

**Practical Nursing  
Career Certificate**

511613 LPN

	<b>Semester Hours</b>
<b>Semester I</b>	
+MTH 116 Mathematical Applications or Higher Level	3
+BIO 201 Human Anatomy and Physiology I	4
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	<u>1</u>
	15
<b>Semester II</b>	
ENG 101 English Composition I	3
+BIO 202 Human Anatomy and Physiology II	4
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	<u>5</u>
	20
<b>Semester III</b>	
NUR 107 Adult/Child Nursing	8
NUR 108 Psychosocial Nursing	3
NUR 109 Role Transition for the Practical Nurse	<u>3</u>
	14
<b>Total Semester Credit Hours</b> .....	<b>49</b>

+Must be completed with a grade of "C" or higher before or during semester noted above.

**Exit Exam Required**

**Nursing Assistant**

511614 NAS

Available: Shoals Campus  
 Advisors: J. Sorrell (5306) sorrellj@nwsc.edu  
 C. Tidwell (6221) cindy@nwsc.edu

The Nurse Assistant course includes instruction in theory, nursing skills lab and a clinical rotation in a health care facility.

After successful completion of the 80-hour nurse assistant course, NAS 100, the student will meet requirements to take the State Nurses Aide Certification Test. This certificate enables the Nursing Assistant to obtain employment in nursing homes, hospitals or home health care agencies. A basic introduction to the health field and home health care is provided. This program does not require a high school diploma or GED certificate for admission. Students must be at least 18 years of age in order to take the State Nurse's Aide Certification Test.

Tuition .....	\$ 384.00
Book .....	\$ 45.00
Liability Insurance .....	\$ 20.00
<b>Total</b> .....	<b>\$ 449.00</b>

**Office Administration  
Associate in Applied Science Degree**

This program is designed for students who wish to seek employment upon completing the prescribed curriculum. However, many of these courses may be used in transfer to four-year institutions with business programs.

**Accounting Option** **520401 OAO**

Available: Phil Campbell and Shoals Campuses  
 Advisors: J. Baltes (5353) jbaltes@nwsc.edu  
 K. Swinney (6254/5235) kswinney@nwsc.edu  
 T. McClinton (5212) mcclinton@nwsc.edu

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

<b>General Education Requirements</b>	<b>Semester Hours</b>
CIS 146 Microcomputer Applications .....	3
CIS 147 Advanced Microcomputer Applications or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Macroeconomics .....	3
****ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements</b> .....	<b>21</b>

**Major Requirements**

ACT 249 Payroll Accounting .....	3
**BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements</b> .....	<b>42</b>

**OAD Electives**

Choose four courses from among:  
 OAD 110, 125, 131, 200, 231, 233, 242 .....

**Total Semester Credit Hours** .....

**75**  
 \*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

\*\*Prerequisite OAD 135.

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

**Administrative Professional Option 520401 OAP**

Available: Phil Campbell and Shoals Campuses  
 Advisors: J. Baltes (5353) [jbates@nwsc.edu](mailto:jbates@nwsc.edu)  
 K. Swinney (6254/5235) [kswinney@nwsc.edu](mailto:kswinney@nwsc.edu)  
 T. McClinton (5212) [mcclinton@nwsc.edu](mailto:mcclinton@nwsc.edu)

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

General Education Requirements	Semester Hours
CIS 146 Microcomputer Applications .....	3
CIS 147 Advanced Microcomputer Applications or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Microeconomics .....	3
**ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements .....</b>	<b>21</b>

**Major Requirements**

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 125 Word Processing .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>42</b>

**OAD Electives**

Choose four courses from among:  
 OAD 110, 202, 203, 211, 212, 214, 231,  
 233, 242, BUS 263..... **12**

**Total Semester Credit Hours .....** **75**

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

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

**Clerical Option**

**520401 OCO**

Available: Phil Campbell and Shoals Campuses  
 Advisors: J. Baltes (5353) [jbates@nwsc.edu](mailto:jbates@nwsc.edu)  
 K. Swinney (6254/5235) [kswinney@nwsc.edu](mailto:kswinney@nwsc.edu)  
 T. McClinton (5212) [mcclinton@nwsc.edu](mailto:mcclinton@nwsc.edu)

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

General Education Requirements	Semester Hours
CIS 146 Microcomputer Applications .....	3
CIS 147 Advanced Microcomputer Applications or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Microeconomics .....	3
**ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements .....</b>	<b>21</b>

**Major Requirements**

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>39</b>

**OAD Electives**

Choose two courses from among:  
 OAD 110, 125, 231, 233, 242 .....

**Total Semester Credit Hours .....** **66**

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

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

PROGRAMS OF STUDY

**Office Administration Career Certificate** 520401 OAD

Available: Phil Campbell and Shoals Campuses  
 Advisors: J. Baltes (5353) [jbaltres@nwscce.edu](mailto:jbaltres@nwscce.edu)  
 K. Swinney (6254/5235) [kswinney@nwscce.edu](mailto:kswinney@nwscce.edu)  
 T. McClinton (5212) [mcclinton@nwscce.edu](mailto:mcclinton@nwscce.edu)

This program is designed to teach students the skills necessary to acquire and maintain secretarial and clerical positions in the business community. A high school diploma or GED certificate for admission is required.

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

General Education Requirements	Semester Hours
***ENG 101 English Composition I	3
MTH 116 Mathematical Applications .....	3
<b>Total General Education Requirements .....</b>	<b>6</b>

**Major Requirements**

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronics Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>39</b>

**OAD Electives**

Choose three courses from among:  
 OAD 110, 125, 202, 203, 211, 212, 214, 231, 233,  
 and BUS 263 .....

**Total Semester Credit Hours .....** **54**

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

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

**Pre-Optometry Associate in Science Degree** 240102 OPT

Available: Phil Campbell and Shoals Campuses  
 Advisor: M. Murphy (6246) [docm@nwscce.edu](mailto:docm@nwscce.edu)  
 R. Jones (5367) [jonesr@nwscce.edu](mailto:jonesr@nwscce.edu)  
 J. McIntosh (5323) [jmcintosh@nwscce.edu](mailto:jmcintosh@nwscce.edu)  
 C. Sockwell (5378) [sockwell@nwscce.edu](mailto:sockwell@nwscce.edu)

This program is designed for students who plan to transfer to an institution with various types of professional programs to complete requirements for a degree. All these curricula have the same basic requirements.

**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 .....	
Elective: Choose one course from among ART 100, MUS 101, PHL 206*, THR 120, Foreign Language* .....	
Area III: Natural Sciences and Mathematics .....	11
Science: Choose two core courses from among BIO 103, 104; CHM 111, 112; PHY 201, 202, 213, 214 .....	
Math: Choose one from MTH 112 (higher is preferred) MTH 113, 120, 125, 126, 227, 237, 238 .....	
Area IV: History, Social and Behavioral Science .....	12
*History: HIS 101 and 102 or HIS 201 and 202 .....	
Social and Behavioral Sciences: Choose two courses from among ECO 231, ECO 232, GEO 100, POL 211, PSY 200, PSY 210, SOC 200, SOC 210 .....	
Area V: Pre-Professional, Pre-Major, and Elective Courses .....	19-23
CIS 146 or demonstrated equivalent computer competency skills. Elective courses appropriate to individual student and transfer institutions. PED can be used as a general elective. Choose from BIO 103, BIO 104, BIO 220, CHM 111, CHM 112, CHM 221, CHM 222, PHY 201, PHY 202, PHY 213, PHY 214, MTH 125, MTH 265	

**Total Semester Transfer Hours .....** **60-64**

\*See note 2 on page 44.

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