



Northeast Alabama Community College

# ACADEMIC REQUIREMENTS AND REGULATIONS

## GRADING SYSTEM

Letter grades will be assigned for all courses for which students have registered as follows:

|               |                |
|---------------|----------------|
| A — Excellent | W — Withdrawal |
| B — Good      | I — Incomplete |
| C — Average   | AU — Audit     |
| D — Poor      |                |
| F — Failure   |                |

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. Students must hold a C average to graduate. The Associate Degree Nursing, Practical Nursing, and Emergency Medical Services Programs are governed by separate grading policies.

A grade of W is assigned to all students who officially withdraw. A grade of W will not be used in computing the student's semester grade point average.

Failure to officially withdraw results in a grade of F.

A grade of F will be assigned to a student who fails to meet the requirements of a course.

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F.

A student who wishes to audit a course must have the permission of the instructor concerned. Students enrolling as auditors follow the regular admission and registration procedures and are governed by the regulations applied to regular students. An auditor pays the regular course fees, but is not required to participate in class discussions, take tests, make reports, and take the final examination and does not receive credit. The auditor is listed on the class roll and receives Audit on the final grade report. Students may change from Credit to Audit or from Audit to Credit only during the "Drop-Add" period at the beginning of the semester but may not change thereafter.

## COURSE CANCELLATION

The College reserves the right to cancel courses when courses do not meet minimum enrollment requirements. College staff will notify students that the class has been cancelled and that the student will need to revise his/her schedule. If the student does not change his/her schedule, College staff will drop the student from the cancelled course.

## COURSE FORGIVENESS

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. Students admitted to Teacher Education programs will have all grades for the

course repeated calculated in the cumulative GPA. The official transcript will list the course and grade each time it is attempted.

2. When a course is repeated more than once, all grades for the course – excluding the first grade – will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.
3. It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

## ACADEMIC BANKRUPTCY

A student may request in writing to the registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded. These courses will not be counted in the cumulative grade point average.
2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy, on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded. These courses will not be counted in the cumulative grade point average.
3. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected.
4. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
5. A student may declare academic bankruptcy only once.
6. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

## QUALITY POINTS

To evaluate the academic standing of students, the following quality points are assigned to grades:

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

The student's academic standing or quality point average is obtained by dividing the total number of quality points by the total number of attempted semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as many times as such grades are recorded.

## DEGREES AND AWARDS

1. Community colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree, the associate in applied technology, the associate in occupational technologies; certificate programs; and short term certificate programs.
2. Junior colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree; certificate programs; and short term certificate programs.
3. Technical colleges are authorized to offer programs of study leading to the associate in applied Science degree, the associate in applied technology degree, the associate in occupational technologies; certificate programs; diploma programs; and short term certificate programs.
4. Institutions are authorized to employ all pedagogically sound instructional delivery options, to include various distance learning formats, in offering these degree, certificate, and diploma programs. The institution offering distance learning courses and/or programs of instruction is responsible for ensuring that such courses and/or programs are of the same academic quality as all other instruction offered by the college. Additionally, the institution is responsible for ensuring that its distance learning offerings are in accordance with the requirements of the various regional and national accrediting agencies.
5. The associate in arts and associate in science degree programs are designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field.
6. The associate in arts and associate in science degree programs shall be comprised of at least 60 semester credit hours but no more than 64 semester credit hours.
7. Guidelines for distribution of courses and areas of study within the associate in arts and associate in science degree programs, including general education components, will be established by the Chancellor.
8. The associate in applied science degree program is designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may do so.
9. The associate in applied science degree shall be comprised of at least 60 semester credit hours, but no more than 76 semester credit hours.
10. Guidelines for distribution requirements for courses and areas of study within the associate in applied science and associate in applied technology degree programs, including general education components and exceptions to maximum credit hour requirements, will be established by the chancellor.
11. Guidelines for distribution requirements for courses and majors of study within the associate in occupational technologies degree clusters, including general education components, exceptions to maximum credit hour requirements, and exceptions for formal award programs in non-degree clusters, will be established by the chancellor.
12. Diploma programs shall be comprised of at least 30 semester credit hours but not more than 60 semester credit hours.
13. Certificate programs below the degree level are designed for students who plan to seek employment based upon the competencies and skills attained through these programs of study.
14. Certificate programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours.
15. Certificate programs equal to or less than 29 semester hours shall be comprised of at least 9 semester credit hours, but no more than 29 semester credit hours.
16. Guidelines for distribution requirements for courses and areas of study within certificate programs, including general education components, will be established by the chancellor.
17. Institutions may be authorized to create and offer local informal awards according to guidelines established by the chancellor.

