organic production is also covered. Course covers planting to harvesting of crops.

AGRB 2250 - Survey of the Animal Industry (3)

A course in the basic principles of animal selection, nutrition, growth and reproduction. Livestock and poultry economic importance is also stressed.

AGRB 2300 - Precision Agricultural Systems (4)

Explores precision agriculture tools, including Global Positioning Systems (GPS), Geographic Information Systems (GIS) and Variable Rate Technology (VRT). Through hands-on experiences, you will understand the basic components and operation of these tools in precision agriculture systems, and how they impact today's agriculture industry.

AGRB 2800 - Agribusiness Internship (3)

The Agribusiness Internship provides the student with the opportunity to gain agribusiness management experience under appropriate supervision in an actual job setting. It is the student's responsibility to secure a position as an

intern at an agricultural business approved by the instructor. Upon completion, the student should possess the basic knowledge and skills necessary for an entry level position in the agribusiness industry.

AGRB 3000 - Food Science & Technology (3)

This course examines the sources of raw materials; the processing, storage, and handling of processed foods; and the problems involved in the processing of these products.

Prerequisite: CHEM 1211 and CHEM 1211L.

AGRB 3200 - Selling in Agribusiness (3)

This course introduces sales and merchandising techniques appropriate for agricultural selling and marketing. The psychology of selling, the selling process, spatial marketing strategies, and communication skills, as used in agribusiness, are emphasized.

Prerequisite: ECON 2106.

AGRB 3980 - Agribusiness Management (3)

This course presents managerial concepts, procedures, and techniques in agribusiness management. Topics include techniques of planning, organization, staffing, directing, and controlling functions of management.

Prerequisite: ECON 2106.

ALHS - Allied Health

ALHS 1011 - Structure and Function of the Human Body (non-transfer) (5)

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Education Career Pathways Articulated Course

Prerequisite: Exit or Exempt from ENGL 0989.

ALHS 1040 - Introduction to Health Care (non-transfer) (3)

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (non-transfer) (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Exit or Exempt from ENGL 0989.

ALHS 1090 - Medical Terminology for Allied Health Sciences (non-transfer) (2)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

Education Career Pathways Articulated Course

Prerequisite: Exit or Exempt from ENGL 0989.

ANTH - Anthropology

ANTH 1102 - Introduction to Anthropology (transfer) (3)

Anthropology is the comparative study of human origins and behavior. It draws materials from the widest possible range of social, cultural, and temporal categories to discover and explain the diversity present among the people of the world. Perspectives from cultural anthropology, archaeology, linguistics and physical anthropology are examined.

Prerequisite: Exit or Exempt from ENGL 0989.

ARAP - Art Appreciation

ARAP 1100 - Art Appreciation (transfer) (3)

An introductory course emphasizing the acquaintance and enjoyment of the visual arts.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL - Biology

BIOL 1050 - Introduction to Environmental Science (transfer) (3)

This survey course deals with the characteristics of ecosystems and the issues of overpopulation, energy utilization, pollution (air, water, and soil), pesticide use, land use, and techniques for sustaining the environment.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1050L - Introduction to Environmental Science Laboratory (transfer) (1)

Laboratory experiences linked to BIOL 1050. Together with BIOL 1050, this course satisfies College Preparatory Curriculum OR Area D Laboratory Science requirements.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: BIOL 1050.

BIOL 1060 - Marine Biology (transfer) (3)

This course is an introduction to the marine environment and includes a general survey of marine habitats and the organisms that occupy those habitats. This course will also emphasize the impact of human activities on marine environments.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1060L - Marine Biology Laboratory (transfer) (1)

Laboratory experiences are linked to the content in BIOL 1060. Students may use this section along with BIOL 1060 to fulfill part or the entire Laboratory Science requirement in Area D.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: BIOL 1060.

BIOL 1107 - Principles of Biology I (transfer) (3)

This course includes some major concepts of the biological sciences. Among these are introductory material, basic inorganic and organic chemistry, biochemistry, molecular and cell biology, energy processes and relationships, genetics, and the diversity of life.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1107L - Principles of Biology I Laboratory (transfer) (1)

These laboratory experiences are linked to the content in BIOL1107. Students may use this section along with BIOL 1107 to fulfill part or all of the Laboratory Science requirement in Area D.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: BIOL 1107.

BIOL 1108 - Principles of Biology II (transfer) (3)

This course includes, in detail, some major concepts of the biological sciences. Among these are higher plant anatomy and physiology; an overview of the animal systems with emphasis on the human organism; principles of ecology; and the theory of evolution, history, evidences, and applications.

Prerequisite: BIOL 1107.

BIOL 1108L - Principles of Biology II Laboratory (transfer) (1)

These laboratory experiences are linked to the content in BIOL 1108. Students may use this section along with BIOL 1108 to fulfill part or all of the Laboratory Science requirement in Area D.

Corequisite: BIOL 1108.

BIOL 2111K - Human Anatomy and Physiology I (transfer) (4)

This course introduces the structure and function of the human body beginning with the study of cell structure and function, tissue types, and continuing with the study of the skeletal, muscular, integumentary, and nervous systems. Laboratory exercises are required as part of this course.

Prerequisite: Exit or Exempt from ENGL 0989 .

BIOL 2112K - Human Anatomy and Physiology II (transfer) (4)

This course is a study of the endocrine, circulatory, respiratory, lymphatic, excretory, and reproductive systems. Laboratory exercises are required as part of this course.

Prerequisite: BIOL 2111K.

BIOL 2115K - General Microbiology (transfer) (4)

This introductory course studies microbes with an emphasis on bacteria. Topics include morphology, growth, staining procedures, procedures to control growth, immunology, diseases, and procedures used to identify the organism. Laboratory exercises are required as part of this course.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 2230K - General Botany (transfer) (4)

This course includes an overview of the plant kingdom, from the bryophytes through the angiosperms. Topics include form and function, ecology, and significance of each of the plant groups. Laboratory exercises are required as part of this course.

Prerequisite: Exit or Exempt from ENGL 0989.

BLOG -Business Logistics

BLOG 3100 - Supply Chain Management (SCM) (3)

This course addresses the integration of key business processes from end user through original suppliers for the purpose of adding value for the firm. Through its key supply chain members, including customers and other stakeholders. The course presents a framework for SCM that requires cross-functional integration of key business processes within the firm and across the network of firms that comprise the supply chain.

Prerequisite: MKTG 3131.

BUSA - Business Administration

BUSA 1105 - Introduction to Business (transfer) (3)

This course is an integrative study of the functional areas of business including finance, operations, marketing, production, and human resources.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSA 2106 - The Environment of Business (transfer) (3)

This course introduces the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues which form the context for business including an overview of the impact and demographic diversity on organizations.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSA 3070 - Business Ethics (3)

This course explores issues involving the role of individuals, citizens, business, and government in promoting profitable but responsible commerce and socially beneficial business activity.

Prerequisite: ENGL 1102 with a C or better and successful completion of 30 transfer level credit hours.

BUSA 3071 - Business Law (3)

Business Law is a survey of the American legal system designed to develop an understanding of the fundamentals of business law. Classes are conducted by using text and actual case studies for the purpose of observing the development and application of legal principles in a business activity. Topics covered include the nature of law, courts and court procedures, crimes and torts, contracts, sales, and negotiable instruments. This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.

Prerequisite: ENGL 1102 with a C or better and successful completion of 30 transfer level credit hours.

BUSA 3131 - Business Statistics (3)

This course is an introduction to statistical concepts presented in a conceptual fashion, emphasizing data collection and analysis in the business environment. Topics include methods of presenting data, numerical measures and correlation, probability theory and probability distributions, sampling distributions, estimation, hypothesis testing, and linear regression.

Prerequisite: ENGL 1102, MATH 1111 or MATH 1001, with a C or better and successful completion of 30 transfer level credit hours.

BUSA 4100 - Business Internship (3)

This course gives students the opportunity to gain and evaluate work experience in business working environments. Students and supervisors must complete additional paperwork that will be submitted as a final portfolio and will include a project plan that outlines students goals, work hours, responsibilities, and expected outcomes; a summative evaluation by the supervisor; and a report from the student.

Prerequisite: MGNT 3130, Permission of Department Chair.

BUSN - Business Administrative Technology

BUSN 1000 - Introduction to Keyboarding (non-transfer) (1)

This course provides touch keyboarding skills and practical document formatting for those who plan to apply basic keyboarding skills.

Prerequisite: None.

BUSN 1001 - Keyboarding and Business Document Processing (non-transfer) (4)

This course introduces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and the production of properly formatted business correspondence. Students must attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors OR at least 70% speed and accuracy score on 3-minute timings to pass the course. *Credit for this course can be obtained by examination*.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: READ 0999.

BUSN 1002 - Legal Keyboarding (non-transfer) (4)

This course emphasizes the development of skills needed for accurate and rapid production of legal documents such as wills, contracts, petitions, deeds, etc.

BUSN 1011 - Principles of Bookkeeping I (non-transfer) (3)

This course introduces the basic principles of bookkeeping, including the bookkeeping cycle, journals, ledgers, banking activities, and the preparation of financial statements. ACCT 2101 may substitute for BUSN 1011 and BUSN 1012.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Corequisite: READ 0999.

BUSN 1012 - Principles of Bookkeeping II (non-transfer) (3)

This course is a continuation of BUSN 1011. Topics include cash control, payroll systems, inventory control, special journals, subsidiary ledgers, and the preparation of financial statements. ACCT 2101 may substitute for BUSN 1011 and BUSN 1012.

Prerequisite: BUSN 1011 or permission of instructor.

BUSN 1140 - Legal Aspects of the Medical Office (non-transfer) (3)

This course introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include introduction to medical assisting, introduction to medical law, physician-patient-assistant relationship, medical office in litigation, ethics, bioethical issues and HIPAA.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSN 1150 - ICD-10-CM Coding (non-transfer) (4)

This course provides an introduction to medical coding skills and the application of international coding standards for billing of health care services. Topics include the International Classification of Diseases, ICD-10-CM, ICD-10-PCS, code book format, guidelines and conventions, and coding techniques.

Prerequisite: ALHS 1011, ALHS 1090, and Exit or Exempt from ENGL 0989.

BUSN 1151 - Physicians' Procedural Coding (non-transfer) (4)

This course provides the knowledge and skill to apply the coding procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of the CPT manual, CPT manual coding guidelines and coding using the CPT manual.

Prerequisite: ALHS 1011, ALHS 1090, and Exit or Exempt from ENGL 0989.

BUSN 1440 - Document Production (4)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Prerequisite: Must be able to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

BUSN 2110 - Filing and Records Management (non-transfer) (3)

This course emphasizes the principles and practices of effective records management for manual and electronic records systems. Topics include alphabetic, subject, numeric, and geographic storage as well as records retention, retrieval, and transfer.

Prerequisite: Exit or Exempt from READ 0999.

BUSN 2120 - Transcription (non-transfer) (3)

This course develops skills in transcribing and formatting documents from dictation using word processing and speech recognition software.

Prerequisite: BUSN1001, as well as TECH 1140 or ENGL 1101.

BUSN 2130 - Word Processing (non-transfer) (4)

This course develops skill in producing various business documents using word processing software. Topics include beginning and advanced features of creating, organizing, and formatting content; collaborating on documents; and formatting and managing documents.

Prerequisite: BUSN 1001 and Exit or Exempt from READ 0999.

BUSN 2140 - Electronic Communication Applications (non-transfer) (3)

This course provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, wireless/mobile computing, and other emerging technologies.

Prerequisite: Exit or Exempt from TECH 0085, BUSN 1001, and TECH 1140 or ENGL 1101.

BUSN 2150 - Business Office Applications (non-transfer) (4)

This course emphasizes increased speed and accuracy. Integrated project-based applications include skills in advanced word processing, preparing presentations, spreadsheets, desktop publishing, and email management.

Prerequisite: BUSN 2130, CSCI 1000, and TECH 1140 or ENGL 1101.

BUSN 2160 - Office Procedures (non-transfer) (3)

This course emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, communication skills, workplace mail, travel/meeting arrangements, electronic mail, presentation applications, and workplace documents. This course focuses on applying knowledge and skills learned in all prior courses taken in the program. This course serves as a capstone course.

Prerequisite: BUSN 2140. Corequisite: BUSN 2150.

BUSN 2210 - Medical Document Processing/Transcription (non-transfer) (4)

This course provides experience in preparation of most frequently used medical reports. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Prerequisite: ALHS 1090, BUSN 1001 with C or better, and TECH 1140 or ENGL 1101.

BUSN 2250 - Medical Billing/Insurance Management (non-transfer) (3)

This course emphasizes skills required for the medical practice. Topics include managed care, reimbursement, claims rejection, coding, precertification, and referrals.

Prerequisite: BUSN 1001, BUSN 1140, and TECH 1140 or ENGL 1101.

BUSN 2320 - Legal Machine Transcription (non-transfer) (3)

This course develops mastery of keyboarding utilizing a voice-recorded media as a source of dictation. Emphasis is on the accurate and efficient production of legal documents and correspondence.

Prerequisite: BUSN 1001 with C or better or permission of instructor.

