

2019/2020

# GENERAL CATALOG



Central to YOU,

Central to YOUR SUCCESS!

Central Alabama Community College

Alexander City • Childersburg • Prattville • Talladega  
[www.cacc.edu](http://www.cacc.edu)

## **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office(s) at each location. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues. For additional information on Title IX complaints, please refer to the Central Alabama Community College *Student Handbook*.

Employee inquiries concerning reasonable accommodations may be directed to the Tina Shaw, Executive Human Resources Director, in the Human Resources Office. Complaint and grievance procedure forms are available in the Human Resources Office. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Tina Shaw, Title IX Coordinator for employee issues. For additional information on Title IX complaints, please refer to the Central Alabama Community College *Employee Handbook*.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Title IX Compliance Officers listed below or to the Office for Civil Rights.

The Title IX Compliance Officers for Central Alabama Community College are:

**Student Contact**

Dr. Sherri Taylor  
Title IX Coordinator  
Administration Building  
Central Alabama Community College  
1675 Cherokee Road  
Alexander City, AL 35010  
256-215-4273 PHONE  
256-215-4268 FAX  
staylor@cacc.edu

**Employee Contact**

Tina Shaw  
Title IX Coordinator  
Administration Building  
Central Alabama Community College  
34091 US Highway 280  
Childersburg, AL 35044  
256-378-2010 PHONE  
256-378-2097 FAX  
tshaw5@cacc.edu

Region Four Office of Civil Rights  
U.S. Department of Health and Human Services  
Sam Nunn Atlanta Federal Center Suite  
16770 61 Forsyth, St. S. W.  
Atlanta, Georgia 30303-8909  
800-368-1019 PHONE  
404-562-7881 FAX  
800-537-7697 TDD

**CHANGES IN PROGRAMS AND CATALOG**

Central Alabama Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog may be found on the College website, [www.cacc.edu](http://www.cacc.edu). Enrollment of all students is subject to these conditions.

## PRESIDENT'S WELCOME



Students,

Welcome to Central Alabama Community. We are excited that you are considering or have chosen CACC as your college. Our dedicated faculty and staff will help you realize your dreams and assist you in charting your path toward success. If your desire is to take one course, brush up your skills, or complete a degree program, we can serve your needs. Building and maintaining essential career skills will forever impact your future. CACC's high quality courses will prepare you to meet the current skills needed to start your career or transfer to a four-year college or university. Central Alabama Community College is truly Central to Your Success!

Wishing you the very best in your career and educational pursuits,

*Susan Burrow*

Dr. Susan Burrow  
President

**2019-2020 General Catalog**  
**CENTRAL ALABAMA COMMUNITY COLLEGE**

[www.cacc.edu](http://www.cacc.edu)

Alexander City Campus  
1675 Cherokee Road  
Alexander City, AL 35011  
(256) 234-6346

Childersburg Campus  
34091 US Highway 280  
Childersburg, AL 35044  
(256) 378-5576

Pratt's Mill Center  
2078 Fairview Avenue  
Prattville, AL 36066  
(334) 380-9600

Talladega Center  
1009 South Street, E.  
Talladega, AL 35160  
(256) 480-2068

**ACCREDITATION**

Central Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Science degree, Associate in Applied Science degree, Associate in Occupational Technology degree, and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Alabama Community College.

***Program 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  
[www.acenursing.org](http://www.acenursing.org)

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***2019***

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## 2019-2020 ACADEMIC CALENDAR

### Fall 2019

August 15 (Thursday)	<b>Regular Registration Ends</b> <b>All Tuition and Fees Due Prior to 4:00 PM</b>
August 16-19 (Monday)	<b>Late Registration (\$25.00 fee applies)</b>
August 20 (Tuesday)	Classes Begin – Full Fall Term and 1 <sup>st</sup> Mini Term
August 20-21 (Tuesday-Wednesday)	Schedule Change Period (Drop/Add) – Full Fall Term and 1 <sup>st</sup> Mini Term
August 22 (Thursday)	Attendance Verification Completed by 9:00 AM
September 2 (Monday)	<b>LABOR DAY/COLLEGE CLOSED</b>
September 13 (Friday)	Mid Term for 1 <sup>st</sup> Mini Term
October 4 (Friday)	Last Day to Submit a <b>PARTIAL or TOTAL</b> Withdrawal – 1 <sup>st</sup> Mini Term
October 9 (Wednesday)	Last Day of Class for 1 <sup>st</sup> Mini Term
October 10 (Thursday)	Final Exams for 1 <sup>st</sup> Mini Term
October 11 (Friday)	Registration Ends for 2 <sup>nd</sup> Mini Term/Mid Term for Full Fall Term
October 14 (Monday)	First Day of Class for 2 <sup>nd</sup> Mini Term Web Registration Opens for Spring 2020 Term
October 14-15 (Monday-Tuesday)	Schedule Change Period for 2 <sup>nd</sup> Mini Term/Drop/Add
November 8 (Friday)	Mid Term for 2 <sup>nd</sup> Mini Term
November 11 (Monday)	<b>VETERANS DAY/COLLEGE CLOSED</b>
November 20 (Wednesday)	Last Day to Submit a <b>PARTIAL or TOTAL</b> Withdrawal – Full Fall Term and 2 <sup>nd</sup> Mini Term
November 25-27 (Monday-Wednesday)	<b>No Classes</b>
November 28-29 (Thursday-Friday)	<b>THANKSGIVING HOLIDAY/COLLEGE CLOSED</b>
December 4 (Wednesday)	<b>ADVISING/CACC Connect</b>
December 5 (Thursday)	Last Day of Class – 2 <sup>nd</sup> Mini Term
December 9 (Monday)	Last Day of Class Full Term/2 <sup>nd</sup> Mini Term Final Exams
December 10-16 (Tuesday-Monday)	Final Exams for Full Fall Term
December 23-January 1	<b>CHRISTMAS-NEW YEAR'S HOLIDAY/COLLEGE CLOSED</b>

## Spring 2020

January 2 (Thursday)	<b>Regular Registration Ends</b> <b>All Tuition and Fees Due Prior to 4:00 PM</b>
January 3-7 (Friday-Tuesday)	<b>Late Registration (\$25.00 fee applies)</b>
January 8 (Wednesday)	Classes Begin – Spring Term and 1 <sup>st</sup> Mini Term
January 8-9 (Wednesday-Thursday)	Schedule Change Period – Full Spring Term and 1 <sup>st</sup> Mini Term (Drop/Add)
January 10 (Friday)	Attendance Verification Completed by 9:00 AM
January 20 (Monday)	<b>MARTIN LUTHER KING DAY &amp; ROBERT E. LEE BIRTHDAY</b> <b>HOLIDAY/COLLEGE CLOSED</b>
February 6 (Thursday)	Mid Term 1 <sup>st</sup> Mini Term
February 25 (Tuesday)	Last Day to Submit PARTIAL OR TOTAL Withdrawal 1 <sup>st</sup> Spring Mini Term
March 2 (Monday)	<b>Mid Term – Full Spring Term</b> <b>Last Day of Classes for 1<sup>st</sup> Mini Term</b>
March 3 (Tuesday)	<b>Final Exams – 1<sup>st</sup> Mini Term</b>
March 4 (Wednesday)	Registration Ends for 2 <sup>nd</sup> Mini Term
March 5 (Thursday)	Classes Begin – 2 <sup>nd</sup> Mini Term
March 5-9 (Thursday-Monday)	Schedule Change Period for 2 <sup>nd</sup> Mini Term <b>(Drop/Add)</b>
March 23-27 (Monday-Friday)	<b>SPRING BREAK</b>
April 8 (Wednesday)	<b>Mid-Term 2<sup>nd</sup> Spring Mini Term</b>
April 6 (Monday)	Web Registration Opens for Summer and Fall 2020 Terms
April 20 (Monday)	Last Day to Submit PARTIAL OR TOTAL Withdrawal Full Spring Term & 2 <sup>nd</sup> Spring Mini Term
April 21 (Tuesday)	Honors Day Alexander City/Pratt's Mill
April 23 (Thursday)	Honors Day Childersburg/Talladega
April 17 (Friday)	<b>ADVISING/CACC Connect</b>
April 28 (Tuesday)	Last Day of Classes for Full Spring Term/ <b>Exams for 2<sup>nd</sup> Mini Term</b>
April 29-May 5 (Wednesday-Tuesday)	<b>Final Exams for Full Term</b>
May 12 (Tuesday)	<b>GRADUATION/Nursing Pinning Ceremony</b>
May 15 (Friday)	<b>GED Graduation</b>



## Summer 2020

May 21 (Thursday)	<b>Regular Registration Ends All Tuition and Fees Due Prior to 4:00 PM</b>
May 22-26 (Friday-Tuesday)	<b>Late Registration (\$25.00 fee applies)</b>
May 25 (Monday)	<b>MEMORIAL DAY HOLIDAY/COLLEGE CLOSED</b>
May 26 (Tuesday)	Last Day of Registration
May 27 (Wednesday)	Classes Begin – Summer Term/1 <sup>st</sup> Mini Term
May 27-28 (Wednesday-Thursday)	Drop/Add Period – Full Term/1 <sup>st</sup> Mini Term
May 29 (Friday)	Attendance Verification Completed by 9:00 AM
June 9 (Tuesday)	Mid-term for 1 <sup>st</sup> Mini Term
June 18 (Thursday)	Last Day to Submit PARTIAL OR TOTAL Withdrawal for 1 <sup>st</sup> Summer Mini Term
June 24 (Wednesday)	Last Day of Class – 1 <sup>st</sup> Mini Term
June 25 (Thursday)	Mid-term – Full Summer Term Final Exams – 1 <sup>st</sup> Summer Mini Term
June 29 (Monday)	Grades Due – 1 <sup>st</sup> Mini Term/ <b>2<sup>nd</sup> Mini Term Registration Ends</b>
June 30 (Tuesday)	2 <sup>nd</sup> Mini Term Classes Begin
June 30 – July 1	Schedule Change Period for 2 <sup>nd</sup> Summer Mini Term (Drop/Add)
July 2 (Thursday)	<b>INDEPENDENCE DAY HOLIDAY – Observed COLLEGE CLOSED</b>
July 23 (Thursday)	<b>ADVISING/CACC Connect</b>
July 16 (Thursday)	Mid-term - 2nd Mini Term
July 22 (Wednesday)	Last Day to Submit PARTIAL OR TOTAL Withdrawal for Full Term and 2 <sup>nd</sup> Summer Mini Term
July 30 (Thursday)	Last Day of Classes – Full Term <b>Final Exams for 2<sup>nd</sup> Summer Mini Term</b>
August 3-5 (Monday-Wednesday)	Final Exams for Full Term

# GENERAL INFORMATION



## **GENERAL INFORMATION**

Central Alabama Community College, one of 24 publicly supported institutions in the Alabama Community College System, is governed by the Alabama Community College System Board of Trustees. The College strives to provide access to high quality affordable programs to prepare students for the immediate workforce or successful transfer to university programs. The College can and will meet the general academic, career, technical, senior college transfer, adult education, skills training, and training for industry/business needs of its communities.

## **HISTORY OF THE COLLEGE**

Central Alabama Community College was created by action of the Alabama State Board of Education on February 23, 1989. The board action consolidated Alexander City State Junior College (ACSJC) and Nunnelley State Technical College (NSTC).

Prior to consolidation, the State Legislature's approval of Act No. 93 on May 3, 1963, established Alexander City State Junior College. While many organizations and individuals were responsible for the College being located in Alexander City, Russell Mills, Inc. donated the property site valued at \$750,000. The first classes were held on September 30, 1965, in the old Russell Hospital with an opening enrollment of 442 freshmen.

In September of 1966, ACSJC was moved to its permanent location on Cherokee Road. On October 23, 1966, Governor George Corley Wallace delivered the address at the formal dedication of the College. Alexander City State Junior College was accredited by the Southern Association of Colleges and Schools in December of 1969. A library was completed in January of 1969 and a Health, Education, and Arts complex in January of 1971. A major addition to the HEA Complex was the Wellness Center in February of 1989, which was renovated in 2000. Classes in the Betty Carol Graham Technology Center began fall semester of 2004. A new Learning Resource Center was completed and opened on the Alexander City campus in the Fall of 2013, which replaced the John D. Russell Library.

Nunnelley State Technical College in Childersburg was also a direct result of Act No. 93. Along with Congressman William F. (Bill) Nichols, many organizations, individuals, and governing bodies joined together to bring the College to the area. The City of Childersburg contributed \$24,000 for the purchase of twenty-five acres on Highway 280. The acreage was donated to the State for the College site.

Construction of the technical college was completed in February of 1966. The College officially opened on March 7, 1966, with an opening enrollment of 35 full-time students.

On September 25, 1966, Governor George Corley Wallace delivered the dedicatory address to more than 1,500 attendees. On December 12, 1973, Nunnelley earned Southern Association of Colleges and Schools accreditation.

Sizeable federal grants in 1973, 1977, 1979, and 1985 allowed Nunnelley to expand plant facilities, program offerings, and student services. The present physical plant has more than doubled in size since first opening its doors.

Coosa Valley School of Nursing began as the Sylacauga School of Nursing in 1921 as a hospital diploma program. The school was reorganized in 1951 and continued to operate as a hospital diploma program until 1994, when CVSNI introduced an associate degree nursing program. Coosa Valley School of Nursing relocated from Sylacauga to the new Jim Preuitt Nursing and Allied Health Building on the Childersburg campus in January 2001.

A center in Talladega began classes the spring semester of 2006 with an opening enrollment of 130 students. The 28,500 square foot facility is a result of donated land from the city of Talladega. The Center is a combined partnership with a number of state agencies including The Career Link, Employment Services, Vocational Rehabilitation Services, Adult Education, and Veteran Affairs.

Central Alabama Community College (CACC) began offering instructional courses in January 2015 at the Stanhope Elmore site. In August 2018, the Stanhope Elmore site was relocated 4.1 miles away to Pratt's Mill Center, a 10,000 square foot newly renovated facility to serve the Elmore and Autauga County Regions.

Today, the Alexander City and Childersburg campuses, as well as the Pratt's Mill Center and Talladega Center, offer resources and expertise that address the education and training needs of Central Alabama.

At the inception of the two-year college system in Alabama, the Alabama State Board of Education functioned as the Governing Board for the system colleges. In the spring of 2015, the Alabama Legislature established the Alabama Community System Board of Trustees to govern the system. On May 27, 2015, Governor Robert Bentley swore in the appointed members of the Board before their first official meeting. In addition, the Alabama Commission on Higher Education serves as the Coordinating Board for all postsecondary education institutions.

### **MISSION STATEMENT**

Central Alabama Community College promotes student success in comprehensive and diverse academic and career learning environments to advance quality of life through economic, community, and workforce development.

### **VISION STATEMENT**

Central Alabama Community College will be the community's preferred higher education choice for lifelong learning, cultural enrichment, and community development opportunities.

## **GOALS**

Ongoing goals of the College are as follows:

- Continue to serve the lifelong education & training needs of a diverse community and workforce
- Provide comprehensive student-centered services and programs that are relevant, efficient and effective
- Establish and enhance collaborative partnerships
- Develop and expand human and financial capital

## **BUILDINGS AND FACILITIES**

### ***Alexander City Campus***

The Alexander City Campus is located on ninety acres at the intersection of highways 280 and 63. The campus is 78 miles southeast of Birmingham, 55 miles northeast of Montgomery, 123 miles southwest of Atlanta, and 70 miles northwest of Columbus, Georgia. Campus classrooms overlook a three-acre lake situated on the 100-acre campus.

The George C. Wallace Administration Building houses the President's Office, Office of Instruction, Student Services, Financial Aid, Enrollment Services, testing center, ADA Coordinator's office, Institutional Effectiveness, and classrooms.

The Business, Mathematics, and Science Building houses programs in art, business, science, and mathematics. Laboratories for art, biology, chemistry, physics, mathematics, and Student Support Services are provided along with classrooms. A nursing simulation laboratory was added in 2018.

The Thomas D. Russell Library is no longer in use. A new Library Resources Center opened in the fall of 2014. This building houses the Alabama Collection, which includes a 1<sup>st</sup> edition copy of "To Kill a Mocking Bird." The collection also houses copies of two individual cookbooks by Katherine Tucker Windham containing her favorite recipes, collections of Confederate Soldiers from Alabama, Slave Narratives, and Native American artifacts found in the Lake Martin area. In addition to the over 60,000 electronic books and over 11,000 print resources, the Learning Resource Center also houses four private study rooms and a meeting room that will accommodate ten students for small group sessions. It has twenty-four computer terminals available for student usage and one large meeting room.

The W. Byron Causey Health, Education, and Arts Complex is a multipurpose health education and fine arts building containing the bookstore, a wellness/fitness center, staff offices, an indoor athletic training and practice facility to support the men's baseball and women's softball teams, and a performing arts auditorium. The complex has 44,000 square feet of space.

The Betty Carol Graham Technology Center is dedicated to increasing the competitiveness of companies, improving the effectiveness of the workforce throughout the State, and enhancing Alabama's economic development efforts through a flexible and responsive combination of education, technical assistance, and technology transfer. Rockwell International has made the Center a training site for Allen Bradley controls, the worldwide standard control in the robotics industry. The Center contains a multipurpose auditorium with the capability of seating 750 people, an industrial maintenance lab, multimedia classrooms, a language lab, computer labs, administrative and faculty offices, the College Business Office, and the Office of Workforce and Economic Development. In addition, the Betty Carol Graham Technology Center is home to a branch office of the Alabama Technology Network and the Lake Martin Economic Development Alliance.

The Athletic Department outdoor facilities include the Cal Alison Tennis Complex, which has nine lighted courts and a tennis pavilion. A lighted walking track surrounds a multipurpose athletic field. The softball field, located on the north side of the campus, is designed for intercollegiate competition. The intercollegiate baseball field is located on the front side of the campus adjacent to Highway 63. The golf indoor training facility is located on the north side of campus, and the women's softball locker room is located adjacent to the golf indoor training facility.

The Maintenance Building houses maintenance equipment and supplies. This building contains a two-bay garage, carpentry shop, the maintenance supervisor's office, and a storage area for supplies and equipment.

The Alexander City Campus offers Career Technical Education classes in Welding, Industrial Electronics, Machining, Registered Nursing, Automotive Manufacturing Technology, Robotics, Computer Science, and Office Administration.

### ***Childersburg Campus***

The Childersburg Campus is located on Highway 280 in Childersburg, Alabama. The campus is 35 miles southeast of Birmingham, 76 miles north of Montgomery, and 42 miles southwest of Anniston. It consists of ten buildings on forty-five acres of land. The campus was originally built in 1966, and there have been four major additions. Eleven acres of land adjacent to the campus have been acquired to accommodate future expansion.

The Administration Building (Building A) houses the office of the Dean of Academic Programs, the Office of Adult Learning, Student Services, Financial Aid, Human Resources, a Student Center, Upward Bound, and a computer lab. Programs offered in the Administration Building include Computer Science, Office Administration, and Cosmetology. Faculty offices for each program are also housed in Building A.

Building B houses the Electronics program and provides classrooms, laboratories, and faculty offices for the program.

Building D houses the Welding program and provides classrooms, welding workstations and equipment, and faculty offices for the program.

The Science Building (Building E) is home to mathematics and the biology department. Classrooms, faculty offices, a mathematics computer lab, and a biology lab are located in the facility.

Building F houses the Machine Shop program and provides classrooms, faculty offices, computer stations, a machining lab that includes lathes, milling machines, grinders, Computer Numerical Control (CNC) machines, and HAAS equipment.

The Margie Sanford Center (Building G) contains faculty offices and a conference room along with a kitchen and an auditorium with seating capacity of 350.

Building H houses the English Department. A computerized writing lab as well as classrooms and faculty offices are housed in Building H.

The Bill Nichols Building (Building I) houses the library and two federal Trio Programs, Student Support Services and Educational Talent Search.

The Jim Preuitt Nursing and Allied Health Building (Building J) houses the Associate Degree Nursing program. The building provides classrooms, a lecture hall, a conference room, a distance learning classroom, a computer lab, a skills laboratory, and faculty and administrative offices.

Building K houses the Maintenance Department. A walking trail surrounds the back of the Childersburg campus and is open for public use.

### ***Talladega Center***

The Talladega Center has approximately 28,500 square feet of modern office and classroom space and includes a large conference room as well as staff kitchen space. The center is located 50 miles east of Birmingham, 90 miles north of Montgomery, and 100 miles west of Atlanta, Georgia. The center offers four computer labs, one chemistry/biology lab, one Industrial Electronics/Automotive Technology lab, four instructional classrooms, and faculty and administrative offices. Adjacent to the Talladega Center, the College leases this space to the Alabama Career Center and also houses a comprehensive Adult Learning program operated by the College.

### ***Pratt's Mill Center***

The Pratt's Mill Center, a 10,000 square foot facility, is located in Prattville just off Interstate 65 at exit 181. Prattville is located 80 miles south of Birmingham and 15 miles north of Montgomery. The Center offers five classroom and labs, complete with Smart Touch Technology, faculty and staff offices, and a student lounge area. The Center offers both credit and non-credit courses, Student Services and college programs.

### ***Heritage Trail Conference Center***

The Conference Center, located on 252 acres of heavily wooded land with beautiful shoreline and direct water access to Lay Lake, is approximately 12 miles from the Childersburg Campus. The Center has 19 bedrooms, a dining room, kitchen, den, and a conference room that will seat twenty-

five. The property has a tennis court, caretakers lodge, and a chalet. The Heritage Trail Conference Center and the Pioneer Village were donated to Central Alabama Community College by Kimberly-Clark, Inc. in 1994. Through cooperation with Alabama Technology Network (ATN), the College constructed a certified Leadership Training Ropes Course where ATN provides leadership development courses and offers corporate training retreats.

### ***The Pioneer Village***

Located near the Heritage Trail Conference Center is the Pioneer Village, which is a replica of the early 1800s. There is a one-room school house and blacksmith, pottery, and carpentry shops equipped with tools that were used during the 1800s. There is also a grist mill and a general store that contains items that were used during the 1800s. The store includes a barbershop and a post office, which were luxuries for life during this time period. The Pioneer Village cemetery has numerous tombstones with interesting epitaphs.