## GRADUATION REQUIREMENTS DEGREES

A student will be considered a graduate and awarded the Associate in Arts, Associate in Science, Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the Board of Trustees:

A student must:

1. Complete a minimum of 60 semester hours in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of semester credit hours at the institution granting the degree.
4. Provide official transcripts from all colleges previously attended. Note: Transferred coursework accepted for credit toward an undergraduate degree must represent equivalent collegiate coursework relevant to the degree.
5. A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
6. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.
7. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the institution.

**ACADEMIC HONORS: UPON GRADUATION**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors  
(or *Cum Laude*)..... 3.50 to 3.69 GPA

Graduation with High Honors  
(or *Magna Cum Laude*)..... 3.70 to 3.89 GPA

Graduation with Highest Honors  
(or *Summa Cum Laude*)..... 3.90 to 4.00 GPA

Graduation Honors for Other Formal Awards  
(Diploma or Certificate)  
Graduation with Distinction ..... 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the college conferring the degree or other formal award.





Northeast Alabama Community College

# DEGREE REQUIREMENTS

Northeast Alabama Community College is authorized to award the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree. The Associate in Arts degree and the Associate in Science degree are two-year transfer degree programs; that is, a student in one of these degree programs intends to transfer to a four-year college or university and obtain a baccalaureate degree. The Associate in Applied Science degree is a two-year terminal degree program; however, some colleges and universities will transfer a number of credits from the A.A.S. degree program to apply to baccalaureate degrees at their institutions.

Thanks to the work of the Articulation and General Studies Committee (AGSC), a statewide general studies curriculum has been developed, and strategies for articulation of transfer credit among public two-year and four-year institutions of higher education in Alabama have been implemented. Coursework in Areas I through IV, regardless of the student's major, transfers to all public four-year colleges and universities in Alabama. Coursework in Area V for students in the Associate in Arts and the Associate in Science degree programs also transfers; Area V coursework for students in the Associate in Applied Science degree program may transfer to some institutions, depending on the student's major and four-year institution. Regardless of which degree a student is seeking, the student should be mindful of the requirements at the four-year institution to which he/she plans to transfer. For additional information, the student should consult this catalog and the following website address.

<http://stars.troy.edu>

It is the student's responsibility to stay informed about STARS and the senior institution's requirements regarding individual programs of study.

## CORE COURSES

Based on Alabama's articulation system, the following "core courses" are guaranteed to transfer to any public college in Alabama to satisfy degree requirements in Areas I-IV. Courses not listed in the core may satisfy graduation requirements at Northeast and also may be accepted for transfer to other colleges. Please consult your advisor for additional information.

### Area I — Written Composition

ENG 101 English Composition I  
ENG 102 English Composition II

### Area II — Humanities and Fine Arts

ART 100 Art Appreciation  
ART 203 Art History I  
ART 204 Art History II  
ENG 251 American Literature I  
ENG 252 American Literature II  
ENG 261 English Literature I

