



**PROGRAMS
OF
STUDY**

DEGREE & CERTIFICATE AWARDS

Central Alabama Community College awards the Associate in Science, the Associate in Applied Science, the Associate in Occupational Technology, certificates, and short-term certificates.

- I.** The *Associate in Science* degree is 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. The AS degrees shall be comprised of at least 60 semester credit hours but no more than 64 semester credit hours.
- II.** The *Associate in Applied Science* degree program is designed for students who plan to seek employment based upon the competencies and skills attained through a specific program of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may transfer. The AAS degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours.
- III.** The *Associate in Occupational Technology* degree program is designed for students seeking a combination of technically oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing the general education requirements, students will also complete course work in primary and secondary technical specialties. The AOT degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours.
- IV.** The *Short-term Certificate* program is designed for students seeking entry level employment in a technical field. Short-term 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.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

All graduates of Associate Degree and Certificate programs will meet the following student learning outcomes:

- Students will demonstrate the ability to communicate orally. (Assessed in SPH106)
- Students will demonstrate fundamental mathematical skills. (Assessed in MTH100 or MTH116)
- Students will demonstrate competency in writing skills. (Assessed in ENG101 or ENG131)
- Students will demonstrate skills in the basic use of computers. (Assessed in CIS146)

ASSOCIATE DEGREE REQUIREMENTS

As required by the Commission on Colleges of the Southern Association of Colleges and Schools all Associate in Science, Associate in Applied Science, and an Associate in Occupational Technology degree programs require a minimum of 15 semester hours of college level general education courses. These courses include one course from the humanities/fine arts, social/behavioral sciences, and natural science/mathematics.

A student will be considered a graduate and awarded the Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees, or short-term certificate

upon satisfactory completion of the requirements of the specific program as specified by Central Alabama Community College and the Alabama Community College System. 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 College. The chief academic officer will approve the formal award when the student meets all requirements for graduation.

All students are required to take ORI 105 except the following: 1) students enrolling only in a short-term certificate program, 2) transient students, and 3) students in a technical program requiring WKO 110. Any other exceptions must be approved by the Dean of Instruction.

A student must:

- I. Complete an approved program of study, including prescribed general education courses. A course may be counted only once for purposes of meeting graduation requirements.
- II. Earn a 2.0 cumulative grade point average in all courses attempted at the College.
- III. Complete at least 25 percent of semester credit hours at Central Alabama.
- IV. Provide transcripts from all colleges previously attended. Transferred or accepted course work for credit toward an undergraduate degree must represent collegiate course work relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's programs. Guides utilized include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- V. Comply with formal procedures for graduation in accordance with institutional policy at the College. (The student must complete an application for graduation the semester prior to completion of requirements.)
- VI. Fulfill all financial obligations to the College.

PROGRAM COMPLETION

An Associate Degree program can be completed in two years and a short-term certificate can be completed in two terms. Program completion within the stated time frames will depend on the fulfillment of required developmental courses, student course load, ability to schedule required courses when offered, consecutive semester and term enrollment, and the successful completion of all courses in the program.

Programs of Study Listing

Programs of Study	Campus/Site Offered	Classes Only	Associate in Science	Associate in Applied Science	Associate in Occupational Technology	Short-Term Certificate
Associate in Science Degree – Career Paths	AC, CB, TC		60 - 64 hours			
Child Development	AC, CB, TC					12 hours
Computer Information Science	AC, CB, TC	EC		64-67 hours		
Cosmetology	CB, TC				66-67 hours	
Drafting and Design Technology	TC			60-61 hours		
General Business	AC, CB, TC	EC		60-62 hours		
Industrial Electronics & Instrumentation	AC, CB	SYL, EC, SC		67-68 hours		
Industrial Electronics Biomedical Technology	AC			67-68 hours		
Machine Shop	AC, CB	SYL			72 hours	
Automotive Manufacturing Technology	AC	SYL, EC, SC		70-71 hours		
Nursing Program	AC, CB			66 hours		
PN to RN Mobility				41-51 hours		
Office Administration	AC, CB, TC			60-62 hours		
Health Information Technology	AC, CB, TC					27 hours
Welding—Drafting Track	AC, CB	SC, EC, CC, ACT			70-71 hours	
Welding—Machining Track	AC, CB	SC, EC, CC, ACT			71-72 hours	

AC – Alexander City Campus
 CB – Childersburg Campus
 TC – Talladega Center

SYL – Sylacauga High School
 EC – Elmore County Technical
 SC – Shelby County Technical
 CC – Central High School of Clay County
 ACT – Autauga County Technical

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary. Students should confer with a counselor or an advisor in planning a class schedule.

A large, stylized, yellow-outlined letter 'A' is centered on a light blue background. The 'A' has a unique, blocky design with a triangular cutout in the center. The text 'DEGREE REQUIREMENTS' is overlaid on the 'A' in a bold, black, serif font.

DEGREE REQUIREMENTS

Associate in Science

The Associate in Science Degree is 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. Information on the various career path options within the A.S. degree are listed below.

Business Career Paths

Agricultural Business and Economics

The Agricultural Business and Economics career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Business Administration

The Business Administration career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Computer Science

The Computer Science career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Pre-Business

The Pre-Business career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Education Career Paths

Education

The Education career path is designed for students who plan to transfer to a four-year institution to complete requirements for teaching in a primary or secondary education setting, including Elementary Education and Special Education. Consideration should be given to subject area concentration such as art, biology, chemistry, English, history, mathematics, or music. Many institutions require foreign language courses. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Human Services/Liberal Arts/Social Science Paths

Art

The Art career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts or Bachelor of Fine Arts degree in an Art discipline and is appropriate for students who wish to pursue careers in studio art, graphic design and post-graduate teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Communications

The Communications career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in Communications and is appropriate for those students wishing to prepare for careers that require verbal and written communication skills such as public relations and/or journalism. Many institutions require foreign language courses. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Criminal Justice

The Criminal Justice career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts/Bachelor of Science degree in Criminal Justice and is appropriate for students who wish to pursue careers in government, law, law enforcement, forensics, and post-graduate teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

English

The English career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in English and is appropriate for those students wishing to prepare for careers that require verbal and Analytical skills such as law and post-graduate studies for teaching in academia. Many institutions require foreign language courses. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

History

The History career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in History and is appropriate for those students wishing to prepare for careers that require verbal, written, and analytical skills such as law and post-graduate studies for teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Music

The Music career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in Music, Music Performance, or Music Theory and is appropriate for students who wish to pursue careers in the music industry or post-graduate studies for teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree requirements.

Philosophy

The Philosophy career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in Philosophy and is appropriate for students who wish to improve their analytical thinking, writing, and verbal communication skills for use in careers in academia and business. This career path is also appropriate for students who wish to pursue Religious studies in a post-graduate setting. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Political Science

The Political Science career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts degree in Political Science and is appropriate for students who wish to pursue careers in government and post-graduate teaching

in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Psychology

The Psychology career path is designed for students who plan to transfer to a four institution to complete requirements leading to a Bachelor of Arts or Science in Psychology and is appropriate for students who wish to pursue career as a clinician or in post-graduate teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Social Work

The Social Work career path is designed for students who plan to transfer to a four-year institution to complete requirements leading to a Bachelor of Arts/Bachelor of Science degree in Social Work and is appropriate for students who wish to pursue careers in government, law enforcement, clinical social work and post-graduate teaching in academia. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Science Career Paths

Biology

The Biology career path is designed for students who plan to transfer to a four-year university to complete a Bachelor's Degree in the Life Sciences. Students who complete the biology career path are prepared to study any discipline in the life sciences leading to a Bachelor of Science degree in Biology. For additional degree information, students should consult their advisor and the university to which they plan to transfer.

Area I – Written Composition (6 hours)

- Group:** **Composition (6 hours)**
- +ENG 101 English Composition I
 - ENG 102 English Composition II

Area II: Humanities and Fine Arts (12-13 hours)

- Group:** **Literature (3-6 hours)***
- 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

- Group:** **Speech (3 hours)**
- +SPH 106 Fundamentals of Oral Communication
 - SPH 107 Fundamentals of Public Speaking

Group:

Fine Arts (3 hours)

- ART 100 Art Appreciation
- ART 203 Art History I
- ART 204 Art History II
- MUS 101 Music Appreciation
- THR 120 Theater Appreciation
- THR 126 Introduction to Theater

Group:

Fine Arts, Humanities, and Literature Electives (0-4 hours)

- 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
- HUM 299-01 PTK Honors Course I
- HUM 299-02 PTK Honors Course II
- HUM 299-03 PTK Honors Course III
- IDS 102 Ethics
- MUS 101 Music Appreciation
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 100 History of World Religion
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPA 101 Introductory Spanish
- SPA 102 Introductory Spanish II
- SPA 201 Intermediate Spanish I
- SPA 202 Intermediate Spanish II
- SPH 106 Fundamentals of Oral Communication
- SPH 107 Public Speaking
- SPH 116 Introduction to Interpersonal Communication
- THR 120 Theater Appreciation
- THR 126 Introduction to Theater

Area III: Natural Sciences and Mathematics (11 hours)

Group:

Math (3 hours)

- +MTH 112 Pre-calculus Algebra
- MTH 113 Pre-calculus Trigonometry
- MTH 115 Pre-calculus Algebra & Trigonometry
- MTH 120 Math and Its Applications
- MTH 125 Calculus I

- MTH 126 Calculus II
- MTH 227 Calculus III
- MTH 237 Linear Algebra
- MTH 238 Applied Differential Equations I

Group: Natural Sciences with Lab (8 hours)

- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II

Area IV: History, Social, and Behavioral Sciences (12 hours)

Group: History (3-6 hours)*

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 121 World History I
- HIS 122 World History II
- HIS 201 U.S. History I
- HIS 202 U. S. History II

Group: Social and Behavioral Sciences (6-9 hours)

- ANT 200 Intro to Anthropology
- ECO 231 Principles of Macroeconomics
- ECO 232 Principles of Microeconomics
- GEO 100 World Regional Geography
- POL 200 Intro to Political Science
- POL 211 American National Gov.
- +PSY 200 General Psychology
- PSY 210 Human Growth and Dev
- SOC 200 Introduction to Sociology
- SOC 210 Social Problems

Area V: Pre-Professional, Major, and Elective Courses (19-23 hours)

◆ Elective hours if these courses are not required by your senior college.