# OFFICE OF ENROLLMENT SERVICES



## ADMISSION REQUIREMENTS

Applicants may submit applications for fall, spring, or summer semester at any point before the priority deadline for the term for which the student is applying. Priority deadline dates to ensure processing of admissions applications and financial aid are as follows: fall semester August 1, spring semester December 15, and summer semester May 1. Central Alabama Community College (CACC) encourages applicants to submit their applications as far in advance of the priority deadline dates as possible. Students who have not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated “first-time” college students. An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a “transfer student.” Students planning to attend Central Alabama Community College to take a course or courses for transfer to a home college, are considered “transient students” and must apply to the college on a term by term basis. Students who previously attended Central Alabama Community College, you will apply for admission as “readmit students.”

Central Alabama Community College may establish higher or additional admission requirements for a specific program or service when 1) student enrollment must be limited, or 2) to meet state certification requirements.

Nursing applications are separate and distinct from applications for admission to Central Alabama Community College; therefore, applicants must meet deadlines set forth by the School of Nursing. For more information on nursing deadlines, please refer to the sections on nursing programs and nursing admission requirements.

All male students between the ages of 18 and 26 must be registered with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended). All applicants must meet the requirements set forth by the Alabama Community College System (ACCS), and these requirements are subject to change at the discretion of the Alabama Community College System. Central Alabama Community College will abide by the most current ACCS policy which can be found at [www.accs.edu](http://www.accs.edu), and may alter or change policies as appropriate at any given time.

Once the admission application is received, the Office of Enrollment Services will send the student a letter informing him or her of any outstanding admission documents, followed by a letter containing information about “CACC Connect,” mandatory pre-college orientation sessions. Students may also receive notification through the CACC app that provides updates on admission and acceptance status. The notifications remind students of important dates, including pre-college orientation, registration, drop/add dates, and tuition deadlines. The Accuplacer schedule is provided along with the requirements needed to exempt the student from placement testing. Students must attend CACC Connect at one of the College locations or participate in an online CACC Connect. Instructions for signing up and receiving credit for CACC Connect are disseminated to all new students.

Students must include all requested information on the Application for Admission, including schools previously attended, residency form, tuberculosis questionnaire, and a copy of a primary photo identification card.

To be accepted into a degree granting program of study, a student must be considered a high school graduate or GED recipient. The following chart details admission requirements for degree seeking and non-degree seeking applicants.

<b>Non-High School Graduate/ Non-GED</b>	<b>High School Graduate / GED</b>	<b>Baccalaureate Degree</b>
<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Official transcript - high school (if attended)</li> <li>• Official transcript – any college attended</li> <li>• Required Assessment Score</li> <li>• Written consent from the appropriate secondary administrator if the student is under age 17</li> <li>• Documentation required by CACC including but not limited to waivers, TB questionnaire and documentation, and Residency/Signature Form</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Proof of graduation</li> <li>• Official transcript - high school or GED®</li> <li>• Official transcript – any college attended</li> <li>• Documentation required by CACC including but not limited to waivers, TB questionnaire and documentation, and Residency/Signature Form</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Official transcript from the degree granting institution</li> <li>• Documentation required by CACC including but not limited to waivers, TB questionnaire and documentation, and Residency/Signature Form</li> </ul> <p>*Applicants who have been awarded a baccalaureate degree from an accepted accredited educational institution will be required to submit only the transcript from the baccalaureate degree granting institution for admission purposes, although other transcripts may be requested or required in other departments such as Financial Aid or the School of Nursing.</p>
<p>Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.</p>	<p>Students may be admitted to any program at the ACCS institution.</p>	
<p>Unofficial transcripts may be submitted in accordance with local institutional policy.</p>		

### ***Non-Degree Seeking Applicants***

Applicants who do not meet the criteria for Degree Seeking admissions are considered non-high school graduates or non-GED recipients and are not admitted into degree granting programs unless they are dually enrolled as an Adult Education student and meet the criteria of the “**Eligible Career Pathway.**” Applicants not dually enrolled in Adult Education are accepted to CACC as non-degree seeking students when all admission requirements are met.

An applicant who does not meet the requirements to be degree eligible may be admitted on an “ability-to-benefit” status and take courses that do not result in credits toward an associate’s degree. Non-degree seeking applicants may also enroll in programs comprised exclusively of courses not creditable to an associate’s degree, provided the applicant is 1) 17 years of age or older and has not been enrolled in secondary education for a least one calendar year, or 2) 17 years of age or older and has written consent from the appropriate secondary school administrator. Applicants admitted under this status will not be considered degree-seeking students, and coursework completed while under this status may not be applied toward a degree from Central Alabama Community College unless the student obtains the credentials to become a degree-seeking student. This change must be completed prior to the term in which the student plans to graduate.

Non high school graduates or non GED recipients seeking admission may enroll in degree creditable courses or programs if the degree creditable courses or programs are attached to an eligible career pathway, as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the Federal Pell Grant Ability to Benefit criteria which includes Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (Public Law 113-128), and the Title IV eligible postsecondary program component of an eligible career pathway program, and are dually enrolled in Adult Education.

There are two types of admission status: unconditional and conditional.

Unconditional status: Students who have submitted all required documentation may be admitted unconditionally.

Conditional status: Students must submit a primary form of identification and students who have not submitted all other required documentation may be admitted on conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

Conditional or unconditional acceptance status does not guarantee that a student will qualify for or be awarded financial aid.

### ***Admission Classifications***

- **Accelerated:** A secondary education student who is earning college credit while still in high school  
***Accelerated credit may not substitute for high school requirements.***

- **Dual Enrollment / Dual Credit:** A secondary education student who is earning college credit while still in high school  
*Dual enrollment credit may be applied toward high school and college.*
- **First Time:** A student who has no prior postsecondary experience
- **International:** A student who is a citizen of another country
- **Transfer:** A student who previously attended another college or university  
*Note: Acceptance of transfer credits is based upon local institutional policy.*
- **Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university  
*The student must provide appropriate transient documentation from home institution.*

Central Alabama Community College admission policy is applicable to students attending or who graduated from public high schools as well as private, church, parochial, and religious schools offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Admission to the institution does not ensure admission to any individual program or course.

#### ***Initial Academic Status of Transfer Students***

- I.** A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on clear academic status.
- II.** A transfer student whose cumulative grade point average at the transfer institution(s) is less than a 2.0 on a 4.0 scale will be admitted only on academic probation. The transcript will read “admitted on academic probation.”
- III.** An applicant who has been placed on academic suspension from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after making a successful appeal to the College Admissions and Academic Appeals Committee. The decision of the committee is final. If the transfer student is admitted upon appeal, the student will enter Central Alabama Community College on academic probation and the transcript will read “admitted upon appeal-academic probation.”

### **TRANSFER CREDIT**

#### ***Traditional Credit***

- I.** Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of the students enrolled in Central Alabama Community College undergraduate formal award programs.

- II. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative grade point average is 2.0 or higher at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for first-time students.
- III. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
- IV. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

### **Non-Traditional Credit**

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course(s). Before receiving credit for a course, a student must meet enrollment requirements for the course. Students may not earn credit through non-traditional academic work for any course in which a grade has previously been received. Applicants must have official documents sent directly to the Office of Enrollment Services from the appropriate agency.

**College Level Examination Program (CLEP - sponsored by the College Board)** Central Alabama Community College will award credit for satisfactory performance on CLEP tests. CLEP is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement. Upon receipt of official results from a CLEP testing center, Central Alabama Community College will grant credit based on state guidelines and the American Council on Education (ACE) recommendations. ACE recommendations may be found at <http://clep.collegeboard.org/develop/ace-credit>.

### **Advanced Placement Test (AP)**

Central Alabama Community College awards credit for advanced placement courses taken in high school with scores of three (3) or higher earned on the national examinations of the College Board Advanced Placement Program. Upon receipt of official results, Central Alabama Community College will grant credit based on state guidelines; however, this credit may or may not transfer to another institution.

### **Credit for Experience in the Armed Services**

Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with recommendations from the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students may contact the Office of Enrollment Services.

### **Statewide Articulation**

Students can receive college credit for technical high school coursework completed in grades 10-12 listed on the statewide articulation memorandum of agreement between the Alabama

Community College System and Alabama State Department of Education. Students must meet the articulation criteria as outlined by the state to receive college credit for any course and request articulated credit no later than 20 months after high school graduation. Articulated credit is not available if granting such credit violates policies or regulations of licensure agencies or regulatory boards.

### **Subject Proficiency Examinations**

The College may award credit for some courses in the specialized portion of an Associate in Applied Science or Associate of Occupational Technology Degrees to a student who successfully completes specific course examinations. (**The student must complete a prior learning assessment form prior to testing.**) Official documentation of test results, appropriate approved for credit form, and appropriate credit approval must be filed in the Office of Student Services.

### **Prior Learning Assessment (PLA)**

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Courses earned through prior learning shall be noted on the student's transcript as having been awarded through PLA. Credit for experimental learning through portfolio review may not be awarded for academic transfer courses and may be used only when items **I-IV** cannot be used. Central Alabama Community College awards credit for previous training and work experience in career and technical programs only by the student providing a portfolio with relevant materials to determine college equivalent learning. Any student interested in obtaining PLA credit should contact the appropriate college faculty member or the Director of Student Services and Student Records in order to obtain the appropriate paperwork and advisement of the PLA process. The student will be responsible for any costs associated with granting of PLA credits. PLA for nursing classes is not permitted per State Board of Nursing policies. Not more than 25% of total credit hours required for any program may be awarded as a result of PLA. Credit awarded does not count toward the minimum 25% of semester credit hours that must be completed at Central Alabama Community College. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

Central Alabama Community College may use one or any combination of the above non-traditional methods in evaluating previous training and work experience. Not more than 25 percent of the total credit required for any program may be awarded through non-traditional means. Credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Central Alabama Community College for graduation requirements. Acceptance of non-traditional academic credit by CACC does not guarantee that other institutions will accept such work. Students are responsible for verifying acceptable course work by contacting the respective transfer institution.

## **ADMISSION OF HIGH SCHOOL STUDENTS**

### ***Accelerated High School Program***

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

- I.** The student has completed the 10th grade;
- II.** The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
- III.** The student has completed the high school prerequisites for the courses in which he/she wants to enroll.

Student must satisfy admission requirements outlined in the catalog with the exception of proof of high school graduation or GED completion. In the absence of an Alabama driver's license or state issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. Citizenship and a printout of the student info profile sheet from iNow, signed and dated by their high school principal, to establish current residency and ID.

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.

Students must pay tuition and fees as required by the institution.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions may only be applied to the 10<sup>th</sup> grade completion requirement and the high school prerequisite requirement.

This admission status is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students, and those receiving instruction through private tutors.

## **DUAL ENROLLMENT/DUAL CREDIT PROGRAM**

### ***Dual Enrollment for Dual Credit***

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975.



Central Alabama Community College is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies (LEAs) in the institution's service area. CACC may also establish agreements with private, home school/private tutor, parochial, or church/religious secondary entities. Establishment of Dual Enrollment for Dual Credit agreements with LEAs and other secondary educational entities outside of our service area must be through written, mutual consent of the respective ACCS institution president. All out-of-service-area agreements must be filed with the Academic and Student Affairs Division of the ACCS and the LEAs or other secondary educational entities.

To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:

- I.** Students must satisfy the admission requirements, with the exception of proof of high school graduation or GED completion.
- II.** In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
- III.** Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- IV.** Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- V.** Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

Central Alabama Community College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

All dually enrolled students must take the Accuplacer, a state-approved college placement test where minimum placement is required, specifically for college-level English or math courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students

take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.

Students must meet all applicable pre-requisites prior to enrolling in courses.

Developmental courses (those numbered below 100) are not offered through dual enrollment.

Students registering for career and technical courses must provide a four (4) year plan and career assessment. All dually enrolled students must provide a completed *Statement of Eligibility* form from high school.

### ***Continuous Eligibility for Dual Enrollment for Dual Credit***

Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified above will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements as identified in item IV. Exceptions may be granted by the administrative deans for extenuating circumstances.

### ***Dual Enrollment Course Offerings***

Dual Enrollment for Dual Credit courses offered by Central Alabama Community College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject-matter. Course curricula will not be modified. Courses may be offered at approved locations on or off campus(es). Courses may be cancelled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered shall be drawn from the existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not offered through dual enrollment.

Dually enrolled students may not audit courses.

Dually enrolled and non-dually enrolled high school students may be concurrently taught in the same course. The instruction will be taught at the collegiate level and in compliance with the syllabus of the college course.

Dual Enrollment for Dual Credit programs must operate on the college schedule, which may vary greatly from the high school schedule. Students must follow the CACC schedule for Dual Enrollment for Dual Credit courses. CACC is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, the *Student Handbook*, and the Student Code of Conduct. Central Alabama Community College reserves the right to refuse re-admission to any student who violates institutional policies.

### ***Dual Enrollment Tuition and Fees***

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Dual Enrollment scholarship funds may be provided for required items that are listed in the college course syllabus.

Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may automatically be dropped from course rolls. The appropriate LEAs and/or other secondary educational entities will be notified.

Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the college and the LEA and/or other secondary educational entity.

### ***Dual Enrollment for Dual Credit Agreement***

Participating LEAs and/or other secondary educational entities and colleges shall develop a Dual Enrollment for Dual Credit Agreement that includes, but is not limited to, the following:

- I. Mutually approved Dual Enrollment for Dual Credit courses.** Courses offered must be of postsecondary/college level and shall be drawn from the respective institution's existing academic inventory of credit courses.
- II. Faculty qualifications and requirements.** Dual Enrollment for Dual Credit instructors shall be faculty of the college. Faculty must be under the ultimate control and supervision of the college for the dual enrollment class or classes. The institution must provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the institution and must meet the credentialing requirements of the ACCS and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed these requirements must be on file at the institution. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate secondary system accrediting agencies.
- III. Faculty compensation.** The college shall be responsible for the compensation (examples include but are not limited to salaries, stipends or supplements) of faculty in accordance with ACCS and institutional policy. New consortia arrangements and/or contractual agreements whereby the institution pays the secondary system or high school to provide the instruction for Dual Enrollment for Dual Credit classes are prohibited as they may (1) lessen the institution's ability to exercise control and supervision of the instructor and (2) increase the complexity of compliance with accreditation standards related to educational

programs. (Current agreements of this type may be phased out and brought into compliance with the new requirement at the end of the current agreements.) Faculty may not receive dual compensation for instructional time.

- IV. Credit awarded.** One (1) three-semester-credit-hour course at the postsecondary level shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional action is required. LEAs may determine, in conjunction with the college, how credit for English 11 and/or English 12 is awarded. For courses that are more than three credit-hour, the college and LEA will need to agree to a cross-walk of courses.
- V. Transcripts.** Courses approved for dual credit shall be posted on both secondary and postsecondary transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit. It shall be the responsibility of the postsecondary institution to report grades (in numerical format) to secondary officials. Dual Enrollment credit is transcribed conditionally until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize the awarding of college credit for dual enrollment courses.
- VI. Annual evaluation plan.** A plan for an annual evaluation of the institution Dual Enrollment for Dual Credit program shall be prepared and shall adhere to procedures established by the Chancellor. The institution and the LEA and/or other secondary educational entity shall assume the responsibility for reporting required information in a timely manner.
- VII. Student issues.** Methods for addressing student related issues such as admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement. The local education agency and the community college must jointly develop written policies and procedures detailing information that includes, but is not limited to, attendance and critical dates, drop/add and withdrawal policies, student code of conduct (discipline/in-school suspensions), and grading policies. The procedures shall be outlined in the *Dual Enrollment Student Policies and Procedures Handbook*.
- VIII. Provisions for Disability Services and Accommodations.** Roles and responsibilities regarding accommodations and disability services must be clearly defined in the agreement developed between ACCS institutions and LEAs and/or other secondary educational entities. Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses. Alternatively, postsecondary institutions must comply with Section 504 of the

Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA) (as amended) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Students with disabilities who meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the College. Decisions regarding accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course, unless required to do so by applicable law. Some accommodations available at the high school may not be provided by the postsecondary institution.

- IX. Transportation responsibility.** Transportation is the responsibility of the parent/guardian of such students unless otherwise negotiated between the institution and the secondary educational entity.
  
- X. Communication to parents and students.** ACCS institutions must have a provision for communicating to parents and students the educational and economic benefits of the Dual Enrollment for Dual Credit program as well as requirements for participation and enrollment procedures. The institution will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

#### ***Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds***

CTEDE scholarship funds are contingent upon allocations by the Alabama Legislature. The scholarships will be awarded based on the allocation received for the Spring, Summer, and Fall semesters of the school year that funds are received. Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year, and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 15 for enrollment in the Spring semester; and, March 1 for enrollment in the Summer semester.

CTEDE scholarship funds may be used to cover costs of academic course(s) in the eligible CTE program of study but must be taken concurrently with CTE course(s). The Anatomy and Physiology course is an exception if the dually enrolled student is on a healthcare career pathway.

**ADMISSION OF INTERNATIONAL STUDENTS**

For admission to Central Alabama Community College, an international student must provide:

<b>International First-Time Students</b>	<b>International Transfer Students</b>
<ul style="list-style-type: none"> <li>• Admission application</li> <li>• A certified original translated and evaluated copy of the student’s high school transcript if graduated outside of the United States</li> <li>• A current and valid passport or other official documentation to verify lawful presence</li> <li>• A current photo (passport-size, preferred)</li> <li>• A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met.</li> <li>• A signed notarized statement verifying adequate financial support</li> <li>• A medical health history with proof of vaccination. (Form is attached.)</li> <li>• Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers upon arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• A certified original translated and evaluated copy of the student’s high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a translated and evaluated transcript from the degree granting institution.</li> <li>• Original transcripts from all US institutions attended</li> <li>• A signed notarized statement verifying financial support</li> <li>• Copy of the student’s current Form I-20</li> <li>• Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.</li> <li>• Copy of student’s Visa and Passport</li> <li>• A medical health history with proof of vaccination. (Form is attached)</li> <li>• Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20. The institution may provide an insurance plan or a list of available insurance providers upon arrival.</li> </ul>
<p>Other non-immigrant students must meet all admission requirements as well as provide documentation of immigration status as prescribed by the institution.</p>	
<p>An international student who fails to provide the required documentation will not be admitted.</p>	

Central Alabama Community College will review the documentation to ensure the student has adequate health and life insurance which is inclusive of a repatriation benefit. CACC may provide a list of available insurance providers for international students seeking coverage.

The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

Admission to Central Alabama Community College does not ensure admission to any individual program or course. Central Alabama Community College is expected to comply with all applicable accreditation requirements and standards regarding program admission.

***International students will be responsible for scheduling pickup and paying the costs of sending the Form I-20 via USPS, FedEx, or other parcel delivery company. A hold will be placed on the student in order for the international student to show proof of insurance, upon arrival, and registration in the Office of Enrollment Services.***

### **READMISSION OF STUDENTS**

Former students who have not been in attendance during the previous semester (summer term excluded), and students applying for readmission after suspension must complete an application for readmission. A former student who has attended a regionally or Council on Occupational Education accredited postsecondary institution since their last attendance at Central Alabama will re-enter as a readmit student.

### **TUBERCULOSIS SCREENING INFORMATION**

Tuberculosis (TB) screening is required for all incoming students that were born in, resided in, or traveled to for more than three (3) months from one of the countries listed on the Tuberculosis Screening Form.

TB screening should be considered for:

- Persons who have been in close contact of a person with infectious TB.
- Persons with signs or symptoms of active TB.

- Persons with HIV infection.
- Persons who inject drugs.
- Persons who have resided in, have been employed by, or volunteered in high-risk congregate settings: prisons and jails, nursing homes, and other long-term facilities for the elderly, hospitals and other health care facilities, residential facilities for patients with acquired immunodeficiency syndrome (AIDS), and homeless shelters.
- Persons with the following clinical conditions that place them at high risk: silicosis, diabetes mellitus, chronic renal failure, some hematologic disorders (e.g. leukemia and lymphomas), other specific malignancies (e.g. carcinoma of the head or neck and lung), low body weight (10% or more below the ideal), gastrectomy and jejunoileal bypass, prolonged corticosteroid therapy (e.g. prednisone 15 mg/d for 1 month), other immunosuppressive therapy, pulmonary fibrotic lesions seen on chest radiographs (presumed to be from prior, untreated TB).

**TB Facts:**

- Tuberculosis (TB) is caused by bacteria (mycobacterium tuberculosis) that most often affect the lungs.
- TB is spread from person to person through the air.
- The symptoms include cough, fever, night sweats, and unexplained weight loss.
- Tuberculosis is curable and preventable.
- About one-third of the world's population has latent TB, which means people have been infected by TB bacteria but are not (yet) ill with the disease and cannot transmit the disease.

**TUBERCULOSIS SCREENING POLICY**

Individuals with active TB are required by Alabama law to be treated for TB or remain isolated to protect others from the disease. Individuals with LTBI are advised to be treated to reduce their risk of developing active TB in the future. International students from countries with a high burden of TB (as determined by the World Health Organization) are at considerably higher risk and should be screened before being allowed to enter CACC. Extended travel or residency in a high burden area may also warrant screening, regardless of the student's country of birth.

The Alabama Department of Public Health (ADPH) and the Alabama tuberculosis Medical Advisory Council has advised all colleges and universities to screen all first-time students (undergraduates, graduate, transfer, English-language program) prior to attending classes. Each student who is determined to be at risk for developing TB must present the results of a TB skin test (Mantoux PPD) prior to entering CACC.

All first-time CACC students must follow the following procedure:

1. Upon application to the college, students must complete the TB risk assessment questionnaire and return the questionnaire to the Office of Enrollment Services prior to being admitted to the college.