ENG 262 English Literature II  
ENG 271 World Literature I  
ENG 272 World Literature II  
MUS 101 Music Appreciation  
PHL 206 Ethics and Society  
REL 100 History of World Religions  
REL 151 Survey of Old Testament  
REL 152 Survey of New Testament  
SPA 101 Introductory Spanish I  
SPA 102 Introductory Spanish II  
SPA 201 Intermediate Spanish I  
SPA 202 Intermediate Spanish II  
SPH 107 Fundamentals of Public Speaking  
THR 120 Theatre Appreciation  
THR 126 Introduction to Theatre

### Area III — Natural Sciences and Mathematics

BIO 103 Principles of Biology I  
BIO 104 Principles of Biology II  
CHM 104 Introduction to Inorganic Chemistry  
CHM 105 Introduction to Organic Chemistry  
CHM 111 College Chemistry I  
CHM 112 College Chemistry II  
MTH 110 Finite Mathematics  
MTH 112 Precalculus Algebra  
MTH 113 Precalculus Trigonometry  
MTH 120 Calculus and Its Applications  
MTH 125 Calculus I  
MTH 126 Calculus II  
MTH 227 Calculus III

www.gettheguide.net  
or stars.troy.edu

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|         |                                  |
|---------|----------------------------------|
| MTH 237 | Linear Algebra                   |
| MTH 238 | Applied Differential Equations I |
| PHS 111 | Physical Science I               |
| PHS 112 | Physical Science II              |
| PHY 201 | General Physics I                |
| PHY 202 | General Physics II               |
| PHY 213 | General Physics with Calculus I  |
| PHY 214 | General Physics with Calculus II |

**Area IV— History, Social, and Behavioral Sciences**

|         |                              |
|---------|------------------------------|
| ECO 231 | Principles of Macroeconomics |
| ECO 232 | Principles of Microeconomics |
| GEO 100 | World Regional Geography     |
| HIS 101 | Western Civilization I       |
| HIS 102 | Western Civilization II      |
| HIS 201 | United States History I      |
| HIS 202 | United States History II     |
| POL 211 | American National Government |
| PSY 200 | General Psychology           |
| PSY 210 | Human Growth & Development   |
| SOC 200 | Introduction to Sociology    |
| SOC 210 | Social Problems              |

The General Education Program for the A.A., A.S., and A.A.S. Degrees is comprised of a minimum of 15 semester hours of course work with at least one course from each of the following: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. These courses comprise a substantial component of the A.A., A.S., and A.A.S. Degrees and include a breadth of knowledge appropriate for the collegiate-level student, not narrowly focusing on skills, techniques, and procedures specific to a particular occupation or profession.

The following table designates the General Education Component which applies to all students — on-campus, off-site, and distance education students. By following the appropriate transfer guide the student will be required to complete a minimum of one course in each of the following three areas:

**General Education Component**

**Humanities/Fine Arts**

The following are considered pure humanities/arts courses:

|        |        |        |
|--------|--------|--------|
| ART100 | ENG262 | REL151 |
| ART203 | ENG271 | REL152 |
| ART204 | ENG272 | SPA201 |
| ENG251 | MUS101 | SPA202 |
| ENG252 | PHL206 | THR120 |
| ENG261 | REL100 | THR126 |

**Social/Behavioral Sciences**

|        |        |        |
|--------|--------|--------|
| ECO231 | HIS102 | PSY200 |
| ECO232 | HIS201 | PSY210 |
| GEO100 | HIS202 | SOC200 |
| HIS101 | POL211 | SOC210 |

**Natural Science/Mathematics**

|         |         |         |
|---------|---------|---------|
| BIO103  | MTH103* | MTH238  |
| BIO104  | MTH116* | PHS111  |
| BIO201* | MTH110  | PHS112  |
| BIO202* | MTH112  | PHS121* |
| BIO220* | MTH113  | PHY115* |
| CHM104  | MTH120  | PHY 120 |
| CHM105  | MTH125  | PHY201  |
| CHM111  | MTH126  | PHY202  |
| CHM112  | MTH227  | PHY213  |
| MTH100* | MTH237  | PHY214  |

\* Designates A.A.S. Degree Program only.