BUSN 2340 - Medical Office Procedures (non-transfer) (3)

This course emphasizes essential skills required for the medical office. Topics include: office protocol, time management, appointment scheduling, telephone techniques, office equipment, mail services, medical references, filing, travel/meeting arrangements, medical records, workplace documents; application of computer skills,

accounting procedures; and application of software This course focuses on applying knowledge and skills learned in all prior courses taken in the program. This course serves as a capstone course.

Prerequisite: BUSN 1001, COMS 1000 or CSCI 1000, and TECH 1140 or ENGL 1101.

CHEM - Chemistry

CHEM 1100 - Introductory Chemistry (transfer) (3)

This one-semester course covers some basic concepts and applications of chemistry for the non- science majors. There is no laboratory component.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0999.

CHEM 1211 - Principles of Chemistry I (transfer) (3)

This first course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors. Topics include composition of matter, stoichiometry, periodic relations, and nomenclature.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1111 or MATH 1113 or permission of instructor.

CHEM 1211L - Principles of Chemistry I Laboratory (transfer) (1)

This laboratory experience is linked to the content in CHEM 1211. Students may use this section with CHEM1211 to fulfill the Laboratory Science requirement in Area D.

Corequisite: CHEM 1211.

CHEM 1212 - Principles of Chemistry II (transfer) (3)

This second course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors.

Prerequisite: CHEM 1211.

CHEM 1212L - Principles of Chemistry II Laboratory (transfer) (1)

These laboratory experiences are linked to the content in CHEM 1212. Students may use this section along with CHEM 1212 to fulfill the Laboratory Science requirement in Area D.

Corequisite: CHEM 1212.

CHEM 2211K - Organic Chemistry I (transfer) (4)

This course is the first in a two semester sequence. Topics include a study of bonding in and reactions of saturated and unsaturated hydrocarbons, nucleophilic substitutions and elimination reaction mechanisms, free radical reactions, and stereochemistry. Laboratory exercises are required as part of this course.

Prerequisite: CHEM 1212 with a C or better.

CHEM 2212K - Organic Chemistry II (transfer) (4)

This course is a continuation of CHEM 2211. Topics include aromaticity, electrophilic substitution mechanisms, functional group reactions including alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, and amines. Laboratory exercises are required as part of this course.

Prerequisite: CHEM 2211K.

CISM-Computer Information Systems

CISM 4130 - Management Information Systems (3)

This course is an introduction to the role of information systems and technology in an organization to support managerial decision-making and to provide competitive advantage. This course will address the evolution of information and information technology as corporate assets, how information technology is reshaping organization structures and work processes, how it is changing business relationships among organizations, and how emerging

information technologies are expected to significantly impact business operations in the years ahead. Students can earn Microsoft certifications in Access and Excel.

Prerequisite: ENGL 1102 with a C or better, CSCI 1000 or Computer Competency, and successful completion of 30 transfer level credit hours.

CIST - Computer Information System Technology

CIST 1601 - Information Security Fundamentals (4)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 - Security Policies and Procedures (4)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

CIST 2601 - Implementing Operation Systems Security (4)

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602 - Network Security (non-transfer) (4)

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611 - Implementing Internet/Intranet Firewalls (4)

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2612 - Computer Forensics (4)

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

COMM - Communication

COMM 1100 - Human Communication (transfer) (3)

This course features the fundamental principles of effective oral communication, emphasizing interpersonal communication as well as public speaking. Through role playing, speeches, and evaluations of other speakers, students explore the complexities of communication in today's society.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS - Computer Skills

COMS 1000 - Microcomputer Concepts (non-transfer) (3)

Education Career Pathways Articulated Course
This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet,

database, graphics, email and Internet applications. Laboratory exercises are required as part of this course. Note: COMS 1000 and CSCI 1000 are similar in content and, therefore, only one can be counted toward the requirements for completing a certificate or degree.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Corequisite: READ 0999.

COMS 1003 - Computer Operating Systems (non-transfer) (3)

This course is designed for students with minimum computer background or experience. The basic concepts of microcomputer hardware and software are presented in this course. Students will become proficient in working with the most important microcomputer disk operating systems.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1120 - RPG Programming (non-transfer) (3)

With introduction to programming using the RPG programming language, this course includes such topics as file and record definition, input/output operations, arithmetic operations, logical operations, control breaks, group indication, and matching files.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1130 - Spreadsheet Applications (non-transfer) (3)

Designed to provide a working knowledge of and experience in using an electronic spreadsheet, this course includes creating and printing spreadsheets, formatting, operators and functions, cell referencing, charts and graphing, logical operations, and data selection and computation operations. Microsoft EXCEL is used.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

COMS 1510 - Web Page Design (non-transfer) (1)

In this course, students will learn the skills needed to create, maintain and publish an accurate and effective website on the World Wide Web.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1520 - PowerPoint (non-transfer) (1)

In this course, students will learn to create attractive and effective multimedia applications using Microsoft PowerPoint.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2011 - DataBase Applications (non-transfer) (4)

This course provides a working knowledge of and experience in using a data base management system. Topics include creating and maintaining a database table, relational database concepts, and creating, using and customizing queries, forms and reports. Microsoft Access is used.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2012 - DataBase Applications II (non-transfer) (3)

A continuation of COMS2011, this course concentrates upon the more advanced features of the database management system. Topics include advanced reporting features, using pictures and images in a database, and building fully functional applications. Microsoft Access is used.

Prerequisite: COMS 2011.

COMS 2021 - Computer Service Technology I (non-transfer) (4)

(A+ COMPTIA Certification) This course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification core exam in computer hardware.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2022 - Computer Service Technology II (non-transfer) (4)

(A+ COMPTIA Certification) Building on COMS 2021, the course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification operating system exam in computer software.

Prerequisite: COMS 2021.

COMS 2030 - Networking Fundamentals (non-transfer) (3)

Students will learn the fundamentals of designing and managing relational databases using PostgreSQL. Topics cover basic SQL operations (such as UPDATE, SELECT and JOIN), database design (including tables, constraints, and indexes), and database administration (including user management, network access control mechanisms, and backups).

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2031 - Introduction to JAVA Programming (non-transfer) (4)

This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming and uses practical problems to illustrate Java application building techniques and concepts. This course develops an understanding of Java vocabulary, creates an understanding of where Java fits in the application development landscape, and creates an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2140 - Introduction to Data Communications (non-transfer) (4)

This course provides an introduction to the fundamental concepts in electronic data communication that includes background theory in the form of the OSI model and industry standards as well as a discussion of network typologies, components, and the IP addressing (including subnet masks). These concepts will enable the student to do basic network design.

Prerequisite: Exit or Exempt from ENGL 0989 as well as CSCI 1000 or permission of instructor.

COMS 2141 - Multiple Networks and Wide Area Networks (non-transfer) (4)

This course includes review of basic Local and Wide Area Network (LAN/WAN) concepts and the equipment necessary to implement them. From this base, a special emphasis is placed on the router and its operation in a WAN environment, including the process and purpose of routing, especially in relation to the TCP/IP protocol. Lab activities will deal extensively with the setup, programming, and the debugging of routers using both static and dynamic routing tables.

Prerequisite: COMS 2140.

COMS 2142 - Advanced Routers and Switchers (non-transfer) (4)

This course covers in detail the operation and configuration of switches and routers so that Virtual LANs and Extended Access Control Lists can be created. Segmentation of networks by bridges, switches, and routers is a significant part of this class. Students will also explore half and full-duplex Ethernet, Routing Protocols (especially IGRP) and IPX.

Prerequisite: COMS 2141.

COMS 2143 - WAN Design (non-transfer) (4)

Completing the CISCO Networking Academy, this course integrates material from the other three courses. It emphasizes overall network design and configuration, Test and control systems, and troubleshooting approaches, all with a focus of creating and maintaining a distributed Wide Area Network system.

Prerequisite: COMS 2142.

COMS 2150 - Implementing Microsoft Windows Professional (non-transfer) (4)

This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment.

Prerequisite: COMS 2030.

COMS 2160 - Implementing Microsoft Windows Server (non-transfer) (4)

This course provides the students with knowledge and skills necessary to implement, administrate, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

Prerequisite: Prerequisite or Co-requisite: COMS 2150.

COMS 2170 - Implementing Networking Infrastructure (non-transfer) (4)

This course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

Prerequisite: COMS 2160.

COMS 2180 - Managing a Microsoft Windows Network (non-transfer) (4)

This course provides the students with higher-level skills necessary to manage successfully a Microsoft Windows server family of products.

Prerequisite: COMS 2160.

COMS 2211 - Web Site Design Tools & HTML Fundamentals (non-transfer) (4)

This course teaches basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes. The course advances to teach an understanding of how to create and manage impressive websites using the sizeable amounts of new technology available on the Web. Students will learn to create websites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

Prerequisite: Exit or Exempt from READ 0999.

COMS 2221 - Web Graphics and Multimedia (non-transfer) (4)

This course teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2231 - Design Methodology (non-transfer) (4)

Design Methodology teaches students how to create and manage Web sites using FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2241 - Linux Computing Essentials (non-transfer) (4)

Students will learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2250 - Intro to Microsoft Windows Networks (non-transfer) (4)

This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment and Windows 2000 Server as a member server of a domain in an Active Directory. Additionally this course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2251 - Linux Core System Administration (non-transfer) (4)

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

Prerequisite: COMS 2241.

COMS COMS 2261 - SQL Database Fundamentals (non-transfer)

Students will learn the fundamentals of designing and managing relational databases using PostgreSQL. Topics cover basic SQL operations (such as UPDATE, SELECT and JOIN), database design (including tables, constraints, and indexes), and database administration (including user management, network access control mechanisms, and backups).

COMS 2265 - Web Page Programming (non-transfer) (4)

This course teaches developers how to write code for webpages using both client side and server side processing. JavaScript programming will be used for client side processing and various Common Gateway Interface (CGI) methods will be used for server side processing. Students will learn how to write form validation code, print-to-screen scripts, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

Prerequisite: Exit or Exempt from ENGL 0989, COMS 2211, and COMS 2221.

COMS 2271 - Fundamentals of CGI Programming (non-transfer) (4)

This course teaches students how to use Common Gateway Interface (CGI) and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize webpage hit counters, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2280 - Administering Microsoft Windows Networks (non-transfer) (4)

This course provides the students with higher-level skills necessary to manage successfully a network based on Microsoft Windows server family of products. Students will learn skills including configuring various server processes such as DHCP, DNS, FTP and Web.

Prerequisite: COMS 2250.

COMS 2281 - Database Connectivity (non-transfer) (3)

Database Connectivity teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, email and database servers.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2301 - Introduction to Programming I (non-transfer) (4)

This course provides an introduction to computer programming. Topics to be covered include general computer terminology, algorithm development, data types and expressions, methods and behaviors, and control flow statements.

Prerequisite: TECH 0085.

COMS 2302 - Introduction to Programming II (non-transfer) (4)

This course continues development of programming concepts. Advanced programming techniques will be emphasized. Topics to be covered include windows programming based on events, inheritance, abstract classes, exception handling, and file streams.

Prerequisite: COMS 2301.

COSM - Cosmetology

COSM 1000 - Intro to Cosmetology Theory (non-transfer) (4)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations, state regulatory agency, image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy physiology.

COSM 1010 - Chemical Texture Services (non-transfer) (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical changes, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act compliance.

Corequisite: COSM 1000.

COSM 1020 - Hair Care and Treatment (non-transfer) (2)

Introduces the theory, procedures, and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 - Haircutting (non-transfer) (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair, and body analysis, and client consultation.

Corequisite: COSM 1000.

COSM 1040 - Styling (non-transfer) (3)

Introduces the fundamental theory and skills required to create chapings, pin curls, fingerwaves, roller placement, blowdry styling, thermal curling, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pincurls,

roller placement, fingerwaves, skip waves, ridge curls, blowdry styling, thermal curling/pressing/waving, artificial hair and augmentation, comb-outs, and safety precautions.

Corequisite: COSM 1000.

COSM 1050 - Hair Color (non-transfer) (3)

Introduces the theory and application of temporary, semipermanent, demipermanent, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Corequisite: COSM 1000.

COSM 1060 - Fundamentals of Skin Care (non-transfer) (3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics include: advanced skin treatments in electrotherapy, light therapy, galvanic current, high-frequency, and microdermabrasion.

Corequisite: COSM 1000.

COSM 1070 - Nail Care and Advanced Techniques (non-transfer) (3)

Provides training in manicuring, pedicuring, and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Corequisite: COSM 1000.

COSM 1080 - Cosmetology Practicum I (non-transfer) (4)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers, various hair color techniques, foiling and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, and Hazardous Duty Standards Act compliance.

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070. Corequisite: COSM 1050, COSM 1060, COSM 1070.

COSM 1090 - Cosmetology Practicum II (non-transfer) (4)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers, various hair color techniques, foiling and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, Hazardous Duty Standards Act compliance, product knowledge, customer service skills, client retention, State Board Rules and Regulations, and State Board foundation prep.

Corequisite: COSM 1080.

COSM 1100 - Cosmetology Practicum III (non-transfer) (4)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services, permanent waving and relaxers, hair color and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, and Hazardous Duty Standards Act compliance.

