

Business Administration 240102 BUA Associate in Science Degree

Available: Phil Campbell and Shoals Campuses
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This program is designed for the student to transfer to four-year institutions that offer degrees in various areas of business administration such as Accounting, Banking and Finance, Management, and Marketing.

Entering students are required to complete ORI 101. Transfer students are exempt from this requirement.

	Semester Hours
Area I: Written Composition	6
**ENG 101 and 102	
Area II: Humanities and Fine Arts	12
*Literature: ENG 271 and 272, ENG 251 and 252 or ENG 261 and 262 6 SPH 107	
3 Elective: Choose one course from among ART 100, MUS 101, PHL 206*, THR 120, Foreign Language*	
3	
Area III: Natural Sciences and Mathematics	11
Science: Choose two core courses from among BIO, PHS, PHY, CHM	
8 Math: Choose one from MTH 112 or above***	
3	
Area IV: History, Social and Behavioral Science	12
*History: HIS 101 and 102 or HIS 201 and 202	
6 ECO 231 and 232	
6	
Area V: Pre-Professional, Pre-Major, and Elective Courses	19-23
BUS 241 and 242	
6 Business Electives: Choose three courses from among BUS 263, BUS 275, BUS 285, BUS 271, 272	
9 CIS 146	
3 General Elective	
1-5 PED can be used as a general elective.	

Total Semester Transfer Hours 60-64

*See note 2 on page 44.

**Keyboarding skills are essential for the successful completion of English 101.

***Some schools require calculus, MTH 125 or MTH 120.

Carpentry/Cabinetmaking AOT Degree

Available: Shoals Campus
 Advisors: Charles Hardy (5236) charles.hardy@nwscce.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

Core Degree Requirements for the Associate in Occupational Technology Degree

Entering students are required to complete ORT 100. Transfer students are exempt from this requirement.

	Semester Hours
Area I: Written Composition	3
English Composition I and/or Technical Writing	
Area II: Humanities and Fine Arts	3
Area III: Natural Science and Mathematics	9
A minimum of 3 hours in degree creditable mathematics is required. The additional 6 hours of degree creditable coursework may be taken from disciplines of math, biology, chemistry, physical science, physics, environmental technology and computer science.	
Area IV: History, Social and Behavioral Sciences	3
Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.	

**Minimum General Requirements 18
Major Requirements Semester Hours**

CAB 101 Introduction to Cabinetmaking	3
CAB 104 Cabinet Shop Operation	3
CAB 142 Wood Finishing and Spraying	5
CAB 204 Cabinetmaking/Millwork	5
CAB 230 Estimating Costs in Cabinetmaking	2
CAR 112 Floors, Walls, Site Prep	3
CAR 113 Floors, Walls, Site Prep Lab	3
CAR 121 Introduction to Blueprint	3
CAR 131 Roof and Ceiling Systems	3
CAR 133 Roof and Ceiling Systems Lab	3
CAR 211 Construction Specialties	3
CAR 217 Estimating Materials	3
Electives	6
Total Major Requirements	45

Minor Requirements
Business Management and Supervision 309999 CBU
 BUS 241 Principles of Accounting I or
 ACT 141 Basic Accounting Principles 3
 BUS 275 Principles of Management 3
 BUS 285 Principles of Marketing 3
 BUS 279 Small Business Management 3
Total Minor Requirements 12

Minor Requirements
Cabinetmaking 309999 CCB
 CAB 102 Introduction to Lumber 3
 CAB 103 Sizes and Dimensions 3
 CAB 105 Basic Safety and Equipment 4
 CAB Elective 2
Total Minor Requirements 12

General Requirements 18
Total Requirements for AOT Degree 75

*Computer competency skills are embedded within one or more courses required in this curriculum.

Carpentry/Cabinetmaking 460201 CAR
Career Certificate

Available: Shoals Campus
 Advisors: Charles Hardy (5236) charles.hardy@nwscc.edu
 Joe Hackworth (5335) joehackworth@nwscc.edu

Carpentry/Cabinetmaking, using wood for construction and repair, has been an important craft for centuries. These skills are so important and versatile that they make up the largest group of building trade workers.

Students are exposed to various areas of carpentry/cabinetmaking such as safety, hand tools, blueprint reading, metric measures, stair construction, floor framing, wall and ceiling framing, exterior finish and various types of cabinet building.