Other courses which comprise the general education program at Northeast include ENG101 English Composition I and SPH107 Fundamentals of Public Speaking. Note that neither of these courses are considered the one pure humanities course required of all students in all degree programs.

**STUDENT LEARNING OUTCOMES**

**General Education Outcomes**

General Education Outcomes are concerned with the global abilities of students once they have earned a two-year college degree. To determine if students have these abilities it is necessary to ask the following questions: What abilities, talents, skills, and attitudes are expected of students when they complete a general education program and how do we know they have those traits? When students complete a major, have they learned what is needed to succeed in that field? When students complete a course, do they have the skills and abilities expected of them? What do students learn? How do we know they have learned it? The College has identified five competencies that students should attain as a result of completing the general education core courses:

**Written Communication**—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)

**Oral Communication**—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)

**Mathematical Computation**—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)

**Computer Literacy**—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)

**Information Literacy**—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)

**A.A. and A.S. Degree Programs**

The A.A. and A.S. degree programs are designed for transfer and, as such, constitute a general/pre-liberal arts curriculum.

The General Education Outcomes serve as the five competencies identified by the College that students should attain as a result of completing the A.A. or A.S. Degree Programs:

**Written Communication**—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively. (ENG 101)

**Oral Communication**—Students will articulate ideas, concepts, and theories in a clear fashion using language and elocution skills indicative of college-level preparation. (SPH 107)

**Mathematical Computation**—Students will compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. (MTH 100 and MTH 116)

**Computer Literacy**—Students will use current technology and develop computer skills for informational, academic, personal, and professional needs. (CIS 146)

**Information Literacy**—Students will locate, access, and analyze information that facilitates learning and critical inquiry. (Library Orientation in ENG 101 and SPH 107)

#### A.A.S. Degree Programs

In addition to the General Education Outcomes, for each career and technical program the College has identified Program Learning Outcomes based on the principle that each graduate should exhibit, in a professional manner, the knowledge and skills of a qualified practitioner in the field. The Program Learning Outcomes for each career/technical program are listed following:

##### A.A.S.—Business

Graduates of the Business Program will be able to:

- Demonstrate competence in financial accounting process and systems. (BUS 241)
- Demonstrate an understanding of macroeconomic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system and the Federal Reserve. (ECO 231)

##### A.A.S.—Child Development

Graduates of the Child Development Program will be able to:

- Function as a competent entry-level child care worker by performing necessary skills for working in a child care facility. (CHD 215)
- Plan programs that promote and maintain safe and healthy learning environments. (CHD 206)
- Apply foundational knowledge of methods and materials for teaching young children from birth to age 8. (CHD 204)
- Exhibit a positive work ethic. (CHD 215)

##### A.A.S.—Computer Information Systems

Graduates of the Computer Information Systems Program will be able to:

- The student will demonstrate knowledge of computer terminology and components. (CIS 199)

- The student will install, configure, and upgrade a computer operating system. (CIS 268)
- The student will install and troubleshoot computer hardware. (CIS 269)

##### A.A.S.—Criminal Justice

Graduates of the Criminal Justice Program will be able to:

- The student will function as a competent entry-level worker in a law enforcement agency demonstrating knowledge and skills retained from course work. (CRJ 280)
- The student will exhibit a thorough knowledge of the law enforcement agency. (CRJ 280)

##### A.A.S.—Drafting and Design Technology

Graduates of the Drafting and Design Technology Program will be able to:

- Demonstrate correct use of precision measurement instruments. (ADM 101)
- Read and interpret technical drawings. (ADM 101)
- Sketch orthographic views of objects. (DDT 220)
- Employ basic operating system functions in order to use CADD software to produce and plot pictorial and multi-view working drawings. (DDT 220)
- Apply dimensions, tolerances and notes to acceptable industry standards. (GD&T, threaded fasteners & weldments) (DDT 220)
- Exhibit a positive work ethic and good employability skills. (ADM 150-154)
- Function as a competent entry-level CAD technician. (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)