Corequisite: COSM 1090.

COSM 1110 - Cosmetology Practicum IV (non-transfer) (4)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: texture services, permanent waving and relaxers, hair color and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, Hazardous Duty Standards Act compliance, and state licensure preparation.

Corequisite: COSM 1090, COSM 1100.

COSM 1120 - Salon Management (non-transfer) (3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education/federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Corequisite: COSM 1000.

CRIM - Criminology

CRIM 2010 - Criminology (non-transfer) (3)

This course introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; societal, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2020 - Criminal Law (non-transfer) (3)

This course introduces the student to the criminal justice system. Topics include: Georgia Criminal Law, family violence, domestic disputes, and disturbances, interviews interrogations, and arrest booking procedures.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2022 - Civil Procedures (non-transfer) (3)

This course examines the process of resolving disputes through litigation. Topics include: pleadings and other procedures required to initiate a lawsuit; the size of litigation; disposition of actions without plenary trial; the role of the jury; the effect of previous litigation on a new lawsuit; and alternatives to litigation as a means of resolving disputes.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2030 - Criminal Evidence & Procedures (non-transfer) (3)

This course was designed by area law enforcement agencies to provide current law enforcement officers and criminal justice students information on how to handle a crime scene investigation. Topics will include: rules of evidence, crimes in progress, hazardous materials, crime scene processing, surveillance, fingerprinting, and universal precautions.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2034 - Criminal Investigation (non-transfer) (3)

This course covers criminal investigation procedures that are also taught at area police academies. Topics include: fundamentals of investigation, sex offense investigation, arson investigation, burglary investigation, robbery investigation, crimes against children, juvenile proceedings, bombs explosives, motor vehicle theft investigation, organized crime and gang investigation, controlled substances investigation, death investigation, and environmental crimes.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2036 - Criminal Traffic Law (non-transfer) (3)

This course focuses on law enforcement as it relates to traffic laws. Topics include: motor vehicle law, traffic enforcement, accident reporting, impaired driving, traffic direction and control, vehicle occupant protection, patrol and observation, and vehicle pullovers. The course content for this course is identical to traffic law content at the area Georgia police academies.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2040 - Law Enforcement Management I (non-transfer) (3)

This course provides an examination of the principles of organization, administration, and functions of law enforcement agencies. Managerial and supervisory topics are covered as they relate to the Law Enforcement environment.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2042 - Law Enforcement Management II (non-transfer) (3)

This course is a continuation of CRIM 2040.

Prerequisite: CRIM 2040.

CRIM 2044 - Law Enforcement Management III (non-transfer) (3)

This course is a continuation of CRIM 2042.

Prerequisite: CRIM 2042.

CRIM 2050 - Fire Service I (non-transfer) (3)

This course provides an introduction to fire fighting tactics and strategies.

Prerequisite: None. Corequisite: READ 0097.

CRIM 2052 - Fire Service II (non-transfer) (3)

This course is a continuation of CRIM 2050.

Prerequisite: Exit or Exempt from ENGL 0989 and satisfactory completion of CRIM 2050.

CRIM 2054 - Fire Service III (non-transfer) (3)

This course is a continuation of CRIM 2052.

Prerequisite: CRIM 2052.

CRIM 2060 - Marksmanship and Firearms (non-transfer) (3)

This course emphasizes proper shooting principles and proficiency. Other course topics include firearm familiarization, safe handling procedures of firearms, use and care of firearms, use of force doctrine, and legal and moral aspects surrounding the use of deadly force.

CRIM 2090 - Criminal Justice Internship (non-transfer) (3)

This course requires students to complete 150 clock hours of on-site job involvement with approved Criminal justice related organizations. The director of the Southwest Georgia Center for Law Enforcement (SW GA Center for LE) must approve the site. Students must maintain proper documentation of the hours spent on the site. An approved site supervisor of the organization must sign off on the claimed hours in order for the student to receive credit. In addition, the student must write a 15-page paper addressing the experiences of the on-site training. The report will be due during the same week of finals as assigned by Bainbridge College. Students must be within 12 hours of graduating to take advantage of this course.

Prerequisite: Exit or Exempt from ENGL 0989 Students registering for this course must have the permission of the instructor. Check with the Director at the Law Enforcement Center for further instructions.

CRIT - Critical Thinking

CRIT 1100 - An Introduction to Critical Thinking (transfer) (1)

A theme-based class, An Introduction to Critical Thinking focuses on the questions of how to reason correctly and how to identify fallacies in reasoning. Students will learn to analyze problems and make logical decisions that can also be applied in their personal and academic lives.

Prerequisite: Exit or exempt from ENGL 0989.

CRJU - Criminal Justice

CRJU 1100 - Introduction to Criminal Justice (transfer) (3)

This course examines the structure of the Criminal Justice system including the nature of law, law enforcement, public safety, the courts, and treatment/punishment of offenders. Also included are the nature of crime, types of crime, the role of discretion in enforcement, among other topics.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2001 - Constitutional Law (transfer) (3)

This course covers the law of arrest, search and seizure, rights and duties of officers and citizens, rules of evidence, and general court procedures. Special attention is given to recent Supreme Court rulings that apply to law enforcement.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2002 - Community Relations (transfer) (3)

This course provides the student with knowledge to handle numerous community relations issues that might arise in a law enforcement arena. Topics include: interpersonal communications, officer and the public, mental health/mental retardation/substance abuse, media relations, crisis intervention, community policing crime prevention techniques, cultural diversity, communications, and Georgia Crime Information Center procedures.

Prerequisite: Exit or Exempt from ENGL 0989. SOCI 1101 and PSYC 1101 are recommended.

CRJU 2003 - Juvenile Delinquency (transfer) (3)

This course includes a study of the nature, distribution, and characteristics of delinquency in America. Major studies concerning deviant behavior will be examined along with contemporary thinking related to causation and treatment. Social agencies which deal with the delinquency problem are also studied.

Prerequisite: Exit or Exempt from ENGL 0989. SOCI 1101 and PSYC 1101 are recommended.

CRJU 2004 - Introduction to Corrections (transfer) (3)

This course explores the development of modern correctional thinking along with a study of the characteristics of the correctional institution and the inmate. Correctional methods in the institution and the community are examined with a look into the future of corrections.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2005 - Criminal Procedure (transfer) (3)

This is an introductory study of criminal procedure with emphasis on the court system including the roles of judge, prosecutor, defendant, defense, witness and jury. Courtroom demeanor and testimony are also discussed.

Prerequisite: Exit or Exempt from ENGL 0989.

CSCI - Computer Science

CSCI 1000 - Computer Fundamentals (transfer) (3)

This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet, database, graphics, email and Internet applications. Laboratory exercises are required as part of this course. Note: COMS 1000 and CSCI 1000 are similar in content and, therefore, only one can be counted toward the requirements for completing a certificate or degree.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

CSCI 1301 - Computer Science I (transfer) (3)

The course includes an overview of computers and programming; problem solving and algorithm development, simple data types; arithmetic and logic operators, selection structures; repetition structures, text files, arrays (one and two-dimensional), procedural abstraction and software design, modular programming, including subprograms or the equivalent. This course should transfer to a Baccalaureate program; check with the receiving institution to verify.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 1111.

CTDL - Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (non-transfer) (3)

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Prerequisite: None.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (non-transfer) (2)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Prerequisite: CTDL 1010. Corequisite: CTDL 1030.

CTDL 1030 - Combination Vehicle Advanced Operations (non-transfer) (4)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

Prerequisite: CTDL 1010. Corequisite: CTDL 1020.

CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation (non-transfer) (2)

This course focuses on familiarizing students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.

Prerequisite: CTDL 1010. Corequisite: CTDL 1060.

CTDL 1060 - Straight Truck/Passenger Vehicle Advanced Operation (4)

Advanced Operations focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.

Prerequisite: CTDL 1010. Corequisite: CTDL 1050.

DRAF - Drafting

DRAF 1000 - Estimating for Basic Construction (non-transfer) (3)

This course introduces the fundamentals of estimating the materials necessary for basic construction projects according to an assigned set of plans.

Prerequisite: Permission of instructor.

DRAF 1001 - Engineering Drafting I (non-transfer) (3)

This course introduces the basic equipment and principles of drafting. Topics include common drafting instruments, geometric constructions, lettering, orthographic projections, auxiliary views, and sectional views.

Prerequisite: DRAF 1007.

DRAF 1002 - Engineering Drafting II (non-transfer) (3)

A continuation of DRAF 1001, this course adds an in-depth study of orthographic projections, auxiliary views, sectional views, and dimensioning.

Prerequisite: DRAF 1001 or permission of instructor.

DRAF 1003 - Drafting III-Architectural (non-transfer) (3)

This course introduces architectural drafting and requires students to draw plans for a basic residential house.

Prerequisite: DRAF 1001 or permission of instructor.

DRAF 1004 - Drafting IV-Architectural (non-transfer) (3)

A continuation of DRAF 1003-Architectural, this course requires students to draw a set of plans with construction details for a large one-story residential house.

Prerequisite: DRAF 1003 or permission of instructor.

DRAF 1005 - Drafting V-Architectural (non-transfer) (3)

A continuation of DRAF 1004 -Architectural, this course emphasizes a variety of residential housing construction details for the two-story house. In addition, the course covers the long form for specifications in terms of the scope of the work and materials.

Prerequisite: DRAF 1004 or permission of instructor.

DRAF 1007 - Introduction to Auto CAD (non-transfer) (3)

This course introduces basic concepts, terminology, and techniques necessary for Computer-Aided Drafting (CAD) applications. Topics include: terminology, CAD commands, basic entities, and basic CAD applications.

Prerequisite: None.

DRAF 1011 - Drafting VI-Mechanical (non-transfer) (3)

This course emphasizes threads, fasteners, springs, working drawings, axonometric drawings, oblique projections, intersections, and developments.

Prerequisite: DRAF 1002 or permission of instructor.

DRAF 1013 - Civil Engineering Drafting (non-transfer) (3)

This course introduces highway design drafting. Major topics include municipal and rural key maps, drainage, plan views, profile drawings, roadway cross-sections, earthwork, and mathematical procedures related to surveying.

Prerequisite: DRAF 1001, TECH 1120, or permission of instructor.

DRAF 1015 - Computer-Aided Drafting (non-transfer) (4)

An advanced class in computer-aided drafting, this course includes advanced CAD commands and CAD utilization skills in discipline specific applications - mechanical and/or architectural.

Prerequisite: DRAF 1007, DRAF 1011 or DRAF 1005 or permission of instructor.

DRAF 1017 - Drafting VII-Mechanical (non-transfer) (4)

This course provides knowledge and skills necessary to make advanced assembly drawings. Topics include technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings. These are all executed using a computer-aided drafting (CAD) system.

Prerequisite: DRAF 1011 or permission of instructor.

DRAF 1120 - Mechanisms I (non-transfer) (3)

This course introduces students to spur gears, bevel gears, worm gears, cam displacement diagrams, cam profiles, and cylindrical cams.

Prerequisite: None.

DRAF 1130 - Strength of Materials I (non-transfer) (3)

This course introduces students to the fundamentals related to the strength of materials such as stress, deformation, properties of materials, riveted joints, welded joints, torsion, centroids, and moments of inertia.

Prerequisite: None.

ECON - Economics

ECON 2105 - Principles of Macroeconomics (transfer) (3)

This course introduces concepts that will enable students to understand and analyze economic aggregates and evaluate economic policies.

Prerequisite: Exit or Exempt from ENGL 0989.

ECON 2106 - Principles of Microeconomics (transfer) (3)

The course introduces concepts that will enable students to understand and analyze structure and performance of the market economy.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC - Education

EDUC 2110 - Investigating Critical and Contemporary Issues in Education (transfer) (3)

A criminal background check is required to complete this course. This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course will include at least 13 hours of field experiences.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts (transfer) (3)

A criminal background check is required to complete this course. Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course will include at least 13 hours of field experiences.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC 2130 - Exploring Learning and Teaching (transfer) (3)

A criminal background check is required to complete this course. Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course will include at least 13 hours of field experiences.

Prerequisite: Exit or Exempt from ENGL 0989.

ELEC - Electrical

ELEC 1001 - Electrical I (non-transfer) (3)

This course is an introduction to the fundamentals of electrical construction.

Prerequisite: None.

ELEC 1002 - Electrical II (non-transfer) (3)

This course introduces students to more advanced concepts of electrical construction.

Prerequisite: None.

ELEC 1004 - D-C Electricity (non-transfer) (3)

A study of basic D-C electricity fundamentals that apply to electrical circuits and equipment, this course emphasizes basic electrical laws, basic circuits, and related mathematical principles.

Prerequisite: None.

ELEC 1005 - A-C Electricity (non-transfer) (3)

A study of basic A-C electricity fundamentals that apply to electrical circuits and equipment, this course presents the basic A-C electrical laws, inductors, capacitors, basic circuits, and related mathematical principles.

Prerequisite: None.

ELEC 1007 - Commercial-Industrial Wiring (non-transfer) (3)

This course features the theoretical and practical fundamentals of commercial and industrial wiring.

Prerequisite: None.