2. Students with risk factors identified on the TB risk assessment questionnaire must have a TB skin test (TST) from their physician. Tests will be measured for as positive in conjunction with the individual's risk factors for TB. These tests must be completed prior to a student enrolling at CACC. **The student is responsible for all cost related to testing. Any student with a positive skin test and signs of active TB will not be permitted to enroll in the institution or attend class until cleared by the Alabama Department of Public Health.** CACC is required to notify the Alabama Department of Public Health Tuberculosis Program Manager promptly of individuals with signs or symptoms of active disease regardless of skin test status. Those individuals will be referred to appropriate healthcare providers for further evaluation and management.
3. Students with a documented previous positive TB skin test should not receive another skin test. These individuals are required to have a chest X-ray to rule out active disease. If the chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. If there is no documentation of the previous positive skin test, the skin test may be repeated.
4. Students from the United States or other low risk areas for TB infection need not be screened routinely with TB skin testing. However, low risk students entering the health professions or working in facilities which place them at risk for developing TB infection or disease should be screened with TB skin testing before potential exposure as well as periodically thereafter.
5. Students with positive TB skin test must have a chest X-ray performed to evaluate for active TB disease. Required chest X-rays may be performed by the local health department or by a physician. If a chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. Active TB disease must be excluded. The local health department will perform additional testing for individuals with a chest X-ray that is suspicious for TB. **The student is responsible for all cost related to X-rays.**
6. Students with a positive skin test and negative chest X-ray should contact the local health department regarding medication for latent TB infection. There are no restrictions on attending class, work, or campus activities for individuals with latent TB infection.

### **STUDENT ASSESSMENT**

Central Alabama Community College is required to assess student readiness for college-level course work using the state approved placement test, Accuplacer. The Accuplacer is a computerized test for students who have not tested within the last three years. The test is untimed and assesses abilities in English, writing, and mathematics, and determines appropriate class placement for these courses. With this information, students and their advisors will be able to increase chances for success by selecting appropriate classes.

State approved placement testing may be exempt with acceptable high school GPA of 2.5 or higher and coursework with a grade of C or higher in English and math courses. If requirements are not met, then ACT or SAT scores as designated in the Placement Score Chart would follow. Students with an associate degree or higher, students who transfer degree-creditable, college-level English

or mathematics courses with a grade of “C” or better from an accredited institution, students who have successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years, students enrolling to audit a course, students who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED, transient students with documentation, and students enrolling for personal enrichment purposes only are exempt from taking the ACCUPLACER.

The following ACCUPLACER score ranges will be used for student placement in math, English, and reading.

<b>Placement</b>		<b>ACCUPLACER Writeplacer</b>		
ENR 098		0-3		
ENG 101 with ENG099		4		
ENG 101 or ENG131		5-8		
<b>Placement</b>		<b>ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) Advanced Algebra and Functions (AAF)</b>		
MTH 098, MTH116		QAS 200-242		
MTH 100 with MTH099		QAS 243-252		
MTH100		QAS 253-266 or AAF 200-235		
MTH 110, MTH112, MTH231, MTH232, MTH265		QAS 266-300 or AAF 236-255		
MTH 113 OR MTH120		AAF 256-270		
MTH125		AAF 271-300		
<b><u>Act and SAT Exemptions</u></b>				
	<b>ACT</b>	<b>SAT (prior to 2016)</b>	<b>New SAT (Section Score)</b>	<b>New SAT (Test Scores)</b>
<b>English/Writing</b>	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence based Reading and Writing)	≥ 25 (Writing and Language)
<b>Reading</b>	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
<b>Math</b>	≥ 20	≥ 480	≥ 510	≥ 25.5
Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading, or Math within three years of enrollment is exempt from the subject specific placement assessment.				

A student who wishes to challenge placement results may retest once per calendar year provided there is evidence the student has completed test preparation activities. Additional preparation includes, but is not limited to, academic boot camps, online pre-tests, and placement test applications. There will be a \$10 fee for retesting per session. Placement test scores will be valid for three years from the date of the original or retest assessment.

Students must enroll in developmental courses within the first two semesters, preferably the first semester of enrollment, to ensure adequate preparation for college-level courses. Students will be provided an evaluation report of assessment test results and given appropriate advisement and a plan of study when developmental courses are required.

Non-high school graduates or non-GED recipients seeking admissions must be assessed using Level-D or higher of the Test of Adult Basic Education (TABE) and must attain the following minimum scores.

<b>TABE</b>	<b>Minimum Score</b>
Reading	567
Math	566
English	560

The placement assessment is administered at each of our four CACC locations. For a schedule of testing dates, times, and locations, please visit our website at: [www.cacc.edu](http://www.cacc.edu). Applicants **MUST** bring a photo ID on the day of testing. All applicants should complete any required testing at least one week prior to CACC Connect. For questions about testing policies, please contact the Testing Coordinator, Karen Hayes at [khayes@cacc.edu](mailto:khayes@cacc.edu).

***Release of Transcripts***

Central Alabama transcripts will not be released until all financial obligations have been satisfied. Transcripts received from other schools and colleges become the property of Central Alabama, and copies will not be released.

# OFFICE OF STUDENT SERVICES



In the interest of assisting each student to achieve his/her maximum potential as an individual, the Office of Student Services makes available a variety of services and information. The Dean of Students is administratively responsible for the Division of Student Services.

### **STUDENT SERVICES PHILOSOPHY STATEMENT**

The primary role of the Central Alabama Community College Student Services Division is to provide a seamless process in a supportive environment for students as they navigate through the enrollment funnel. It is the belief of each member of the Division that every student has unique personal, social, and intellectual needs that cannot be met by classroom instruction alone and that all students should have the opportunity to reach their maximum potential. The overall goal is to provide a full range of student development services and activities that promote the success of students from their initial contact with the College through the attainment of educational or personal goals, including graduation.

### **ALABAMA ARTICULATION PROGRAM (STARS)**

Central Alabama Community College is subject to the Statewide Articulation and General Studies Agreement; therefore, students are assured that successful completion of courses identified as part of the core curriculum will result in transfer of credit earned in these courses to any Alabama two or four-year public institution of higher education.

The Alabama Articulation Program or “STARS,” Statewide Transfer and Articulation Reporting System, is the Alabama computerized articulation and transfer planning system, which is designed to assist Alabama community college students with degree requirements, course equivalents, and other transfer information pertaining to specific programs of study at each state-funded four-year institution. As the information link among state public two-year and four-year institutions, STARS efficiently and effectively provides students, counselors, and educators with accurate information to make transfer decisions. The STARS system can prevent the loss of course credit hours, provide direction for the scheduling of course work, and ease the transition from one institution to another. This information is available to the public via the Internet. A variety of information, including an AGSC approved transfer guide, may be obtained by visiting the STARS website at <http://stars.troy.edu>. This site also contains information regarding transfer to four-year private institutions within the State of Alabama.

Students enrolled in career/technical programs are encouraged to seek information and assistance from the career/technical instructor in the respective program.

### **ADVISING**

The faculty at the College serve as academic advisors and are available to assist students at all locations. Advisors are assigned to students through the Office of Enrollment Services. Advisors reach out to their assigned advisees through email, Moodle, and phone contact. Advising reminders and alerts are also sent to students through the CACC App. The College website provides information to answer many questions a student or prospective student may have. Academic

advisors utilize the *Academic Advisor Handbook* as a resource and students may contact Student Services or the Office of Enrollment Services for the name of their advisor(s). Employee titles and contact information, including phone numbers and email addresses, are listed on the Directory on the website. On-line students may submit questions through the website or directly contact the appropriate individual with issues or questions.

In addition to faculty advisors, Student Support Services staff and Student Services Specialists provide academic success coaching for students. Academic success coaching includes regular contacts and coaching sessions with students, assistance with selecting a career path, troubleshooting with schedules or registration, and referring students to counseling and community resources when appropriate. The coaches also assist students in identifying barriers to completion and challenges through their enrollment, and guide them in finding options and solutions that will lead to completion. Career coaching is available to assist students with career exploration, career path selection, and referrals to community resources. The Student Services Office maintains an updated list of community resources for students that is shared on the College website and Moodle. Faculty advisors and staff who provide academic support coaching also have additional resources available to assist them with providing quality advising and mentoring to students.

Advising Mission Statement: Academic advisors seek to cultivate a collaborative, mentoring partnership with students by providing quality support and instruction that is driven by the individual student's needs, interests, and educational and personal goals.

### **ACADEMIC SUPPORT**

Central Alabama Community College provides the following services to support student learning.

- Students have access to computers and Wi-Fi in Alexander City, Childersburg, Pratt's Mill and Talladega.
- Academic success coaches are available to assist students with academic, social, and personal obstacles and challenges they may face that interfere with the academic progress in Alexander City, Childersburg, Pratt's Mill and Talladega.
- Students may be eligible for academic support services, including professional tutoring and academic coaching, through "Student Support Services," a federal TRIO program that promotes student success.
- Students may use Alabama's Free Live Online Homework Help Service.

#### ***Counseling Services***

If a student needs help with personal problems of a nature or degree beyond what is appropriate for college staff, the student will be referred to other appropriate professional resources outside of the College. A list of resources is available through the Student Services office at each location and on the College website.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Central Alabama Community College complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) which provides that all students and former students of Central Alabama Community College have the right to inspect and review their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.) Responsibility for protection of the privacy of student educational records rests primarily with the Student Records Manager. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met: (1) through the written consent of the students, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. Outlined below are four limitations which exist on students' rights to inspect and review their educational records as published in the Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 As Amended, Revised Edition 2000, a publication of the American Association of Collegiate Registrars and Admissions Officers.

### ***Definition of Educational Record***

Students educational records are defined as those records, files, documents, and other materials, which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
3. Records, which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, that are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College. However, such records are available to a physician or appropriate professional of the student's choice, if requested.

The law further outlines the following exception of items not open to inspection by students:

1. Financial information submitted by parents;
2. Confidential letters and statement of recommendations, placed in the records prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which a student has waived his/her rights to inspect and review and that are related to the admission of the student, application for employment or job placement, or receipt of honors;
4. Education records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student.

#### ***Student Access to Educational Records***

All students have the right to review their educational records with the following exceptions as outlined by FERPA.

#### ***Location/Identification of Individuals Responsible for Student Records***

The College has designated the following officials as being responsible for student records within their respective areas:

1. Associate Dean of Student Services: The Associate Dean of Student Services has the overall responsibility of assuring that each student entering Central Alabama Community College has an adequate record system that is maintained, kept up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Associate Dean of Student Services will be assisted in this responsibility by the following individuals.
2. Student Records Manager: The Student Records Manager will ensure that all students, upon acceptance to the institution, have an individual student record file containing all admission criteria. The Student Records Manager is further charged with the responsibility of continuously maintaining all student files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records. The Student Records Manager will ensure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. Current student files are maintained in the Office of Records. Files of students that are not currently enrolled or being processed for enrollment are maintained at secure locations in the Records Storage Departments. The Student Records Manager is the ultimate custodian of student records.



3. **Director of Financial Aid:** The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies.
4. **Dean of Financial Services:** The Dean of Financial Services will have the responsibility of assuring that all FERPA provisions as set forth in this policy are applied to the release of financial information concerning individual students.

To review records, students and former students may go to the respective office of record and present a valid photo ID and ask to review the record. Student must complete a Request to Review Education Records Form. Based on the circumstances at the time, the College may delay up to 45 calendar days the release of records for review. The College is not required to provide access to record of applicants for admission who are denied acceptance or if accepted, do not attend.

#### ***Challenge of the Contents of Educational Record***

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be three calendar years from the term in question. This challenge must be in writing and must be submitted to the Dean. The Dean will decide within a reasonable period of time whether corrective action will be taken, and the Dean will provide written notification to the student and the Office of Records of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their rights to a formal hearing. The grievance policy is outlined in the *Student Handbook* located on the College website. The final decision of Central Alabama Community College shall be in writing, shall be based solely on the evidence presented at the hearing(s), and shall include a summary of the evidence and the reasons for the decision. The decision shall be delivered in writing via office email address and/or U.S. mail to all parties concerned who have a legitimate educational interest.

1. The Dean of Students or his/her designee will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student of the amendment in writing.
2. If Central Alabama Community College decides not to amend the record in accordance with the student's request, the Dean of Students will inform the student of the following:
  - a. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
  - b. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Central Alabama Community College.

- c. This record, when disclosed to an authorized party, must include the statement filed by the student. The College reserves the right to amend the educational record if an error was made by the College. Any exceptions must be approved by the President.

### ***Disclosure of Educational Record Information***

Central Alabama Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records other than “Directory Information.” Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

FERPA states that certain information from student records may be classified as “directory information.” The following information has been declared by Central Alabama Community College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, honors, photographs made at college events on or off campus, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent school attended by the student. The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form in the Office of Enrollment Services. This order will remain in effect for one year from the date of submission and must be updated annually. Photos may be used for publicity and recruitment purposes. Directory information may be denied when it is deemed by the Dean of Students/Associate Dean of Student Services or Student Records Manager that it is not in the best interest of the student or the College.

According to FERPA guidelines, Central Alabama Community College may release students’ educational records to the following without prior written consent from the student:

- I. To school officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and college attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her job description or by a contract agreement, performing a task related to a student’s education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students or Student Records Manager about an individual’s “need to know” or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.
- II. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.

- III. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
- IV. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- V. To organizations conducting certain studies for or on behalf of Central Alabama Community College.
- VI. To accrediting organizations to carry out their accrediting functions.
- VII. To parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent federal income tax form.
- VIII. To appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
- IX. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Records makes a reasonable attempt to notify students in advance of compliance.  
  
*NOTE: Central Alabama Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.*
- X. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

A complete view of FERPA guidelines is available in the Office of Records and the Student Services Office at each college location.

#### ***Annual Notification of FERPA Rights***

Central Alabama Community College will give annual notice to current students of their rights under the Act by publishing information in the Catalog.

#### ***Privacy Rights of Deceased Students***

For twenty-five years following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

### ***Violations of FERPA***

A complete copy of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in the Office of Student Services on the Alexander City campus, Childersburg campus, the Talladega Center, and the Pratt's Mill Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. The online complaint form is available at <http://familypolicy.ed.gov/complaint-form>.

To review and obtain a paper copy of the Annual Notification of Rights under FERPA, please contact the Office of Records at (256) 378-2001.

### ***Facsimile Records (FAX)***

Central Alabama Community College honors FAX requests, with a copy of the student's driver license, to send official transcripts to third parties, and Central Alabama will accept FAX transcripts for advising purposes only. **An official transcript is required for any student to receive federal financial aid. A faxed transcript will not be accepted for financial aid purposes.**

### ***Computer Access to Records***

Central Alabama Community College has established policies for initially instructing and periodically reminding school officials of FERPA confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Central Alabama uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

In addition, Central Alabama Community College will inform parties to whom personally identifiable information is released in any manner that they are not permitted to disclose the information to others without the written consent of the students.

Central Alabama Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

### **TYPES, LOCATIONS, CUSTODIANS OF EDUCATIONAL RECORDS**

<b>TYPE</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Admissions Records	Office of Enrollment Services, Administration Building, Alexander City	Admission Specialists
Cumulative Academic Records	Office of Records, Alexander City and Childersburg	Student Services Records Manager

Alexander City State Junior College records before 1975 are located at Alexander City; Nunnelley State Technical College records before 1989 are located at Childersburg; Coosa Valley School of Nursing records are located at Alexander City; all other records are accessible on the Childersburg or Alexander City campus.		
Financial Aid Records	Financial Aid Office, Administration Building, Alexander City	Director of Financial Aid
Student Account Records	Business Office, Betty Carol Graham Technology Center, Alexander City	Dean of Financial Services
Athletic Eligibility	Office of the Athletic Director Business and Science Building, Alexander City	Athletic Director
Disciplinary	Office of the Dean of Students, Administration Building, Alexander City	Dean of Students
Nursing Records	Office of Records Vault, Administration Building, Alexander City	Student Services Records Manager
Nursing Admission	Office of Enrollment Services, Administration Building, Alexander City	Admission Specialist
ADA Records	Office of ADA Coordinator(s) Administration Buildings	Alexander City Campus and Childersburg Campus

### **SPECIAL TESTING FOR HIGH SCHOOL EQUIVALENCY CERTIFICATE (GED)**

Central Alabama Community College has been designated by the Alabama State Department of Education as a test center for the GED. The purpose of the GED is to provide an opportunity for persons who have not graduated from high school to earn a High School Equivalency Certificate issued by the Alabama State Department of Education. This credential is recognized as a key to employment opportunities, advancement possibilities, financial rewards, furthering education, and higher self-esteem. Most colleges, employers, training agencies, and state and federal civil services accept the certificate in lieu of a high school diploma.

The GED covers what graduating high school seniors should know about writing, social studies, science, literature and arts, and mathematics. The questions in each of these tests require general knowledge and thinking skills. Few questions ask about facts, details, or definitions. The GED is designed to measure knowledge and skills, usually learned during four years of high school that have been obtained in a different manner.

Eligibility requirements to take the GED are as follows: (1) must be a resident of the state of Alabama; (2) not enrolled in school; (3) 18 years of age or older OR if 17 years of age and have officially withdrawn from public or private school must have the following two letters: (1) letter of exemption from last high school attended or letter from city or county superintendent or

headmaster of school last attended and (2) notarized letter from parent or guardian. Most people prepare for the GED test with review classes, books, or practice tests; however, the tests may be taken regardless of the amount of previous education. To register and pay for the GED test, you must go online to [www.ged.com](http://www.ged.com).

GED classes are free of charge and available on campus and in many surrounding locations. Students who receive their GED on or after July 1, 2002, are eligible for one free course at an institution under the control of the Alabama Community College System. Student must contact the Financial Aid office for information on the one-time free course.

For additional information on the GED classes or the GED test, call either the Alexander City campus or the Childersburg campus.

### **ORIENTATION AND STUDENT SUCCESS**

All students are required to take ORI 105 unless they are transient students, dual enrollment students, students in a technical program that requires WKO 110, or transient students that have previously taken a Student Success course at another institution. Any other exceptions must be approved by the Dean of Academic Programs or the Dean of Workforce Development and Economic Development. The course is designed to introduce students to the college experience by providing students with the tools needed for academic and personal success.

### **CACC CONNECT - PRE-COLLEGE ORIENTATION SEMINAR**

All students seeking long term certificates or degree credentials are required to participate in and complete a pre-college orientation seminar, CACC Connect, prior to the beginning of the first semester of enrollment. Students may enroll in the on-line CACC Connect or sign up to attend CACC Connect. During the seminar, students must provide state approved placement assessment scores or acceptable ACT or SAT scores for appropriate placement in English and mathematics. The Alabama Community College system has adopted state approved placement assessment as a prerequisite for initial enrollment in all college-level courses. Standardized tests such as ACT or SAT are not required for admission. Any student who applies for admission to and enrolls in Central Alabama within three years of high school graduation/enrollment may use their ACT or SAT scores. Placement assessment scores are valid for three years from the date of the original or retest assessment.

The following categories of students are not required to complete the state approved placement assessment (Accuplacer):

- I. Those enrolling for four hours or less each semester in a non-degree program for recreational or health reasons in such courses as art, music, foreign language, wellness, etc.

- II. Those who are sponsored by or enroll at the request of a governmental agency or private institution for a specific short-term course or program such as Adult Skills Training Program, etc.
- III. Transient students whose courses are approved by the parent institution.
- IV. Those who have completed a college degree or college course work beyond entry-level college English and mathematics.
- V. Students with acceptable high school GPA of 2.5 or higher and coursework with a grade of C or higher in English and math courses, or have acceptable ACT/SAT scores within three years of high school graduation/enrollment can be exempt in English and math.
- VI. Students registering for career and technical education courses, with the exception of math and English, in the 10<sup>th</sup> or 11<sup>th</sup> grade are not be required to take the state-approved placement test. Students must take the Accuplacer before the start of their 12<sup>th</sup> year of high school, or submit ACT scores which exempt them from the exam (18 or higher on ACT English and 20 or higher in Mathematics).

The Accuplacer is administered each semester. Please visit the CACC website at [www.cacc.edu](http://www.cacc.edu) to view the schedule.

### **PLACEMENT SERVICE**

Placement involves aiding the student in moving from the community college to the next educational or career objective. Attention is placed on assisting the student in choosing the senior college to which he/she plans to transfer and in meeting the admission requirements for that college.

The college offers limited placement assistance with employment for our graduates.

### **COPYRIGHT/FILE SHARING**

The purpose of the College copyright information is to provide educational information that communicates the Copyright Act to students and employees of Central Alabama Community College. Although every effort has been made to provide accurate information, this information is not intended to provide legal advice about copyright.

According to the U.S. Copyright Office, copyright "is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available

to both published and unpublished works." For more details, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

In general, Section 106 of the Copyright Act of 1976 gives the copyright owner exclusive rights to the following, allowing him or her to authorize others likewise: to reproduce the works in copies or photo records, to prepare derivative works based upon the work, to distribute copies or photo records of the work to the public by sale or transfer of ownership, or by rental, lease, or lending, to perform the work publicly, in the case of literary, musical dramatic, and choreographic works, pantomimes, and motion pictures, and other audiovisuals, and in the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Authors of visual art also have the rights of attribution and integrity, as described in Section 106A of the Copyright Act of 1976. Additional information regarding the registration of works of visual arts can be found in Circular 40, "Copyright Regulation for Works of the Visual Arts," prepared by the U.S. Copyright Office.

While *it is illegal for anyone to violate any of the rights established for copyright owners*, there are limitations or exceptions to these rights. Of particular interest to educators and students are four exceptions under certain conditions: works in the public domain, "Fair Use," the Digital Millennium Copyright Act (DMCA), and the "TEACH Act."

### ***Public Domain***

Copyrighted works may eventually fall into the public domain and, at that point, may be freely used without permission. In general, such works include those for which the copyright has expired or has been lost, works produced by the federal government, and works that lack sufficient originality to qualify for copyright protection (e.g., standard calendars, charts, rulers, etc.).