Emphasis is placed on learning the true value of good craftsmanship and how to apply this knowledge to benefit the employee and employer. One of the main objectives of the program is to develop the skills, attitudes and ethics needed to become successfully employed.

Entering students are required to complete ORT 100. Transfer students are exempt from this requirement.

	Semester		
	Theory	Lab	Hours
COM 100 Introductory Technical English I	3	0	3
MAH 101 Introductory Mathematics I	2	2	3
CAB 101 Introduction to Cabinetmaking	1	4	3
CAB 102 Introduction to Lumber	1	6	3
CAB 103 Sizes and Dimensions	1	4	3
CAB 104 Cabinet Shop Operations	3	0	3
CAB 110 Basic Safety and Equipment	1	4	3
CAR 111 Construction Basics	3	0	3
CAB 142 Woodfinishing and Spraying	0	4	2
CAB 204 Cabinetmaking/Millwork	1	4	5
CAB 230 Estimating Costs in Cabinetmaking	1	2	2
CAR 112 Floors, Walls, Site Prep	3	0	3
CAR 113 Floors, Walls, Site Prep Lab	0	9	3
CAR 121 Introduction to Blueprint	3	0	3
CAR 131 Roof and Ceiling Systems	3	0	3
CAR 133 Roof and Ceiling Systems Lab	0	9	3
CAR 226 Metal Framing	0	6	3
CAR 228 Stairs, Trim, and Moldings	1	4	3

Total Semester Credit Hours 54

*A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

**Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

**Basic Cabinetmaking
Short-Term Certificate**

480703 CAB

Available: Shoals Campus
Advisors: Charles Hardy (5236) charles.hardy@nwscc.edu

The Cabinetmaking Program prepares students with the skills and related technical knowledge necessary for employment as a woodworking craftsman. Topics include basic materials and processes, uses and care of tools and equipment, safety, job planning and execution, and wood finishing techniques. Students are taught how to design, construct and install interior casework.

Eye-hand coordination, manual dexterity and physical fitness, and a good sense of balance are important to have. The ability to solve math problems quickly and accurately is also helpful. To advance, cabinetmakers should be able to estimate, with accuracy, long a job should take to complete, and its cost.

Entering students are required to complete ORT 100. Transfer students are exempt from this requirement.

	Semester		
	Theory	Lab	Hours
CAB 101 Introduction to Cabinetmaking	1	4	3
CAB 102 Introduction to Lumber	1	6	3
CAB 103 Sizes and Dimensions	1	4	3
CAB 104 Cabinet Shop Operations	3	0	3
CAB 105 Basic Safety and Equipment	2	5	4
CAB 142 Woodfinishing and Spraying	2	8	5
CAB 204 Cabinetmaking/Millwork	1	10	5

Total Semester Credit Hours 26

**Basic Carpentry
Short-Term Certificate**

460201 BC

Available: Shoals Campus
Advisors: Charles Hardy (5236) charles.hardy@nwscc.edu

This program is designed to prepare students with carpentry skills and related technical knowledge needed for immediate employment in the carpentry profession. Emphasis is placed on safety, employability skills and requirements for successful employment. Students learn to work from blueprints and instructions preparing a layout by measuring, marking, and arranging materials. Hand and power tools are used to cut and shape various materials. The materials are joined with nails, screws, staples, or adhesives.

Carpenters may be involved in various kinds of construction activity, maintenance and installation work, repair work, manufacturing firms, government agencies, wholesale and retail establishments, and schools. Many carpenters are self-employed. It is important to acquire skills in all aspects of carpentry and to have flexibility to perform any kind of carpentry work.

Skilled carpenters need manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. Carpenters must be able to estimate how long a job should take to complete and its cost.

Entering students are required to complete ORT 100. Transfer students are exempt from this requirement.

	Semester		
	Theory	Lab	Hours
CAR 112 Floors, Walls, Site Prep	3	0	3
CAR 113 Floors, Walls, Site Prep Lab	0	9	3
CAR 121 Introduction to Bluepring Reading	3	0	3
CAR 131 Roof and Ceiling Systems	3	0	3
CAR 133 Roof and Ceiling Systems Lab	0	9	3
CAR 134 Stairs, Molding and Trim	2	5	4
CAR 211 Construction Specialities	3	0	3
CAR 217 Estimating Materials	1	5	3

Total Semester Credit Hours 25

*Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

**A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

PROGRAMS OF STUDY