ELEC 1008 - D-C Motors and Controls (non-transfer) (3)

A study of the operating principles of D-C generators, motors, and controls, this course features procedures related to installing, troubleshooting, and maintaining D-C generators and motors.

Prerequisite: None.

ELEC 1009 - A-C Motors and Controls (non-transfer) (3)

A study of the operating principles of alternators, A-C motors and controls, this course features procedures related to installing, troubleshooting, and maintaining alternators and A-C motors.

Prerequisite: None.

ELEC 1011 - Basic Electronics I (non-transfer) (3)

This course is a study of basic solid state fundamentals related to P and N materials, semiconductor diodes, and transistors. Semiconductor diode theory is applied to half-wave and full-wave power supplies. Other emphasized topics are construction, testing, and troubleshooting of circuits that include diodes and transistors.

Prerequisite: None.

ELEC 1012 - Basic Electronics II (non-transfer) (3)

This course examines special solid state devices that include silicon controlled rectifiers, unijunction transistors, diacs, triacs, and optoelectronic components. An additional topic is operational amplifiers such as differentiator circuits. Students will construct, test, and analyze circuits for correct operation.

ELEC 1014 - Industrial Instrumentation (non-transfer) (4)

This course introduces the fundamentals of instrumentation and control, including such topics as sensing devices, transmitters, and motor control circuits.

Prerequisite: None.

ELEC 1018 - Programmable Controllers I (non-transfer) (3)

This course introduces fundamentals of programmable controllers which include the principles of operation, hardware, and fundamental programming based on ladder logic.

Prerequisite: None.

ELEC 1019 - Programmable Controllers II (non-transfer) (4)

The course builds on ELEC1018 Programmable Controllers I. Students study higher levels of programming based on ladder logic.

Prerequisite: None.

ELEC 1040 - Soldering Technology (non-transfer) (3)

This course develops the ability to solder and de-solder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, de-soldering, anti-static grounding, and surface mount techniques.

Prerequisite: None.

ELEC 1300 - Mobile ELECtronics Installation (non-transfer) (3)

This course provides the fundamental concepts for installing automotive electronic systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

Prerequisite: None.

ELEC 2350 - Security/Fire Alarm Technology & Digital ELECtronics I (non-transfer) (4)

This course introduces the student to Low Voltage principles and applications as applied to security and fire alarm technology. Course topics include: installation techniques, equipment operation, safety and fire alarm terminology, basic system service techniques, state certification information, binary number system, logic gates, truth tables, logic families, and digital test equipment.

Prerequisite: None.

EMSP - Emergency Medical Services Program

EMSP 1110 - Introduction to the EMT Profession (non-transfer) (3)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1120 and EMSP 1130.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (non-transfer) (3)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1110 and EMSP 1130.

EMSP 1130 - Medical Emergencies for the EMT (non-transfer) (3)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1110 and EMSP 1120.

EMSP 1140 - Special Patient Populations (non-transfer) (3)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1150 and EMSP 1160.

EMSP 1150 - Shock and Trauma for the EMT (non-transfer) (3)

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1140 and EMSP 1160.

EMSP 1160 - Clinical and Practical Applications of the EMT (non-transfer) (1)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include Clinicals and Assessment Based Management.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1140 and EMSP 1150.

EMSP 1510 - Advanced Concepts for the AEMT (non-transfer) (3)

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1520, EMSP 1530, and EMSP 1540.

EMSP 1520 - Advanced Patient Care for the AEMT (non-transfer) (3)

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1530, and EMSP 1540.

EMSP 1530 - Clinical Applications for the AEMT (non-transfer) (1)

This course provides supervised clinical experience in various clinical settings. Topics include Clinicals.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1520, and EMSP 1540.

EMSP 1540 - Clinical and Practical Applications for the AEMT (non-transfer) (3)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include Clinicals and Assessment Based Management.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1520, and EMSP 1530.

EMSP 2110 - Foundations of Paramedicine (non-transfer) (3)

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2120, EMSP 2130, and EMSP 2140.

EMSP 2120 - Applications of Pathophysiology for Paramedics (non-transfer) (3)

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include Pathophysiology.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2130, and EMSP 2140.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (non-transfer) (3)

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2120, and EMSP 2140.

EMSP 2140 - Advanced Cardiovascular Concepts (non-transfer) (4)

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2120, and EMSP 2130.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (non-transfer) (3)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2320 - Therapeutic Modalities of Medical Care (non-transfer) (5)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non- Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2330 - Therapeutic Modalities of Trauma Care (non-transfer) (4)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include Shock and Trauma

Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. Corequisite: EMSP 2710, EMSP 2340, EMSP 2710, and EMSP 2720.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (non-transfer) (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. Corequisite: EMSP 2710, EMSP 2330, EMSP 2710, and EMSP 2720.

EMSP 2510 - Clinical Applications for the Paramedic-I (non-transfer) (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2520 - Clinical Applications for the Paramedic-II (non-transfer) (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2530 - Clinical Applications for the Paramedic-III (non-transfer) (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2540 - Clinical Applications for the Paramedic-IV (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, and EMSP 2560.

EMSP 2550 - Clinical Applications for the Paramedic-V (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2560.

EMSP 2560 - Clinical Applications for the Paramedic-VI (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2550.

EMSP 2570 - Clinical Applications for the Paramedic-VII (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. Corequisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2720.

EMSP 2710 - Field Internship for the Paramedic (non-transfer) (2)

This course provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include Field Internship.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. Corequisite: EMSP 2570, EMSP 2330, EMSP 2340, and EMSP 2720.

EMSP 2720 - Practical Applications for the Paramedic (non-transfer) (3)

This course allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include Assessment Based Management for Paramedics.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. Corequisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2710.

ENGL - English

ENGL 0987 - Foundations of Literacy (4)

Institutional credit only. Using coordinated reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs, and essays.

Prerequisite: Placement by COMPASS English Score.

ENGL 0989 - Foundations for English

This course prepares students for college level reading and writing. Using coordinated reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs, and essays.

ENGL 0999 - Writing Support for College English (2)

Institutional credit only. This course is designed to support a student taking ENGL 1101 or TECH 1140 with just-in-time assistance in writing. Topics will parallel topics being studied in ENGL 1101 or TECH 1140 as well as the essential skills needed to be successful in ENGL 1101 or TECH 1140.

Corequisite: ENGL 1101.

ENGL 1101 - English Composition I (transfer) (3)

This course is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Prerequisite: Exit or Exempt from ENGL 0989.

ENGL 1102 - English Composition II (transfer) (3)

This course is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods. Students must earn a grade of C or higher to pass English 1102. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Prerequisite: ENGL 1101.

ENGL 2010 - Dramatic Literature (transfer) (3)

This is a survey course of dramatic literature in Western culture featuring the study of plays in terms of style, content, theme, and theatrical conventions. The course examines each play as a representation of its age and a placeholder in the dramatic canon. Watching productions of the plays on video and in live performance supplements the reading.

Prerequisite: ENGL 1102.

ENGL 2020 - Communication for Business and the Professions (transfer) (3)

This advanced writing course examines the various types of letters and reports used in professional settings. The focus is on skill development in using appearance, style, persuasion, and tone when preparing purposeful communication such as sales, collections, employment, requests, goodwill, bad news, or analytical correspondence.

Prerequisite: ENGL 1102.

ENGL 2111 - World Literature I (transfer) (3)

This course is a survey of important works of world literature from ancient times through the mid- seventeenth century.

Prerequisite: ENGL 1102.

ENGL 2112 - World Literature II (transfer) (3)

This course is a survey of important works of world literature from the mid- seventeenth century to the present.

Prerequisite: ENGL 1102.

ENGL 2117 - Literature for Children and Adolescents (transfer) (3)

This course provides a survey of literature of quality written for young people from pre-school through high school levels. Students will learn to evaluate various genres of children's literature and will also learn web-based research and discussion techniques.

Prerequisite: Exit or Exempt from READ 0999.

ENGL 2121 - British Literature I (transfer) (3)

This course is a survey of British Literature from its Old English origin through the Neo-classical period, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

Prerequisite: ENGL 1102.

ENGL 2122 - British Literature II (transfer) (3)

This course is a survey of British Literature from the Romantic era to the present, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

Prerequisite: ENGL 1102.

ENGL 2131 - American Literature I (transfer) (3)

This course is a survey of American literature from the Colonial period to the mid nineteenth century and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

Prerequisite: ENGL 1102.

ENGL 2132 - American Literature II (transfer) (3)

This course is a survey of American literature from the mid nineteenth century to the present and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

Prerequisite: ENGL 1102.

FINC-Finance

FINC 3105 - Principles of Financial Management (3)

This course explores fundamental concepts, theories, tools of analysis, and problems of managerial finance in business.

Prerequisite: ACCT 2101, ECON 2106.

FREN - French

FREN 1001 - Elementary French I (transfer) (3)

This course is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking people.

Prerequisite: Exit or exempt from ENGL 0989.

FREN 1002 - Elementary French II (transfer) (3)

This course is a continuation of listening, speaking, reading and writing French with further study of the culture of French-speaking people.

Prerequisite: FREN 1001 or equivalent.

FREN 2001 - Intermediate French I (transfer) (3)

This course is a continuation of listening, speaking, reading and writing French in a context of moderate difficulty with further study of the culture of French-speaking people.

Prerequisite: FREN 1002.

FREN 2002 - Intermediate French II (transfer) (3)

This course involves review of basic principles of listening, speaking, reading and writing French found in FREN 1002 and FREN 2001 with an introduction to French in current daily life and literary contexts.

Prerequisite: FREN 2001.

FYE- First Year Experience

FYE 1102 - Foundations for Success - Institutional Credit (2)

This course is designed to help students successfully navigate the college experience. Students will develop specific skills in note taking, time management, study methods, test taking, and critical reading, writing, thinking, and listening. Special attention will be given to the basics of academic life: academic demands, learning resources, student responsibility, academic and professional ethics, and policies and procedures.

Crosslisted as: FYE 0100.

GEOG - Geography

GEOG 1101 - Introduction to Human Geography (transfer) (3)

This course is a survey of global patterns of resources, population, culture, and economic systems. Factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world are emphasized.

Prerequisite: Exit or Exempt from ENGL 0989.

GIFS

GIFS 1101 - Introduction to Geographic Information Systems (4)

An introduction to the principles and applications of Geographic Information Systems and basic use of a hand-held Global Positioning System (GPS) unit in the field. Examines applications of geographic information including data structure, spatial analysis, data management, data visualization, and data retrieval. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society. Students will also acquire skills in introduction to terminology, hardware, and technology used in GPS.

GIFS 1103 - Intermediate GIS (4)

This GIS course prepares students for geographic analysis. The course introduces students to the use of software tools in geographic and database analysis and provides practical experience in the use of GIS software for spatial analysis.

HIMT-Health Information Technology

HIMT 1100 - Introduction to Health Information Technology (3)

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150 - Computer Applications in Healthcare (2)

This course is designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1200 - Legal Aspects of Healthcare (2)

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 - Health Record Content and Structure (2)

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include health data structure, content and standards, healthcare information requirements and standards.

HIMT 1350 - Pharmacotherapy (2)

This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. The course also introduces the basic concepts used in the administration of drugs. Topics include introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisite: ALHS 1090, ALHS 1011 or BIOL 2111K and BIOL 2112K.

HIMT 1400 - Coding and Classification-ICD Basic (4)

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

Prerequisite: ALHS 1090, ALHS 1011 or BIOL 2111K and BIOL 2112K.

HIMT 1410 - Coding and Classification-ICD Advanced (3)

This course is a continuation of HIMT 1400 Coding and Classification-ICD Basic. This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

Prerequisite: HIMT 1400, HIMT 2400.

HIMT 2150 - Healthcare Statistics (2)

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200 - Performance Improvement (2)

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities,

including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300 - Healthcare Management (3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400 - Coding & Classification-CPT/HCPCS (3)

This course provides an introduction to and application of codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts.

Prerequisite: ALHS 1090, ALHS 1011 or BIOL 2111K and BIOL 2112K.

HIMT 2410 - Revenue Cycle Management (2)

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460 - Health Information Technology Practicum (3)

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional (healthcare site) or simulated setting. Activities will include application of all HIT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field. This course is designed to help the student gain entry-level competences as set forth by the American Health Information Management Association (AHIMA).

Prerequisite: HIMT 1400, HIMT 2400.

HIST - History

HIST 1111 - Survey of World History to 1500 (3)

This course is designed to offer students a broad understanding of World History through its many societies and cultures, from the earliest humans and their ancestors to the start of the Early Modern Period in 1500 CE. Topics will include the impacts of political, religious, social, economic, racial, cultural, and technological changes upon the world. Additional topics will include rulers, wars, empires, along with the environment, science, and the arts throughout the world. The focus will be not upon dates and "great historical individuals", but rather major concepts and movements involved in the development of the human societies. In addition, the course supports the development of writing and critical thinking skills.

Prerequisite: Exit or exempt from ENGL 0999.