### ***Fair Use***

The "Fair Use" doctrine allows educators and students to use copyrighted materials without seeking prior approval to certain types of resources under certain conditions. The fact alone that the intended use is educational does not remove restrictions; the "four fair use factors" must be considered in total:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

"Fair Use" analysis is based on reasonable efforts by reasonable individuals and, as a result, is sometimes subjective. Educators enjoy some protection from infringement lawsuits because of Section 504(c) (2) of the Copyright Act. This protection is called "the good faith fair use defense" and is based on "a reasonable, good faith determination" by educational employees that their use



of copyrighted materials falls under the exceptions for "fair use": i.e., employees, acting within the scope of their employment, who make a reasonable, good faith decisions that their use of copyrighted materials falls under the "Fair Use" doctrine, are protected from statutory damages in court cases that find copyright infringements have occurred if they believe and have reasonable grounds for believing that their use was fair.

Central Alabama Community College students are expected to act responsibly and legally by applying "Fair Use" principles to the completion of their activities and projects. The College does not assume legal responsibility for violations of applicable copyright law. Student employees are subject to all college policies relating to faculty and staff.

### ***Digital Millennium Copyright Act (DMCA)***

In 1998, Congress revised copyright provisions to meet the demands of the digital age and to offer certain protections to educational entities that offer online resources, thus qualifying as Online Service Providers (OSPs). More specifically, the DMCA:

- Prohibits the "circumvention" of "technological protection measures" (e.g., password or form of encryption) used by a copyright holder to restrict access to its material;
- Prohibits the manufacture or offering of any device or service designed to defeat such protective measures;
- Makes no change to the "Fair Use" doctrine and expressly states that valuable activities based on the "Fair Use" doctrine (e.g., reverse engineering, security testing, privacy protection, and encryption research) do not constitute illegal "anti-circumvention";
- Exempts any OSP or carrier of digital information (including libraries) from copyright liability because of the content of a transmission made by a user of the provider's or carrier's system (e.g., the user of a library system or College network);
- Establishes a mechanism for a provider to avoid copyright infringement liability due to the storage of infringing information on an OSP's own computer system, or the use of "information location tools" and hyperlinks, if the provider acts "expeditiously to remove or disable access to" infringing material identified in a formal notice by the copyright holder.

Title 17 of the U.S. Code and more recently the Digital Millennium Copyright Act, 105 PL 304 also outline that it is illegal to distribute copyrighted music in any form, including digital mp3 files, without a license to do so from the copyright holder. It is a violation of college policies to use the campus network for illegal activities or in a manner that consumes capacity and services needed for instruction, research, and other core purposes. The individual using electronic resources (e.g., computers, campus network, Internet access, etc.) is responsible for adhering to all college policies and guidelines as well as all copyright and legal restrictions.

Central Alabama Community College has appointed Denita Oliver as the College Copyright Agent to receive notification of claimed infringement from a copyright owner as required by the Digital Millennium Copyright Act.

### ***The 2002 Teach Act***

The 2002 Technology, Education and Copyright Harmonization (TEACH) Act updates U.S. Copyright law to extend privileges for legally using copyrighted materials with distance education technology and clarifies terms and conditions under which educational institutions can use copyrighted materials in an online educational format without permission from the copyright owner.

TEACH allows instructors and students at an accredited, nonprofit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material must qualify as fair use or permission from the copyright holder(s) must be obtained. The provisions of the TEACH Act require certain administrative and technological restrictions on the distribution of copyrighted materials as well as education of instructors and students in copyright requirements.

Some of the key elements of the TEACH Act include:

- Limit access to copyrighted works to only those students currently enrolled in the class;
- Limit access for the time needed to complete the class session or course;
- Inform instructors, students, and staff of copyright laws and policies;
- Prevent further copying or redistribution of copyrighted works;
- Do not interfere with copy protection mechanisms;
- Apply "Fair Use" doctrine to print and digital environments;
- Apply "Fair Use" doctrine even when there are no established guidelines for particular uses of copyrighted materials.

### ***Summary of Penalties for Copyright Violation***

Students and employees should be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject them to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

In addition, students found to be in violation of copyright laws will be disciplined in accordance with the College Student Code of Conduct found in the College catalog. Employees found to be in violation of copyright laws will be disciplined in accordance with the College *Employee Handbook*.

### ***Legal Alternatives to Illegal Downloading***

The College recommends students and employees utilize the information provided by *Educause* at their Legal Source of Online Content site at [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent) to determine legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The site is a regularly maintained and updated list of legal content sources for use by students and employees. Any questions about this information should be directed to the College Copyright Agent.

### ***Copyright and College Web Pages***

Web pages hosted by Central Alabama Community College are subject to all copyright policies. Any individual who wishes to post copyrighted materials on his/her web page or a college webpage is advised to secure, in advance, in writing, permission of the copyright holder and provide a copy of that documentation to the College Copyright Agent. Anyone who posts copyrighted materials on his/her web page or a college web page without first securing and providing proof of permission from the copyright holder is individually liable for copyright infractions.

### ***Copyright and Distance Education***

Faculty and staff are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property without permission before using the material. Instructors involved in distance education may use copyrighted materials that meet the following as prescribed by the TEACH Act:

- Avoid use of commercial works that are sold or licensed for purposes of digital distance education;
- Avoid use of pirated works or works where it is otherwise known that the copy was not lawfully made;
- Limit use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting; ***For example, TEACH does not authorize the digital transmission of textbooks or course packs to students.***
- Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. ***For example, instructors should interactively use the copyrighted work as part of a class assignment in the distance education course. The copyrighted work should not be an entertainment add-on or passive background/optional reading. Enrolled students may post to distance education class pages as long as there is actual supervision by the instructor. Actual supervision does not require prior approval for posting nor does it require real-time or constant presence of the instructor.***

- Access to software tools provided by the College limits use to the students enrolled in the course, prevents downstream copying by those students, and prevents these students from retaining the works for longer than a “class session.”
- Notify students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder through the posting of the message below on all distance education class sites:

**The materials on the course website are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.**

### *Student Works and Copyright*

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore, student works are protected by copyright regulations. Faculty should have written permission from the student copyright holder to use his/her works. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student to do so (specifying name, contact information, title of item[s], statement giving permission, and dates included). However, materials used on any of the College course web sites or notes obtained from an instructor are only for the use of students enrolled in Central Alabama Community College for the purposes associated with the course and may not be retained, disseminated, or sold without permission of the Dean of Instruction/Designee.

### *Plans to Effectively Combat Copyright Violations*

Central Alabama Community College utilizes the following strategies to effectively combat copyright violations:

- Uses the services of the Alabama Supercomputer Authority to deter peer to peer copyright infringement. The Supercomputer Authority provides content filtering services to prevent peer to peer connections as well as proxy connections to bypass such filters.
- Informs students and employees through annual notifications as well as information and resources on the College website, College Catalog, and College *Employee Handbook*.
- Reviews on a periodic basis of the College policies and practices by the College Copyright Agent who monitors and examines any violations in order to improve college policies or practices.

## **POSTING SIGNS OR FLYERS POLICY**

The Dean of Students Office serves as the approval authority for postings at all Central Alabama Community College locations. Students, student clubs and organizations, and off-campus individuals or groups must receive prior approval from the Dean of Students Office as to the time, place and manner for displaying or distributing signs, posters, and/or flyers on campus property.

Any material(s) displayed or distributed without an original “approval stamp” from the Dean of Students Office will be removed until approval is obtained.

Materials may not be posted on windows, doors, or walls without direction from the Dean of Students Office. The person(s) or organizations responsible for posting the signs will be held responsible for removal of the signs in a timely manner and for any damage that might occur to college property while posting or removing signs (i.e. holes in walls, removal of paint, discoloring surfaces, etc.).

Notices, signs, posters, flyers, and other printed material must:

1. Include the name of the sponsoring organization or individual
2. Be posted at locations approved by the Dean of Students or his/her designee
3. Be removed by the sponsoring organization within 24 hours following the scheduled event

Employees must have the approval of their assigned administrator for postings prior to displaying them on campus, and the postings must be placed only at locations approved by the Dean of Students or his/her designee. College bulletin boards are assigned to specific departments and clubs/organizations and postings must have prior approval for placement on a bulletin board.

### **SPEECH AND DEMONSTRATION POLICY**

Central Alabama Community College recognizes and supports the rights of free expression and speech and supports the rights of students, employees, and visitors to speak in public and to demonstrate for or against actions and opinions with which they agree or disagree. The purpose of free speech zone regulations is to inform members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Alabama Community College. It is the further intent to ensure the primary educational purpose of the College while promoting debate and sharing of information.

The College encourages persons demonstrating and/or speaking to demonstrate civility, show concern for the safety of persons and property, respect for College activities and for those who may disagree with their message. All persons on any campus location shall comply with College policies and procedures.

In order to maintain safety, security, ensure the orderly scheduling of campus facilities and to preclude conflicts with academic and co-curricular activities, Central Alabama Community College reserves the right to impose reasonable limitations on such activities with regard to time, place, and manner.

Central Alabama Community College reserves the right to require that speakers, sponsored or unsponsored, College affiliated or visitors to the campus, use the Open Air Forum (located at the gazebo across from the College Library in Alexander City, the gazebo located at the Talladega Center, or the courtyard located behind the Administrative Building on the Childersburg campus).

Demonstrations, speeches, and debates are to be held in the Open Air Forum and are limited to times and dates that College is officially open. To accommodate all users, applications for permits to schedule the use of the Open Air Forum are available in the Office of the Dean of Students, located on the Alexander City campus and open Monday through Thursday 7:30 a.m. to 5:00 p.m. and Fridays 7:30 a.m. to 11:30 a.m. during fall and spring semesters. During summer semester, the office is open Monday through Thursday 7:00 a.m. to 5:30 p.m. The office may be reached via phone at 256-215-4275. Authorization for any demonstration, speech, or debate will require identification of the individual or organization and agreement to abide by this policy. Approval or denial for a permit to use the Open Air Forum will be given within three business days. Security needs, terror alerts, local, College, and/or national events may affect the availability of spaces that would normally be available. Central Alabama Community College reserves the right to avoid conflict with the normal functions and requirements of the College as well as avoid disruption to the learning environment and assure that the flow of vehicular and pedestrian traffic is not impeded.

For the purposes of demonstrations, speeches, and debates, musical instruments or sound amplification of any kind, included but not limited to stereo speakers, stationary or mobile public address systems, is not allowed in the Open Air Forum.

### ***Definitions***

**Speech** is the oral presentation of ideas in a designated public forum.

**Demonstration** is any process of showing individual or group cause by speech, example, group action or other form of public explanation.

**Debate** is a discussion involving differing viewpoints in which differing sides of an issue are advocated and/or presented by one or more speakers.

**Open Air Forum** is a designated area on campus (located at the gazebo across from the College Library in Alexander City, the gazebo located at the Talladega Center, or the courtyard located behind the Administrative Building on the Childersburg campus) not confined by walls or enclosures. All persons engaged in speech, debate, or demonstration in the Open Forum are encouraged to conduct themselves in a civilized manner.

### ***Sanctions and Enforcement***

Campus visitors and unsanctioned student organizations and their members violating this policy regarding time, place, and manner of speech and demonstration will be subject to immediate removal from the campus grounds, without prior warning, by appropriate college agents or officials and may be subject to appropriate legal action.

Registered students and/or sanctioned student organizations violating this policy may be, upon submitting an official incident report to the Division of Student Services, subject to review and action by the Dean of Students or her designee.

These regulations shall be interpreted, administered, and enforced by the Dean of Students or her designee.

This policy is not intended, nor should it be understood, as an endorsement or approval by Central Alabama Community College of any speech or demonstration, an invitation or license to speak or demonstrate, or granting of any right or permission to speak or demonstrate on campus beyond the rights existing under federal and state laws.

All information expressed in the Open Air Forum is for informational and educational purposes only. All information expressed by the individual or organization using the Open Air Forum is particular to the individual or organization and is not in any way expressing a belief of Central Alabama Community College in whole or part.

The Office of the Dean of Students will notify persons, agencies, or organizations in writing, including electronic notification, of the denial or approval of permit by the Office of the Dean of Students.

# TUITION & FEES





## TUITION AND FEE RATE

**In-State Rate** **\$162 per credit hour\***

*\*In-State Rate includes tuition (\$131/credit hour), Facility Fee (\$9/credit hour), Technology Fee (\$9/credit hour), Bond Fee (\$1/credit hour), and Building Fee (\$12/credit hour).*

**Out-of-State Rate** **\$293 per credit hour\***

*\*Out-of-State Rate includes tuition (\$262/credit hour), Facility Fee (\$9/credit hour), Technology Fee (\$9/credit hour), Bond Fee (\$1/credit hour), and Building Fee (\$12/credit hour).*

**Note:** Tuition and fees are subject to change by approval of the Alabama Community College System Board of Trustees.

## OTHER CHARGES, FINES AND FEES

Audit Fee	Same as regular tuition and fees
Community and Continuing Education Courses	Varies by course
Diploma Fee (nonrefundable)	\$ 22.00
Previous Year Diploma (nonrefundable) <i>Printed diplomas are available for the previous academic year contingent upon availability of appropriate authorizing signatures for the diploma.</i>	\$ 35.00
Returned Check Fee	\$ 30.00
Library Fine (per day)	\$ 0.25
Student Accident Insurance (per semester) <i>Program specific</i>	\$ 3.30
Official Transcript Fee <i>No charge for first official transcript request</i>	\$ 5.00
Parking Fee (per semester)	\$ 5.00

Replacement Student ID Card	\$ 30.00
Late Registration Fee <i>A Late Registration fee of \$25 will apply to any student who registers for a term AFTER the regular registration deadline published in the Registration Schedule.</i>	\$ 25.00
Nursing Malpractice Insurance <i>Annual premium</i>	\$ 15.00
Nursing Assessment Technologies Institution (ATI) Testing Fee/Resources <i>Insurance premiums and/or testing fees are subject to change.</i>	Varies by term
Traffic and Parking Fines	Varies by offense

### **PAYMENT**

All students participating in pre-registration and regular registration who have not completed payment by or confirmed financial assistance and sponsorship awards\* by final registration date will be removed for nonpayment. Students may re-register for any open course sections during late registration, at which time a \$25 late fee will be assessed. All outstanding balances must be paid prior to the first official class day of the term. Payment of tuition, fees, and other charges may be made by cash, personal check, cashier's check, traveler's check, money order, debit card, or credit card.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of the payment to be provided by the Department of Veteran Affairs.

*\*Common forms of financial assistance include Pell Grants, Stafford Loans, Supplemental Educational Opportunity Grants, institutional scholarships, third-party scholarships, Vocational Rehabilitation, WIOA, TAA, etc.*

### **WITHDRAWALS AND REFUNDS**

The official withdrawal forms may be obtained in the Office of Student Services. The refund of tuition and fees is rounded to the nearest dollar and is computed according to the student's last date of attendance. Student accident insurance and malpractice insurance are non-refundable after the first day of the semester.

For withdrawal purposes, during mini-sessions, a week is defined as **two days**. No refunds are issued after the sixth class day. Refund checks are processed three to six weeks after the first day of the semester as published in the College Catalog and College Calendar.

Students who are active members of the Alabama National Guard or reservists who are called to active duty in the time of national crisis will receive a full tuition refund at the time of withdrawal if the student is unable to complete the semester due to active duty orders. If a National Guard student is receiving Title IV funding, a re-calculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

***Partial Withdrawal***

Students who do not completely withdraw from the College but drop a class during the drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

***Complete Withdrawal***

A student who officially withdraws from the College before completing the semester may claim a refund according to the following schedule:

Withdrawal before the first day of the term as published in the College Catalog and semester schedule	100% of tuition and fees refunded
Withdrawal during the first week of classes	75% of tuition and fees refunded
Withdrawal during the second week of classes	50% of tuition and fees refunded
Withdrawal during third week of classes	25% of tuition and fees refunded
Withdrawal after close of third week of classes	No refund

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance will receive the grade of “F” in the course, which will not be posted until the end of the semester to the student’s transcript. The student will not be allowed to withdraw regardless of the College published withdrawal date. **This policy supersedes the College withdrawal policy. A student assigned a failing grade by an instructor in the aforementioned circumstance may appeal the grade using the published grade appeal process outlined in the Student Handbook and College Catalog.**

***Delinquent Accounts***

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold transcripts and diplomas until the debt is paid. As required by the State of Alabama, the College may use any legal means to collect the amount due. Delinquent accounts will be referred to outside collection agencies and will be reported to national credit bureaus. The debtor is responsible for paying all

attorney's fees, court costs, and collection agency charges if CACC retains an attorney or collection agency to secure payment of the amount due.

***Withdrawal from Community and Continuing Education Courses***

Refunds for community and continuing education courses must be requested before the first class meeting. Refund request forms are available in the Office of Records and must be completed prior to the first day of class.

**GUIDELINES FOR DETERMINING ELIGIBILITY FOR TUITION RATES**

Students or prospective students described in either Part A or Part B below shall be eligible for in-state tuition rates. Non-resident students described in Part B must submit documentation to the Office of Enrollment Services for determination of whether or not a student meets the criteria.

**I. Resident Students**

A resident student is a person who:

- a. Is a citizen of the United States and has been a legal resident of the State of Alabama for at least 12 months immediately preceding admission, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of minors or dependent students) whose parent(s) or legal guardian has been a legal resident of the State of Alabama for such period; or,
- b. Is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of admission, or whose non-estranged spouse, or (in the case of dependent students) whose parent(s) or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration.

**II. Non-Resident Students Eligible for In-state Tuition Rates**

A student may be eligible for in-state tuition who:

- a. Is a dependent whose parent(s) or legal guardian has taken full-time permanent employment in Alabama and will commence said employment within 90 days of admission; or
- b. Is not a dependent but who holds full-time permanent employment in Alabama or whose non-estranged spouse holds permanent full-time employment in Alabama and employment will commence within 90 days of admission; or resides in Harris, Heard, or Troup County, Georgia, and attends the Alexander City campus of Central Alabama Community College.
- c. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38,

United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty services of 90 days or more.

- d. Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of transferor's discharge or release from a period of active duty service of 90 days or more.
- e. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of Title 38, United States Code.
- f. Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- g. Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- h. Anyone using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E).
- i. The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C 3679 as amended.

### **III. Out-of-State Students**

Any student who does not fall into one of the categories described above for in-state tuition eligibility shall pay tuition and fees at the out-of-state rate.

*An out-of-state student cannot attain resident status simply by attending school for twelve months in the State of Alabama. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the student.*

# ADULT EDUCATION AND NON-CREDIT COURSES



## **ADULT EDUCATION**

### ***Adult Education***

Central Alabama Community College Adult Education provides community based classes offering instruction in GED Test Preparation, High School Diploma Options, Remediation in Basic Academic Skills, Beginning Literacy, Family Literacy, Essential/Life Skills, Employability Skills, Digital Literacy Skills, Financial Literacy Skills, and English for Speakers of other Languages (ESOL). These free classes are available in a variety of morning, afternoon, evening and distance learning formats designed to accommodate the schedules of adult learners (ages 16 and older) who live in the College service area.

### ***Career Pathways***

The Adult Education Division offers students seeking an alternate high school diploma or high school equivalency GED the opportunity to be co-enrolled with credit bearing career technical programs that lead to credential attainment required by high-growth, high-demand jobs. The Adult Education Division provides supportive services for youth and adults to improve their academic skill level. This integrated learning method is designed to enhance student success.

College programs eligible for Career Pathway co-enrollment includes the Associate in Occupational Technology (AOT) Welding program, where students earn stackable credentials along the path to earning the AOT degree. Similarly, Associate in Applied Science (AAS) programs in Office Administration and Industrial Electronics are eligible for Career Pathway co-enrollment. These three programs are Title IV (federal aid) eligible. Individual student eligibility for Title IV aid is based on meeting federal requirements and completion of the Free Application for Federal Student Aid (FAFSA).

In addition, the short-term certificate in Child Care Development and the non-credit Truck Driver Training program are eligible for Career Pathway co-enrollment. These two programs are not Title IV (federal aid) eligible programs; however, other means of financial assistance may be available. Financial assistance for the non-credit Truck Driver Training program may be available through Workforce Innovation Opportunity Act (WIOA) funds. To be considered for WIOA funds, students must make application with the Alabama Career Center System. Financial assistance for the short-term certificate in Child Care Development may be available to qualified child care professionals working in licensed or exempt from licensure child care facilities in the State of Alabama. For application and additional information pertaining to these scholarships, visit the Alabama Community College System website at [www.accs.edu](http://www.accs.edu) or by contacting the Financial Aid Office.

### ***Ready-to-Work***

Central Alabama Community College offers Ready-to-work (RTW) classes through the Division of Adult Education. The Ready-to-Work Program provides free employability skills training to adults with limited education and/or work experience. According to Alabama Industrial Development Training (AIDT), the training curriculum is set to standards cited by business and industry employers throughout the United States. Successful RTW program completers will earn

an “Alabama Certified Worker” (ACW) Certificate and a National “Career Readiness Credential” (NCRC). Ready-to-Work classes are offered on the Alexander City Campus, Childersburg Campus, Pratt’s Mill Center, and the Talladega Career Center. Classes can be designed to fit the needs of local business and industry and may be offered on site through the Central Alabama Community College Department of Workforce and Economic Development.

### **NON-CREDIT SKILLS TRAINING**

#### ***Truck Driver Training and Welding – Multiple Locations***

The College provides short-term skills training non-credit options designed to prepare students for high-demand job opportunities. Students complete competency-based courses leading to short term credentials and licensure required by industry. The College currently offers skills training options in non-credit Truck Driver Training and Welding. The non-credit Truck Driver Training course prepares students to pass the Commercial Driver License (CDL) test. Both Class A and Class B licensure options are available. Students must meet eligibility requirements set by the College in compliance with the Alabama Law Enforcement Agency (ALEA). Non-credit Welding courses provide students the skills and credentials needed for entry-level employment.

#### ***Pharmacy Technician Program - Childersburg Campus***

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings and work under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

***Pharmacy Technician National Certification:*** *The Pharmacy Technician program meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) - Certified Pharmacy Technician (PTCB) exam.*

#### ***Dental Assisting Program - Alexander City Campus and Talladega Center***

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions - Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics - Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.