◆◆ Student is responsible for consulting and following STARS transfer guide:

<http://stars.troy.edu>

Chemistry

The Chemistry career path is designed for students who plan to transfer to a four-year university to complete a Bachelor's Degree in Chemistry. Students who complete the chemistry career path are prepared to study for a Bachelor of Science degree in Chemistry. For additional degree information, students should consult their advisor and the university to which they plan to transfer.

Area I – Written Composition (6 hours)

Group: Composition (6 hours)

- +ENG 101 English Composition I

- ENG 102 English Composition II

Area II: Humanities and Fine Arts (12-13 hours)

Group:

Literature (3-6 hours) *

- 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

Group:

Speech (3 hours)

- +SPH 106 Fundamentals of Oral Communication
- SPH 107 Fundamentals of Public Speaking

Group:

Fine Arts (3 hours)

- ART 100 Art Appreciation
- ART 203 Art History I
- ART 204 Art History II
- MUS 101 Music Appreciation
- THR 120 Theater Appreciation
- THR 126 Introduction to Theater

Group:

Fine Arts, Humanities, and Literature Electives (0-4 hours)

- 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
- HUM 299-01 PTK Honors Course I
- HUM 299-02 PTK Honors Course II
- HUM 299-03 PTK Honors Course III
- IDS 102 Ethics
- MUS 101 Music Appreciation
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 100 History of World Religion
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPA 101 Introductory Spanish
- SPA 102 Introductory Spanish II

- SPA 201 Intermediate Spanish I
- SPA 202 Intermediate Spanish II
- SPH 106 Fundamentals of Oral Communication
- SPH 107 Public Speaking
- THR 120 Theater Appreciation
- THR 126 Introduction to Theater

Area III: Natural Sciences and Mathematics (11 hours)

Group: Math (4 hours)

- MTH 125 Calculus I

Group: Natural Sciences with Lab (8 hours)

- CHM 111 College Chemistry I
- CHM 112 College Chemistry II

Area IV: History, Social, and Behavioral Sciences (12 hours)

Group: History (3-6 hours)*

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 121 World History I
- HIS 122 World History II
- HIS 201 U.S. History I
- HIS 202 U. S. History II

Group: Social and Behavioral Sciences (6-9 hours)

- ANT 200 Intro to Anthropology
- ECO 231 Principles of Macroeconomics
- ECO 232 Principles of Microeconomics
- GEO 100 World Regional Geography
- POL 200 Intro to Political Science
- POL 211 American National Gov.
- +PSY 200 General Psychology
- PSY 210 Human Growth and Dev
- SOC 200 Introduction to Sociology
- SOC 210 Social Problems
- SPH 116 Introduction to Interpersonal Communication

Area V: Pre-Professional, Major, and Elective Courses (19-23 hours)

◆Elective hours if these courses are not required by your senior college.

◆◆Student is responsible for consulting and following STARS transfer guide:

<http://stars.troy.edu>

Fisheries and Allied Aquacultures

The Fisheries and Allied Aquacultures career path is designed for students who plan for a career in fisheries and allied aquacultures. Students who complete the fisheries and allied aquacultures career path are prepared to study for a Bachelor of Science degree in Fisheries and Allied Aquacultures at a four-year university. For additional degree information, students should consult their advisor and the university to which they plan to transfer.

Forestry

The Forestry career path is designed for students who plan for a career in forestry. Students who complete the forestry career path are prepared to study for a Bachelor of Science degree in Forestry at a four-year university. For additional degree information, students should consult their advisor and the university to which they plan to transfer.

Horticulture

The Horticulture career path is designed for students who plan for a career in horticulture. Students who complete the horticulture career path are prepared to study for a Bachelor of Science degree in Horticulture at a four-year university. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Nutrition

The Nutrition career path is designed for students who plan to transfer to a four-year institution to complete a Bachelor's Degree in Nutrition. The field of nutrition is concerned with human physiology and biochemistry and their relationship to human health, diet, and well-being, and is appropriate for students preparing for careers in health care facilities, community-health-nutrition programs, dietetics, food-service management, or graduate programs. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Physics

The Physics career path is designed for students who plan to transfer to a four-year university to complete a Bachelor's Degree in Physics. Students who complete the physics career path are prepared to study for a Bachelor of Science degree in Physics. For additional degree information, students should consult their advisor and the university to which they plan to transfer.

Pre-Nursing Transfer

The Pre-Nursing Transfer career path is designed for students who plan for a career in nursing. Students who complete the nursing career path are prepared to study for a Bachelor of Science degree in Nursing at a four-year university. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

STEM Career Paths

Architecture

The Architecture career path is designed for students who plan to complete a four-year degree in Architecture. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

BIO Systems Engineering

The Biosystems engineering career path is designed for students who plan to transfer to a four-year institution to complete a Bachelor's Degree in Biosystems Engineering. Students who complete this program will be prepared to study in a biosystems engineering discipline and may choose to pursue an option in Ecological Engineering or Forest Engineering. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Building Science

The Building Science career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Engineering

The Engineering career path is designed for students who plan to transfer to a four-year institution to complete a Bachelor's Degree in Engineering. Students who complete this program will be prepared to study any engineering discipline. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Mathematics

The Mathematics career path is designed for students who plan to complete a four-year degree. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Pre-Medicine

The Pre-Medicine Transfer career path is designed for students who plan for a career as a physician. Students who complete the pre-medicine career path are prepared to study for a Bachelor of Science degree at a four year university and apply to study in a medical or osteopathy school program. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Pre-Pharmacy

The Pre-Pharmacy Transfer career path is designed for students who plan for a career as a physician. Students who complete the pre-medicine career path are prepared to study for a Bachelor of Science degree at a four year university and apply to study in a pharmacy school program. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Pre-Veterinary Medicine

The Pre-Vet career path is based on requirements listed by the College of Veterinary Medicine at Auburn University. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

Associate in Applied Science

The Associate in Applied Science Degree is designed for students who plan to seek employment based upon the competencies and skills attained through a specific program of

study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may transfer.

Business, Office, and Service

Computer Information Science

The Associates in Applied Science degree in Computer Information Science is an occupational degree. This program is for students intending to seek employment in the Computer Information Systems Industry. Currently-employed students are encouraged to apply as they will strengthen their business acumen and skill set. Many courses required in this degree are transferable to senior institutions but the overall intent of the program is that of an occupational focus. Graduates will be adequately prepared to enter into a wide range of entry- and mid-level job opportunities.

COMPUTER SCIENCE – Associate in Applied Science Degree

TERM 1

Course No.	Course Title	Credits
CIS 130	+ Introduction to Information System	3
CIS 146	+ /++ Microcomputer Applications	3
CIS 199	Network Communications	3
ENG 101	+ English Composition I	3
MTH 100**	Intermediate College Algebra	3
ORI 105	+ Orientation and Student Success	3
Total Credit Hours		18

TERM 2

Course No.	Course Title	Credits
CIS 150	+ /++ Intro to Computer Logic and Programming	3
CIS 268	+ /++ Software Support	3
CIS 269	+ /++ Hardware Support	3
MTH 112	+ Pre-Calculus Algebra	3
SPH 106 OR SPH 107	Fundamentals of Oral Communications Fundamentals of Public Speaking	3
Total Credit Hours		15

TERM 3

Course No.	Course Title	Credits
CIS Elective	+ CIS Elective	3
CIS Elective	+ CIS Elective	3
CIS Elective	CIS Elective	3
Elective	History, Social and Behavioral Sciences Elective	3
Elective	Natural Science Elective	4
Total Credit Hours		16

TERM 4

Course No.	Course Title	Credits
CIS Elective	+ CIS Elective	3
CIS Elective	+ CIS Elective	3-6
Elective	Humanities and Fine Arts Elective	3
Electives***	Electives –May come from any area	6
Total Credit Hours		15-18
Total Credit Hours in the Associate in Applied Science – Computer Science		64-67

+/>+ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

**A higher placement score may allow a student to exempt MTH 100 and proceed directly to MTH 112.

***Electives may come from any area

General Business

The Associates in Applied Science degree in General Business is an occupational degree. This program is for students intending to seek employment in a business-related field and for currently-employed students needing to strengthen their business acumen and skill set. Many courses required in this degree are transferable to senior institutions but the overall intent of the program is that of an occupational focus. Graduates will be adequately prepared to enter into a wide range of entry- and mid-level job opportunities.