HIST 1112 - Survey of World History Since 1500 (3)

This course is designed to offer students a broad understanding of World History through its many human societies from the start of the Early Modern Period in 1500 CE through to the Present Era. Topics will include the impacts of political, religious, social, economic, racial, cultural, and technological changes upon the world. Additional topics will include rulers, wars, empires, along with the environment, science, and the arts throughout the world. The focus will be not upon dates and "great historical individuals", but rather major concepts and movements involved in the development of the human societies. In addition, the course supports the development of writing and critical thinking skills.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 1121 - Survey of Western Civilization I (transfer) (3)

This course is a survey of Western Civilization to early modern times.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 1122 - Survey of Western Civilization II (transfer) (3)

This course is a survey of Western Civilization from early modern times to the present.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 2111 - United States History I (transfer) (3)

This course is a survey of U.S. history to the post-Civil War period.

Prerequisite: Exit or Exempt from ENGL 0989.

HIST 2112 - United States History II (transfer) (3)

This course is a survey of U. S. history from the post-Civil War period to the present.

Prerequisite: Exit or Exempt from ENGL 0989.

HUMN - Humanities

HUMN 2001 - Humanities I (transfer) (3)

This course surveys the principal styles of western art from the ancient world through the Renaissance. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.

Prerequisite: ENGL 1101.

HUMN 2002 - Humanities II (transfer) (3)

This course surveys the principal styles of western art from the Baroque period through the contemporary period. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.

Prerequisite: ENGL 1101.

HUMN 2700 - International Film (transfer) (3)

This course examines various connections between international films and the societies and cultures they represent. By viewing, discussing, analyzing, comparing, and evaluating films from diverse eras and continents, students will experience a historical survey of the twentieth century in both a multicultural and global manner. Students will approach films in an analytical and critical mode, considering how they challenge or advance political, economic, and social values and institutions or how they represent the times and cultures in which they are made.

Prerequisite: ENGL 1101.

INDM - Industrial Maintenance

INDM 1000 - Industrial Safety Procedures (non-transfer) (2)

This course provides an in-depth study of the safety practices required for maintenance of industrial and commercial equipment, including an introduction to OSHA regulations regarding safety tools, equipment, and procedures. Lockout and tagout procedures will receive special emphasis.

Prerequisite: None.

INDM 1001 - Welding I (non-transfer) (2)

A beginning welding course which includes theory and practice relating to shielded metal arc welding, the course features the fundamentals of oxy-acetylene cutting and metal preparation processes.

Prerequisite: None.

INDM 1002 - Welding II (non-transfer) (3)

An introduction to arc welding, this course stresses learning the fundamentals of the arc welding process.

Prerequisite: INDM 1001 or permission of instructor.

INDM 1003 - Welding III (non-transfer) (3)

This course is intermediate instruction and practice in arc welding using all positions.

Prerequisite: INDM 1002 or permission of instructor.

INDM 1004 - Welding IV (non-transfer) (3)

This course provides advanced instruction in manual arc welding to include the commonly used electrode sizes and types in all-position welding.

Prerequisite: INDM 1003 or permission of instructor.

INDM 1005 - Pipe Welding (non-transfer) (2)

This course provides practical exercises and practice in pipe welding in all positions on four and six- inch pipe using TIG and SMAW arc welding processes.

Prerequisite: INDM 1007 or permission of instructor.

INDM 1006 - MIG Welding (non-transfer) (2)

This course involves the theory and practice of metal inert gas welding applied to carbon steel and stainless steel. Practice includes welding positions of flat, horizontal, vertical, and overhead, using various material thicknesses.

Prerequisite: Permission of instructor.

INDM 1007 - TIG Welding (non-transfer) (3)

This course examines theory and practice of tungsten inert gas welding applied to aluminum, stainless steel, and mild steel. The student will perform various welds on various sizes and shapes of plate and pipe using rolling, horizontal, vertical, and overhead positions.

Prerequisite: INDM 1004 or equivalent.

INDM 1008 - Metallurgy I (non-transfer) (1)

This course introduces the theory and application of Metallurgy, including metallurgical and chemical terms, composition of steel, classification systems, and properties geared to the needs of the industrial maintenance mechanic.

Prerequisite: None.

INDM 1009 - Metallurgy II (non-transfer) (2)

This course is a continuation of Metallurgy I. This course provides an in-depth look into the study of metals including the theory of metal behavior when subjected to different heat-treating processes. Other topics include property-enhancing processes and other information geared to the needs of students pursuing careers in the metal working field.

Prerequisite: INDM 1008 or permission of instructor.

INDM 1011 - Pipe Fitting (non-transfer) (4)

This course includes the concepts of problem solving and layout of pipe runs. Students use a standard pipe fitters manual as well as mathematical approaches to solving practical problems in making pipe runs.

Prerequisite: Permission of instructor.

INDM 1012 - Metal Layout and Fabrication (non-transfer) (3)

This course introduces measurements and the use of measuring tools. The concepts of metal shop layout are based on arithmetic geometry. This course also includes practical problems in layout and the calculation of time and materials.

Prerequisite: Permission of instructor.

INDM 1021 - Machine Shop I (non-transfer) (4)

This course introduces machine tools and machine tool operations, including lathes, milling machines, and bench work.

Prerequisite: None.

INDM 1022 - Machine Shop II (non-transfer) (4)

This course is a continuation of Machine Shop I.

Prerequisite: INDM 1021 or permission of instructor.

INDM 1023 - CNC Machining (non-transfer) (2)

This course introduces the fundamentals of computer numerical control machines, programming, program entry system, and production of parts that require fundamental operations.

Prerequisite: INDM 1022 or permission of instructor.

INDM 1110 - ELECtrical Fundamentals for Mechanics (non-transfer) (1)

This course is a study of the basic fundamentals of electrical circuits and equipment as applied to the maintenance field.

Prerequisite: None.

INDM 1120 - Industrial Tools and Equipment (non-transfer) (3)

This course instructs industrial mechanics in the proper care and use of hand and power tools commonly encountered in plant maintenance work. The course includes components of safety, precision measuring tools, bench work, drill press operation, pipe threading equipment, and basic lathe work.

Prerequisite: None.

INDM 1130 - Pneumatic Fundamentals (non-transfer) (3)

This course explores the fundamental concepts and theories for the safe operation, repair, maintenance, and trouble shooting of pneumatic components and systems. Topics include pneumatic theory, preventive maintenance, compressors, regulators, pneumatic valves, actuators, and servicing safety.

Prerequisite: INDM 1120 or permission of instructor.

INDM 1140 - Hydraulic Fundamentals (non-transfer) (3)

This course explores fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include types of fluids, hydraulic theory, preventative maintenance, symbols and circuitry, actuators, valves, pumps/motors, accumulators, filters, and servicing safety.

Prerequisite: INDM 1120 or permission of instructor.

INDM 1150 - Industrial Mechanics I (non-transfer) (3)

This course instructs industrial mechanics in nomenclature, proper removal, installation, inspection, maintenance, and lubrication of most plain and antifriction bearings found in industrial use.

Prerequisite: None.

INDM 1160 - Industrial Mechanics II (non-transfer) (3)

This course instructs industrial mechanics in the theory of operation of mechanical and fluid drives, and the maintenance and repair work related to them.

INDM 1170 - Industrial Mechanics III (non-transfer) (3)

This course instructs industrial mechanics in the established methods employed by industries to align drivers and driver units, and to familiarize them with bolts, fasteners, and securing systems commonly used in industry.

INDM 1180 - Industrial Mechanics IV (non-transfer) (3)

This course instructs industrial mechanics in the proper application, installation and maintenance of piping systems, tubes, hoses, valves, and pumps. Hands-on work included in the course relates to screw pipe installation, sealant, gaskets, fittings, and installation and repair of pumps.

INDM 1190 - Predictive Maintenance (non-transfer) (1)

This course introduces industrial mechanics to the fundamentals of predicting the health of rotating equipment by the measurement and analysis of vibration. The course includes components on the theory of machine vibration, data collection, and data analysis.

Prerequisite: None.

INDM 2110 - Blueprint Reading (non-transfer) (3)

This course features drafting fundamentals necessary to interpret blueprints and drawings for technical fields. This course is specifically designed for electricians, welders, and machinists.

Prerequisite: None.

ISCI - Integrated Science

ISCI 2001 - Life/Earth Science (transfer) (3)

This is an inquiry-based science content course based on the Kindergarten through grade 5 performance standards for Life Science and Earth Science. Topics include life/biosphere, diversity, heredity, cells, ecosystems, earth systems, lithosphere (rocks, soils, constructive and destructive forces), hydrosphere, solar system, stars, and weather. The course includes hands-on activities. NOTE: This course is an Area F science course for early childhood education concentrations.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0989.

ISCI 2002 - Physical Science (transfer) (3)

This is an inquiry-based science content course based on the Kindergarten through grade 5 performance standards for Physical Science. Topics include the nature of matter, forms and transformations of energy, force, motion of objects, the concept of waves, sound, electromagnetic radiation, gravity, electricity, and magnetism. The course includes hands-on activities. NOTE: This course is an Area F science course for early childhood education concentrations.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0989.

LOGT-Logistics

LOGT 3231 - Principles of Transportation (3)

This course is an introduction to the principles of transportation with emphasis on transportation modal and intermodal operations (rail, highway, air, water, pipeline transportation, and transportation management). Consideration is given to the economic, social, political and international aspects of the transportation industry. The role of logistics information technology in modern global transportation systems is introduced via topics including electronic data interchange, global positioning systems, and intelligent transportation systems.

Prerequisite: ENGL 1102 with grade of C or better and successful completion of 30 transfer level credit hours.

LOGT 3232 - Business Logistics (3)

This course introduces the fundamentals of logistics and supply chain management. Topics include the flow of raw materials, work-in-process, and finished goods through the supply chain. Particular emphasis is given to the design of channels of distribution, management or inventory, evaluation of transportation alternatives, information flow, facility location, outsourcing and third-party relationships, and the rapidly expanding fields of logistics information technology.

Prerequisite: ENGL 1102 with grade of C or better and successful completion of 30 transfer level credit hours.

LPNU - Licensed Practical Nursing

LPNU 1150 - State Board Review (non-transfer) (1)

This course is a comprehensive review of the LPN program content, emphasizing the development of computerized adaptive testing skills. This course assists students in preparing for the National Council Licensure Examination.

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021.

MATH - Mathematics

MATH 0987 - Foundations for Quantitative Reasoning (4)

Institutional credit only. A study of the essential mathematical concepts required for success in Math 1001, Quantitative Reasoning. Topics include numeracy, proportional reasoning, modeling functions, and skills for mathematical success.

MATH 0989 - Foundations for College Algebra (4)

Institutional credit only. This course includes a review of fractions, percents, ratio, and proportions, as well as an introduction to real numbers, solving linear equations linear inequalities, absolute value, evaluating formulas, word problems, polynomials, and exponents.

MATH 0997 - Support for Quantitative Reasoning (2)

Institutional credit only. This course is designed to support a student taking MATH 1001 with just-in-time assistance. Topics will parallel topics being studied in MATH 1001 as well as the essential quantitative skills needed to be successful in MATH 1001.

Prerequisite: . Corequisite: MATH 1001.

MATH 0999 - Support for College Algebra (2)

Institutional credit only. This course is designed to support a student taking MATH 1111 with just-in-time assistance. Topics will parallel topics being studied in MATH 1111 as well as the essential skills needed to be successful in MATH 1111.

MATH 1001 - Quantitative Skills and Reasoning (transfer) (3)

This course is an alternative in Area A of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Pre-calculus or the calculus sequences for mathematics and science concentrations. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.

Prerequisite: Exit or Exempt from MATH 0999; exemption or completion of ENGL 0999 recommended.

MATH 1111 - College Algebra (transfer) (3)

This course is a functional approach to algebra that incorporates the use of appropriate technology. Topics include the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial,

exponential, and logarithmic functions, including appropriate applications. Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.

Prerequisite: Exit or Exempt from MATH 0999.

MATH 1112 - Trigonometry (transfer) (3)

This course introduces trigonometric functions, graphs, solution and application of right triangles, identities, inverse functions, and general triangles.

Prerequisite: MATH 1111.

MATH 1113 - Pre-Calculus (transfer) (4)

This course prepares students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic, trigonometric and transcendental functions accompanied by analytic geometry.

Prerequisite: MATH 1111 or permission of instructor.

MATH 2001 - Statistics (transfer) (3)

This introductory course in statistical methods includes summarization of data, probability, normal distribution, analysis of variance, sample mean and standard deviation, testing hypotheses, chi-square distribution, linear correlation, and regression.

Prerequisite: MATH 1001, MATH 1111, MATH 1113, or permission of instructor.

MATH 2008 - Foundations of Numbers & Operations (transfer) (3)

This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations including numeration, number theory, real numbers, elementary geometry, elementary algebra, and elementary probability and statistics. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

Prerequisite: MATH 1001, MATH 1111, or MATH 1113.

MATH 2260 - Survey of Business Calculus (transfer) (3)

This course is designed for students in a non-science curricula. This course consists of basic concepts and techniques of differential and integral calculus, particularly as these relate to the theory and problem-solving skills required in the disciplines of business and economics. This course does not prepare the student for MATH 2261 Calculus II.

Prerequisite: MATH 1111.