***Clinical Medical Assistant Program - Alexander City Campus, Pratt's Mill Center and Talladega Center***

This 140-hour program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening and meet other requirements. **As part of this Clinical Medical Assistant Program, students will be eligible to participate in a 160-hour clinical externship.**

***Clinical Medical Assistant National Certification:*** *The Clinical Medical Assistant program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Students will have the opportunity to sit for this NHA-CCMA exam at the completion of this program.*

***Medical Billing and Coding Program - Childersburg Campus***

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS).

***Medical Billing and Coding National Certifications:*** *After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC), Certified Professional Coder Exam (CPC or CPC-H Apprentice), the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam, and/or other National Certification Exams.*

# ADULT EDUCATION CAREER PATHWAYS

The Associate in Occupational Technology degree (AOT) in Welding and the Associate in Applied Science degrees (AAS) in Office Administration and Industrial Electronics provide a pathway to earning the following stackable credentials, which are Title IV eligible programs. In addition, Child Care Development and Truck Driver Training pathways are available but are not Title IV eligible programs.

*All Career Pathway programs include Integrated Education Training that takes place concurrently with technical training. See your Adult Education teacher for details.*

## **Child Development**

### **Short-Term Certificate (STC)**

Child Development focuses on the provision and management of child care services, prepares individuals to plan, design, and manage child care facilities and programs that meet children’s developmental needs and interests and provide safe and healthy environments.

<b>CHILD DEVELOPMENT</b>	<b>CREDITS</b>
CHD 100     Introduction to 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
<b>Total Credit Hours.....</b>	<b>12</b>

## **Office Administration Pathways**

Office Administration generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation are included in the instruction.

## **Office Administration**

### **Certificate (CER)**

	<b>CREDITS</b>
CIS 146	Microcomputer Applications .....3
ENG 101	English Composition I .....3
MTH 100	Intermediate College Algebra .....3
SPH 106	Fundamentals of Oral Communication .....3
ORI 105	Orientation and Student Success .....3
BUS 100	Introduction to Business .....3
BUS 146	Personal Finance <b>OR</b> BUS 150 Business Math .....3
OAD 101	Beginning Keyboarding .....3
OAD 103	Intermediate Keyboarding .....3
OAD 125	Word Processing .....3
OAD 131	Business English .....3
OAD 138	Records/Information Management .....3
OAD 243	Spreadsheet Applications .....3
<b>Total Credit Hours</b> .....	<b>39</b>

## **Business Communications**

### **Short-Term Certificate (STC)**

	<b>CREDITS</b>
BUS 215	Business Communications .....3
OAD 101	Beginning Keyboarding .....3
OAD 125	Word Processing .....3
OAD 131	Business English .....3
OAD 246	Office Graphics and Presentation .....3
<b>Total Credit Hours</b> .....	<b>15</b>

## **Microsoft Office**

### **Short-Term Certificate (STC)**

	<b>CREDITS</b>
OAD 101	Beginning Keyboarding .....3
OAD 125	Word Processing .....3
OAD 243	Spreadsheet Applications .....3
OAD 244	Database Applications .....3
OAD 246	Office Graphics and Presentation .....3
<b>Total Credit Hours</b> .....	<b>15</b>

## Industrial Electronics Technology Pathway

Industrial Electronics prepares individuals to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrical/electronic equipment used in industry and manufacturing.

### Industrial Electronics & Instrumentation

#### Short-Term Certificate

	<b>CREDITS</b>
ILT 108	Introduction to Instruments and Process Control.....3
ILT 160	Direct Current Fundamentals.....3
ILT 161	Alternating Current Fundamentals.....3
ILT 162	Solid State Fundamentals.....3
ILT 163	Digital Fundamentals .....3
ILT 209	Motor Controls I .....3
ILT 239	Certification Preparation.....3
Elective	From AUT, ILT and INT prefixes .....3
WKO 131	CPT 1 MSSC.....3
<b>Total Credit Hours.....</b>	<b>27</b>

## Welding Pathways

Welding prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

### Welding Technology

#### Certificate (CER)

<b>General Education &amp; Electives</b>	<b>CREDITS</b>
CIS 146	Microcomputer Applications .....3
ENG 131	Applied Writing <b>OR</b> ENG 101 English Composition I.....3
MTH 100	Intermediate College Algebra .....3
SPH 106	Fundamentals of Oral Communication.....3
<b>Total General Education Credit Hours .....</b>	<b>12</b>

	<b>CREDITS</b>
WDT 108 SMAW Fillet/OFC.....	3
WDT 109 SMAW Fillet PAC/CAC.....	3
WDT 110 Industrial Blueprint Reading.....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 120 Shielded Metal Arc Welding Groove .....	3
WDT 122 SMAW Fillet/OFC Lab.....	3
WDT 123 SMAW Fillet PAC/CAC Lab .....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab.....	3
WDT 125 Shielded Metal Arc Welding Groove Lab .....	3
WKO 110 Orientation/NCCER Core .....	3
WDT Electives (Choose ONE sequence from below .....	6
WDT 115/155 GTAW Carbon Pipe/Lab <b>OR</b>	
WDT 217/257 SMAW Carbon Pipe/Lab <b>OR</b>	
WDT 228/268 GAS Tungsten Arc Welding/Lab	
<b>Total Welding Credit Hours .....</b>	<b>36</b>
<b>Total Credit Hours.....</b>	<b>48</b>

### **Basic Gas Metal Arc Welding**

#### **Short-Term Certificate (STC)**

	<b>CREDITS</b>
WDT 110 Industrial Blueprint Reading.....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 120 Shielded Metal Arc Welding Groove .....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab.....	3
WDT 125 Shielded Metal Arc Welding Groove Lab .....	3
<b>Total Credit Hours.....</b>	<b>15</b>

### **Basic Shielded Metal Arc Welding**

#### **Short-Term Certificate (STC)**

	<b>CREDITS</b>
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
<b>Total Credit Hours.....</b>	<b>12</b>

**Basic Gas Tungsten Arc Welding**  
**Short-Term Certificate (STC)**

		<b>CREDITS</b>
WDT 120	Shielded Metal Arc Welding Groove .....	3
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3
WDT 228	GAS Tungsten Arc Welding .....	3
WKO 268	GAS Tungsten Arc Welding Lab.....	3
<b>Total Credit Hours.....</b>		<b>12</b>

**Truck Driver Training**  
**Non-Credit Program**

Heavy and tractor-trailer drivers transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers and operate trucks with a total weight exceeding 26,000 pounds for the vehicle, passengers, and cargo. These drivers deliver goods over intercity routes that sometimes span several states. Class A and Class B instruction is provided in this program.

<b>TRUCK DRIVER TRAINING</b>		<b>CLOCK HOURS</b>
TRK 101	Six Weeks Training .....	240

<b>INTEGRATED EDUCATION &amp; TRAINING</b>		<b>NON-CREDIT HOURS</b>
ABE 100	Adult Education .....	3
RTW 100	Ready to Work .....	3

*Note: All Career Pathway programs include Integrated Education Training that takes place concurrently with technical training. See your Adult Education teacher for requirements.*



# PARTNERSHIPS



**Alabama  
Technology  
Network**



Capstone College of  
Nursing



## **ACT TESTING**

The Alexander City campus is an approved test center for the ACT. To register to take the test or check testing dates, etc. please visit the website: [www.actstudent.org](http://www.actstudent.org). Tests are administered in September, October, December, February, April, and June and students must register with ACT prior to the test date registration deadline.

## **THE ALABAMA TECHNOLOGY NETWORK CENTER**

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University, and the Economic Development Partnership of Alabama together to solve the needs of the state's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, ATN employees are able to provide services through a variety of training options and methods. Whether it is through Lean manufacturing training, quality services training, continual improvement methods, environmental health and safety training, industrial maintenance training, or one of the many other services offered to Alabama manufacturers, the ATN team of experts can meet local needs and provide innovative and cost-effective solutions. ATN's sites are strategically located throughout the state to provide local points of contact in order to train Alabama manufacturers in need of assistance. For further information, call (256) 215-4306.

## **CAPSTONE SCHOOL OF NURSING PARTNERSHIP**

Central Alabama Community College has a partnership with Capstone College of Nursing at The University of Alabama for the purpose of providing registered nurses an avenue for continued quality education. Registered nurses are afforded opportunities to obtain a Bachelor of Science in Nursing (BSN) and/or Master of Science in Nursing (MSN) degree. All of the BSN and MSN courses are offered online and students are never required to come to The University of Alabama's campus. Distance learning methods (interactive telecommunications, online and Internet) are utilized to provide nursing courses through The University of Alabama College of Continuing Studies and the Capstone College of Nursing.

Faculty from the Nursing and Allied Health Division will assist the faculty at Capstone College of Nursing in facilitating the registered nurse's obtainment of clinical experiences while remaining within the College's geographical area. Some of the non-nursing academic courses that are required for the fulfillment of a BSN degree may be obtained at Central Alabama.

## **HEALTH LINKAGE PROGRAM**

The Health Linkage Program with Wallace State Community College in Hanceville enables students to complete their general education core courses at Central Alabama Community College before applying for entry into any of the health program options available at Wallace State



Community College. Interested students should contact the nursing office at 256-378-2045 or the Director of the Health Linkage Program at Wallace State Community College at 256-352-8172.

### **HUNTINGDON COLLEGE EVENING STUDIES**

Central Alabama Community College and Huntingdon College have formed a partnership to serve the academic needs of the adult community to facilitate a seamless transition for students to complete the Bachelor of Science degree program at Huntingdon College in its evening studies program with majors in Business Management, Business Management-Health Management Concentration, and Criminal Justice. Interested students should contact Central Alabama Community College Office of Student Services at 256-215-4275 or Huntingdon College Evening Studies Site Coordinator at 334-296-2651.

### **INSTITUTIONAL RESEARCH, PLANNING, AND COMPLIANCE**

Central Alabama Community College is committed to providing a quality environment with opportunities for students to develop knowledge and skills. The College institutional effectiveness effort includes the collection of evaluative information to assist in identifying strengths and weaknesses of all facets of the College. Central Alabama assesses its instructional programs, surveys student perceptions and opinions, measures student intellectual growth in the general education core in degree and certificate programs, and measures growth in knowledge and skills in career and technical programs. In addition, Central Alabama responds to external requests for information from state and federal governments, other agencies, and interested parties who need up-to-date information related to college processes, accountability, and academic programs.

Results of research projects, surveys, testing, and/or evaluation data are published periodically. These combined processes offer a broad base of assessment and evaluation data on all facets of the College. Summaries and results from these types of institutional effectiveness efforts are utilized by the administration, faculty, and staff in identifying strengths and weaknesses and aiding in the continuous improvements of the College.

### **TROY UNIVERSITY REVERSE TRANSFER AGREEMENT**

Central Alabama Community College and Troy University executed a Reverse Transfer Agreement in April 2016 permitting former CACC students who transfer to Troy University to transfer eligible credits back to CACC for the purposing of attaining an Associate Degree. Students qualified for reverse transfer will have earned at least 15 semester credit hours from CACC, will have earned at least three semester credit hours from Troy University, and will be in good standing at both CACC and Troy University. Interested students should contact the Director of Student Services and Student Records at 256-378-2001 or Troy University at 1-800-414-5756.

## **WORKKEYS®**

In an effort to meet the needs of business and industry in the College's service area, Central Alabama Community College has been designated as an ACT WorkKeys Service Center. WorkKeys assesses an individual's skills through a work-related problem-solving process. Profilers have been trained to assist in identifying skill levels required for particular positions within a business or industry. The Service Center is available to assess candidates for hiring, for promotion, or to identify gaps in training. Appropriate training can be provided at the Service Center located on the Childersburg or Alexander City campus. For more information, please contact Nan Self at 256-378-2023.

# GENERAL POLICIES



## ACADEMIC APPEALS

### *Grades*

It is the policy of Central Alabama Community College that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a project or other required classroom activity is inaccurate or unfair. A student must make the initial grade inquiry within ten (10) business days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a ten (10) day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial ten (10) business day period will begin on the first class day of the next academic term.

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

1. The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair or both and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then complete the Grade Appeal Form and obtain the instructor's signature.
2. The student will appeal to the Division Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chairperson of the respective division or program, the student may appeal directly to the appropriate Dean or his/her designee.)
3. The Division Chairperson will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another Central Alabama Community College instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the appropriate Dean.
4. The instructor also has the right to appeal a decision of the Division Chairperson to the appropriate Dean.
5. Appeal information must be submitted on the proper form and must contain the following:
  - a. Name and course number of the grade under appeal.
  - b. Names of the student and the instructor.

- c. The term, day(s) of the week and time of day that the course was taken.
- d. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate or both.
- e. The date that the student first took the appeal to the instructor.
- f. A summary of the result of the student's appeal to the instructor.
- g. The date that the student took the appeal to the Division Chairperson.
- h. A summary of the result of the student's appeal to the Division Chairperson.

In addition to the above information, the student and/or instructor should include photocopies of documents that the student and/or the instructor believes would assist the appropriate Dean in reviewing the grade appeal. The appropriate Dean will review the appeal, schedule a meeting with the student and the instructor and deliver a written report within 14 calendar days after the appropriate Dean's receipt of all of the appeal information. The Dean has the authority to consult with the instructor, the Division Chairperson or other persons who have expertise in the subject area. When the Dean has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor and Division Chairperson. If the Dean determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the Dean to render rulings on appeals.

### ***Admission Decision Appeals***

Certain limited programs of study (e.g. Nursing, etc.) may have special admission policies and procedures separate from those of the general admission for the College. Therefore, the College has established an appeal procedure to be used if a student has a valid reason to believe that a program admission decision is inaccurate or unfair. A student must make the initial inquiry within ten (10) business days after the student receives notice of the admission decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the appropriate Dean that the admission decision in question is either inaccurate, unfair or both and include the justification for appeal. Appeal information must contain the following:

- Name of program of study to which the student was seeking admission;
- Name and address of the student filing the appeal;
- A concise description of the student's complaint and narrative explanation of why he/she thinks that the admission decision was unfair, inaccurate or both.

In addition to the above information, the student should include photocopies of documents that he/she believes would assist the Dean in reviewing the admission decision. The Dean will review the appeal, schedule a meeting with the student and appropriate divisional personnel, and deliver a written report within fifteen (15) business days after the Dean's receipt of all of the appeal information. The Dean has the authority to consult with instructors, the Division Chairperson or other persons who have expertise in the subject area. When the Dean has completed the review of the appeal, a written report describing his/her findings and conclusions will be provided to the

student and the Division Chairperson. If the Dean determines that a change in the student's admission status is in order, the student's official status will be changed under his/her authority to render rulings on Admission standards.

### **ACADEMIC BANKRUPTCY**

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

- I.** Academic bankruptcy is initiated by a written request from the student to the Office of Student Services.
- II.** Upon receipt of the student's request, the College will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
- III.** Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
- IV.** The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
- V.** None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
- VI.** Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
- VII.** To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which the academic bankruptcy is requested. A grade of "C," "S," or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
- VIII.** When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
- IX.** Approval of the academic bankruptcy status at the College does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

## ACADEMIC HONESTY POLICY

Central Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles. The entire College population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occurred and what classroom sanctions, if any, are to be applied, are matters to be determined by the respective instructor.

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

***Abetting:*** helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.

***Cheating:*** use or attempted use of unauthorized materials, information, study aids, the answers of others, or any computer or electronic device.

***Fabrication:*** presenting as genuine falsified data, citations, or quotations.

***Misrepresentation:*** falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

***Plagiarism:*** representing another person's words, thoughts, or ideas as if they were one's own. Examples include but are not limited to:

- Copying an essay, in part or in whole, from an online or print source.
- Use of commercially available scholarly papers
- Having another person write any part of your essay for you.
- Failure to provide a proper citation for a direct quote or paraphrase.

Penalties for plagiarism may include:

- Punitive grade on the plagiarized assignment, such as an F or a 0.
- A grade of F in the course in which the plagiarism occurred, with a hold placed on the student, preventing withdrawal.
- A formal charge of academic misconduct.

### ***English Department Policy***

The English Department recognizes three levels of plagiarism:

1. Errors in mechanics of documentation: These include but are not limited to: failure to provide a works cited entry, failure to provide a citation, or poor paraphrase and/or summary. Three of these errors in mechanics will result in a 50% penalty on the assignment. More than three of these errors will result in a grade of zero on the assignment.
2. Patchwork plagiarism: Defined as up to five sentences either poorly paraphrased or taken verbatim from a source. Patchwork plagiarism will result in a grade of zero on the assignment.
3. Blatant plagiarism: Defined as more than five sentences either poorly paraphrased or taken verbatim from a source. Blatant plagiarism will result in failure in the course without the possibility of withdrawal. After the instructor has determined that a level three plagiarism has occurred, the instructor will contact the English Discipline Chair in writing so that the decision can be verified by all full-time English faculty.

### **ACADEMIC HONESTY ADJUDICATION**

In an instance of academic misconduct, a student may:

- Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
- Receive an “F” on the given exam or assignment, or
- Receive an “F” for the course.

If the instructor becomes aware that an academic misconduct may have occurred, it must be addressed by the instructor and reported to the appropriate Dean. A student who opposes the sanction imposed by an instructor may appeal the matter to the College Dean charge with the responsibility in the specific instructional program or class. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may be subject to disciplinary action by the College Dean charged with responsibility for that instructional program. If the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action, it will be referred to the Dean of Students.

### **ACADEMIC HONORS**

Superior academic achievement by graduating students receiving degrees is recognized by the following designations:

- Graduation with Honors (or Cum Laude) 3.5 to 3.69 GPA
- Graduation with High Honors (or Magna Cum Laude) 3.7 to 3.89 GPA
- Graduation with Highest Honors (or Summa Cum Laude) 3.9 to 4.0 GPA



Students receiving the formal award of a certificate with a 3.5 to 4.0 GPA will be honored by Graduation with Distinction.

Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned (refer to Calculation of Grade Point Average). In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the College.

### ***Dean's List***

The Dean's List is compiled at the close of each semester. To qualify for the Dean's List, a student must be taking a minimum of 12 hours of college-level work and achieve a semester grade point average of 3.5 or above but below 4.0. Developmental courses will not count toward the minimum course load requirement.

### ***President's List***

The President's List is compiled at the end of each semester. To qualify for the President's List, a student must be taking a minimum of 12 hours of college-level work and achieve a grade point average of 4.0. Developmental courses will not count toward the minimum course load requirement.

## **ATTENDANCE**

Class attendance is critical for ensuring academic success; therefore, students are expected to attend all classes for which they are registered. Attendance will be recorded from the first day of the student's official enrollment until the last day of class. It is important for students to arrive to class at the designated start time to avoid interrupting the class and missing valuable information.

It is recognized that from time to time, extenuating circumstances may prevent a student from being able to attend a class. If the student misses a test or in-class assignment because of such an absence, make-up assignments may be given at the instructor's discretion. If the student was scheduled to make a presentation to the class, the opportunity to make the presentation at a later date or to the instructor outside the scheduled class time is at the instructor's discretion. There is no requirement that the instructor provide a make-up opportunity for students who miss a test, in-class assignment, or presentation.

An instructor may require student participation in each class period. Students absent for a graded classroom exercise may receive a "0" for that particular activity at the instructor's discretion. In all cases of absences, the student is responsible for acquiring assignment information and making up incomplete work resulting from such absences.

Students will be deleted from course rosters for the following reasons:

1. The student has not attended the traditional/hybrid class or completed required assignments.
2. The student has not logged into the assigned Moodle account and has not completed the mandatory online orientation assignment for internet classes.

Students seeking reinstatement should complete a “Request for Reinstatement” form available in the Office of Student Services.

### ***Policy for Make-up Work***

1. Policy for make-up work is determined by each individual instructor. Students should consult their instructors and/or the course syllabi.
2. Absences that occur as a result of federal or state statute (e.g., military service or jury Duty/subpoena) will be excused upon proper notification to the instructor. Proper notification will allow for make-up work, either in advance or following the event; timing is at the instructor’s discretion.
3. At the end of the semester, the instructor for a course may assign a grade of “I” when a student’s work in a course is incomplete. *Please refer to the section on “Grades of Incomplete.”*

### **AUDIT**

Students may apply to audit one or more courses without credit. Nursing courses are not open to audit. The same registration procedure is followed as for courses carrying credit and the same fee is charged as for courses bearing credit. Credit hours will not be averaged into the grade point average. A grade of “AU” will be reflected on the transcript.

*The desire to audit a course must be declared at the time of registration and may not be changed after the first official day of class has started for the semester/term. It is the responsibility of the student to notify the instructor that the student is auditing the class and not receiving credit.*

### **CLASSIFICATIONS OF STUDENTS**

Students who have earned 32 semester hours or less are classified as freshmen. Those who have earned 33 hours or more are classified as sophomores.

Students who are registered for 12 semester hours or more are classified as full-time students by the College. However, other organizations not connected with the College, such as the Veterans Administration, may use other classifications. In order to graduate within two years, at a minimum, student must pass 15 credit hours per semester.

## **COURSE FORGIVENESS**

Students may only request “course forgiveness,” for courses taken at Central Alabama Community College. Students must complete the “Request for Course Forgiveness” form located in the Office of Student Services. The Course Forgiveness Policy will be implemented only in response to an official request made by the student to the Dean of Students/Associate Dean of Student Services. Course forgiveness will not be granted for grades earned in terms prior to the initiation of the policy (Fall Semester, 1998).

If a student repeats a course, the last grade awarded (excluding grades of “W”) replaces the previous grade in the computation of the cumulative grade point average. The academic grade point average during the semester in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a course is repeated more than once, all grades for the course excluding the first grade will be included in computation of the cumulative grade point average. Official records at Central Alabama Community College will list each course in which a student was enrolled.

## **CREDIT HOUR DEFINITION**

One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). It is acknowledged that formalized instruction may take place in a variety of modes.

While awarding semester credit hours typically occurs for instruction delivered in accordance with the institution standard semester calendar, it may also occur for instruction that may not follow the typical pattern of the institution standard semester calendar as long as the criteria for awarding such credit is met.

## **FINAL EXAMINATIONS**

Final examinations are held in all subjects at the close of each semester when deemed appropriate by the instructor. A final examination schedule is issued each semester by the Dean of Academic Programs and is posted on the College website each semester. Any variance of the posted exam schedule must be approved by the Dean’s Office.