GENERAL BUSINESS – Associate in Applied Science
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TERM 1

Course No.	Course Title	Credits
CIS 146	+ Microcomputer Applications	3
MTH 100	+ Intermediate College Algebra	3
OAD 101	+ Beginning Keyboarding	3
ORI 105	+ Orientation and Student Success	3
BUS 100	+/>+ Introduction to Business	3
Total Credit Hours		15

TERM 2

Course No.	Course Title	Credits
BUS 150 OR BUS 146	+/>+ Business Math OR Personal Finance	3
BUS 215	+/>+ Business Communication	3
Elective	BUS, CIS, HIT, or OAD Elective	3-4
Elective**	Humanities or Fine Arts Elective	3
SPH 106	+ Fund. of Oral Communication	3
Total Credit Hours		15-16

TERM 3

Course No.	Course Title	Credits
BUS 241	+Principles of Accounting	3
BUS 275 OR BUS 279	+/>+ Principles of Management OR Small Business Management	3
Elective	BUS, CIS, HIT, or OAD Elective	3
ECO 231	Principles of Macroeconomics	3
ENG 101	+ English Composition I	3
Total Credit Hours		15

TERM 4

Course No.	Course Title	Credits
BUS 242	Principles of Accounting	3
Elective	BUS, CIS, HIT, or OAD Elective	3
Elective	BUS, CIS, HIT, or OAD Elective	3
ECO 232	+ Principles of Microeconomics	3
Elective	MTH, CIS, or Natural Science Elective	3-4
Total Credit Hours		15-16
Total Credit Hours in the Associate in Applied Science—General Business		60-62

+/>+ **Upon completion of these courses, a credential may be awarded. Please see advisor for details.**

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

Office Administration

The Associates in Applied Science degree in Office Administration is an occupational degree. This program is for students intending to seek employment as an administrative assistant and/or office manager. Currently-employed students are encouraged to apply as they will strengthen their business acumen and skill set. Many courses required in this degree are transferable to senior institutions but the overall intent of the program is that of an occupational focus. Graduates will be adequately prepared to enter into a wide range of entry- and mid-level job opportunities.

OFFICE ADMINISTRATION – Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
MTH 100	+ Intermediate College Algebra	3
CIS 146	+/>+ Microcomputer Applications	3
OAD 101	+/>+ Beginning Keyboarding	3
OAD 131	+/>+ Business English	3
BUS 100	+ Introduction to Business	3
Total Credit Hours		15

TERM 2

Course No.	Course Title	Credits
BUS 146 OR BUS 150	+ /++ Personal Finance OR + /++ Business Math	3
ENG 101	+ English Composition I	3
OAD 103	+ Intermediate Keyboarding	3
OAD 138	+ Records/Info Management	3
ORI 105	+ Orientation and Student Success	3
Total Credit Hours		15

TERM 3

Course No.	Course Title	Credits
BUS 241	Principles of Accounting	3
OAD 125	+ /++ Word Processing	3
SPH 106	+ Fund. of Oral Communications	3
Elective	BUS, ECO, HIT, or OAD Elective	3-4
ECO 232	Principles of Microeconomics	3
Total Credit Hours		15-16

TERM 4

Course No.	Course Title	Credits
OAD 243	+ /++ Spreadsheet Application	3
Elective	BUS, ECO, HIT, or OAD Elective	3
Elective	BUS, ECO, HIT, or OAD Elective	3
Elective**	Humanities and Fine Arts Elective**	3
Elective	MTH, CIS, or Natural Science Elective	3-4
Total Credit Hours		15-16
Total Credit Hours in the Associate in Applied Science – Office Administration		60-62

+ /++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

Students should consult the Office Administration faculty with regard to the suggested sequence for scheduling courses.

Health Science***Nursing***

After successful completion of the third semester of the nursing curriculum, the student is awarded a certificate in practical nursing and may be eligible to take the National Council Licensure Examination for Practical Nurses. Licensed practical nurses provide basic nursing care. Licensed practical nurses work in a variety of health care settings including but not limited to long-term care facilities, physician's offices, correctional facilities, and schools. The median annual wage for licensed practical nurses was \$44,090 in May 2016 as reported by the U.S.

Bureau of Labor Statistics. The employment of licensed practical nurses is projected to grow 16 % from 2014-2024 according to the U. S. Bureau of Labor Statistics.

After successful completion of the five semesters of the nursing curriculum, the graduate is awarded an Associate in Applied Science-Associate Degree Nursing. Graduates of the associate degree program may be eligible to take the National Council Licensure Examination for Registered Nurses. Registered nurses provide and manage care for patients and their families. Registered nurses work in a variety of health care settings including but not limited to medical centers, physician’s offices, home health care agencies, long-term care facilities, correctional facilities, industries, and schools. The median annual wage for registered nurses was \$68,450 in May 2016 as reported by the U.S. Bureau of Labor Statistics. The employment of registered nurses is projected to grow 16 % from 2014-2024 according to the U. S. Bureau of Labor Statistics.

Mobility (LPN to RN)

The LPN to RN Mobility option provides opportunities for Licensed Practical Nurses to obtain an Associate in Applied Science Degree. Upon completion of the LPN to RN Mobility option, the graduate may be eligible to take the National Council Licensure Examination for Registered Nurses.

Manufacturing and Construction

Automotive Manufacturing Technology

The Automotive Technology program career path is a multi-craft technical training program that begins with the basics of Industrial Maintenance and continues to prepare the students for a career maintaining the automation and robotics of modern industry through training in AC and DC theory to hydraulic and pneumatic equipment. Students will also learn to program the Allen Bradley SLC-500, Micrologix 5000 PLC’s, Fanuc, Motoman, and ABB robots. An AUT graduate is prepared to work within several industries.

AUTOMOTIVE MANUFACTURING TECHNOLOGY – Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
WKO 110	NCCER Core	3
AUT 114	+/ ++ Intro to Programmable Logic Controllers (ILT 194, INT 184)	3
AUT 116	+/ ++ Introduction to Robotics	3
MTH 100	+ Intermediate College Algebra	3
AUT 130	+ /++ Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169)	3
ILT 118	Construction Wiring NEC	3
Total Credit Hours		18

TERM 2

Course No.	Course Title	Credits
AUT 138	+ / ++ Principles of Industry Mechanics (INT 117)	3
AUT 104	+ / ++ Blueprint Reading for Manuf. (DDT 114, MSP 121)	3
ENG 101	+ English Composition I	3
AUT 212	+ / ++ Robot Operation and Programming	3
AUT 219	++ PLC Application	3
AUT 102	+ Manufacturing Fund. (Lean Manufacturing & OSHA)	3
Total Credit Hours		18

TERM 3

Course No.	Course Title	Credits
ILT 160	+ / ++ DC Fundamentals (AUT 110, INT 101)	3
CIS 146	+ Microcomputer Applications	3
AUT 232	++ Sensors Technology and Applications (ILT 165)	3
AUT 251	++ Introduction to Servo Control	3
ILT 209	Motor Controls I	3
AUT 193	+ Special Topics (Electrical) Plant Layout & Lean Manufacturing	1
Total Credit Hours		16

TERM 4

Course No.	Course Title	Credits
AUT 230	+ Preventive & Predictive Maint. (INT 126)	3
PSY 200	General Psychology	3
ILT 161	+ / ++ AC Fundamentals (AUT 111, INT 103)	3
SPH 106	+ Fundamentals of Oral Communication	3
Elective	Natural Science/Mathematics Elective	3-4
Elective**	Humanities and Fine Arts Elective**	3
Total Credit Hours		18-19
Total Credit Hours in the Associate in Applied Science - Manufacturing Technology (Automotive Manufacturing Technology Option)		70-71

+ / ++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

Drafting & Design Technology

Computer Aided Drafting and Design (CAD) engineering technicians use special computer software applications to create sketches, graphics, and drawings. As members of design and production teams, architectural engineering technicians work with the architect, engineer, or project designer to create details, specifications, layouts, and graphic representations necessary for new construction developments, houses, buildings, or other infrastructure projects.

Mechanical engineering technicians prepare technical drawings, specifications and plans used by production and construction workers to build everything from manufactured products for

example as electronic devices, automobiles, industrial machinery, and aircraft to structures such as bridges, oil and gas pipelines.

DRAFTING AND DESIGN TECHNOLOGY – Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
ENG 101	+ English Composition I	3
DDT 104	+ /++ Intro to Computer Aided Drafting & Design	3
DDT 111	+ /++ Fund. of Drafting and Design Tech	3
DDT 144	+ /++ Basic 3D Modeling	3
ORI 105	Orientation and Student Success	3
Total Credit Hours		15

TERM 2

Course No.	Course Title	Credits
DDT 124	Intro to Technical Drawing	3
DDT 125	+ Surface Development	3
DDT 233	+ Intermediate 3D Modeling	3
MTH 100	+ Intermediate College Algebra	3
Total Credit Hours		12

TERM 3

Course No.	Course Title	Credits
DDT 116	++ Blueprint Reading for Construction	3
DDT 132	++ Architectural Drafting	3
DDT 150	++ Theory of Residential Drawing & Design	3
Elective	Natural Science/Math Elective	3-4
Total Credit Hours		12-13

TERM 4

Course No.	Course Title	Credits
PHL 206	Ethics & Society	3
PSY 200	General Psychology	3
DDT 128	Intermediate Technical Drawing	3
DDT 234	3D Graphics & Animation	3
Total Credit Hours		12

TERM 5

Course No.	Course Title	Credits
SPH 106	+ Fundamentals of Oral Communication	3
CIS 146	+ Microcomputer Applications	3
Elective	Drafting elective	3
Total Credit Hours		9
Total Credit Hours in the Associate in Applied Science – Drafting and Design Technology		60-61

+/>+ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

Industrial Electronics and Instrumentation (Industrial Electronics BIOMED/ Industrial Maintenance)

Industrial maintenance electrical and instrumentation (IM E&I) technicians are needed in every industry that uses machinery, from automotive assembly plants to computer manufacturers. Not only do they repair and maintain electrical instruments and equipment, they also install and dismantle them. Every time a new appliance leaves a factory or a new car rolls off the line, a skilled electrical and instrumentation technicians played a role in producing it.