MATH 2261 - Calculus I (transfer) (4)

This is the first in a three-semester sequence in Calculus. This course covers topics from analytical geometry, limits, derivatives of algebraic and transcendental functions, the differential, techniques of integration and applications of integration.

Prerequisite: MATH 1112 or MATH 1113.

MATH 2262 - Calculus II (transfer) (4)

This is the second of a three-semester sequence in Calculus. This course includes a continuation of differentiation and integration of algebraic and transcendental functions. Other topics covered include, analytic geometry, vectors, vector-valued functions, arc length, curvature and curves in three dimensions.

Prerequisite: MATH 2261.

MATH 2263 - Calculus III (transfer) (4)

This course is the third of a three-semester course in Calculus. Topics covered include Taylor's Theorem, series, partial differentiation, extrema of functions of several variables, multiple integration, differential equations and topics from vector analysis.

Prerequisite: MATH 2262.

MGNT-Management

MGNT 3130 - Principles of Management (3)

This course explores individual group and organizational issues that affect and shape businesses. Topics include individual differences, motivation, communication, decision making, leadership, power, organizational structure and design, and change.

Prerequisite: ECON 2106.

MGNT 3134 - Behavior in Organizations (3)

This advanced course examines the determinants and consequences of human behavior in formal organizations. Specific focus is on the individual, interpersonal, and group processes that underlie organizational behavior.

Prerequisite: MGNT 3130.

MGNT 3235 - Leadership in Organizations (3)

This course focuses on managerial leadership through a broad survey of theory, research, and practice of leadership in formal organizations. Topics include effective leader behaviors, the role of power and influence, the impact of situational moderators, and essential skill sets.

Prerequisite: ENGL 1102 with a grade of C or better, MGNT 3130, and successful completion of 30 transfer level credit hours.

MGNT 3334 - Human Resource Management (3)

This course, an introduction to the fundamentals of human resource management in organizations, includes the basics of human resource planning, staffing, training and development, compensation, safety and health, and labor relations.

Prerequisite: MGNT 3130.

MGNT 3430 - Operations Management (3)

This course explores concepts and applications in service and manufacturing sectors of global economy, including forecasting, product and process planning, facility location and layout, project management and operations scheduling, inventory planning and control, and quality control.

Prerequisite: MGNT 3130, BUSA 3131.

MGNT 3437 - Service Operations Management (3)

This course introduces the various operations management decisions required in managing a service business. Students will define, diagnose, design, measure, control, and change services with the objective of improving quality and productivity. The course will address important service design issues, competitive issues unique to services, and the extensive interaction between marketing and operations in service organizations. Students will analyze service firm cases.

Prerequisite: MGNT 3130.

MGNT 3535 - Quantitative Methods for Business (3)

This course introduces the basic concept of quantitative approaches to decision making. It emphasizes the application of a wide variety of quantitative techniques to the solution of business and economic problems, including probability, decision analysis, and linear programming.

Prerequisite: BUSA 3131.

MGNT 4131 - Strategic Management (3)

This course emphasizes an integrative, multifunctional, general management perspective of the organization and its long-term survival in a global economic environment. It builds the knowledge base and analytical skills required for

managing a business enterprise. Students will be required to prepare and deliver an oral team analysis of a publicly-traded company, its industry, and its strategy.

Prerequisite: MGNT 3130, MKTG 3131, FINC 3131, MNGT 3430.

MGNT 4380 - Project Management (3)

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Prerequisite: CISM 4130.

MGNT 4431 - Procurement (3)

This course helps students to better comprehend the various supply management decisions required to effectively contribute to organizational strategies. The course introduces key areas of purchasing (supply management) and key skills in negotiation and the application of conceptual and analytical approaches to better influence and direct decisions where supply meets demand.

Prerequisite: MGNT 3130, BUSA 3131.

MGNT 4435 - Management of Quality (3)

This course demonstrates how to identify, document, analyze, and improve the processes that constitute a business's operations, beginning with the foundational practice of recognizing and describing key processes with techniques like as process mapping and value stream mapping. Students build on this foundation with Quality Management Systems to meet customers' needs, organize resources, manage for continuous improvement, and facilitate employee involvement.

Prerequisite: MGNT 3130, BUSA 3131.

MGNT 4438 - Operations in Supply Chains (3)

This course describes supply chain management, organizational goals, strategies, strategic objectives, and supply chain performance measures. These topics provide the systems perspective for effective supply chains. Objectives are to provide the student with the concepts and tools to design, manage, and improve the cross-functional links in supply chains.

Prerequisite: ENGL 1102 with a grade of C or better, MGNT 3430, and successful completion of 30 transfer level credit hours.

MGNT 4501 - Entrepreneurship and Small Business Management (3)

This course emphasizes entrepreneurial strategy issues of concern to entrepreneurs, business owners, and innovators responsible for new or smaller enterprises, family businesses, or those seeking to strategically transform existing businesses. Topics include the entrepreneurial personality, recognizing and testing business opportunities, developing the business concept, analyzing risk, and financing the new venture. Students design and present a business plan for a new venture.

Prerequisite: MKTG 3131, MNGT 3130, FINC 3131.

MGNT 4700 - Senior Capstone: Business Policy & Strategy (3)

This course represents the capstone course in business with study and discussion of real organizational situations, including ethical and global issues, the influence of the external environment, and the effect of demographic diversity on organizations. Students will bring together their knowledge, skills, and interests on a community project, collaborating with faculty and community leaders to understand and find solutions for real issues.

Prerequisite: BUSA 3070, BUSA 3131, BUSA 3132, FINC 3131, MGNT 3130, MGNT 3430, and MKTG 3131.

MKTG-Marketing

MKTG 3131 - Principles of Marketing (3)

This course provides an overview of the field of marketing with emphasis upon the problems of policy determination and marketing management encompassing the areas of product/service development, pricing, physical distribution, and promotion.

Prerequisite: ACCT 2101, ECON 2106.

MKTG 4136 - International Marketing (3)

This course examines the mechanics of international marketing with particular focus on the influence of culture on the development of marketing strategy. Coverage of marketing topics is comprehensive with a particular focus on current events and their relationship to trade.

Prerequisite: MKTG 3131.

MKTG 4890 - Marketing Management (3)

This course emphasizes the marketing planning process, environmental analysis, strategic marketing, and the effective implementation of marketing plans.

Prerequisite: MKTG 3131.

MMGT - Marketing & Management

MMGT 2110 - Principles of Marketing (non-transfer) (3)

Education Career Pathways Articulated Course
This course explains the principles of marketing, including the methods, concepts, and practices of such marketing areas as consumer buying behavior, products and markets, advertising, distribution techniques, and marketing strategies.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: ENGL 0097.

MMGT 2120 - Retail Merchandising (non-transfer) (3)

This course provides detailed analysis of the methods and techniques utilized in merchandising at the retail level.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2130 - Small Business Management (non-transfer) (3)

This course emphasizes the role of small business enterprises in the U.S. economy. Content focuses on creating a business plan, methods of establishing a business, the operation of the growing concern, and the problems encountered in such activity.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: BUSA 2106, MMGT 2140.

MMGT 2140 - Management and Supervision (non-transfer) (3)

This course examines the fundamentals of management principles and techniques and their application to specific areas.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2150 - Creative Selling (non-transfer) (3)

This course is an extensive analysis of the methods, alternatives, practices, and techniques employed in selling commodities in the American economy.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2160 - Consumer Behavior (non-transfer) (3)

This course explains how consumer behavior affects our lives and how our possessions influence the way we feel about ourselves and each other. It explores the interrelationships between the individual consumer and his or her social realities.

Prerequisite: MMGT 2110 or permission of instructor.

MMGT 2170 - Customer Service (non-transfer) (3)

This course covers a wide range of knowledge and skills in customer service, focusing on problem- solving, communication strategies, and self-assessment, including skills needed to improve and sustain customer satisfaction and business relationships.

Prerequisite: Exit or Exempt from ENGL 0989.

MMGT 2180 - Personal Finance (non-transfer) (3)

This course provides a practical introduction to personal financial management, including the areas of savings and investments, managing student loans, filing taxes, decreasing credit card debt, and planning for the future.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

MMGT 2210 - Business Finance (non-transfer) (3)

The course examines the business financial environment in the United States, including financial decision-making, financial institutions, the creation of credit, financial planning and forecasting, and managing and financing assets.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

MMGT 2230 - Ethics in Business (non-transfer) (3)

This capstone course provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers, and employees. The course is intended to demonstrate to students how ethics can be integrated into strategic business decisions and can be applied to their own careers. Students will develop analytical, problem-solving, critical thinking, and decision-making skills.

Prerequisite: This course is to be taken in student's last semester of course work.

MMGT 2250 - Marketing/Management Practicum (non-transfer) (3)

This course combines academic study with work experience in a business, industry, and/or governmental agency.

Prerequisite: Completion of at least 30 semester hours of business courses and permission of instructor.

MUSC - Music

MUSC 1100 - Music Appreciation (transfer) (3)

An introductory course to develop an understanding and appreciation of music. Examples from the history of music seek to encourage the development of each student's discrimination of the wide range of music literature.

Prerequisite: Exit or Exempt from ENGL 0989.

NAST - Nurse's Assistant

NAST 1100 - Nurse Aide Fundamentals (non-transfer) (6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patient's condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being

of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Prerequisite: Exit or exempt from ENGL 0989; ALHS 1040, ALHS 1060, and ALHS 1090.

NURS - Nursing

NURS 1010 - Foundation of Nursing Practice (non-transfer) (6)

This course is an introduction to professional nursing practice that encompasses core components of Bainbridge College's ADN program: caring, critical thinking while providing and managing care, communication and collaboration, competence in assessment and clinical decision making, professional behaviors of commitment, conscience, confidence, teaching and learning, cultural efficacy and holistic beliefs. Foundational concepts including the nursing process, legal and ethical issues, medical terminology, documentation, and competency in clinical techniques will be developed. Drug calculation, medication administration, and drug categories will be introduced. Laboratory and clinical learning will focus on gaining actual experience in the provision of client care.

Prerequisite: Acceptance to A.D.N. Program - admission is competitive.

NURS 1020 - Adult Health Nursing Concepts I (non-transfer) (7)

This first adult health nursing course, which continues to build on the Bainbridge College's AND program's core nursing components, introduces the student to the provision and management of nursing care to diverse adult clients in the acute care setting. Evidence based practice, health promotion and maintenance, nutrition, legal and ethical issues, pharmacology, and drug calculations are incorporated into course teaching and clinical practice. Increasingly complex nursing skills are performed in the laboratory. Clinical practice focuses on the development of assessment skills, safe medication administration, and implementation of the nursing process.

Prerequisite: NURS 1010.

NURS 1025 - Mental Health Nursing Concepts (non-transfer) (3)

This introduction to mental health nursing focuses on caring for clients experiencing acute and chronic psychiatric illnesses across the lifespan in a variety of clinical settings. The course emphasizes development of students' self-awareness, therapeutic communication, professional behaviors, and understanding of ethical/legal issues in the provision of competent nursing care to mental health clients. Emphasis is placed on utilizing strategies that promote optimal psychological and emotional well-being. Health promotion, principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

Prerequisite: NURS 1020.

NURS 1035 - Pediatric Nursing Concepts (3)

This introductory course assists students in obtaining the necessary knowledge to provide safe, competent care for pediatric clients. The course will focus on aspects of growth and development through the life span, the well and the ill child, specific childhood disease processes and child care from infancy through adolescence. Health promotion, principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

Prerequisite: NURS 1010.

NURS 2030 - Adult Health Nursing Concepts II (non-transfer) (8)

This course is a continuation of NURS 1020. Students utilize enhanced problem solving abilities, competence and confidence in providing and managing nursing care for diverse and increasingly complex adult clients in both community and acute care settings. Additionally, client teaching-learning strategies as well as clinical reasoning and decision making abilities are further developed and implemented through interdisciplinary collaboration. Nutrition, pharmacologic content, and drug calculations correspond with topics discussed.

Prerequisite: NURS 1020 and NURS 1025. Corequisite: NURS 2040.

NURS 2030B - Adult Health Nursing Concepts II (non-transfer) (8)

Advanced Placement Track students utilize enhanced problem solving abilities, competence and confidence in providing and managing nursing care for diverse and increasingly complex adult clients in both community and acute care settings. Additionally, client teaching/learning strategies as well as clinical reasoning and decision making abilities are further developed and implemented through interdisciplinary collaboration. Nutrition, pharmacologic content, and drug calculations correspond with topics discussed.

Prerequisite: NURS 2010. Corequisite: NURS 2040B.

NURS 2035 - Women's Health and Obstetrical Nursing Concepts (3)

This introductory course assists students in obtaining the necessary knowledge to provide safe, competent care for individuals as they relate to women's health, obstetrics and childbearing. The course will focus on issues related to women's health as well as preventive, supportive, and therapeutic care during the prenatal, intranatal, and postpartum periods. Health promotion, principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

Prerequisite: NURS 1010.

NURS 2040B - Parent-Child Nursing Concepts (non-transfer) (4)

Advanced Placement Track students build on their knowledge of parent-child nursing with a focus on provision and management of family-centered nursing care in a variety of clinical settings and community projects. Students gain increased experience in principles of health promotion/prevention, therapeutic relationships, teaching-learning strategies, communication, and collaboration while providing care to a diverse population. Principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

Prerequisite: NURS 2010. Corequisite: NURS 2030B.