## **GRADE REPORTS**

Grades are available at My CACC, which is a web portal for student use and is found on the CACC website. Students can obtain their user ID and Personal Identification Number (PIN) from the Office of Student Services.

## **GRADING SYSTEM**

For all courses for which students have registered, letter grades are assigned as follows:

<b>A</b>	<b>Excellent (90-100)</b>
<b>B</b>	<b>Good (80-89)</b>
<b>C</b>	<b>Average (70-79)</b>
<b>D</b>	<b>Poor (60-69)</b>
<b>F</b>	<b>Failure (Below 60)</b>
<b>W</b>	<b>Withdrawal</b>
<b>I</b>	<b>Incomplete</b>
<b>AU</b>	<b>Audit</b>

Certain departments may have higher grade requirements. The grading scale for courses taught in the Division of Nursing and Allied Health differs from the scale above.

A grade of “W” is assigned to a student who officially withdraws from classes.

A grade of “I” is assigned when a student’s work in a course is incomplete because of circumstances beyond his/her control, but is otherwise of passing quality. Unless the deficiency is made up by the middle of the following semester/term, the grade of “I” automatically becomes “F.” Please refer to the section on Grades of Incomplete “I.”

The transfer of “D” grades will be in accordance with the policy of the receiving institution.

### ***Quality Points***

To obtain a numerical measure of the quality of a student’s work, quality points are assigned to grades as follows:

<b>A</b>	<b>4 quality points per semester hour</b>
<b>B</b>	<b>3 quality points per semester hour</b>
<b>C</b>	<b>2 quality points per semester hour</b>
<b>D</b>	<b>1 quality point per semester hour</b>
<b>F</b>	<b>0 quality points per semester hour</b>

### ***Grade Point Average (GPA) Hours***

GPA hours are defined as semester hours for any course completed excluding with a grade of “AU” or “W.”

### ***Calculation of Grade Point Average***

The quality point average of the student is determined by multiplying the number of quality points for each grade received by the number of semester hours for that course. The total number of quality points is divided by the total grade point average (GPA) hours, excluding courses with “W” grades. Even though a course may be counted only once toward fulfillment of credit for graduation, all courses completed are reflected in the cumulative GPA. The only exceptions are in the case (s) of academic bankruptcy or courses with “W” grades.

To qualify for graduation, a student must earn a 2.0 cumulative grade point average in all courses attempted at the College.

### ***Academic Standards of Progress***

In order to remain in “Good Standing,” students must meet the required grade point average (GPA) levels for students according to the number of hours attempted at Central Alabama.

- I.** Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 cumulative grade point average.
- II.** Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 cumulative grade point average.
- III.** Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 cumulative grade point average.

### ***Application of Academic Standards of Progress***

- I.** When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student’s status is “Clear.”
- II.** When a student’s cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on **Academic Probation**.

When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College, but the semester GPA is 2.0 or above, the student remains on Academic Probation.

- III.** When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester.

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student’s status is “Clear.”

The student who is suspended for one semester may appeal to the Admissions and Academic Appeals Committee.

The student who is readmitted upon appeal enters the College on Academic Probation.

- IV. If a student has a) been suspended for ONE semester, b) is on Academic Probation, c) has not achieved CLEAR academic standing, and d) has a cumulative GPA that falls below the required level for the total number of semester hours attempted at the College, but e) has a semester GPA of 2.0, the student will remain on Academic Probation until the required GPA for the total number of hours has been achieved regardless of whether the student has served the suspension or been readmitted upon appeal.
  
- V. If a student has a) been suspended for ONE semester, b) is on Academic Probation, c) has not achieved CLEAR academic standing, and d) has a cumulative GPA that remains below the required level for the total number of semester hours attempted at the College, but e) has a semester GPA of BELOW 2.0, the student will be suspended for ONE calendar year.

The student suspended for one calendar year may appeal to the Admissions and Academic Appeals Committee.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC SUSPENSION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, or ONE YEAR SUSPENSION READMITTED ON APPEAL.**

When a student is placed on Academic Probation, One Term Academic Suspension, or One Year Academic Suspension, college officials may provide intervention for the student by taking steps including, but not limited to, limiting the student's course load and/or prescribing other specific courses.

If a student wishes to request consideration for readmission, the student must submit a request in writing for an "appeal for readmission." A letter, which details the rationale and/or mitigating circumstances in support of immediate readmission, must be addressed to the Admissions and Academic Appeals Committee and submitted to the Office of Enrollment Services. The materials presented by the students along with the decision of the Admissions and Academic Appeals Committee will be placed in the student's official records. A copy of the written decision will be provided to the student.

Equity, rationality, and consistency are the standards by which decisions are determined by the Admissions and Academic Appeals Committee. The following exceptions may apply:

- I. Programs within the College, which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the College standards of progress.

- II. Transfer students admitted on academic probation must follow the standards of academic progress of Central Alabama Community College.
- III. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV federal financial aid.

**Note: The College reserves the right to cancel the registration of any student who fails to meet the required academic standard upon posting of semester/term grades.**

### **GRADES OF INCOMPLETE**

At the end of the semester/term, the instructor for a course may assign a grade of “I” when a student’s work in a course is incomplete. Unless the deficiency is made up by the midterm of the following semester/term, the grade of “I” automatically becomes “F.” It is the student’s responsibility to arrange with the instructor the satisfactory completion of the course requirements. If the course requirements are met, the instructor submits a grade change to the appropriate Dean with the appropriate grade assigned.

### **INDEPENDENT STUDY**

Independent studies are approved on a limited basis for students who have extenuating circumstances that prevent them from enrolling in a regularly scheduled course offered by the College. An independent study may not be granted for a course currently taught on campus or through the Internet. Independent study courses will not be approved for completion within a mini-term. The student must have sophomore standing (a dually enrolled student is not eligible) and must be within one semester of graduation. An eligible student may enroll in only one independent study course during any given semester/term and may take no more than two courses in independent study work at the College. The Dean may review past performance in related courses at Central Alabama or other institutions to determine if a student will be approved to enroll in an independent study course. Courses that require laboratories or other courses that do not lend themselves to this type of learning may not be approved for independent study. The ability of the College to offer a student the opportunity for an independent study is dependent on the ability of the College to find a qualified instructor. Exceptions to any of the above must be approved by the Dean.

Forms for independent studies are available from an advisor. A request must be initiated by the student in consultation with an advisor. Approval of the full-time instructor is required prior to approval by the Division Chair. Final approval must come from the Dean.

### **MAXIMUM & MINIMUM COURSE LOADS**

The course load for a first-time student will be 12 to 19 credit hours per semester. The minimum course load required to be classified as a regular full-time student is 12 semester hours. The most

typical load is 16 to 19 credit hours, which result in normal progress toward graduation within two years.

A student will be permitted to take more than 19 semester hours only with the permission of the Dean. Prior approval should be obtained by completing a *Request for Overload Approval* form available from the advisor. A student may take no more than 24 semester hours in any one term for any reason.

A student on academic probation is restricted to no more than 13 semester hours. Students desiring to take more than 13 hours can submit a written request for an appeal to the Admissions and Academic Appeals Committee.

### **PREREQUISITES**

A student who fails in the first course of a sequence cannot take the succeeding courses before repeating and passing the first course. Prerequisites for a course must be met before the course is taken, unless permission to omit the prerequisites is obtained from the appropriate Dean. However, transfer institutions may not accept course work if prerequisites have not been met. If a student preregisters for a course while taking the prerequisite and does not pass the prerequisite, the student will be administratively deleted from the course before classes begin for that semester/term.

### **STUDENT RIGHT TO KNOW ACT**

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes.

Central Alabama Community College makes all Student Right-to-Know information available on the College's Consumer Information web page (<https://www.cacc.edu/about/consumer-information/>). Requests for printed copies or questions pertaining to the Student Right-to-Know information should be directed to the Associate Dean of Institutional Planning, Assessment, and Evaluation at (256) 215-4246.

### **TRANSFER STUDENTS**

Transfer students are admitted on clear academic status when their cumulative grade point average at the institution from which they have transferred is 2.0 or above. They are subject to the same standards of academic progress as a native student.



Transfer students are admitted on Academic Probation when their cumulative GPA at the institution from which they have transferred is less than 2.0. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the College. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College, the cumulative GPA is below 1.5, the student is suspended for one semester.

If, at the conclusion of the semester in which the transfer student was admitted on Academic Probation has attempted a total of 12 or more credit hours at the College, the cumulative GPA is 1.5 or above, the student's status is Clear.

Grades accrued at other regionally accredited postsecondary institutions or Council on Occupational Education including other Alabama Community Colleges are not included in GPA calculation. Nursing students should refer to the section on Nursing Transfer Policy.

### **WITHDRAWAL**

A student who wishes to partially or totally withdraw from a course(s) must report to the Office of Student Services to meet with an academic success coach to complete official withdrawal forms. If extenuating circumstances prevent a student from coming to the campus to withdraw, the student may call the Office of Student Services to request assistance.

<b>Location</b>	<b>Phone Number</b>
Alexander City	256-215-4275
Childersburg	256-378-2002
Pratt's Mill Center	334-380-9600
Talladega	256-480-2090

A student who stops attending a class or classes without formally completing an official withdrawal is considered absent and will receive the grade earned according to the requirements of the course syllabus for that class at the end of the semester/term. These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) to the date published each semester/term for partial of total class withdrawal. The grade of "W" will appear on the permanent record, and the credit hours will not be averaged in the grade point average. Administrative withdrawal by instructors is not allowed.

A student who leaves the College during or at the end of a semester/term without his/her financial obligations to the College fulfilled are considered “Not in Good Standing.” The student may be denied future enrollment in the College and a hold will be placed on his/her records.

# FINANCIAL AID



## FINANCIAL AID OVERVIEW

The Financial Aid Office administers student financial aid programs, which provide financial assistance for students who, without such aid, would be unable to attend Central Alabama Community College. Financial aid is designed to assist in the financing of the student's educational expenses. Eligibility for assistance is based primarily on financial need. Need may be defined as the difference between the total cost of education (expenses such as tuition, fees, room, board, books, supplies) and the amount which the student and the student's family can afford to pay as determined by the Federal Methodology Calculation. Financial aid workshops are offered at area high schools and at Central Alabama Community College locations each year to assist students and parents in understanding financial aid options.

Central Alabama Community College is approved to participate in the following programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Stafford Loans, Direct PLUS Loans, Federal College Work Study (FCWS), Federal Community Service College Work Study, Alabama Student Assistance Program Grant (ASAP), Vocational Rehabilitation, Workforce Investment Act, and Trade Adjustment Act.

In addition to the above listed programs, Central Alabama also participates in institutional scholarships, privately sponsored scholarships, and benefits for veterans and dependents of veterans.

A brief overview of the basic programs administered by the Financial Aid Office is as follows:

- I. ***Federal Pell Grants*** are awarded to students who need money to pay for their education after high school. A Pell Grant is not a loan, and does not have to be paid back as long as all requirements are being met. The award of a Pell Grant is calculated using the Department of Education Federal Methodology Calculation. The award is dependent upon the student's, and/or family of the student's, financial circumstances, the student's cost of attendance, and whether the student is attending full-time or part-time. To be considered for a Pell Grant, a student must be an undergraduate student who does not already have a Bachelor's degree. Application is made directly to the Department of Education by completing the Free Application for Federal Student Aid (FAFSA). Pell Grants are not automatically renewed from one academic year to the next. Therefore, all Pell Grant recipients must reapply each year. In accordance with federal regulations, a student will only be eligible to receive 12 full-time semesters of Pell Grant funding during the student's lifetime. For more information about Pell Grants, contact the Financial Aid Office.
  
- II. ***Federal Supplemental Educational Opportunity Grant (FSEOG)***  
FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFC's) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a Bachelor's degree. Also, the student

must be enrolled in at least six credit hours each semester. Financial need is determined by the Free Application for Federal Student Aid (FAFSA). Students need only to complete the FAFSA to receive consideration. Since funds are limited, not all eligible students will receive this grant. For additional information about the SEOG grant, contact the Financial Aid Office.

**III. *Direct Stafford Loans***

The Department of Education administers the Direct Loan program. Subsidized loans are awarded on the basis of financial need. Interest is deferred prior to repayment beginning and during authorized periods of deferment. Unsubsidized loans are not awarded on the basis of need. Interest is charged from the date the loan is disbursed until the loan is paid. Parents can borrow a PLUS loan to help pay the educational expenses of their dependent undergraduate student who is enrolled at least halftime in an eligible program. Parents must have an acceptable credit history to receive a PLUS loan.

Interested students must complete the Free Application for Federal Student Aid (FAFSA) before receiving consideration for a Direct Loan. Borrowers at Central Alabama Community College (Central Alabama) are required to complete an entrance counseling session and a promissory note online at [www.studentloans.gov](http://www.studentloans.gov). Funds are sent directly to Central Alabama and posted to the student's account. Balances due to the student will be disbursed by the Central Alabama Community College Business Office after all institutional charges have been paid. Students must be enrolled for a minimum of six semester hours to be eligible for loans.

**IV. *Federal College Work Study***

Federal College Work Study is part-time employment on and off campus. It allows students to earn a portion of the money which is needed to finance their education. Students must complete the Free Application for Federal Student Aid (FAFSA) and a Central Alabama Community College Work Study Application to receive consideration. For more information about Federal College Work Study, please contact the Financial Aid Office.

**V. *Alabama Student Assistance Program (ASAP)***

The Alabama Student Assistance Program (ASAP) is a state aid program that provides financial assistance to Alabama residents for postsecondary education at participating colleges within the State of Alabama. Students make application by completing the Free Application for Federal Student Aid (FAFSA). To be eligible, students must have demonstrated financial need. The student must be enrolled in at least six credit hours each semester to receive consideration for this grant. Since funds are limited, not all eligible students will receive this grant. For more information concerning the ASAP program, please contact the Financial Aid Office.

## FEDERAL AND/OR STATE AID

### *Applying for Financial Aid*

Students applying for financial aid must complete the following steps:

- I. Students must apply for admission to Central Alabama Community College and complete all enrollment requirements prior to receiving financial aid awards. This process includes submission of official high school transcripts, GED scores and certificates, and official transcripts from all previously attended colleges to the Office of Enrollment Services. **Transient students are not eligible to receive federal financial aid.**
- II. Students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and list the Central Alabama federal school code (001007) on their applications. Students are responsible for checking their MyCACC accounts frequently to determine if any additional documentation is required to complete the processing of their financial aid awards.
- III. Approximately one-third of all financial aid applications are selected by the Department of Education for a process called verification. Central Alabama Community College has established a partnership with Inceptia to expedite the federal verification process. Students whose FAFSAs are selected for verification by the Department of Education will receive an email from [VGCS@inceptia.org](mailto:VGCS@inceptia.org) or a postcard from Inceptia containing CACC unique website link to complete the verification process.
- IV. Students are responsible for checking their CACC email accounts and their MyCACC accounts frequently.
- V. Once all required paperwork has been received and verified, financial aid awards will be posted to the student's MyCACC account. Financial aid payment is prorated based on student enrollment status and program of study. To be considered for a Federal Direct Stafford Loan, the student must be enrolled for at least six semester hours.

***IMPORTANT NOTICE:*** *Students are expected to attend all classes for which they are registered. Students ARE NOT eligible to receive financial aid for classes never attended or for audit courses.*

### *Disbursement of Financial Aid Funds*

On the first official day of class, tuition, fees, books, and supplies may be charged up to the total amount of the student's financial aid award. Students are expected to attend all courses for which they are registered. Students who fail to attend a course(s) prior to the published required attendance date will be deleted from their course(s), which may result in an adjusted financial aid award.

Student financial aid refund checks are calculated by the College Business Office. Tuition, fees, and bookstore charges will be subtracted prior to refund checks being mailed by the Business Office to the student's address on file in the Office of Enrollment Services. The dates for mailing refund checks will be posted on the College web site. It is the responsibility of the student to ensure contact and mailing information is accurate and/or updated with the Office of Enrollment Services at least one full week prior to the scheduled date for mailing refund checks.

***Standards of Satisfactory Academic Progress for Financial Aid Recipients:***

Central Alabama is required by the Higher Education Act of 1965 (as amended) to establish standards of satisfactory academic progress (SAP) for students receiving financial aid under the Title IV Programs (Pell Grant, Supplemental Educational Opportunity Grant, Work Study, and Direct Loans).

Central Alabama students receiving financial aid from a Pell grant, the Federal College Work Study Programs, a Federal Supplemental Educational Opportunity Grant, or any other Title IV Program must comply with the following standards of satisfactory progress.

**I. *Program of Study***

Students receiving financial aid must be enrolled as a regular student in a program of study leading to a degree at the College. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree offered by the College. Some programs offered by the College are not federal aid approved. Inquiries about eligible programs should be directed to the Financial Aid Office. In order to receive federal financial assistance, all coursework must be required for the student's declared program of study at Central Alabama. It is the responsibility of the student to make sure his or her declared program of study is accurate at all times in the Office of Enrollment Services. Students are responsible for meeting with advisors for guidance in course selection. **Identification of courses not required for the student's declared program of study at Central Alabama will result in cancellation or reduction of the student's financial aid award.**

**II. *Program Completion***

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. All hours attempted toward the declared program of study, including transfer hours, will be included in the maximum time frame calculation. The lifetime limit for Pell Grant funding is 12 full-time semesters. Students are responsible for making sure their declared programs of study is accurate at all times in the Office of Enrollment Services.

### III. *Required Grade Point Average and Credit Hours*

Students enrolled in degree programs (AS, AOT, or AAS) must achieve the following:

After Attempting:	Minimum Cumulative GPA	Completion Rate
0-21 semester credit hours	1.5	58%
22-32 semester credit hours	1.75	62%
33 or more semester credit hours	2.0	67%

All hours attempted toward the declared program of study, passed courses, failed courses, incomplete courses, developmental courses, and withdrawn courses, will be counted as credit hours attempted in determining completion rates and maximum time frame requirements.

Grades accrued at other regionally accredited postsecondary institutions and Council on Occupational Education, including other Alabama Community Colleges, are not included in the Minimum Cumulative GPA requirement. However, developmental (remedial) coursework received from Central Alabama will be included in this calculation for Satisfactory Academic Progress (SAP) purposes only.

### IV. *Financial Aid Warning*

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning. A student on warning will be allowed to receive aid and will be notified of his/her warning status on his/her MyCACC account. Warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours for the next term. If the student successfully completes his/her first warning semester, the student will be allowed to continue until he/she falls below the overall standards.

### V. *Financial Aid Suspension*

If a student does not have the required GPA and completion rate after his/her warning semester, he/she will be suspended from federal financial aid. The student cannot use federal funding to pay for future courses until he/she regains eligibility by reaching the minimum standards of academic progress. If placed on academic suspension, a student is NOT eligible to receive financial aid for the duration of suspension, even if he/she is readmitted to Central Alabama upon academic appeal. The student may regain eligibility for financial aid when the overall satisfactory academic progress requirements are obtained.

A transfer student who has been suspended from another institution is not eligible for student financial aid until the student has completed at least 12 cumulative semester hours at Central Alabama or another regionally accredited institution. A student's grade point average for those 12 semester hours must be a 2.0 or higher in order to receive consideration by Central Alabama for federal financial aid.



- VI. *Monitoring Progress***  
Academic progress will be monitored at the end of each semester, even at the end of a semester during which financial aid was not received. Students who do not meet the SAP guidelines at the time of the review will not be eligible for federal aid.
- VII. *Developmental Courses***  
A student may receive financial aid for up to 30 attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental courses. Students may not enroll in the same developmental course more than three times and continue to receive financial assistance for those courses. If a student needs to register for a developmental course more than three times, the student will be required to pay for the course.
- VIII. *Repeated Courses***  
Courses assigned a grade of A, B, C, or D may be repeated with financial aid eligibility one additional time, assuming all other eligibility provisions are being met. Courses assigned a grade of F may be repeated an unlimited number of times. However, all hours will be included in the satisfactory academic progress calculations.
- IX. *Incompletes***  
For financial aid purposes, a grade of I (Incomplete) is calculated the same as a grade of F (Failure) in determining grade point averages and in determining the minimum number of hours earned for completion of the program.
- X. *Audit Courses***  
Audit courses are not considered credits attempted or earned. A student WILL NOT be paid financial aid for audit courses.
- XI. *Transient Students***  
A transient student is a student who attends another college and seeks credit for transfer back to that parent institution. Transient students are not eligible to receive financial aid at Central Alabama.
- XII. *Transfer Credit***  
Grades accrued at other regionally accredited postsecondary institutions are not included in grade point average calculations, but courses passed ARE counted in completion of the program requirements. (See the Transfer Student section under Academic Policies and Regulations for additional information applicable to all students enrolled at Central Alabama.)
- XIII. *Official and Unofficial Withdrawals***  
Students who receive federal financial aid (Pell Grant, SEOG, and Direct Loans) may have their financial aid adjusted if they have a complete withdrawal during the semester. In addition, students who have a complete withdrawal status prior to the

disbursement of aid for the semester may also result in an adjustment. This adjustment would be made based on assistance earned up to the point of withdrawal. Once a student has completed more than 60 percent of the semester, the student is considered to have earned all of his/her federal aid.

A student's official withdrawal date is defined as the date the student officially withdraws from all classes for that semester.

A student is considered to have unofficially withdrawn for financial aid purposes when (1) the student does not complete the official withdrawal process, AND (2) the student earns failing grades (F) in all courses for which he/she is registered for that semester. The student's unofficial withdrawal date will be defined as the student's last date of classroom attendance as determined and reported by his/her instructors.

Students who officially OR unofficially withdraw from all courses during a semester prior to attending 60 percent of the semester will owe some or all of their federal aid back to the institution and/or the Department of Education based on the Return of Title IV Calculation.

**XIV. *Reinstatement of Financial Aid***

A student may have financial aid reinstated if he/she attends college, at his/her own expense, and is able to reach the minimum standards of satisfactory academic progress. It is the student's responsibility to notify the Financial Aid Office when his/her grades are in compliance with Central Alabama's SAP policy. Financial aid will not retroactively pay for any semester(s) during which the student was not eligible.