NCCER’s four-level curriculum covers topics such as Fasteners and Anchors, Process Mathematics, and Pneumatic Controls.

INDUSTRIAL ELECTRONICS TECHNOLOGY – Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
ILT 108	+/>+ Introduction to Instruments and Process Control	3
ILT 160	+/>+ DC Fundamentals	3
ILT 163	+/>+ Digital Fundamentals	3
ILT 164	+ Circuit Fabrication I	1
MTH 100	+ Intermediate College Algebra	3
Total Credit Hours		13

TERM 2

Course No.	Course Title	Credits
WKO 110	+/> ++ NCCER Core	3
CIS 146	+ Microcomputer Applications	3
ENG 101	+ English Composition I	3
ILT 117	+ Principles of Construction Wiring	3
Elective	Natural Science/Math Elective	3-4
Total Credit Hours		15-16

TERM 3

Course No.	Course Title	Credits
SPH 106	+ Fundamentals of Oral Communication	3
INT 127	Principles of Industrial Pumps and Piping	3
Elective	History, Social and Behavioral Science Elective	3
Elective**	Humanities and Fine Arts Elective**	3
Total Credit Hours		12

TERM 4

Course No.	Course Title	Credits
ILT 161	+/>+ AC Fundamentals	3
ILT 162	+/>+ Solid State Fundamentals	3

ILT 169	Principles of Industrial Hydraulics/Pneumatics	3
ILT 194	+ /++ Introduction to Programmable Logic Controller	3
ILT 218	++ Industrial Robot Concepts	3
Total Credit Hours		15

TERM 5

Course No.	Course Title	Credits
ILT 165	+ Industrial Electronic Controls I	3
ILT 166	+ Motor & Transformers I	3
ILT 209	+ /++ Motor Controls I	3
ILT 231	National Electric Code	3
Total Credit Hours		12
Total Credit Hours in the Associate in Applied Science – Industrial Electronics Technology		67-68

+ /++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

INDUSTRIAL ELECTRONICS BIOMEDICAL TECHNOLOGY – Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
ILT 108	++ Introduction to Instruments and Process Control	3
ILT 160	++ DC Fundamentals	3
ILT 163	Digital Fundamentals	3
ILT 164	++ Circuit Fabrication I	1
MTH 100	Intermediate College Algebra	3
Total Credit Hours		13

TERM 2

Course No.	Course Title	Credits
WKO 110	++ NCCER Core	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
ILT 117	++ Principles of Construction Wiring	3
Elective	Natural Science/Math Elective	3-4
Total Credit Hours		15-16

TERM 3

Course No.	Course Title	Credits
SPH 106	Fundamentals of Oral Communication	3
INT 127	Principles of Industrial Pumps and Piping	3
Elective	History, Social and Behavioral Science Elective	3

Elective**	Humanities and Fine Arts Elective**	3
Total Credit Hours		12

TERM 4

Course No.	Course Title	Credits
ILT 161	++ AC Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 169	Principles of Industrial Hydraulics/Pneumatics	3
ILT 203	++ Biomedical Electronics I	3
ILT 294	++ Biomedical Electronics Clinical I	3
Total Credit Hours		15

TERM 5

Course No.	Course Title	Credits
ILT 165	Industrial Electronic Controls I	3
ILT 204	++ Biomedical Electronics II	3
ILT 209	Motor Controls I	3
ILT 295	++ Biomedical Electronics Clinical II	3
Total Credit Hours		12
Total Credit Hours in the Associate in Applied Science – Industrial Electronics Technology		67-68

+/>+ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

Associate in Occupational Technology

The Associate in Occupational Technology Degree is designed for students seeking a combination of technically oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing general education requirements, students will also complete course work in primary and secondary technical specialties.

Cosmetology

The Associates in Occupational Technology degree in Cosmetology is an occupational degree. This program helps prepare students to take their cosmetologist exams with the Alabama Board of Cosmetology. Students will master a number of disciplines including haircutting, hair coloring, hair enhancements, hair straightening, nail management, permanent waving, and more. Graduates will be prepared to meet the rigorous standards outlined by the Alabama State Board of Cosmetology.

COSMETOLOGY – Associate in Occupational Technology

TERM 1

Course No.	Course Title	Credits
COS 111	+ /++ Introduction to Cosmetology	3
COS 112	+ /++ Introduction to Cosmetology Lab	3
COS 113	+ /++ Theory of Chemical Services	3
COS 114	+ /++ Chemical Services Lab	3
ENG 131	+ Applied Writing I	3
OAD 101	Beginning Keyboarding	3-4
Total Credit Hours		18-19

TERM 2

Course No.	Course Title	Credits
COS 115	+ /++ Hair Coloring Theory	3
COS 116	+ /++ Hair Coloring Lab	3
COS 117	+ /++ Basic Spa Techniques	3
COS 118	+ /++ Basic Spa Techniques Lab	3
ORI 105	+ Orientation and Student Success	3
BUS 100	Introduction to Business	3
Total Credit Hours		18

TERM 3

Course No.	Course Title	Credits
COS 119	+ /++ Business of Cosmetology	3
COS 123	+ /++ Cosmetology Salon Practices	3
COS 158	+ /++ Employable Skills	3
CIS 146	+ Microcomputer Applications	3
OAD 103	Intermediate Keyboarding	3
MTH 116	+ Mathematical Applications	3
Total Credit Hours		18

TERM 4

Course No.	Course Title	Credits
SPH 106	+ Fundamentals of Oral Communication	3
OAD 243	Spreadsheet Applications	3
Elective***	CIS, MTH, or Natural Science Elective***	3-4
Elective***	History, Social and Behavioral Sciences Elective***	3
Total Credit Hours		12-13
Total Credit Hours in the Associate in Occupational Technology – Cosmetology		66-67

+ /++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

***Electives may come from an area other than the COS and OAD courses

Machine Shop

The Machining Career Path at CACC offers Short Certificates, Long Certificate and an Associate Degree. The Machining Career Path prepares students for entry-level employment in various machining careers. Machining is the art of turning and milling metal stock into items which are used throughout the world. Emphasis is placed in safety, math, measuring tools, hand and bench tools, blueprint reading, drill press operations, lathe operations, milling operations, layout, grinding operations, computer numerical control (CNC), and tool and die. A wealth of employment opportunities are available for students who successfully complete the Machining Career Path.

MACHINE SHOP – Associate in Occupational Technology

TERM 1

Course No.	Course Title	Credits
WKO 110	+ NCCER Workplace Skills/Orientation	3
MSP 104	+ /++ Basic Machining Calculations	2
MSP 111	+ /++ Intro to Computer Numerical Control (CNC 111)	2
MSP 121	+ /++ Basic Blueprint Reading for Machinists (CNC121)	2
MSP 125	+ /++ Intro to Machine Shop Technology	3
MTH 116	+ Mathematical Applications	3
Total Credit Hours		15

TERM 2

Course No.	Course Title	Credits
CNC 230	+ /++ Computer Numerical Control Special Projects	3
ENG 131	+ Applied Writing I	3
MSP 102	+ /++ Intermediate Machining Technology	5
MSP 105	+ /++ Lathes	3
MSP 112	+ /++ Basic Computer Numerical Control Turning (CNC 112)	3
Total Credit Hours		17

TERM 3

Course No.	Course Title	Credits
CIS 146	+ Microcomputer Applications	3
CNC 113	+ /++ Computer Numeric Control Milling	3
CNC 213	+ /++ Advanced Computer Numerical Control Milling	3
CNC 223	+ /++ Computer Numerical Control Graphics Programming: Milling	3
MSP 107	+ /++ Milling Machines	3
Total Credit Hours		15

TERM 4

Course No.	Course Title	Credits
CNC 215	+ /++ Quality Control and Assurance	3
MSP 103	+ Advanced Machining Technology	5
MSP 132	+ /++ Grinding Machines	3

MSP 142	+ /++ Advanced Machining Calculation (CNC 142)	2
MSP 171	+ /++ Intermediate Blueprint Reading	2
Total Credit Hours		15

TERM 5

Course No.	Course Title	Credits
SPH 106	+ Fundamentals of Oral Communication	3
PHL 106 OR PHL 206	Intro to Philosophy OR Ethics & Society	3
PHS 111 OR PHS 112	Physical Science I OR Physical Science II	4
Total Credit Hours		10
Total Credit Hours in the Associate in Occupational Technology – Machine Shop Technology		72

+ /++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

Welding (Welding Technology Drafting, Welding Technology Machining)

Welding is the process of heating and melting metal to join them together permanently. The Welding Technology program is designed to prepare individuals for employment in the field of welding. The program is a competency based program that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This includes, but may not be limited to, plasma arc cutting, oxy-fuel cutting, carbon arc cutting, shielded metal arc welding, flux cored arc welding, gas metal arc welding, gas tungsten arc welding, plate and pipe welding. Students will also be trained in blueprint reading for welders. After completion of the program, the student will have covered skills designated by the American Welding Society and will be prepared to take the AWS Entry Level Welding test. The Welding Technology program is approved by the National Center for Construction Education and Research (NCCER) under the sponsorship of the Alabama Department of Education.