NURS 2050 - Advanced Nursing Concepts (non-transfer) (8)

This capstone course requires students to integrate advanced knowledge in management and provision of nursing care in complex adult clients. Multisystem disorders will be analyzed with an emphasis placed on clinical reasoning and decision making abilities, application and evaluation of client outcomes. Students assume increasing responsibility for self learning, prioritization and delegation of client care, and interdisciplinary collaboration under the supervision of a Registered Nurse preceptor. Advanced pharmacological and nutritional components are incorporated throughout the course. The role of the nurse as a member of a profession as well as current trends in nursing such as emergency preparedness, ethical dilemmas, legal responsibilities, fiscal accountability, and political awareness are integrated. Furthermore, management and leadership concepts in the registered nurse role are examined. Educational behaviors supporting lifelong learning and professional growth are emphasized.

Prerequisite: NURS 2030 and NURS 2040.

NURS 2050B - Advanced Nursing Concepts (non-transfer) (8)

This capstone course for the Advanced Placement student builds on previous clinical experiences. Students are required to integrate advanced knowledge in management and provision of nursing care in complex adult clients. Multisystem disorders will be analyzed with an emphasis placed on clinical reasoning and decision making abilities, application and evaluation of client outcomes. Students assume increasing responsibility for self learning, prioritization and delegation of client care, and interdisciplinary collaboration under the supervision of a Registered Nurse preceptor. Advanced pharmacological and nutritional components are incorporated throughout the course. The role of the nurse as a member of a profession as well as current trends in nursing such as emergency preparedness, ethical dilemmas, legal responsibilities, fiscal accountability, and political awareness are integrated. Furthermore, management and leadership concepts in the registered nurse role are examined. Educational behaviors supporting lifelong learning and professional growth are emphasized.

Prerequisite: NURS 2030 and NURS 2040.

PHED - Physical Education

PHED 1020 - Safety and First Aid (transfer) (2)

This course provides training in establishing safe environments and administering immediate care to a person who has been injured or has suddenly taken ill. Training provides the skills needed for citizens to act as the first link in the Emergency Medical Services (EMS) System. American Red Cross Certification will be awarded in cardio-pulmonary resuscitation (CPR), AED (Automated External Defibrillator), and in standard first aid to those who complete the course successfully. Students with certification from the 30-hour Standardized American Red Cross First Aid Course may be able to receive credit for this course and should see the Registrar.

Prerequisite: Exit or Exempt from ENGL 0989.

PHED 1101 - Walking/Jogging for Fitness (transfer) (1)

This course entails participation in the fundamental techniques, motor skills and knowledge acquisition appropriate for walkers and joggers to improve cardiovascular health, control weight, and reduce stress. The course includes information about nutritional needs, fluid balances and safety concerns for long-term participation.

Prerequisite: None.

PHED 1102 - Aerobic Dancing (transfer) (1)

This course seeks to achieve dynamic fitness and health through the medium of music and movement. Previous dance experience is not a Prerequisite.

Prerequisite: None.

PHED 1103 - Softball (transfer) (1)

This course is a team activity course designed to improve skills and techniques necessary to enjoy recreational softball.

Prerequisite: None.

PHED 1104 - Volleyball (transfer) (1)

This course is an activity course designed to provide proper knowledge and skills necessary to enjoy recreational volleyball.

Prerequisite: None.

PHED 1117 - Fitness (transfer) (1)

This course is a broad and practical approach to fitness emphasizing the understanding of the many aspects of fitness and its necessity as an integral part of everyone's lifestyle. The course focuses on the health-related physical qualities of strength, flexibility, body composition, and cardio-respiratory endurance and includes material on managing stress, nutrition, and programs for special needs such as hypertension, diabetes, pregnancy and orthopedic problems.

Prerequisite: None.

PHED 1119 - Yoga (transfer) (1)

This course introduces the student to a form of health and well-being originating in India called Yoga. Students will learn the fundamentals of Yoga postures and sequences in which they can be combined for strength, flexibility, and stress release. In addition to the practice of the poses, instruction will include history, philosophy, and terminology.

Prerequisite: None.

PHED 1120 - Bowling (transfer) (1)

A comprehensive study of the history, basic techniques, and skills of bowling, designed for the beginning bowler. The study includes grip, stance, approach, release, targeting, follow through, scoring, playing courtesies, and the principle of making spares.

Prerequisite: None.

PHED 1121 - Bowling II (transfer) (1)

As a continuation of Bowling I, this course builds upon the skills learned in PHED 1120. Students will receive more practice in the proper techniques for making strikes and spares. In addition, the course provides a thorough understanding of the structure of a bowling league and the role of its officers.

Prerequisite: PHED 1120.

PHED 1203 - Kayaking (transfer) (1)

This activity course involves learning basic kayak skills, water safety, and trip planning. The majority of this activity course involves students paddling the kayaks for fitness and fun. Restrictions: Student must be able to swim and weigh less than 225 pounds.

PHIL - Philosophy

PHIL 1000 - Introduction to Philosophy (transfer) (3)

This course is an inquiry into the basic questions of philosophy which review major schools of thought and their relevance to contemporary life. Students explore ethics, metaphysics, and epistemology.

Prerequisite: ENGL 1101 or consent of instructor.

PHLT - Phlebotomy

PHLT 1030 - Introduction to Venipuncture (non-transfer) (3)

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

PHLT 1050 - Clinical Practice (non-transfer) (5)

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

Prerequisite: PHLT 1030.

PHSC - Physical Science

PHSC 1011 - Physical Science (transfer) (3)

This course is a survey course of introductory concepts of chemistry and physics.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1001, MATH 1111 or MATH 1113. Corequisite: PHSC 1011L, if required for concentration.

PHSC 1011L - Physical Science Laboratory (transfer) (1)

These laboratory experiences are linked to the content in PHSC 1011. Taken together with PHSC 1011, these courses satisfy the College Preparatory Curriculum OR Area D laboratory science requirement.

Prerequisite: None. Corequisite: PHSC 1011.

PHYS - Physics

PHYS 1111K - Introductory Physics I (transfer) (4)

This course is an introductory course which includes material from mechanics, thermodynamics, and waves. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1111 or MATH 1113.

PHYS 1112K - Introductory Physics II (transfer) (4)

This course is an introductory course which includes material from electromagnetism, optics, and modern physics. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

Prerequisite: PHYS 1111K.

PHYS 2211K - Principles of Physics I (transfer) (4)

The course's objective is to introduce students to the fundamental concepts of physics and their applications in practical settings, and to provide students with the foundation to build upon and apply in the contexts of their future work and study. Using a calculus-based approach, the course will introduce physics and engineering students to physical quantities, measurements, physics of linear and rotational mechanical motion, work and energy, potential functions, and the physics of oscillatory motion and waves.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 2261.

PHYS 2212K - Principles of Physics II (transfer) (4)

This course is the second half of a two-semester introductory sequence. This half of the sequence is a calculus-based course emphasizing the principles of classical physics, including, but not limited to, electricity, magnetism, and optics.

Prerequisite: PHYS 2211K.

PLGS - Paralegal Studies

PLGS 1010 - Introduction to Law and Ethics (non-transfer) (3)

This course emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed on attorneys and legal assistants. Topics include a survey of American jurisprudence, code of professional responsibility and ethics overview, legal reasoning and problem solving, and introduction to sources of law and legal vocabulary.

Prerequisite: ENGL 1101.

PLGS 1020 - Legal Research (non-transfer) (3)

This course introduces competencies involved with legal bibliography and research methodology so that the student can effectively research issues of state and federal law. The student will also learn to cite properly legal research sources. Topics include identification of legal issues, sources of state and federal statutes and case law, citation of legal authorities, and computer assisted legal research.

Prerequisite: PLGS 1010.

PLGS 1030 - Legal Writing (non-transfer) (3)

The course focuses on application and reinforcement of basic writing skills, familiarizing the student with types of writing typically engaged in by lawyers and legal assistants, and preparing the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include legal analysis and legal correspondence and composition.

PLGS 1040 - Family Law (non-transfer) (3)

The course introduces issues that may arise in family law cases and the role of the paralegal in assisting the attorney in development and presentation of such cases. Topics include issues associated with client and witness interviews,

marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PLGS 1050 - Real Estate Law (non-transfer) (3)

The course introduces basic concepts of real property law pertaining to common types of real estate transactions. Emphasis will include practical skills such as document preparation and title examination. Topics include real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PLGS 1090 - Civil Litigation (non-transfer) (3)

Emphasis in this course includes competencies and concepts of civil litigation in federal and state courts. Topics include federal and state litigation; trial and pre-trial proceedings; litigation ethics; litigation documents, exhibits, investigations, and interviews.

PLGS 1100 - Wills, Trusts, Probate, and Administration (non-transfer) (3)

This course provides a general framework of the substantive theory of wills, trusts, and estates. The student receives practical information to better assist in drafting wills and other documents, and in the probate and administration process. Topics include wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of probate court; terminology of wills and estate practice; client interviews, and document preparation.

PLGS 1110 - Tort Law (non-transfer) (3)

This course introduces basic concepts of substantive tort law. Emphasis will also be on the fact investigation process. Topics include concepts of tort, intentional and unintentional; causation and liability concepts; damages and defenses; and business torts.

Prerequisite: PLGS 1010.

PLGS 1120 - Law Office Management (non-transfer) (3)

The course introduces common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

Prerequisite: PLGS 1010.

PLGS 1150 - Business Organizations (non-transfer) (3)

Emphasizing the formulation and operation of sole proprietorships, general partnerships, limited partnerships, joint ventures, and corporations, the course includes exploration of basic concepts of agency law. Topics include sole proprietorships, partnerships and joint ventures, corporations, tax implications of different organizations, professional associations and corporations, and agency concepts.

Prerequisite: PLGS 1010.

PLGS 1160 - Contracts and Commercial Law (non-transfer) (3)

Introducing the basic concepts of legal rules commonly applicable in commercial settings and to the basic concepts of substantive contract law, the course includes constitutional law and government regulations, Uniform Commercial Code, essential elements of a contract and related legal principles, and standard forms utilization.

PLGS 1170 - Advanced Research and Writing (non-transfer) (3)

The course continues to develop writing skills focusing on legal memoranda preparation. Additionally, students develop skills in conducting legal research. Topics include legal bibliography and research methodology, legal memoranda preparation, and substantive law research.

Prerequisite: PLGS 1030 and TECH 1140.

PLGS 1180 - Paralegal O.B.I. (non-transfer) (3)

The course focuses on application and reinforcement of paralegal skills in an actual workplace environment or, at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided insights into paralegal applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Prerequisite: All PLGS courses.

PNSG - Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Prerequisite: Program Admission.

PNSG 2030 - Nursing Fundamentals (6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

Prerequisite: Program Admission.

PNSG 2035 - Nursing Fundamentals Clinical (2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Prerequisite: Program Admission.

PNSG 2210 - Medical-Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2220 - Medical-Surgical Nursing II (4)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2230 - Medical-Surgical Nursing III (4)

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2240 - Medical-Surgical Nursing IV (4)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2250 - Maternity Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2255 - Maternity Nursing Clinical (1)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2340 - Medical-Surgical Nursing Clinical IV   (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2410 - Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Prerequisite: Program Admission.

PNSG 2415 - Nursing Leadership Clinical (2)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Prerequisite: Program Admission.

POLS - Political Science

POLS 1101 - American Government (transfer) (3)

This course is an introductory course covering the essential facts of national, state and local governments in the United States. This course satisfies state law requiring examination on Georgia and United States Constitutions.

Prerequisite: Exit or Exempt from ENGL 0989.

POLS 2201 - State and Local Government (transfer) (3)

This course examines the organization and functions of the state and its political subdivisions.

Prerequisite: Exit or Exempt from ENGL 0989.

POLS 2301 - Introduction to Comparative Politics (transfer) (3)

This course is an introduction to select political systems around the world.

Prerequisite: Exit or Exempt from ENGL 0989.

PRSP - Perspectives

PRSP 1010 - Perspectives on Human Expression (transfer) (1)

Perspectives on Human Expression introduces a selected genre as an expression of its culture. It traces the genre's historical and literary development, examines its elements, and analyzes characterizations, stereotypes, moral issues, and themes.

Prerequisite: Exit or exempt from ENGL 0989.

PRSP 1020 - Perspectives on Global Issues (transfer) (2)

Perspectives on Global Issues is an issue-focused course that requires students to consider various viewpoints, analyze historical and/or modern issues, and reflect on what it means to be an informed citizen in an increasingly diverse society. The goal is to help students value different positions, appreciate a global perspective of our world, and think in-depth about social, cultural, historical, scientific, and/or ethical issues. Courses will vary based on the issue, but each course will examine multiple viewpoints in order to develop a broad understanding of the subject.

Prerequisite: Exit or exempt from ENGL 0989.

PSYC - Psychology

PSYC 1101 - Introduction to General Psychology (transfer) (3)

This course is a broad survey of topics in psychology including but not limited to major theoretical perspectives, the scientific process, development, personality, learning, mental disorders and mental health, and biological, environmental, and social factors influencing behavior.