**XV. *Factors Affecting Financial Aid Eligibility***

Students who are not achieving satisfactory academic progress (SAP) as measured by the Financial Aid Office usually have experienced one or a combination of the following:

- Receiving failing grades;
- Repeating courses;
- Officially or unofficially withdrawing from courses or withdrawing completely; and/or
- Taking courses not applicable to their declared program of study.

**XVI. *Return of Title IV Refunds and Calculations (R2T4)***

Title IV aid is earned based on the period of time a student remains enrolled. Unearned Title IV aid must be returned to the College and/or to the Department of Education. Unearned aid is defined as the amount of Title IV aid disbursed that exceeds the amount of Title IV aid earned.

If a student receiving federal financial aid completely withdraws or stops attending school prior to completing more than 60% of the length of the term, financial aid monies will be due back to the College and/or the Department of Education based on

the formula calculated by the Financial Aid Office in accordance with the Title IV Refund calculation. These monies may be charged back to the student's account, and the student will be responsible for the repayment of these funds. A student who fails to earn a passing grade during the semester will be assumed to have unofficially withdrawn. For Title IV purposes, the student's withdrawal date will be considered to be the last date of attendance as recorded by the instructor, and the Title IV refund calculation will be made accordingly.

**XVII. *Scholarship Appeals Process***

Students who feel they have received unfair suspension of their scholarships or have extenuating/mitigating circumstances may make an appeal to the Scholarship Committee. Requests for appeals should be submitted to the Financial Aid Office. All appeals should be in writing and have supporting documentation. Extenuating/mitigating circumstances are defined as those that are beyond the student's control such as personal injury, illness, death in the immediate family, income loss or undue hardship.

The Scholarship Committee will meet monthly, or as needed, to address any written appeals. Only completed appeals will be considered. In order to be considered a complete appeal, the appeal must be written and be accompanied by supporting documentation. Applicants will receive notification of the decision via email and/or letter.

**XVIII. *Student Rights and Responsibilities***

Students have the right to ask Central Alabama Community College:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadlines for submitting applications for each financial aid program;
- What criteria are used to select financial aid recipients;
- How financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- What special facilities and services are available to persons with disabilities.

***It is the student's responsibility to:***

- review all information about the College programs before enrolling;
- pay special attention to the Free Application for Federal Student Financial Aid (FAFSA), complete it accurately, and submit it timely;

- know and comply with all deadlines for applying and reapplying for financial aid;
- provide all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office or the agency to which application was made;
- read, understand, and keep copies of all forms the student is asked to sign;
- repay any student loan obligations and/or request deferment information from the lending agency;
- notify the Office of Enrollment Services of any change in the student's name, address, program of study, or attendance status;
- understand the refund policy;
- call the Financial Aid Office and request that the Student Aid Report (SAR) be pulled down electronically or bring in his/her copy; notify the Financial Aid Office of a change of program and request a transfer evaluation.

*NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Financial Aid Offices at the Alexander City campus and the Childersburg campus and Student Services at the Talladega Center and Pratt's Mill Center.*

## **SCHOLARSHIPS**

Central Alabama Community College offers competitive scholarships to qualified students. Scholarship applications are available in the Financial Aid Office, the Central Alabama website, or from high school counselors. Application must be made on Central Alabama Scholarship Application form and be accompanied by all required documents as listed on the application. Properly completed applications should be submitted to the appropriate address listed on the scholarship application by the announced deadline.

Institutional scholarships include the following:

### ***Academic Excellence Scholarships***

Academic Excellence Scholarships recognize outstanding high school seniors who have excelled in academics. Students must have a minimum of a 3.0 GPA with an ACT score. Recipients will be required to enroll in an academic degree-seeking program of study and maintain full-time status with a cumulative 3.0 GPA. This scholarship will cover in-state tuition and fees up to \$3,600 per academic year, not to exceed two years, or completion of program of study, whichever comes first.

### ***Ambassador Scholarships***

Ambassador Scholarships are awarded to high school seniors who have excelled in leadership. Students must have a minimum of a 2.5 GPA with an ACT score. This scholarship covers in-state tuition and fees up to \$4,800 per academic year, not to exceed two years, or completion of program of study, whichever occurs first.

### ***Athletic Scholarships***

Athletic scholarships are awarded on the basis of performance in athletic tryouts and the student's record of athletic achievement. Scholarships are awarded in men's baseball, golf, women's softball

and women's tennis. The College also offers a few scholarships to managers. Interested students should contact the appropriate coach in each sport for scholarship consideration.

### ***Performing Arts Scholarships***

Performing Arts scholarships are available to students with identified talents in specified areas. Students must have a minimum of a 2.5 GPA. Selected recipients must maintain full-time status and a cumulative 2.5 GPA. The scholarship covers in-state tuition up to \$3,000 per academic year, not to exceed two years or completion of the program of study, whichever occurs first.

### ***Technical Scholarships***

Technical scholarships are awarded to high school students enrolling in technical programs of study. Students must have a minimum of a 2.5 GPA. Applicants must declare a career/technical program. Selected recipients must maintain full-time status and a cumulative 2.5 GPA. This scholarship covers in-state tuition and fees up to \$4,500 per academic year, not to exceed two years or completion of program of study, whichever occurs first.

### ***Workforce Development Grant Scholarships***

Workforce development grant scholarships are provided to give high school students an opportunity to obtain career-ready skills for high demanding careers while still in high school. The scholarship will cover the expense of tuition, fees, and books/supplies, as available, for approved career/technical programs of study. Funding is provided through the Governor's Office of Workforce Development and will vary from year to year. For more information, contact your high school counselor or the college Dual Enrollment Coordinators on the Alexander City Campus and the Childersburg Campus.

## **ADDITIONAL FINANCIAL ASSISTANCE OPPORTUNITIES**

### ***Alabama Automotive Manufacturing Association (AAMA) Dr. Bernard J. Schroer Scholarships***

The AAMA Dr. Bernard J. Schroer Scholarship is facilitated through the Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) and supports individuals pursuing a career/technical education certificate or associate degree in the Alabama Community College System in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at [www.carcam.org](http://www.carcam.org).

### ***Alabama Scholarships for Dependents of Blind Parents***

Students who are Alabama residents and from families in which the head of the family is blind and whose family income is insufficient to provide educational benefits for attendance at an Alabama postsecondary institution are eligible to apply for this scholarship program. Students must apply within two years of high school graduation. Applications are available from the Alabama Department of Rehabilitation Services, 2129 East South Boulevard, Montgomery, Alabama 36116-2455.

### ***Employee/Dependent Tuition Waiver***

This program covers tuition only. The waiver does not cover additional expenses such as fees, books, and supplies. This program is designed for all full-time and Salary Schedule H-35

employees of the Alabama Community College System and the Alabama Community System Office and their dependents.

***Gateway to Education Scholarship Assistance Program***

Established in 2002, the Gateway to Education Scholarship Assistance Program is the only scholarship program in Alabama totally funded by the generous donations of the community. The Alexander City Chamber Foundation provides an education/workforce development tuition scholarship up to 64 credit hours to qualifying Benjamin Russell High School graduating seniors who will attend the Alexander City campus of Central Alabama Community College. For more information and application procedures, contact the Guidance Counselor at Benjamin Russell High School.

***GED Scholarship Program***

GED recipients may qualify for one free class (up to 3 credit hours) at Central Alabama following receipt of official scores verifying successful completion of the GED after July 2002. Eligibility is determined by the Alabama Community College System Office, which is the State Office for the GED Testing Program. Upon registering for college courses at the College, GED recipients must contact the Financial Aid Office regarding this scholarship.

***Nemak USA Scholarship Program***

Nemak USA is a leading provider of innovative light-weighting solutions for the global automotive industry, specializing in the development and manufacturing of aluminum components for powertrain and body structure applications. To encourage and assist former CACC dual enrollment students complete their program of study in Electronics, Machine Shop, or Automotive Manufacturing Technology, Nemak USA is offering scholarships valued up to \$5000 for tuition and required fees. Applications are available in the Financial Aid Office and are due in April for the following academic year.

***Operation Family Shield Scholarship Program***

The Operation Family Shield Scholarship Program was established in 2003 for spouses and dependents of the Alabama National Guard or reservists called to active duty. The scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism. The scholarship provides tuition (excluding fees) during the term of the activation. Tuition scholarships shall be available only after all other forms of federal financial assistance have been exhausted. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Documentation required includes official copies of military orders, marriage licenses, birth certificates, and IRS tax returns. Certification from the appropriate military office should be obtained each semester to verify continued activation. For additional information, contact the Financial Aid Office.

***Police Officer and Firefighter Survivor Educational Assistance Program***

Students who are dependents or spouses of police officers or firefighters killed in the line of duty in Alabama are eligible to apply for this scholarship program. The student must be enrolled in an undergraduate program at a public postsecondary educational institution in Alabama. Other special

eligibility criteria apply. Application forms may be obtained from the Alabama Commission on Higher Education, P.O. Box 302000, Montgomery, Alabama 36130-2000, phone (334) 242-2273.

### ***Sabal Trail Scholars Program***

The Sabal Trail Scholars program is a scholarship program which allows technical students in identified programs to continue their education in the summer months. The eligible programs of study include welding, machining, electronics/industrial maintenance, manufacturing technology, and nursing. This program will provide for students in these programs to apply for partial scholarships which cover tuition and fees for up to six credit hours. The program will fifteen (15) students in the summer of 2019, based on projected tuition and fees. All unexpended funds will be distributed in the summer of 2020 on a pro rata basis with number of students to be determined based on funds available and hours requested. No student will be allowed to request funding for more than six credit hours in any given summer.

### ***Senior Adult Scholarship Program***

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. The scholarship does not cover other expenses such as fees, books, and supplies. This scholarship can only be used for developmental and credit courses. Scholarships are limited based on availability of space. Persons living on a fixed income should complete the Free Application for Federal Student Assistance (FAFSA) to apply for additional financial assistance to help defray the cost of fees, transportation and books.

### ***Trade Adjustment Act***

The Trade Act of 1974 (as amended) created a program to assist individuals who became unemployed as a result of increased imports to return to suitable employment. Information is available from the Employment Securities Office in your county. Eligibility for this program is determined through the Employment Securities Office.

### ***Transfer Scholarships***

Currently enrolled sophomore students who are completing their course work at the College in preparation for transfer to a university may qualify for transfer scholarships. The Financial Aid Office will provide information and deadline dates as scholarships become available from the transfer institutions.

### ***Additional Scholarships***

Should additional scholarships become available, notices will be posted on the Financial Aid Office bulletin boards and flyers will be posted throughout the campuses. Scholarship notices will also be posted on the College website at [www.cacc.edu](http://www.cacc.edu) and will be sent to all currently enrolled students via their CACC e-mail account.

### ***Vocational Rehabilitation***

The State of Alabama provides certain benefits for students through the Department of Rehabilitation Services. Information is available from the Department of Rehabilitation Services in your local area.

### ***Workforce Innovation and Opportunity Act (WIOA)***

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. This program is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Information is available from the local county Career Link Office. Eligibility for this program is determined through the Career Link Office.

## **VETERAN BENEFITS**

Veteran students and/or their dependents may qualify for VA educational benefits. The Financial Aid Office is the certifying authority for veterans, service members, and their dependents. The Financial Aid Office serves as a link between the Regional Veterans Affairs Office and the VA benefit recipient. Veterans or their dependents seeking assistance under the various Federal and State programs should, if possible, make initial application for such programs at least four weeks prior to enrollment. The Financial Aid Office has application forms for most veteran programs and will offer assistance to the student in completing these forms and forwarding them to the proper VA Office. Since most federal VA programs make monthly payments directly to veterans after enrollment, the veteran must be prepared to pay tuition and fees and meet all other payment deadlines before receiving the initial monthly allowance. Central Alabama does not participate in the Advance Payment Plan with the Department of Veteran Affairs.

### ***Alabama GI Dependents Scholarship Program***

The Alabama GI Dependents' Scholarship Program is administered by the Alabama Department of Veteran Affairs. Maximum education benefits include tuition, instructional fees, and required textbooks. Developmental course work is not funded under the Alabama GI Dependents' Scholarship Program.

For more information and application procedures, contact the nearest Veterans Affairs Office located in each Alabama county courthouse or write to Alabama GI Dependents' Scholarship Program, P. O. Box 1509, Montgomery, Alabama 36102-1509.

### ***Alabama National Guard Education Assistance Program (ANGEAP)***

ANGEAP is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. ANGEAP applications and additional information regarding this program are available from the National Guard benefits administrator at the National Guard Unit.

### ***Military Tuition Assistance (TA)***

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application process and restrictions. For information regarding the use of Tuition Assistance (TA),



the Service member should visit the respective Military Service's education portal. Service members should contact his/her Educational Service Officer (ESO) or counselor within the Military Service for Tuition Assistance (TA) approval prior to enrolling.

***The Post 9/11 GI Bill®***

The Post 9/11 GI Bill® is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. This benefit provides up to 36 months of education benefits. This program is also commonly referred to as Chapter 33. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

***Montgomery GI Bill® -- Active Duty (MGIB)***

The MGIB program provides up to 36 months of educational benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

***Montgomery GI Bill® -- Selected Reserve (MGIB-SR)***

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. This program is also commonly referred to as Chapter 1606. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

***Reserve Educational Assistance Program (REAP)***

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits. This program is commonly referred to as Chapter 1607. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

***Veterans Educational Assistance Program (VEAP)***

VEAP is available if a student first entered active duty between January 1, 1977, and June 30, 1985, and elected to make contributions from military pay to participate in this education benefit program. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. This program is commonly referred to as Chapter 32. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

### ***Survivors and Dependents Educational Assistance Program (DEA)***

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty, or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. This program is commonly referred to as Chapter 35 or Chapter 31. Application is made by completing VA Form 22-5490, Application for Survivors and Dependents Education Assistance.

### ***Non-Resident Veterans Eligible for In-State Tuition Rates***

In accordance with Section 702 of the Choice Act, out-of-state students receiving Chapter 30 or Chapter 33 VA benefits may be eligible for the in-state tuition rate. For additional information, please contact the Certifying Official located in the Financial Aid Office at the College.

### ***Financial Aid Shopping Sheet***

Central Alabama Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the Financial Aid Shopping Sheet (Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid. Please log into your MyCACC to view a personalized Shopping Sheet.

### ***Certification of Veteran Enrollment by Central Alabama***

The Certifying Official in the Financial Aid Office at Central Alabama is responsible for certifying the enrollment of veterans and their dependents electronically via the Department of Veteran Affairs certification program, VA-Once. Certification will be conducted at the conclusion of the College Drop/Add registration process. All veterans or eligible dependents should contact the Financial Aid Office during registration each semester in order to notify the College Certifying Official of the veteran's or dependent's enrollment and request certification of enrollment for that semester.

Prior to certification, veterans and/or dependents of veterans must complete all admission requirements for Central Alabama, complete the appropriate application for benefits, and present the following required documents to the Financial Aid Office:

- I.** DD-214, Separation Papers -- Certified or original copy of Member 4 for Chapter 30 and 32 Veterans.
- II.** Form 2384, Notice of Basic Eligibility (NOBE) for Chapter 1606, National Guard and Reserves.
- III.** File number for veteran's dependents for Chapter 35.

The following criteria will be used for certifying veterans or eligible persons:

- I. Certification will be granted for only those courses that are applicable to the declared program of study. Any deviation must be approved by the VA Certifying Official located in the College Financial Aid Office.
- II. Certification will not be granted for audited courses or courses in which a veteran has received a grade of “D” or higher.
- III. The veteran or eligible person who has received credit at other institutions will be certified only for those courses necessary to complete the declared program of study at the College. **All veterans and eligible persons must submit official transcripts from any previous college. All active-duty service members and veterans must also submit an official Joint Services Transcript, which can be requested at [jst.doded.mil](http://jst.doded.mil).**

Payments will be made to the student from the Department of Veteran Affairs based on the following payment schedule:

- a. Full-time payment (12 credit hours or more)
- b. Three-fourths payment (9-11 credit hours)
- c. One-half payment (6-8 credit hours)
- d. Reimbursement for tuition and fees (5 or fewer credit hours)

#### ***Required Verification of Enrollment by Student***

Students receiving MGIB-Active Duty (Chapter 30), REAP (Chapter 1607), or MGIB-Selected Reserve (Chapter 1606), must verify\* their enrollment each month to receive payment for that month. Enrollment can be verified starting on the **last calendar day of the month** by using the Department of Veteran Affairs **Web Automated Verification of Enrollment (WAVE)** at <https://www.gibill.va.gov/wave> or by calling the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. Students receiving benefits under DEA (Chapter 35) or VEAP (Chapter 32) do NOT need to verify their attendance in this manner.

*\*Please note that “verifying” and “certifying” your enrollment are two different procedures. “Certification” is done by a school or training official and lets VA know how many hours or credits the student will be enrolled in so the VA can determine the student’s payment rate. “Verification” is done by the student at the end of each month to let VA know that his/her enrollment information has not changed.*

#### ***Change in Enrollment Status***

Students should promptly notify the Financial Aid Office of any change in enrollment status as this could result in overpayment of VA benefits. If a student’s change in enrollment status is due to mitigating circumstances as defined by the Department of Veteran Affairs, the student should

provide the Certifying Official in the Financial Aid Office at the College with a statement regarding the mitigating circumstances.

***Return of Unearned Military Tuition Assistance Funds***

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply, with the Department of Defense policy, Central Alabama Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

**Schedule for Returning Unearned Military Tuition Assistance (TA)**

***16-Week Course Withdrawal***

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 2	90% return
During Week 3	80% return
During Week 4	70% return
During Week 5	60% return
During Week 6	50% return
During Week 7	40% return
During Week 8	30% return
During Week 9	20% return
During Week 10	10% return (60% of course is completed)
During Week 11-16	0% return

***7 & 8-Week Course Withdrawal***

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 2	80% return
During Week 3	60% return
During Week 4	40% return

During Week 5	20% return (60% of course is completed)
During Weeks 6 – 8	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all Military TA will be considered earned.

***Academic Standards of Progress***

Students should follow the required academic standards of progress as outlined under the Section entitled “**Standards of Satisfactory Academic Progress for Financial Aid Recipients.**”

***Additional VA Information***

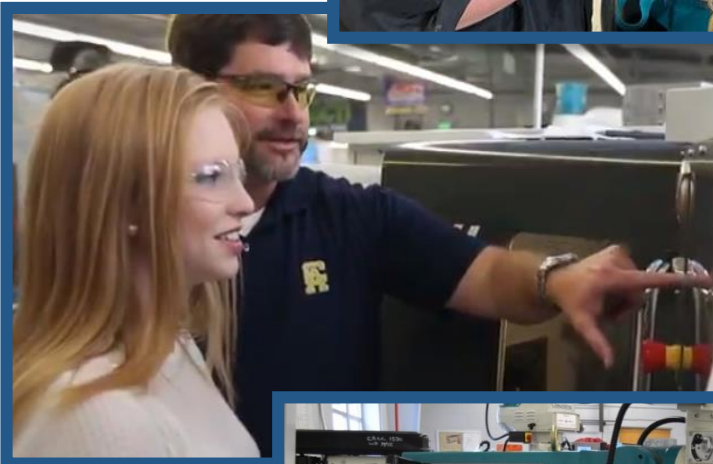
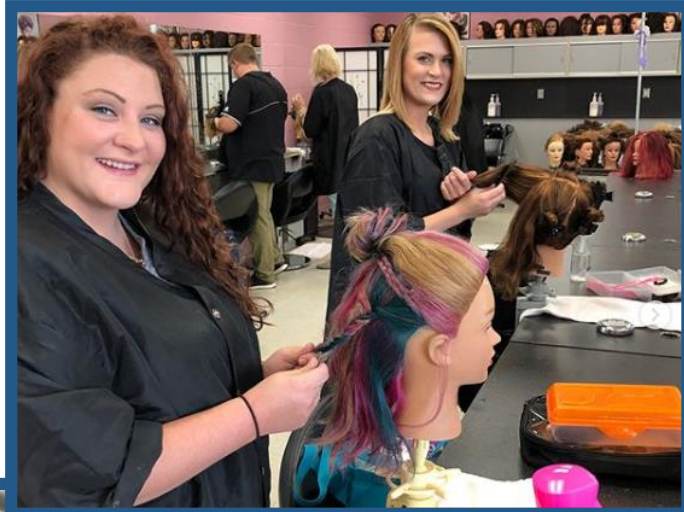
Additional Information regarding benefits available to veterans and their dependents is available by calling the Department of Veteran Affairs at 1-888-442-4551 (toll free) or by reviewing the Department of Veteran Affairs’ website at <http://www.gibill.va.gov>.

***Complaint Policy for VA Students***

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

***Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary.***

# PROGRAMS OF STUDY



### *Programs of Study Listing*

<b>Programs of Study</b>	<b>Campus/Site Offered</b>	<b>Classes Only</b>	<b>Associate in Science</b>	<b>Associate in Applied Science</b>	<b>Associate in Occupational Technology</b>	<b>Short-Term Certificate</b>
Associate in Science Degree	AC, CB, PMC, TC		60 - 64 hours			
Automotive Manufacturing Technology	AC, PMC			69 hours		
Child Development	ONLINE					12 hours
Computer Information Science	AC, CB, PMC, TC			60-67 hours		
Cosmetology	CB, TC				66-67 hours	
General Business	AC, CB, PMC, TC			60-62 hours		
Industrial Electronics Technology	AC, CB, PMC, TC			67-68 hours		
LPN to RN Mobility	AC, CB			41-51 hours		
Machine Shop	AC, CB, PMC				72 hours	
Medical Assisting Technology	AC, CB, PMC, TC			65 hours		
Nursing Program	AC, CB			66 hours		
Office Administration	AC, CB, PMC, TC			60-62 hours		
Welding—Drafting Option	AC, CB, PMC	TC			66 hours	
Welding—Machining Option	AC, CB, PMC	TC			67 hours	

**AC** Alexander City Campus  
**CB** Childersburg Campus  
**PMC** Pratt's Mill Center  
**TC** Talladega Center

*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 their assigned advisors in planning a class schedule.*

## **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 Southern Association of Colleges and Schools Commission on Colleges, 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.

