

**Computer Technology  
PC Software Technician  
Short-Term Certificate** 110101 PST

Available: Shoals Campus  
 Advisors: E. Carter (5277) [cartere@nwsc.edu](mailto:cartere@nwsc.edu)  
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The rapid expansion of microcomputer systems in all phases of business operations has generated a demand for knowledgeable technicians who can install, upgrade, service, and support industry standard software for microcomputers. This program will train the student to use PC operating systems, word processing, spreadsheets, database, and other related software tools which are commonly used in business.

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

	Theory Lab		Semester Hours
**CIS 146 Microcomputer Applications	3	0	3
CIS 147 Advanced Microcomputer Applications	3	0	3
*CIS 148 Post Advanced Microcomputer Applications	3	0	3
CIS 249 Microcomputer Operating Systems	3	0	3
CIS Elective	3	0	3
MTH 246 Mathematics of Finance or MTH 116 Mathematical Appl.	3	0	3
CIS 268 Software Support or ILT 130 PC Software Installation and Maintenance	2-3	3-0	3
OAD 133 Business Communications	3	0	3

**Total Semester Credit Hours ..... 24**

\* Course offered during summer semester only.  
 \*\*Students without prior computer knowledge or keyboarding should enroll in CIS 096.

**Cosmetology  
AOT Degree**

Available: Shoals Campus  
 Advisors: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)  
 J. Hackworth (5335) [joehackworth@nwsc.edu](mailto:joehackworth@nwsc.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 ..... English Composition I and/or Technical Writing	3
Area II: Humanities and Fine Arts .....	3
Area III: Natural Science and Mathematics ..... 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.	9
Area IV: History, Social and Behavioral Sciences ..... Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.	3

**Minimum General Requirements ..... 18**

Major Requirements	Semester Hours
COS 111 Cosmetology Science and Art	3
COS 112 Cosmetology Science and Art Lab	3
COS 113 Chemical Methodology	3
COS 114 Chemical Methodology	3
COS 121 Colorimetry	3
COS 122 Colorimetry Applications	3
COS 123 Cosmetology Salon Practices	3
COS 124 Salon Management	3
COS 131 Esthetics	3
COS 132 Esthetics Applications	3
COS 143 Hair Designs	3
COS 181 Special Topics	3
COS Electives	6
<b>Total Major Requirements</b>	<b>42</b>

**Minor Requirements**  
**Business Management and Supervision 309999 COB**  
 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**  
**Cosmetology Instructor Training 309999 COT**  
 CIT 211 Teaching and Curriculum Development ..... 3  
 CIT 212 Teacher Mentorship ..... 3  
 CIT 213 Lesson Plan Development ..... 3  
 CIT 221 Lesson Plan Implementation ..... 3  
 CIT 222 Instructional Materials and Methods ..... 3  
 CIT 223 Instructional Materials and Methods Applications .... 3  
 COS 167 State Board Review ..... 3  
 COS 168 Bacteriology and Sanitation ..... 3  
**Total Minor Requirements ..... 24**

**General Requirements ..... 18**

**Total Requirements for AOT Degree with  
 Minor in Business Management and Supervision 72**

**Total Requirements for AOT Degree with  
 Minor in Cosmetology Instructor Training ..... 84**

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

**Cosmetology 120401 COS**  
**Career Certificate**

Available: Shoals Campus  
 Advisors: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)  
             J. Hackworth (5335) [joehackworth@nwsc.edu](mailto:joehackworth@nwsc.edu)

Cosmetology is the art and science of beauty care. A student in cosmetology learns basic skills and related knowledge in hairstyling, nail care, chemical services and skin care. Personal development and professional ethics are included in the curriculum. The curriculum is designed for students to meet the needs of a changing society by helping the individual acquire skills, knowledge, understanding, and attitudes which will contribute to his/her proficiency and competency in the occupation.

When the student has completed the curriculum outline of three semesters, he/she is eligible to make application for examination by the Alabama Board of Cosmetology. After passing the written and practical examination, the student becomes licensed and is eligible for employment.

A part time program is designed to meet the needs of anyone who cannot attend the full time program. Skills and related theory are included. Students wishing to practice cosmetology must meet licensing requirements set by the Alabama State Board of Cosmetology.