WELDING Technology DRAFTING TRACK– Associate in Occupational Technology

TERM 1

Course No.	Course Title	Credits
WKO 110	+ Orientation/NCCER Core	3
WDT 108	+ SMAW Fillet/OFC	3
WDT 109	+ SMAW Fillet PAC/CAC	3
WDT 122	+ SMAW Fillet/ OFC Lab	3
WDT 123	+ SMAW Fillet PAC/CAC Lab	3
Total Credit Hours		15

TERM 2

Course No.	Course Title	Credits
WDT 110	+ Industrial Blueprint Reading	3
WDT 119	+ Gas Metal Arc/Flux Cored Arc Welding Theory	3

WDT 124	+ Gas Metal Arc/Flux Cored Arc Welding Lab	3
ENG 101 OR ENG 131	+ English Composition I OR Applied Writing I	3
MTH 100 OR Higher Math	+ Intermediate College Algebra	3
Total Credit Hours		15

TERM 3

Course No.	Course Title	Credits
WDT 120	+ Shielded Metal Arc Welding Groove	3
WDT 125	+ Shielded Metal Arc Welding Groove Lab	3
SPH 106 OR SPH 107	+ Fund of Oral Communication OR + Fund of Public Speaking	3
WDT Electives	+ Choose: WDT 115/155, WDT 217/257, WDT 228/268	6
Total Credit Hours		15

TERM 4

Course No.	Course Title	Credits
DDT 104	+ /++ Intro to Computer Aided Drafting & Design	3
DDT 111	+ /++ Fund. of Drafting & Design Technology	3
Elective**	Humanities and Fine Arts Elective**	3-4
Elective	Natural Science & Math Elective	4
Total Credit Hours		13-14

TERM 5

Course No.	Course Title	Credits
CIS 146	+ Microcomputer Applications	3
DDT 127	+ /++ Intermediate CAD	3
DDT 144	+ /++ Basic 3D Modeling	3
Elective	History, Social, and Behavioral Science Elective*	3
Total Credit Hours		12
Total Credit Hours in the Associate in Occupational Technology – Welding		70-71

+ /++ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.

WELDING Technology MACHINING TRACK – Associate in Occupational Technology

TERM 1

Course No.	Course Title	Credits	Contact Hours
WKO 110	+ Orientation/NCCER Core	3	4
WDT 108	+ /++ SMAW Fillet/OFC	3	4

WDT 109	+ /++ SMAW Fillet PAC/CAC	3	4
WDT 122	+ /++ SMAW Fillet/ OFC Lab	3	6
WDT 123	+ /++ SMAW Fillet PAC/CAC Lab	3	6
Total Credit Hours		15	24

TERM 2

Course No.	Course Title	Credits	Contact Hours
WDT 110	+ /++ Industrial Blueprint Reading	3	3
WDT 119	+ /++ Gas Metal Arc/Flux Cored Arc Welding Theory	3	4
WDT 124	+ /++ Gas Metal Arc/Flux Cored Arc Welding Lab	3	6
ENG 101 OR ENG 131	+ English Composition I OR Applied Writing I	3	
MTH 100 OR Higher Math	+ Intermediate College Algebra	3	
Total Credit Hours		15	13

TERM 3

Course No.	Course Title	Credits	Contact Hours
WDT 120	+ /++ Shielded Metal Arc Welding Groove	3	4
WDT 125	+ /++ Shielded Metal Arc Welding Groove Lab	3	6
SPH 106 OR SPH 107	+ Fund of Oral Communication OR Fund of Public Speaking	3	
WDT Electives	+ Choose: WDT 115/155, WDT 217/257, WDT 228/268	6	
Total Credit Hours		15	10

TERM 4

Course No.	Course Title	Credits	Contact Hours
MSP 104	++ Basic Machining Calculations	2	3
MSP 121	++ Basic Blueprint Reading for Machinists (CNC121)	2	3
MSP 125	++ Introduction to Machining Technology	3	7
Elective**	Humanities and Fine Arts Elective**	3-4	
Elective	Natural Science & Math Elective	4	
Total Credit Hours		14-15	13

TERM 5

Course No.	Course Title	Credits	Contact Hours
CIS 146	+ Microcomputer Applications	3	
MSP 105	Lathes	3	
MSP 107	++ Milling Machines	3	5
Elective	History, Social, and Behavioral Science Elective*	3	
Total Credit Hours		12	5

Total Credit Hours in the Associate in Occupational Technology – Welding	71-72	
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+/>+/>+ Upon completion of these courses, a credential may be awarded. Please see advisor for details.

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.

Child Development Short Certificate

The Child Development Short-Certificate program provides students ample knowledge of all stages of child growth and development. Students will gain knowledge and application of learning activities, discipline, guidance, safety, first aid practices, and more. Graduates will be prepared to meet the rigorous state standards for day care centers and homes.

CHILD DEVELOPMENT – Short Certificate

TECHNICAL CONCENTRATION COURSES		SEMESTER HOURS
CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and materials for Teaching Children	3
CHD 206	Children’s Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
Total Credit Hours in the Short-term Certificate – Child Development		12

Health Information Technology Short Certificate

The certificate in Health Information Technology is an occupational certificate. This certificate program is for students intending to seek employment in the health information technology field. Currently-employed students are encouraged to apply as they will strengthen their business acumen and technical skill set.

HEALTH INFORMATION TECHNOLOGY Short Certificate

Students should consult the Office Administration faculty with regard to the suggested sequence for scheduling courses.

TECHNICAL CONCENTRATION COURSES		SEMESTER HOURS
HIT 254	Organizational Improvement	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 211	Medical Terminology	3
OAD 215	Health Information Management	3
OAD 216	Advanced Health Information Management	3
OAD 243	Spreadsheet Applications	3
OAD 244 OR	Database Applications OR	

CIS 117	Database Management Software Applications	3
Total Credit Hours in the Office Administration Short Certificate – Health Information Technology		24

Awarding Credit for Previous Training and Work Experience in Career Technical Fields

Central Alabama Community College awards credit for previous training and work experience in career and technical programs of study through evaluation of a portfolio with relevant materials to determine college equivalent learning.

A large, stylized, light blue letter 'A' with a yellow outline is centered in the background. The 'A' is composed of several concentric, slightly offset shapes, creating a 3D or layered effect. It is set against a light blue circular backdrop that is itself centered on a larger, solid light blue page.

NURSING PROGRAM

APPROVAL AND ACCREDITATION

Central Alabama Community College's associate degree nursing program is accredited by

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road, Suite 850

Atlanta, GA 30326

[404-975-5000](tel:4049755000)

www.acenursing.org

The associate degree and practical nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical sites are approved/accredited by an appropriate organization.

DEGREE AND LICENSURE

The Division of Nursing offers two points of exit within the nursing program. After successful completion of the third semester of the nursing curriculum, the student is awarded a certificate in practical nursing and may be eligible to apply for licensure as a practical nurse. After successful completion of the five semester nursing curriculum, the graduate is awarded an Associate in Applied Science-Associate Degree Nursing and may be eligible to apply for licensure as a registered nurse. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Students are referred to the Alabama Board of Nursing Administrative Code at the Alabama Board of Nursing website www.abn.state.al.us for “Grounds for Denial of a License”. Legal background questions are incorporated on the Alabama Board of Nursing application for a license. Applicants to whom these regulations may apply may contact the Board of Nursing for additional information.

Upon successful completion of the NCLEX-PN or NCLEX-RN, the graduate will be able to practice as a beginning practitioner in his/her respective field of study.

NURSING PROGRAM REQUIREMENTS

Students who are enrolled in the nursing program have increased responsibilities due to their direct contact with clients in health care settings. Certain additional standards for admission and progression through the programs of study, as well as, regular College admission and progression standards are required. For a complete discussion of criteria for admission and progression in the nursing program, refer to the discussions on the following pages. Listed below are general requirements and standards that apply to the nursing program:

- I. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the nursing program with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined

and applied to the nursing program and may vary from reasonable accommodations made by health care employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include, but are not limited to the ability to:

a. Sensory Perception

1. Visual

- i.** Observe and discern subtle changes in physical conditions and the environment
- ii.** Visualize different color spectrums and color changes
- iii.** Read fine print in varying levels of light
- iv.** Read for prolonged periods of time
- v.** Read cursive writing
- vi.** Read at varying distances
- vii.** Read data/information displayed on monitors/equipment

2. Auditory

- i.** Interpret monitoring devices
- ii.** Distinguish muffled sounds heard through a stethoscope
- iii.** Hear and discriminate high and low frequency sounds produced by the body and the environment
- iv.** Effectively hear to communicate with others

3. Tactile

- i.** Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics

4. Olfactory

- i.** Detect body odors and odors in the environment

b. Communication/Interpersonal Relationships

- 1.** Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- 2.** Work effectively in groups