Prerequisite: Exit or exempt from ENGL 0989.

PSYC 2101 - Introduction to the Psychology of Adjustment (transfer) (3)

This course is an examination of principles underlying psychological health and well being. Attention is given to ways of preventing maladjustment and coping with life's circumstances. It includes applications of psychological theory to the treatment of mental disturbances.

Prerequisite: PSYC 1101.

PSYC 2103 - Introduction to Human Development (transfer) (3)

This non-laboratory course examines human development from a lifespan perspective. It examines theoretical explanations for development and has an emphasis on patterns of physical, cognitive, and psychosocial development across the lifespan.

Prerequisite: PSYC 1101.

READ - Reading

READ 0999 - Paired Reading Support for College English (2)

Institutional credit only. This course is designed to support a student taking ENGL 1101 with just-in-time assistance in reading. Topics will parallel topics being studied in ENGL 1101 as well as the essential skills needed to be successful in ENGL 1101.

Prerequisite: Placement by COMPASS Reading Score, successful completion of ENGL 0987, or permission of LS Director.

RELG - Religion

RELG 1000 - Introduction to Religion (transfer) (3)

Topics explored include the nature of religion, religious literature, religious thought, and the relation of religion and culture. In addition, the course conducts a review of the various methodologies most often employed in the study of religious phenomena.

Prerequisite: ENGL 1101 or consent of instructor.

RSCH - Research

RSCH 1100 - Research and Documentation Methods (transfer) (2)

This two-hour course introduces essential collegiate-level research and documentation methods and standards. Students will engage in current research methods, apply practical research skills, and properly incorporate and document their research into original research projects based upon subject matter arising out of the students' own interests and/or guided by the instructor's area of expertise. The assignments for this course require students to analyze, assess, and compare and contrast information from multiple sources, including print publications, online resources, and firsthand interviews. Students' work will be evaluated according to both the successful incorporation of research and the degree to which it employs proper research methods, practices, and standards.

Prerequisite: Exit or Exempt from ENGL 0989.

SEMR - Seminar

SEMR 2500 - Georgia State & Local Government and Constitution (transfer) (1)

This course explores the constitution and structure of Georgia state and local government. Students who have completed their American government by taking a course in another state must take this course to satisfy the Georgia Legislative requirement.

Prerequisite: Exit or Exempt from ENGL 0989.

SOCI - Sociology

SOCI 1101 - Introductory Sociology (transfer) (3)

This course is a survey of the discipline of sociology. Students will be introduced to the major concepts, theories, research methods, and selected substantive areas in the field of sociology. Students will become acquainted with the sociological perspective used by sociologists to interpret and analyze the social world.

Prerequisite: Exit or Exempt from ENGL 0989.

SOCI 1160 - Introduction to Social Problems (transfer) (3)

This course uses a social constructionist perspective to investigate the process by which social problems become a concern in society. Students will learn to apply theories and methods and to think critically about everyday social issues.

Prerequisite: SOCI 1101.

SOCI 2215 - Social Psychology (transfer) (3)

This course investigates the relationship between individuals and their social world. Using a symbolic interactionist perspective, it includes an exploration of how our thoughts, feelings and actions are structured by society and how individuals actively produce social realities. Students will learn to apply theories and methods to everyday life and how they can take a more active part in their society.

Prerequisite: SOCI 1101.

SOCI 2220 - Introduction to Social Welfare (transfer) (3)

This course is a study of social welfare as an institution and social work as a profession. It will include a study of various settings which offer welfare services, the development of knowledge, values, and skills relevant to social work and other human services, and an examination of the problems and gaps encountered in service delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those interested in a career in social work.

Prerequisite: SOCI 1101.

SOCI 2293 - Introduction to Marriage and the Family (transfer) (3)

This course aims to increase students' understanding of their experiences with marriage, relationships, family life, and the social institutions and cultural environment that surround and shape these experiences. Topics include race and ethnicity, social class, gender, sexuality, violence, divorce, remarriage, partnership selection, relationships, singlehood, fertility patterns, and the challenges of parenthood.

Prerequisite: SOCI 1101.

SPAN - Spanish

SPAN 1001 - Elementary Spanish I (transfer) (3)

This course introduces listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking people.

Prerequisite: Exit or Exempt from ENGL 0989.

SPAN 1002 - Elementary Spanish II (transfer) (3)

This course involves continued listening, speaking, reading and writing Spanish with further study of the culture of Spanish-speaking people.

Prerequisite: SPAN 1001 or equivalent.

SPAN 2001 - Intermediate Spanish I (transfer) (3)

This course is a continuation of listening, speaking, reading and writing Spanish in a context of moderate difficulty with further study of the culture of Spanish-speaking people.

Prerequisite: SPAN 1002.

SPAN 2002 - Intermediate Spanish II (transfer) (3)

This course involves review of basic principles of listening, speaking, reading and writing Spanish found in SPAN 1002 and SPAN 2001 with an introduction to Spanish in current daily life and literary contexts.

Prerequisite: SPAN 2001.

STAB - Study Abroad

STAB 2003 - Study Abroad (transfer) (3)

Study Abroad variable credit can be awarded to students who participate in approved University System of Georgia Study Abroad programs. Students must have courses approved by the Bainbridge College Director of Admissions prior to enrollment.

Prerequisite: Exit or exempt from ENGL 0989.

TECH - Technical Studies

TECH 0085 - Vocational MATH (non-transfer) (4)

Institutional Credit Only A study of fundamental mathematical principles, this course includes operations with whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems.

Students have two attempts to pass Vocational Math (TECH 0085). A grade of IP counts as one attempt; however, a grade of WF or U counts as two attempts. Students who do not pass TECH 0085 within two attempts will be suspended from BC for one semester without appeal.

Prerequisite: None.

TECH 0085A - Accelerated Vocational Math PILOT COURSE (2)

Accelerated Vocational Math (TECH 0085A) is a 2-hour noncredit course designed to provide motivated students the opportunity to progress through both TECH 0085 and TECH 1110 (Business Math) OR TECH 1120 (Technical Math) in a single semester. Students must be enrolled in both TECH 0085 and TECH 1110 OR TECH 0085 and TECH 1120. Accelerated Vocational Math should be viewed as supplemental, just-in-time support to help students succeed in TECH 1110 or TECH 1120. It differs from a regular TECH 0085 class in several ways: 1) The class is coupled with a credit course and immediately follows it on the schedule, and students will be completing all the assignments of the TECH 1110 or TECH 1120 class; 2) The course is structured to meet the math needs of individual students; and 3) Students will not be required to take the COMPASS basic math exit exam to receive credit for TECH 0085A. Students eligible for TECH 0085A must have a minimum score of 27 on the COMPASS basic math. Exceptions to these requirements must be approved by the Director of Learning Support.

TECH 1110 - Business Mathematics (non-transfer) (4)

This course emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business related problem-solving, mathematical information for documents, graphs, and mathematical problems.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Corequisite: ENGL 0989.

TECH 1120 - Technical Math (non-transfer) (4)

Education Career Pathways Articulated Course
This course includes practical mathematics of the home and business world, as well as review and drill on the fundamental processes of arithmetic and basic math.

Prerequisite: Exit or exempt from ENGL 0989 and TECH 0085. Corequisite: ENGL 0989.

TECH 1130 - Algebra/Trigonometry (non-transfer) (3)

This course includes principles of basic algebra, applications of algebra to geometric figures, and an introduction to principles of basic trigonometry.

Prerequisite: TECH 1110 or TECH 1120 or permission of instructor.

TECH 1140 - Communication Skills (non-transfer) (3)

This course develops the effective use of oral and written communication skills for persons in career, occupational, or technical programs.

Prerequisite: Exit or Exempt from ENGL 0989.

TECH 1150 - Human Relations (non-transfer) (3)

This course emphasizes the factors which influence the interaction between and among human beings within an occupation.

Prerequisite: None. Corequisite: ENGL 0989.

TECH 1160 - Technology Internship I (non-transfer) (5)

This course provides work experience in the work environment. Topics include applications of knowledge and skill, employability skills, problem solving, adapting to the job, progressing productivity and acceptable job performance.

Prerequisite: None.

WELL - Wellness

WELL 1001 - Contemporary Health Issues (transfer) (1)

This course investigates and discusses the health issues affecting wellbeing. Topics include but are not limited to health care, health care legislation, consumer health/wellness, environmental health concerns, violence and stress, the aging population, and death and dying.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 1005 - Physical Wellness (transfer) (1)

This course investigates and discusses lifestyle behaviors which relate to physical well-being. Topics include but are not limited to obtaining essential nutrients, food safety, body image and composition, managing body weight, benefits of regular physical activity, and improving health-related physical qualities.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 2000 - Comprehensive Wellness (transfer) (2)

This course identifies the dimensions of wellness and presents practical information about the importance and effectiveness of preventive self-care. Content covers information on the wellness/disease process, cardiovascular disease, cancer, sexually transmitted diseases, AIDS, alcohol and drug abuse, nutrition, physical fitness and managing stress. Lifestyle changes emphasize improving quality of life and optimizing personal well-being.

Prerequisite: Exit or Exempt from ENGL 0989.

Information Directory

Main Campus

Academic Advising	229-243-6920
Academic and Student Affairs	229-243-6015
Admissions	229-243-6920
Advancement	229-243-6077
Barnes & Noble Bookstore	229-248-2526
Business Affairs	229-243-6030
Clubs and Organizations	229-243-3001
College Relations	229-243-6982
Financial Aid	229-243-6920
Institutional Effectiveness	229-243-6090
Kirbo Regional Center	229-243-6025
Learning Support	229-243-6940
Library	229-243-6970
Maintenance and Physical Plant	229-243-6994
Office of Information & Instructional Technology	229-243-6992
Office of the President	229-243-6010
Office of the Registrar	229-243-6920
Online Learning & Teaching Excellence	229-243-6427
Public Safety	229-726-9371/229-243-6999
School of Arts & Sciences	229-243-6940
School of Health Sciences & Professional Studies	229-243-6960
Student Activities	229-243-3001
Student Wellness Center	229-243-3001
Student Success and Retention Center	229-243-6920
Testing	229-243-6920

Bainbridge State College Early County Center

Admissions & Records	229-724-2483
Barnes & Noble Bookstore	229-724-7111
Business Office	229-724-2118
Faculty Offices	229-724-2100
Financial Aid Office	229-724-2104
	229-724-2146

Library	229-724-2220
Security	229-726-7958
	229-724-2488
Academic Success Center	229-724-2104

Personnel

Bainbridge State College Foundation, Inc.

Organized in the 1973-74 academic year, the first year of the college's history, the Foundation provides general support for the institution and its varied programs. All gifts and bequests to the Foundation are tax deductible. An elected Executive Committee and Board of Trustees administer the disposition of funds contributed to the Foundation.

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Webb, Stanley J., Retired Chair, Division of Arts & Sciences and Professor of English and French; B.A., Brigham Young University; M.A., Ph.D., University of Utah

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Braswell, Rebecca	Adult Education Part-Time Instructor
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Brown, Bobby	Security Guard
Brown, David	Grounds Maintenance Supervisor

Brown, James	Student Wellness Center Worker
Brown, Laura	Admission Advisor
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Causey, Nina	Food Service Supervisor-BSCEC
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Clark, Tammy	Technology Support Coordinator
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Cumbie, William	Student Life Duty Officer
Day, Molly	Instructional Resources Coordinator
Dollar, Melinda	Adult Education Part-time Instructor
Early, Martha	Food Service Worker
Edmunds, D. Chan	Student Accounts Coordinator
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French, Jessica	Special Populations Coordinator
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Gargar-Jones, Emilda	Building Service Worker
George, David	Security Guard
Gray, Anntina	Adult Education Instructor
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Harrell, Homer	Police Officer
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Jaye, Tewanda	Building Service Worker

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Judkins, Leslie   Accounting Coordinator

Killingsworth, Alan   Financial Aid Counselor

Lavatte, Victor   Front Desk/Computer Lab Worker

McCray, Harold   Building Service Worker

McFay, Michael   Skilled Maintenance Worker-BSCEC

McLendon, Bruce   Grounds Maintenance Worker

McNair, April   Administrative Assistant/Dispatcher

Messersmith, Rich   Academic Counselor

Mitchell, Martha   Library Professional

Morris, Terrell   Technical Maintenance Supervisor

Murphy, Melanie   Procurement Technician

Napier, Jeffery   Environmental & Safety Coordinator

Poitevint, Kathryn   Adult Education Instructor

Posey, Rebecca   Accounts Receivable Technician

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Register, Joyce   Information Analyst

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Robinson, Ashley   Nursing Program Assistant

Robinson, LaShawn   Technology Support Service Professional

Rogers, Sandra   Administrative Secretary-BSCEC

Shephard, Amy   Purchasing Coordinator

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Spooner, Mike   Grounds Maintenance Worker

Stephens, Raymond   Grounds Maintenance Worker

Thompson, Robert   Assistant Registrar

Trujillo, Ignacia   Paraprofessional

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Williams, Patricia   Adult Learning Specialist

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Willis, Thomas   CDL Assistant

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