##### A.A.S.—Emergency Medical Services (Paramedic)

Graduates of the Emergency Medical Services (Paramedic) Program will be able to:

- Perform tasks in a safe manner. (EMS 255)
- Display a positive work ethic. (EMS 256)
- Function as a competent, entry-level paramedic. (EMS 254)
- Use current technology and develop computer skills for informational, academic, personal and professional needs. (EMS 255)

##### A.A.S.—Engineering Technician

Graduates of the Engineering Technician Program will be able to:

- Function as a competent entry-level engineering technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Heating, Ventilation, Air Conditioning, and Refrigeration**

Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Program will be able to:

- Function as a competent entry-level HVAC-R technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Industrial Electronics Technology**

Graduates of the Industrial Electronics Technology Program will be able to:

- Function as a competent entry-level industrial electrician (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Industrial Systems Technology—Electrical and Instrumentation Option**

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level industrial maintenance technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Industrial Systems Technology—Multi-Skilled Option**

Graduates of the Industrial Systems Technology Program (Multi-Skilled Option) will be able to:

- Function as a competent entry-level industrial maintenance technician by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Industrial Systems Technology—Machine Tool Technology Option**

Graduates of the Industrial Systems Technology Program (Machine Tool Technology Option) will be able to:

- Function as a competent entry-level machinist by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Industrial Systems Technology—Welding Technology Option**

Graduates of the Industrial Systems Technology Program (Electrical and Instrumentation Option) will be able to:

- Function as a competent entry-level welder by demonstrating knowledge and skills retained from coursework (ADM 150-154)
- Perform all tasks in a safe manner. (ADM 150-154)
- Exhibit a positive work ethic. (ADM 150-154)

**A.A.S.—Medical Assistant**

Graduates of the Medical Assistant Program will be able to:

- Function as a competent entry-level medical assistant by performing clinical and administrative duties. (MAT 229)
- Perform tasks in a safe manner. (MAT 229)
- Exhibit a positive work ethic. (MAT 229)

**A.A.S.—Nursing**

Graduates of the Nursing Program will be able to:

- Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

**Certificate—Practical Nursing**

Graduates of the Practical Nursing Program will be able to:

- Incorporate information and technology within own scope of practice to support safe processes of care.
- Function competently within own scope of practice as a member of the health care team.
- Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care.

**A.A.S.—Office Administration—General Option**

Graduates of the Office Administration Program (General Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Maintain office records using alphabetic, numeric, and geographic records management skills. (OAD 138)
- Transcribe documents from dictated recordings. (OAD 200)

**A.A.S.—Office Administration—Medical Office Option**

Graduates of the Office Administration Program (Medical Office Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Maintain office records using alphabetic, numeric, and geographic records management skills. (OAD 138)
- Transcribe a medical related, dictated letter or report. (OAD 212)

**A.A.S.—Office Administration—Paralegal Option**

Graduates of the Office Administration Program (Paralegal Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Maintain office records using alphabetic, numeric, and geographic records management skills. (OAD 138)
- Organize and maintain a law office, including basic management; scheduling; equipment operation; and creating, filing, and retrieving legal documents. (PRL 282)

**A.A.S.—Salon and Spa Management—Cosmetology Option**

Graduates of the Salon and Spa Management Program (Cosmetology Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

**A.A.S.—Salon and Spa Management—Esthetics Option**

Graduates of the Salon and Spa Management Program (Esthetics Option) will be able to:

- Function as a competent entry-level salon and spa professional. (COS 190)
- Perform tasks in a safe manner. (COS 190)
- Exhibit a positive work ethic. (COS 190)

**A.A.S.—Salon and Spa Management—Therapeutic Massage Option**

Graduates of the Salon and Spa Management Program (Therapeutic Massage Option) will be able to:

- Function as a competent entry-level massage therapist. (MSG 206)
- Perform tasks in a safe manner. (MSG 206)
- Exhibit a positive work ethic. (MSG 206)