3. Work effectively independently
 4. Discern and interpret nonverbal communication
 5. Express one's ideas and feelings clearly
 6. Communicate with others accurately in a timely manner
 7. Obtain communications from a computer
- c. Cognitive/Critical Thinking**
1. Effectively read, write, and comprehend the English language
 2. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 3. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 4. Satisfactorily achieve the program objectives
- d. Motor Function**
1. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
 2. Move, position, turn, transfer, assist with lifting, or lift or carry clients without injury to clients, self, or others
 3. Maintain balance from any position
 4. Stand on both legs
 5. Coordinate hand/eye movements
 6. Push/pull heavy objects without injury to client, self, or others
 7. Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
 8. Walk without a cane, walker, or crutches
 9. Function with hands free for nursing care and transporting items
 10. Transport self and client without the use of electrical devices

- 11.** Flex, abduct, and rotate all joints freely
 - 12.** Respond rapidly to emergency situations
 - 13.** Maneuver in small areas
 - 14.** Perform daily care functions for the client
 - 15.** Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - 16.** Calibrate/use equipment
 - 17.** Execute movement required to provide nursing care in all health care settings
 - 18.** Perform CPR and physical assessment
 - 19.** Operate a computer
- e. Professional Behavior**
- 1.** Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
 - 2.** Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - 3.** Handle multiple tasks concurrently
 - 4.** Perform safe, effective nursing care for clients in a caring context
 - 5.** Understand and follow the policies and procedures of the College and clinical agencies
 - 6.** Understand the consequences of violating the student code of conduct
 - 7.** Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - 8.** Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - 9.** Not to pose a threat to self or others
 - 10.** Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - 11.** Adapt to changing environments and situations

12. Remain free of chemical dependency
13. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
14. Provide nursing care in an appropriate time frame
15. Accept responsibility, accountability, and ownership of one's actions
16. Seek supervision/consultation in a timely manner
17. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability may request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Request for reasonable accommodations should be directed to ADA Coordinators. The ADA Coordinator for the Alexander City campus is Tiffanie Character, who may be reached at (256) 215-4269, and the ADA Coordinator for the Childersburg campus and the Talladega Center is Leslie Mitchell who may be reached at (256) 378-2003.

- II. Students should notify the Associate Dean of Health Science/designee of any significant changes in health, including pregnancy. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the nursing program essential functions.
- III. The 1993 Alabama Infected Health Care Worker Management Act mandates that any health care worker infected with HIV or hepatitis B virus who performs an invasive procedure or any physician caring for an infected HIV or HBV health care worker notify the State Health Officer of the infection. An invasive procedure is defined by the Act as those medical or surgical procedures characterized by the digital palpation of a needle tip in a body cavity or by the simultaneous presence of the health care worker's fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site.
- IV. Maintain current health insurance and current nursing student liability insurance.
- V. Submit completed medical forms, with required immunizations including Hepatitis B, by the required date.

- VI. Abide by the policies, procedures, regulations, and guidelines set forth by the College, Division of Nursing, and affiliated clinical agencies.
- VII. Students in the nursing program are required to participate in clinical experiences at affiliated health care agencies. **Students will be required to undergo drug and alcohol testing prior to clinicals and for “cause”. Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.**
- VIII. During clinical experiences in the affiliated health care agencies, students must abide by the same policies, procedures, regulations, and guidelines as employees of those agencies. These policies, procedures, regulations, and guidelines are in addition to those of Central Alabama Community College and the Division of Nursing. Students are responsible for providing their own transportation to clinical agencies.
- IX. Maintain current American Hospital Association Basic Life Support Provider certification in cardiopulmonary resuscitation. Students are responsible for obtaining and maintaining CPR certification. Certification must be current and officially verifiable. **Online CPR certifications are not accepted.**
- X. Abide by the regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain and safeguard the privacy, security, and confidentiality of protected health information. **Students violating HIPAA will be subject to dismissal from the program.**
- XI. Refrain from conduct that violates the Administrative Code of the Alabama Board of Nursing. Students should refer to the Alabama Board of Nursing website www.abn.state.al.us for “Grounds for Denial of a License”. Failure to comply with the Administrative Code of the Alabama Board of Nursing may constitute grounds for dismissal from the nursing program with a grade of “F” for any nursing course(s) in which the student is enrolled at the time of the noncompliance regardless of one’s academic standing. The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure including questions regarding one’s past history with regard to criminal history, substance use, physical or mental health, discipline or investigations of other licenses or professions, and military discharge.
- Application to write the examination may be denied to the applicant on the basis of the review and on the basis of the applicant’s answers to the questions, even though one has successfully completed the nursing program. The completion of the academic program in no way assures the student of licensure. These regulations refer specifically to Alabama; however, other states have similar stipulations regarding licensure.
- XII. Students enrolled in the nursing program will be required to purchase selected standardized assessment/achievement resources which are utilized throughout the nursing program.

- XIII.** Student enrolled in the nursing program will be subject to certain dress code requirements. These requirements will be explained to students upon entry into the program.
- XIV.** Comply with all progression requirements in order to graduate from the nursing program.
- XV.** **Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program. Orientation is typically held one to two weeks prior to the beginning of each term.**
- XVI.** **Students enrolled in the nursing program must have access to a computer.**

FACILITIES

The nursing program on the Childersburg campus is housed in the Jim Preuitt Nursing and Allied Health Building. Instructional facilities include a large lecture hall, a conference room, one classroom, a nursing skills laboratory, a nursing simulation lab, and a computer lab. A classroom, a nursing skills laboratory, and a computer lab comprise the nursing instructional facilities located at the Career Tech Center on the Alexander City campus. General education courses are offered on the Alexander City and Childersburg campuses, as well as, at the Talladega Center and online.

CLINICAL FACILITIES

In addition to campus laboratory and simulation facilities, various agencies are utilized to provide nursing students with opportunities to acquire the knowledge and skills necessary to function as nurses. Currently, the Division of Nursing and Allied Health has agreements with the following health care settings for clinical: Coosa Valley Medical Center, Sylacauga; Sylacauga Health and Rehabilitation, Sylacauga; Hill Crest Hospital, Birmingham; Grandview Medical Center, Birmingham; Russell Medical Center, Alexander City; Northeast Alabama Regional Medical Center, Anniston; Talladega Health Care, Talladega; Alabama Department of Public Health, Sylacauga; Brookwood Baptist Health System, Birmingham, Alabaster, and Talladega; various school systems; and other facilities used to provide preceptorship.

Transportation to clinical facilities is the responsibility of the student. Students are subject to assignment and rotation through any or all of the clinical facilities. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

ADMISSION PROCEDURES AND CRITERIA

Applicants who wish to pursue a nursing career, should first complete the application and admission procedures required by the College, and then contact an academic advisor to develop a plan to meet the admission requirements for the nursing program. An ACT composite score of 18 is required for admission to the nursing program. Information regarding registering for the ACT is located under Enrollment on the toolbar on the College's website (www.cacc.edu).

Prior to applying for admission to the nursing program, the student may enroll in the general education courses delineated within the nursing curriculum. If the student has numerous family or work commitments, has been away from the academic setting for an extended period of time, or has a weak academic background, the student is encouraged to enroll in general education courses before attempting to enter the nursing program. General education courses cannot be postponed later than the term specified in the outlined curriculum. The nursing program is planned as a combined sequence of nursing and general education courses and students may take all the required general education courses once admitted to the nursing program. Prior credit for general education courses does not shorten the length of the nursing curriculum due to the required sequencing of the nursing courses.

Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, may contact the Board of Nursing (www.abn.state.al.us) for additional information. According to legal statues and regulations of the Alabama Board of Nursing, individuals that violate the Administrative Code of the Alabama Board of Nursing may be denied a license.

Applicants are admitted to the nursing program annually in the fall on the Childersburg and Alexander City Campuses. LPN to RN Mobility students are admitted in the summer or fall depending on whether or not the LPN has to take NUR 209. Applicants should consult an academic advisor well ahead of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

The admission procedures and criteria are subject to revisions at the state level. Any revised admission procedures and criteria will be available on the College website (www.cacc.edu). All applicants are advised to regularly check the College website for any updates to the admission procedures and criteria.

Requirements for Application to the Nursing Program

Applicants to the nursing program must be admitted to Central Alabama Community College and must submit the “Application to Nursing Program” by the required date as delineated below. Admission to the College does not imply admission to the nursing program. A complete admission file must include:

- I. Application for admission to Central Alabama Community College.
- II. Appropriate Application for admission to the nursing program.
- III. Official high school transcript or GED certificate.
- IV. Official transcripts from all colleges attended.
- V. Official ACT composite score.
- VI. Letter of good standing if applicant has previously been enrolled in a nursing program at another institution.
- VII. Additional documents as needed to meet the minimal requirements below.

Minimum admission requirements for the Nursing program include:

- I.** Unconditional admission to the College
- II.** Receipt of completed application for the nursing program before the published deadline of February 1st, or first official College work day, thereafter for deadlines falling on weekend or College recognized holiday
- III.** A minimum of 18 ACT composite score National or Residual
- IV.** A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at regionally accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program.
- V.** A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable).
- VI.** Meet the essential functions for nursing
- VII.** Eligible for ENG 101, BIO 201 and MTH 110

Admission to the Nursing Program is competitive, and the number of students accepted is limited. Meeting minimal requirements does not guarantee acceptance.