TRANSFER STUDENTS: Students may receive credit up to one semester for clock hours and credit units earned at another school.

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

	Semester		
	Theory	Lab	Hours
COM 100 Intro. Technical English I	3	0	3
MAH 101 Introductory Mathematics I	2	2	3
COS 111 Cos. Science and Art	3	0	3
COS 112 Cos. Science and Art Lab	0	9	3
COS 113 Chemical Methodology	1	5	3
COS 114 Chemical Methodology Lab	0	9	3
COS 121 Colorimetry	3	0	3
COS 122 Colorimetry Applications	0	9	3
*COS 123 Cosmetology Salon Practices	0	9	3
COS 124 Salon Management	3	0	3
COS 131 Esthetics	3	0	3
COS 132 Esthetics Applications	0	9	3
*COS 143 Hair Designs	1	5	3
COS 181 Special Topics	X	X	3

**Total Semester Credit Hours ..... 42**

\*COS 146 Hair Additions 2-5-4 may be substituted.  
 \*COS 291B Co-op Lab may be substituted.

\*\*\*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.

**Cosmetology Esthetics 120401 CES  
Short-Term Certificate**

Available: Shoals Campus  
 Advisor: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)  
 J. Hackworth (5335) [joehackworth@nwsc.edu](mailto:joehackworth@nwsc.edu)

This short-term certificate is designed for the student desiring a career in skin care services as a licensed Esthetician. Courses include lab and theory classes with emphasis on facial treatments. After successful completion of three semesters and a designated number of credit unit tasks, students are eligible to make application for examination.

**All entering students are required to complete ORT 100 unless transferred from another university or college.**

	Semester		
	Theory	Lab	Hours
COS 131 Esthetics	3	0	3
COS 132 Esthetics Applications	0	9	3
COS 160 Image Projection	0	9	3
COS 163 Facial Treatment	3	0	3
COS 164 Facial Machine	0	9	3
COS 165 Related Subjects			
Estheticians	0	9	3
COS 168 Bacteriology and Sanitation	3	0	3
COS 169 Skin Functions	0	9	3
*COS 291B Co-op	0	5-15	3

**Total Semester Credit Hours ..... 27**

\*A student desiring to qualify for state board licensing will be required to take an additional semester (co-op) to meet these requirements. The student may work a minimum of 15 contact hours each week with a college approved employer in an area related to esthetics or in the esthetic lab. Student state licensing requires 1500 clock hours or 1200 credit units. Instructor approval is required for registration.

\*\*Students may receive course specific credit for courses 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.

**Cosmetology Services**  
 The Cosmetology Program offers salon services to the public on selected days. Students perform hairstyling as well as chemical, facial and nail services for a minimum charge. For further information on scheduling an appointment contact the instructors at: Nail Technology (256) 331-5220, Skin Care/Facials (256) 331-5295, and Hairstyling Services (256) 331-5304.

**Cosmetology/Nail Technology 120401 CNT  
Short-Term Certificate**

Available: Shoals Campus  
 Advisors: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)  
 J. Hackworth (5335) [joehackworth@nwsc.edu](mailto:joehackworth@nwsc.edu)

Nail Technology is a short-term certificate of instruction for students seeking licensing as a Nail Technician. Topics include personal development, employability skills, professionalism, sanitation, nail diseases and disorders, nail structure, anatomy, massage, and product knowledge. Related technical knowledge, including salon business management, is included with job skills taught during lab instruction on manicuring and pedicuring nail care procedures. The student is taught to perform procedures for application of nail wraps, artificial nails using acrylic, gel, and fiberglass systems, and techniques in air brush nail art. Students acquire real-work experience providing nail services to clientele in a lab setting that simulates a nail salon.

After successful completion of the required courses and a designated number of skills, the student is eligible to make application for state board examinations required for licensing. This training is transferable to other states for licensing through the State Boards of Cosmetology reciprocity agreement.

Licensed Nail Technicians may work in salons, nail shops, spas, department stores, as sales representatives, management, beauty supply distributors, instructors, examiners for State licensing boards, or become self-employed.

This short-term certificate does not require a high school diploma or GED certificate. A student must be at least 16 years old to enroll.