Calculation of Points for Applicants Meeting Minimum Admission Standards:

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. ACT score. Possible of 36 points with no time limit on when the test was taken.
2. Points for grades in ENG 101, MTH 110 or higher, BIO 201, and BIO 202. Twelve points possible. Points for grades are delineated below:
 - A=3 points
 - B=2 points
 - C=1 point

If a student is awarded CLEP credit for the courses indicated above, the student will receive points as delineated below:

- AP Examination score of 3=1 point
 - AP Examination score of 4=2 points
 - AP Examination score of 5=3 points.
3. Possible ten additional points awarded as delineated below:
 - Up to four points awarded for the applicant's GPA on the nursing required general education courses.
 - Three points awarded if the applicant has never been enrolled in a nursing program.

- One point awarded for each required BIO course (BIO 201, BIO 202, and BIO 220) completed with a “B” or higher on the first attempt.

A total of 58 points are possible with these selection criteria. If a tie in the number of points occurs for a slot in the nursing program, the GPA for nursing required general education courses will be utilized as the tie breaker.

Selection and Notification

- I. The selection and notification policies reflect the philosophy of the nursing program. The selection policies provide for equal consideration of all applicants and for protection against discrimination as to age, sex, race, color, creed, religion, marital status, national origin, veteran’s status, or disability unrelated to the nursing program essential functions.
- II. Applicants who have met all admission requirements and completed the admission procedure by the deadlines are eligible to be considered for admission. Documents received after the deadline will not be accepted.
- III. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted.
- IV. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline, if the application is received early enough to provide such notification. **It is the applicant’s responsibility to ensure his/her file is complete.**
- V. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
- VI. Applicants who do not respond as prescribed above will forfeit their place in the class and will have to request admission for the next class if they desire to be admitted. All vacancies in a new class will be filled by qualified applicants who have met the admission requirements. Individuals admitted/reinstated that do not attend the semester for which they are admitted/reinstated will have to reapply for admission/reinstatement in order to be considered for the next admission/reinstatement semester. Applicants are responsible for insuring that all transcripts are current and up-to-date. Official transcripts that are not current and up-to-date will render the applicant’s file incomplete. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.
- VII. Upon admission and by the dates specified by the Division of Nursing, students must:
 - a. Submit a change of major to Student Services
 - b. Pay required annual premiums for nursing student liability insurance.
 - c. Submit annual medical examination forms, which evidence a satisfactory level of health, including freedom from chemical dependency. Agreements with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients.

- d. **Students will be required to undergo drug and alcohol testing prior to clinicals and for “cause”. Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.**
- e. Submit evidence of health insurance. Neither the College nor affiliated clinical agencies provide health care for students. Certain affiliated clinical agencies require students to have health insurance before participating in clinical learning experiences at the agency.
- f. Pay required fees for standardized assessment/achievement resources.
- g. Submit evidence of American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.
- VIII.** Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program.

PROGRESSION POLICY

In order to progress in the nursing program, the student must:

- Achieve a grade of “C” or better in all required general education and nursing courses. A student that has an unsuccessful attempt in a nursing course (“W”, “D”, or “F”) cannot progress until the course is completed successfully. Unless previously completed, students must complete all required general education courses according to the Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the Associate Dean of Health Science.
- Be acceptable by clinical agencies for clinical experiences.
- Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- Maintain program health requirements including health insurance
- Maintain American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not accepted.

A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.

REINSTATEMENT POLICY

Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on the Criteria for Reinstatement delineated below. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

- I. Unavailability of faculty and clinical sites;
- II. Failure to meet the Criteria for Reinstatement.

Students not eligible for program reinstatement may apply for program admission as a new student and must submit all admission criteria. If accepted as a new student, the student must take or retake all nursing program courses.

Criteria for Reinstatement:

- I. Students who experience non-progression through the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
- II. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed. All nursing program admission standards must be met.
- III. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing faculty committee or other appropriate College committee for a decision on repeating a course or readmission to the program.
- IV. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
- V. Student has had no more than one non-progression since program admission. Reinstatement to the program will only be allowed one time.
- VI. Demonstrate satisfactory nursing skills.
- VII. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
- VIII. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
- IX. Demonstrate current American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not acceptable.

- X. Maintain program health requirements including health insurance.
- XI. Orientation is required for students seeking reinstatement who are not in continuous progression prior to registration for nursing courses.
- XII. Students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the LPN to RN Mobility option. These students must meet all the admission requirements for the LPN to RN Mobility option including a 2.5 GPA on the general education courses inherent to the nursing curriculum; 2.0 cumulative GPA at current, native institution; and a valid Alabama Practical Nursing License.

Process for Reinstatement:

- I. Students should contact the Division of Nursing to discuss eligibility for reinstatement.
- II. Students must apply for reinstatement to the nursing program within one year from the term of non-progression by submitting the Nursing Program Reinstatement Application and updated admission criteria if applicable. The deadline for submitting the Nursing Program Reinstatement Application for the fall semester is June 1st, spring semester is October 1st, and summer term is March 1st.
- III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.
- IV. Update applicable Nursing Program Requirements including health requirements, immunizations, CPR, and drug and background screening.
- V. Demonstrate competency in previous course(s) as required by the nursing program.

TRANSFER POLICY

Transfer students are considered for admission into the nursing program on an individual basis by the Division of Nursing within one year from the last term of nursing course(s). If the student desires to transfer between Alabama Community College System institutions, the Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution will be reviewed for transferability by the Associate Dean of Health Science.

Individuals wishing to transfer must:

- I. Meet minimum admission standards for the nursing program. The deadline for submitting the Nursing Program Transfer Application for the fall semester is June 1st, spring semester is October 1st, and summer term is March 1st.
- II. Possess a grade of “C” or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.

- III. Be a student in good standing and eligible to return to the previous nursing program. The Dean/Director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.
- IV. Comply with all program policy requirements at accepting institution.
- V. Complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.
- VI. Meet acceptability criteria for placement at clinical agencies for clinical experience.
- VII. The last nursing courses in which the student was enrolled cannot be more than twelve (12) months old.

Acceptance of transfer students into the nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

No new class or clinical sections will ordinarily be opened for transfer students. First priority for available places goes to students in regular progression in the College's nursing program.

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program who wish to transfer to another institution to complete the Associate in Applied Science Degree must meet the requirement for 25% course completion at the college awarding the degree. Students who cannot meet the 25% course requirement must apply to the LPN to RN Mobility option and take the transition course to meet the 25 % course requirement.

Graduates of Central Alabama earn credits, which are transferrable to four-year colleges and universities. The nursing program provides a foundation for further study in nursing. Four-year colleges and universities determine which credits will be transferred from two-year programs. Academic Advisors are available to assist students who plan to continue their education after graduation. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

TRANSIENT STUDENT POLICY

The transient policy applies only to nursing students within the ACCS institutions. In addition to any applicable College policies regarding transient students, a nursing student desiring to be transient student must:

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA.
3. Provide a letter of eligibility from the Dean/Director of the previous nursing program for progression in the previous nursing program.
4. Secure permission from the primary institution by submitting a Transient Student Form completed by an official of the primary institution.

5. Complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Comply with all nursing program policy requirements at the accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transient students into the nursing program is limited by the number of faculty and clinical sites available. Meeting minimal standards does not guarantee acceptance.

PROGRAM COMPLETION

Students completing NUR 112, 113, 114, and 115 and the required academic courses for the first three semesters will be awarded the Practical Nursing certificate. Students who have completed all the required academic courses and continue in the program through completion of NUR 211 and NUR 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements.

Graduate Competencies:

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies	Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies
<p>Human Flourishing Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).</p>	<p>Human Flourishing Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).</p>
<p>Patient-Centered Care Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).</p>	<p>Patient-Centered Care Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).</p>
<p>Nursing Judgement Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).</p>	<p>Nursing Judgement Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).</p>
<p>Informatics Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).</p>	<p>Informatics Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).</p>
<p>Safety</p>	<p>Safety</p>

Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).	Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
Professional identity Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).	Professional Identity Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).
Teamwork and Collaboration Function competently within own scope of practice as a member of the health care team (QSEN, 2012).	Teamwork and Collaboration Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).
Spirit of Inquiry By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).	Spirit of Inquiry Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).
Quality Improvement Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).	Quality Improvement 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 (QSEN, 2012).
Evidence-Based Practice Implement evidence-based practice in the provision of individualized health care (QSEN, 2012)	Evidence-Based Practice Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

The pass rate for the licensure examination for Associate Degree Nursing Program was 72.3% for the 2015-2016 academic year. The Associate Degree Nursing Program completion rate for students entering the program in August 2014 and Graduating in May 2016 or December 2016 was 48.86%. The program completion rate for the cohort graduating in May 2017 was 31.25%. The job placement rate from November 2016 through February 2017 was 95.12% for the May 2016 graduates seeking employment.

The pass rate for the licensure examination for the Practical Nursing Certificate program was 95% for the 2015-2016 academic year.

EVALUATION

Within any given course, the grading policy shall be determined by the instructor(s). The grading policy shall be presented at the beginning of the term and will govern the evaluation process.

A student's progress through the nursing curriculum is evaluated utilizing a variety of methods of evaluation including, but not limited to, examinations, clinical performance evaluations, assignments, and standardized assessments/achievement examinations.

Clinical evaluations will be determined on a satisfactory/unsatisfactory performance rating scale. Clinical evaluations are based upon the student's performance of nursing care and correlated nursing written assignments. An unsatisfactory clinical evaluation will result in a grade of "F" for the nursing course regardless of the theory grade for the course.

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance; a proven form of academic dishonesty, for example blatant plagiarism; etc. will receive the grade of "F" in the course where the incident occurred. The "F" will be assigned in the instructor's grade book/grade sheet on the day the incident occurred, but will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw anytime after the incident even if the incident occurs prior to the College's published withdrawal date. This policy supersedes the College's withdrawal policy if such an incident occurs. A student assigned a failing grade by an instructor in the aforementioned circumstances may appeal the instructor's decision by following the Complaint and Grievance Procedures outlined in the CACC Student Handbook.

The following grading scale is used for the theory portion of nursing courses taught at Central Alabama Community College:

A	90- 100
B	80 - 89
C	75 - 79
D	60 - 74
D	59 and below
I	Incomplete
W	Withdrawal

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded; 0.5 or higher is raised to the next whole number.

A grade of "C" is required in every course within the nursing curriculum in order to progress through the nursing program. In order to pass a nursing course, the student must achieve a grade of "C" or better in theory and must have a satisfactory clinical evaluation.

CLINICAL REQUIREMENTS

Students must abide by the policies and procedures of the agencies that Central Alabama Community College is affiliated with for the provision of clinical experiences in order to meet

the student learning outcomes. **Students will be required to undergo drug and alcohol testing prior to clinical and for “cause”. Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program. Failure to meet course outcomes results in a grade of “F” for the course.**

Students provide their own transportation to the assigned clinical agencies. A student who rides with another to the assigned clinical agencies is to provide his/her own liability insurance.

Clinicals may be held during the day, evening, night and/or weekend.

Prior to participation in clinical learning experiences within the affiliated agencies, the student must present verification of satisfactory mental and physical health, liability and health insurance, and American Heart Association Basic Life Support Provider CPR certification at the health care provider level in addition to the aforementioned requirements. No student will be allowed to participate in clinical learning experiences until the requirements have been fulfilled.

Students have a responsibility to provide care to all the patients assigned to them, including AIDS patients. Refusal to care for any patient will subject the student to dismissal from the program. However, neither Central Alabama Community College nor any member of the Division of Nursing is responsible for any infectious disease or teratogenic effects that a student may contract.

AUDITING COURSES

Nursing courses are not open to auditors.

NURSING

The Nursing Program supports the mission of the College. The Division of Nursing offers two points of exit within the nursing program.

After successful completion of the third semester of the nursing curriculum, the student is awarded a certificate in practical nursing. Graduates of the practical nursing option may be eligible to take the National Council Licensure Examination for Practical Nurses. After successful completion of the practical nursing option and the licensure examination, the graduate is prepared for entry-level employment. The PN option is approved by the Alabama Board of Nursing.

Licensed practical nurses provide basic nursing care. Licensed practical nurses work in a variety of health care settings including but not limited to long-term care facilities, physician’s offices, correctional facilities, and schools. The median annual wage for licensed practical nurses was \$44,090 in May 2016 as reported by the U.S. Bureau of Labor Statistics. The employment of licensed practical nurses is projected to grow 16% from 2014-2024 according to the U.S. Bureau of Labor Statistics.

After successful completion of five semesters of the nursing curriculum, the graduate is awarded an Associate in Applied Science-Associate Degree Nursing. Graduates of the associate degree program may be eligible to take the National Council Licensure Examination for Registered Nurses. After successful completion of the associate degree nursing program and the licensure examination, the graduate is prepared for entry-level employment. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the

Accreditation Commission for Education in Nursing (ACEN)
 3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326
 404-975-5000
www.acenursing.org

Registered nurses provide and manage care for patients and their families. Registered nurses work in a variety of health care settings including but not limited to medical centers, physician’s offices, home health care agencies, long-term care facilities, correctional facilities, industries, and schools. The median annual wage for registered nurses was \$68,450 in May 2016 as reported by the U.S. Bureau of Labor Statistics. The employment of registered nurses is projected to grow 16% from 2014-2024 according to the U.S. Bureau of Labor Statistics.

The Associate Dean of Health Science and the nursing faculty have the responsibility for administering and evaluating the Nursing Program according to policies and guidelines established by the Division of Nursing, Central Alabama Community College, the Alabama Community College System, Southern Association of Colleges and Schools Commission on Colleges, the Alabama Board of Nursing, and the Accreditation Commission for Education in Nursing.

ACCS One Plus One Curriculum **SEMESTER HOURS**

Required Nursing Courses for the Practical Nursing Certificate	25
Required General Education Courses for the Practical Nursing Certificate	20
Total Credit Hours Required for the Practical Nursing Certificate	45

The Practical Nursing certificate is awarded after successful completion of the third term of the nursing curriculum.

Required Nursing Courses for the Associate in Applied Science Degree	39
Required General Education Courses for the Associate in Applied Science Degree	27
Total Credit Hours Required for the Associate in Applied Science Degree.....	66

The Associate in Applied Science Degree is awarded after successful completion of the fifth term of the nursing curriculum.

NURSING –Associate in Applied Science

TERM 1

Course No.	Course Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
BIO 201	Human Anatomy and Physiology I	4
MTH 110	Finite Mathematics OR Higher Level Math	3
Total Credit Hours		14

TERM 2

Course No.	Course Title	Credits
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
Total Credit Hours		18

TERM 3

Course No.	Course Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidenced Based Clinical Reasoning	2
SPH 106 OR SPH 107	Fund. of Oral Communication OR Fund. of Public Speaking	3
Total Credit Hours		13

TERM 4

Course No.	Course Title	Credits
NUR 211	Advanced Nursing Concepts	7
BIO 220	General Microbiology	4
Total Credit Hours		11

TERM 5

Course No.	Course Title	Credits
NUR 221	Advanced Evidenced Based Clinical Reasoning	7
Elective**	Humanities and Fine Arts Elective** PREFERRED: PHL 206/Ethics and Society	3
Total Credit Hours		10
Total Credit Hours in the Nursing—Associate in Applied Science		66

** Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

The Nursing program requirements and curriculum are subject to modification to meet the requirements of the college, state, or national approval/accrediting agencies.

LPN to RN MOBILITY OPTION

The LPN to RN Mobility option provides opportunities for Licensed Practical Nurses to obtain an Associate in Applied Science Degree. Upon completion of the LPN to RN Mobility Program, the graduate may be eligible to take the National Council Licensure Examination for Registered Nurses.

Once applicants are admitted into NUR 211, the program may be completed in two semesters. Prior credit for all the general education courses does not shorten the length of the curriculum due to the required sequencing of nursing courses.

Based upon faculty and clinical site availability, Licensed Practical Nurses may be admitted to the LPN to RN Mobility option if all requirements for admission have been met. Students accepted into the mobility option will enter the existing cohort and have class with the traditional nursing students. The same policies and procedures will be effective for all nursing students. (Refer to previous information contained with the Nursing Program section of the Catalog)

NUR 209 is a prerequisite to the program unless the applicant graduated from the Alabama Community College System One Plus One Curriculum within the last two years. Those students requiring NUR 209 will begin in the summer term; all others will begin in the fall term. NUR 209 will be offered only if funding and a sufficient number of qualified applicants are available.

ADMISSION REQUIREMENTS FOR THE LPN TO RN MOBILITY OPTION

Requirements for admission into the LPN to RN Mobility option are as follows:

- I.** Completion of all the admission requirements delineated for the nursing students by February 1st or first official college work day, thereafter for deadlines falling on weekend or College recognized holiday.
- II.** Submission of verification of an unencumbered Alabama LPN license (licensure by waiver not accepted)
- III.** Official transcript documenting graduation from an approved practical nursing program.
- IV.** Completion of the prerequisite courses (BIO 201, BIO 202, ENG 101, MTH110, PSY 210, SPH 106 or 107) with grades of “C” or better.

Licensed Practical Nurses who meet the criteria for admission can enter the Associate Degree Nursing Program at Central Alabama Community College as a part of the traditional program or as part of the LPN to RN Mobility Option. If a LPN enters the traditional program and then decides to apply for the LPN to RN Mobility option, the student must successfully complete the nursing course(s) enrolled in or withdraw passing from the nursing course(s) in order to be eligible to enter the LPN to RN Mobility option. A LPN who is unsuccessful in a traditional nursing course(s) will not be eligible to enter the LPN to RN Mobility option until successful completion of the nursing course(s) occurs.

LPN TO RN MOBILITY OPTION REQUIREMENTS

LPN to RN Mobility students are subject to the same progression requirements as students enrolled in the traditional option. Refer to the previous section on Progression Policy.

LPN TO RN MOBILITY OPTION

SEMESTER HOURS

Required Nursing Courses 14-24
 Required General Education Courses27

LPN TO RN MOBILITY OPTION PREREQUISITE COURSES		
Course No.	Course Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
MTH 110	Finite Mathematics or Higher Level Math	3
PSY 210	Human Growth and Development	3
SPH 106 OR SPH 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
Total Credit Hours		20

FIRST TERM

Course No.	Course Title	Credits
NUR 209**	Concepts for Healthcare Transition Students	10
Total Credit Hours		10

SECOND TERM

Course No.	Course Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7
Total Credit Hours		11

THIRD TERM

Course No.	Course Title	Credits
Elective ***	Humanities & Fine Arts Elective ***(Ethics and Society (PHL 206) Preferred)	3
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Total Credit Hours		10
Total Credit Hours in the Associate in Applied Science Associate Degree Nursing LPN to RN Mobility Option		41-51

**NUR 209 is a prerequisite to the program unless the applicant graduated from the Alabama College System one plus one curriculum within the last two years.

***Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

The LPN to RN Mobility option requirements and curriculum are subject to modifications to meet the requirements of the College, state, or national approval/accrediting agencies.