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

	Semester		
	Theory	Lab	Hours
COS 124 Salon Management	3	0	3
COS 125 Career and Personal Development	1	5	3
COS 151 Nail Care	3	0	3
COS 152 Nail Care Applications	0	9	3
COS 153 Nail Art	3	0	3
COS 154 Nail Art Applications	0	9	3
COS 191B Co-op Lab	0	5-15	3
COS 167 State Board Review	0	9	3
COS 168 Bacteriology and Sanitation	3	0	3
COS 182 Special Topics in Nail Science	0	3	3

**Total Semester Credit Hours ..... 30**

\*\*An elective course providing work experience as a Nail Technician. The student works a minimum of 15 contact hours each week in an area related to the student's program of study.

\*\*\*Students may receive course specific credit for courses 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.

**Cosmetology** 120499 CIT  
**Instructor Training**  
**Short-Term Certificate**

Available: Shoals Campus  
 Advisor: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)  
 J. Hackworth (5335) [joehackworth@nwsc.edu](mailto:joehackworth@nwsc.edu)

Cosmetology Instructor training is a teacher training program for licensed managing nails or estheticians. The student is introduced to curriculum development principles and methods of teaching through independent study. The courses include application of learning principles, methods, and techniques in a classroom and laboratory environment. Required record keeping, classroom management and methods of evaluation are included in this short-term certificate.

The full time program consists of two semesters. The part time program consists of four semesters. After completion of the prescribed curriculum, the student is eligible to take the Alabama state exam for an instructor's license. Completed courses and hours are transferable to other states for licensing. Requirements for admission:

- . Application with Northwest-Shoals Community College
- . Interview with Cosmetology Instructor
- . Student must have current Managing Nails or Estheticians License
- . Student must meet Alabama Board of Cosmetology requirements
- . Student instructors will furnish their books and materials necessary for the course
- . Associate Degree or higher is required

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

	Semester		
	Theory	Lab	Hours
CIT 211 Teaching and Curriculum Development	3	0	3
CIT 212 Teacher Mentorship	0	9	3
CIT 213 Lesson Plan Development	3	0	3
CIT 221 Lesson Plan Implementation	0	9	3
CIT 222 Instructional Materials and Methods	3	0	3
CIT 223 Instructional Materials and Methods Applications	0	9	3
<b>Total Semester Credit Hours</b>			<b>18</b>

**Criminal Justice** 430107 CRJ  
**Associate in Applied Science Degree**

Available: Phil Campbell and Shoals Campuses  
 Advisor: E. Bowen (5303) [eddie.bowen@nwsc.edu](mailto:eddie.bowen@nwsc.edu)  
 K. Brackins (6242) [kbrackins@nwsc.edu](mailto:kbrackins@nwsc.edu)

This degree is designed for students entering into Criminal Justice careers, particularly for those interested in law enforcement. Although many of the courses in this career program may transfer to four-year institutions, this program is not designed for transfer. This program does not include many courses that four-year institutions require in their general education program.

**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
**ENG 101 English Composition I	3
ENG 102 English Composition II	3
HED 231 First Aid	3
MTH 246 Mathematics of Finance	3
PSY 200 General Psychology	3
POL 211 American Government	3
SOC 200 Introduction to Sociology	3
SPH 107 Fundamentals of Public Speaking	3
Humanities or Fine Arts Elective	3
<b>Total Education Requirements</b>	<b>30</b>

Major Requirements	Semester Hours
CRJ 100 Introduction to Criminal Justice	3
*CRJ 110 Introduction to Law Enforcement	3
CRJ 140 Criminal Law and Procedure	3
CRJ 146 Criminal Evidence	3
CRJ 216 Police Organization and Administration	3
CRJ 220 Criminal Investigation	3
Criminal Justice Elective	12
<b>Total Major Requirements</b>	<b>30</b>

**Total Semester Credit Hours 60**

Criminal Justice Courses are offered on the Phil Campbell campus depending on student demand.

\*Students who have successfully completed the Police Academy (as established by the Alabama Police Officers and Training Commission) may be given credit for CRJ 110 and CRJ 116 with the approval of the CRJ advisor.

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