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 appropriate Instructional Dean.

### **GRADUATION**

To be eligible for graduation a student must:

1. Complete an approved program of study, including prescribed general education courses. A course may be counted only once for purposes of meeting graduation requirements.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College.
3. Complete at least 25 percent of semester credit hours at Central Alabama.
4. 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 College 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.
5. Complete an online application for graduation the semester prior to completion of requirements. The graduation ceremony is held once a year in May. A student may participate in the graduation ceremony if the student is within nine (9) hours of completing all requirements.
6. Fulfill all financial obligations to the College.

### **PROGRAM COMPLETION**

An Associate Degree program can be completed in approximately two years if the student takes a minimum of 15 credit hours per semester. and a short-term certificate can be completed in

approximately 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.



# DEGREE REQUIREMENTS



## **Associate in Science (AS)**

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 following outline of General Education Core requirements should be completed after consultation with an advisor and with consideration of the academic requirements of the transfer-receiving institution. Departments and programs may suggest, require, or specify appropriate course work not only to complete these requirements but also to facilitate the transfer process.

Students should become familiar with the Statewide Transfer & Articulation Reporting System (STARS) which provides very specific information about the requirements in each subject AREA for a given transfer institution. The STARS website can be accessed at <http://stars.troy.edu>. From STARS, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/her program of study. The contract is not binding on the student but is binding on the transfer institution so long as the student does not change majors and takes the courses listed on the transfer guide. STARS is a computerized articulation-and-transfer-planning system designed to inform students about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and agreement can be created. **Students are responsible for knowing the particular requirements of the institution to which they plan to transfer.** Faculty advisors and academic success coaches are available to help students develop a career path and a plan for graduation from Central Alabama Community College.

Act 94-202 of the Alabama Legislature created the Articulation and General Studies Committee (AGSC). This Committee evaluated course offerings at Alabama Community College and determined their transfer equivalency to other state colleges and universities. The AGSC divided the academic transfer courses taught at the community colleges into three separate groups according to transfer status. Courses that are common to all programs of study and to all institutions are designated as Common Core courses and further categorized as Code A courses. The Code A courses specify course requirements by number of semester hours and discipline (also known as AREA). The total number of semester hours of Common Core (Code A) courses required for all university parallel programs of study, except engineering, is 41 semester hours.

The remaining 19-23 hours (designated as Code B, AREA V) consist of courses in the individual student's major or minor fields of study or are necessary to meet pre-professional requirements as specified by the transfer institution. The remaining potentially transferable courses that do not fall into either Code A or Code B are potential AREA V transfer courses but are subject to the approval of the respective receiving institutions. These courses are designated as Code C.

Students who are pursuing 4-year degrees should follow the career path for their major. Career paths for most majors are found on the next few pages. The transfer institution's catalog and/or web site provides specific transfer requirements in AREA I through AREA V.

**SEMESTER HOURS**

**AREA I Written Communications .....6**

- ENG 101 English Composition I .....3
- ENG 102 English Composition II.....3

**AREA II Humanities & Fine Arts.....12**

- SPH 106 Fundamentals of Oral Communication.....3
- Must complete 3-6 semester hours in Literature\*.....3
- 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

- Must complete 3 semester hours in the Arts.....3
- ART 100 Art Appreciation
- ART 203 Art History
- MUS 101 Music Appreciation

- Remaining semester hours to be selected from Humanities and/or Fine Arts.....3

- ART 100 Art Appreciation
- ART 203 Art History
- HUM 299 PTK Honors Course I, II, III
- MUS 101 Music Appreciation
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPA 101 Introductory Spanish
- SPA 102 Introductory Spanish II

Humanities and Arts disciplines include but are not limited to: *Area/Ethnic Studies*, Art and Art History, Foreign Languages, Music and *Music History*, Philosophy, Ethics, Religious Studies, Speech, Theater, and *Dance*.

\* Must complete a 6-semester hour sequence either in Literature or in History. The sequence in Area II and IV in Literature and History should follow the sequence requirements according to the student's transfer plans.

**AREA III Natural Science & Mathematics.....11**

- Must complete 8 semester hours in the Natural Sciences which must Include Laboratory Experiences .....8
- AST 220 Introduction to Astronomy

BIO 101 Introduction to Biology I  
 BIO 102 Introduction to Biology II  
 BIO 103 Principles of Biology I  
 BIO 104 Principles of Biology II  
 CHM 104 Introduction to Inorganic Chemistry  
 CHM 105 Introduction to Organic Chemistry  
 CHM 111 College Chemistry I  
 CHM 112 College Chemistry II  
 PHS 111 Physical Science I  
 PHS 112 Physical Science II  
 PHY 201 General Physics I-Trig Based  
 PHY 202 General Physics II-Trig Based  
 PHY 213 General Physics with Cal I  
 PHY 214 General Physics with Cal II

Must complete 3 semester hours in Mathematics at the Pre-calculus or  
 Finite Math Level.....3

MTH 110 Finite Mathematics  
 MTH 112 Pre-calculus Algebra  
 MTH 113 Pre-calculus Trigonometry  
 MTH 125 Calculus I  
 MTH 126 Calculus II  
 MTH 227 Calculus III  
 MTH 237 Linear Algebra

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Science, Chemistry, *Geology*, Physical Geography, *Earth Science*, Physics, and Physical Science.

**AREA IV History, Social, & Behavioral Sciences.....12**

Must complete 3-6 semester hours in History\*.....3

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

Must complete at least 6-9 semester hours from among other  
 disciplines in the Social & Behavioral Sciences.....9

ANT 200 Introduction to Anthropology  
 ECO 231 Principles of Macroeconomics  
 ECO 232 Principles of Microeconomics  
 GEO 100 World Regional Geography  
 POL 200 Introduction to Political Science  
 POL 211 American National Government

PSY 200 General Psychology  
 PSY 210 Human Growth and Development  
 SOC 200 Introduction to Sociology

In addition to History, the Social & Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

\* Must complete a 6-semester hour sequence either in Literature or in History. The sequence in Area II and IV in Literature and History should follow the sequence requirements according to the student's transfer plans.

**AREA V Elective Courses..... 19-23\*\***

CIS 146 (Must complete 3 semester hours in Computer Science).....3  
 ORI 105 Orientation and Student Success.....3

Courses appropriate to degree requirements of the individual student and electives. .... (13-17)

*Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major/and or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year public colleges and universities.*

**Semester Credit Hour Range by Award ..... 60-64\*\***

\*\* Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama Community College System will only be authorized to provide 50 percent of the total (60-64 hours).

**NOTE:** Disciplines appearing in italics are not offered at Central Alabama Community College, but are eligible to fulfill AREA requirements if transferred from another institution.

**General Education (GE)**  
**Short-Term Certificate (STC)**

While pursuing the Associate in Science degree and upon successful completion of the courses identified below, the stackable General Education Short-Term Certificate (GE STC) will be awarded to students. This formal award is designed to assist students in developing an academic foundation to earn credit toward the Associate in Science (AS) degree. The GE STC program shall be comprised of at least 24 semester credit hours but no more than 29 semester credit hours.

**CREDITS**

**AREA I Written Communications .....6**  
 ENG 101 English Composition I.....3  
 ENG 102 English Composition II.....3  
**AREA II Humanities & Fine Arts ..... 3-9**  
 SPH 106 Fundamentals of Oral Communication.....3

<b>OR SPH 107 Fundamentals of Public Speaking .....</b>	<b>3</b>
<b>Humanities and Fine Arts Electives.....</b>	<b>3-6</b>

*Humanities and Fine Arts disciplines include but are not limited to: Area/Ethnic Studies, Art Appreciation and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater, and Dance.*

<b>AREA III Natural Science &amp; Mathematics .....</b>	<b>6-8</b>
Mathematics Elective.....	3-4
Natural Science Elective w/Lab.....	4

*Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.*

<b>AREA IV History, Social, &amp; Behavioral Sciences .....</b>	<b>6-9</b>
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*The Social & Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.*

<b>AREA V Courses.....</b>	<b>3</b>
ORI 105 Orientation and Student Success.....	3

<b>Total Credit Hour Range – General Education Short-term Certificate.....</b>	<b>24-29</b>
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**Associate in Applied Science (AAS)**

The *Associate in Applied Science* (AAS) 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. In order for a student to graduate with an AAS degree, he/she must follow a prescribed program of study or career path. The AAS degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

**SEMESTER HOURS**

<b>AREA I Written Communications .....</b>	<b>3-6</b>
<b>AREA II Humanities &amp; Fine Arts.....</b>	<b>3-6</b>
<b>AREA III Natural Science &amp; Mathematics.....</b>	<b>6-11</b>
<b>AREA IV History, Social, &amp; Behavioral Sciences.....</b>	<b>3-6</b>
<b>AREA V Maximum Technical Core, Technical Concentration, and Electives.....</b>	<b>31-61</b>
<b>Semester Credit Hour Range by Award .....</b>	<b>60-76</b>



## **Associate in Occupational Technology (AOT)**

The *Associate in Occupational Technology* (AOT) 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. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

	<b>SEMESTER HOURS</b>
<b>AREA I Written Communications .....</b>	<b>3-6</b>
<b>AREA II Humanities &amp; Fine Arts.....</b>	<b>3-6</b>
<b>AREA III Natural Science &amp; Mathematics.....</b>	<b>6</b>
<b>AREA IV History, Social, &amp; Behavioral Sciences.....</b>	<b>3</b>
<b>AREA V Primary* and Secondary** Technical Specialties.....</b>	<b>39-61</b>
<b>Semester Credit Hour Range by Award .....</b>	<b>60-76</b>

*\*Primary Technical Specialty (Major): A minimum of 27 credit hours in a single content area.*

*\*\*Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.*

## **Certificate (CER)**

*Certificate* (CER) programs are designed as stackable credentials within degree programs for students to gain a specialized set of skills for employment or professional advancement while pursuing the AAS or AOT degree. The CER program shall be comprised of at least 30 semester credit hours but no more than 60 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum requirements from the General Studies Curriculum in the Alabama College System.

	<b>SEMESTER HOURS</b>
<b>AREA I Written Communications .....</b>	<b>3-6</b>
<b>AREA II Humanities &amp; Fine Arts.....</b>	<b>0-6</b>
<b>AREA III Natural Science &amp; Mathematics.....</b>	<b>3-7</b>
<b>AREA IV History, Social, &amp; Behavioral Sciences.....</b>	<b>0</b>
<b>AREA V Technical Core, Technical Concentration, and Electives.....</b>	<b>11-54</b>
<b>Semester Credit Hour Range by Award .....</b>	<b>30-60</b>

**Career Technical Education Short-Term Certificate (CTE STC)**

*Career Technical Education Short-Term Certificate* (STC) programs are designed as stackable credentials within degree programs to equip students with a focused set of skills for an entry-level position in business and industry. Career Technical Education Short-Term Certificates are not designed for transfer to a senior institution. The CTE STC program shall be comprised of at least 9 semester credit hours but no more than 29 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum requirements from the General Studies Curriculum in the Alabama College System.

	<b>SEMESTER HOURS</b>
<b>AREA I Written Communications .....</b>	<b>0-3</b>
<b>AREA II Humanities &amp; Fine Arts.....</b>	<b>0</b>
<b>AREA III Natural Science &amp; Mathematics.....</b>	<b>0-3</b>
<b>AREA IV History, Social, &amp; Behavioral Sciences.....</b>	<b>0</b>
<b>AREA V Technical Core, Technical Concentration, and Electives.....</b>	<b>9-29</b>
<b>Semester Credit Hour Range by Award .....</b>	<b>9-29</b>

## Academic Career Paths

Career paths have been created for students planning on transferring to senior institutions to pursue fields in business, education, engineering, health sciences, interdisciplinary studies, math or science. These paths provide students more clarity and structure based on their chosen transfer major. Each step on the career path is designed explicitly to prepare students to progress to the next level of education and/or employment. Each path is designed to offer simplified, streamlined course selection tracks so credits are portable. When used in conjunction with STARS, advisors will be able to assist students in selecting a career path and offer guidance to ensure students stay on track for completion and transfer to a senior institution.

### Business Career Paths

#### Agricultural Business

##### **Associate in Science Degree (A.S.) with Guided Career Path for Agricultural Business**

#### **At a Glance**

A Bachelor of Science in Agribusiness is a 4-year degree program that includes all general education requirements and provide specific focus to topics in agricultural business. Some common courses offered are: Agricultural economics, Agribusiness management, and Farm product marketing.

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**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance may also be available. Please see an advisor. **\*Students must check with the Senior Institution to determine which courses are required.***

#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3

PSY 200	General Psychology	3
BUS 241	Principles of Accounting I	3
Total Semester Credit Hours		15

### **Second Semester**

ENG 102	English Composition II	3
HIS 201	United States History I	3
BIO 103	Principles of Biology	4
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
Total Semester Credit Hours		16

### **Third Semester**

ENG 261	English Literature I	3
SPH 106	Fundamentals of Oral Communication	3
PHS 111	Physical Science I	4
ECO 232	Principles of Microeconomics	3
BUS 271	Business Statistics I	3
Total Semester Credit Hours		16

### **Fourth Semester**

MUS 101	Music Appreciation	3
ENG 262	English Literature II	3
BUS 263	Legal & Social Environment of Business	3
MTH 120	Calculus & Its Applications	3
CIS 146	Microcomputer Applications	3
Total Semester Credit Hours		15

**Total Credit Hours** **62**

## **Business Administration**

### **Associate in Science Degree (A.S.) with Guided Career Path for Business Administration**

#### **At a Glance**

The Business Administration Program is designed for students who wish to pursue a four-year degree in a business-related area such as Accounting Economics, Finance, Management, or Marketing. General Education Core courses and Professional Core courses are taken at CACC and then transferred to a four-year institution. As students progress through the curriculum, contact must be made with the four-year (senior) institution to ensure that guidelines are met for transfer.

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**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance may also be available. Please see an advisor. **\*Students must check with the Senior Institution to determine which courses are required.***

**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
<u>BUS 241</u>	<u>Principles of Accounting I</u>	<u>3</u>
	Total Semester Credit Hours	15

**Second Semester**

ENG 102	English Composition II	3
HIS 201	United States History I	3
BIO 103	Principles of Biology	4
ECO 231	Principles of Macroeconomics	3
<u>BUS 242</u>	<u>Principles of Accounting II</u>	<u>3</u>
	Total Semester Credit Hours	16

**Third Semester**

ENG 261	English Literature I	3
SPH 106	Fundamentals of Oral Communication	3
PHS 111	Physical Science I	4
ECO 232	Principles of Microeconomics	3
<u>BUS 271</u>	<u>Business Statistics I</u>	<u>3</u>
	Total Semester Credit Hours	16

**Fourth Semester**

MUS 101	Music Appreciation	3
ENG 262	English Literature II	3
BUS 263	Legal & Social Environment of Business	3
MTH 120	Calculus & Its Applications	3

CIS 146	Microcomputer Applications	3
	Total Semester Credit Hours	15
<b>TOTAL CREDIT HOURS</b>		<b>62</b>

## Computer Science

### Associate in Science Degree (A.S.) with Guided Career Path for Computer Science

#### At a Glance

The Computer Science Program is designed to prepare students for employment in industry or business. Emphasis is on the knowledge and skills needed in the small business computer environment.

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**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance may also be available. Please see an advisor. \*Students must check with the Senior Institution to determine which courses are required.*

#### First Semester

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
MUS 101	Music Appreciation	3
<u>HIS 101</u>	<u>Western Civilization I</u>	<u>3</u>
	Total Semester Credit Hours	15

#### Second Semester

ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
MTH 113	Precalculus Trigonometry	3
ECO 231	Principles of Macroeconomics	3
<u>CIS 146</u>	<u>Microcomputer Applications</u>	<u>3</u>
	Total Semester Credit Hours	15

**Third Semester**

BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communication	3
MTH 125	Calculus I	4
PHL 206	Ethics & Society	3
<u>PSY 200</u>	<u>General Psychology</u>	<u>3</u>
	Total Semester Credit Hours	17

**Fourth Semester**

CIS 251	C++ Programming	3
BIO 104	Principles of Biology II	4
MTH 126	Calculus II	4
<u>ENG 261</u>	<u>English Literature I</u>	<u>3</u>
	Total Semester Credit Hours	14

**TOTAL CREDIT HOURS** **61**

## **Education Career Paths**

### **Elementary or Early Childhood Education**

#### **Associate in Science Degree (A.S.) with Guided Career Path for Elementary or Early Childhood Education**

##### **At a Glance**

The Elementary or Early Childhood Education path prepares individuals to teach students in the elementary grades, which may include kindergarten through grade eight, depending on the school system or state regulations.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance*

may also be available. Please see an advisor. *\*Students must check with the Senior Institution to determine which courses are required.*

**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
HIS 201	United States History I	3
MTH 110	Finite Mathematics	3
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		16

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
HIS 202	United States History II	3
BIO 104	Principles of Biology II	4
SPH 106	Fundamentals of Oral Communication	3
Total Semester Credit Hours		16

**Third Semester**

ENG 261	English Literature I	3
MUS 101	Music Appreciation	3
MTH 231	Math for Elementary Teachers I	3
SOC 200	Introduction to Sociology	3
PHS 111	Physical Science I	4
Total Semester Credit Hours		16

**Fourth Semester**

PSY 200	General Psychology	3
PHL 206	Ethics & Society	3
MTH 232	Math for Elementary Teachers II	3
PHS 112	Physical Science II	4
Total Semester Credit Hours		13

**TOTAL CREDIT HOURS 61**

**Secondary Education**

**Associate in Science Degree (A.S.) with Guided Career Path for Secondary Education**

**At a Glance**

The Secondary Education path will prepare individuals to teach students in the secondary grades, which may include grades seven through twelve, depending on the school system or state



regulations. The four-year degree may include preparation to teach a comprehensive curriculum or specific subject matter.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance may also be available. Please see an advisor. \*Students must check with the Senior Institution to determine which courses are required.*

**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
HIS 101	Western Civilization I	3
MTH 110	Finite Mathematics	3
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		16

**Second Semester**

ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
BIO 104	Principles of Biology II	4
Electives	(Refer to STARS Guide for Area V)	6
Total Semester Credit Hours		16

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
PSY 200	General Psychology	3
Electives	(Refer to STARS Guide for Area V)	6
Total Semester Credit Hours		15

**Fourth Semester**

CIS 146	Microcomputer Applications	3
MUS 101	Music Appreciation	3

Elective	(Refer to STARS Guide for Area V)	3
PHL 206	Ethics & Society	3
ECO 232	Principles of Microeconomics	3
<hr/>		
	Total Semester Credit Hours	15
 <b>TOTAL CREDIT HOURS</b>		 <b>62</b>

## **Engineering Career Paths**

### **Biosystems Engineering**

#### **Associate in Science Degree (A.S.) with Guided Career Path for Biosystems Engineering**

##### **At a Glance**

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.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

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##### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	17

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
ECO 232	Principles of Macroeconomics	3
MTH 126	Calculus II	4
PHY 213	Principles of Biology II	4
<hr/>		
	Total Semester Credit Hours	17

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 111	College Chemistry I	4
PHL 206	Ethics & Society	3
ENG 251	English Literature I	3
MTH 227	Calculus III	4
<hr/>		
	Total Semester Credit Hours	17

**Fourth Semester**

ENG 262	English Literature II	3
HIS 202	United States History II	3
MUS 101	Music Appreciation	3
ECO 231	Principles of Microeconomics	3
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	Total Semester Credit Hours	12

**TOTAL CREDIT HOURS** **63**

**Engineering****Associate in Science Degree (A.S.) with Guided Career Path for Engineering****At a Glance**

The Pre-Engineering Program is designed for students who wish to prepare for a career in Engineering. Interested students should discuss their educational and career goals with an engineering advisor as early as possible before entering coursework to ensure proper course selection. Students will increase their knowledge of math and science so that they have a basic yet broad knowledge base which will complement their engineering studies upon transfer.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS

website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

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### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
ECO 231	Principles of Macroeconomics	3
Total Semester Credit Hours		16

### **Second Semester**

ENG 102	English Composition II	3
HIS 202	United States History I	3
MTH 126	Calculus II	4
CHM 111	College Chemistry I	4
Total Semester Credit Hours		14

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
PHS 213	General Physics w/Calculus I	4
MTH 237	Linear Algebra	3
CHM 112	College Chemistry II	4
ART 100	Art Appreciation	3
Total Semester Credit Hours		17

### **Fourth Semester**

MTH 238	Applied Differential Equations I	3
PHS 214	General Physics w/Calculus II	4
PHL 206	Ethics & Society	3
ENG 261	English Literature I	3
CIS 146	Microcomputer Applications	3
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS 63**

## **Health Sciences Career Paths**

### **Biology**

#### **Associate in Science Degree (A.S.) with Guided Career Path for Biology**

##### **At a Glance**

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.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

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##### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	PreCalculus Algebra	3
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	17

##### **Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
CHM 112	College Chemistry II	4
BIO 104	Principles of Biology II	4
<hr/>		
	Total Semester Credit Hours	14

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 221	Organic Chemistry I	4
PHL 206	Ethics & Society	3
HIS 201	United States History I	3
<u>ECO 231</u>	<u>Principles of Macroeconomics</u>	<u>3</u>
Total Semester Credit Hours		16

**Fourth Semester**

ENG 261	English Literature I	3
CHM 222	Organic Chemistry II	4
PSY 200	General Psychology	3
HIS 202	United States History II	3
<u>MUS 101</u>	<u>Music Appreciation</u>	<u>3</u>
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS** **63**

**Nutrition****Associate in Science Degree (A.S.) with Guided Career Path for Nutrition****At a Glance**

This path will prepare students transferring to a four-year institution that desire to pursue a bachelor's degree. A degree in nutritional science combines coursework in medical nutrition, communication, public health, and food management. In addition to general education requirements, basic science courses cover topics such as physiology, anatomy, chemistry, and biology.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance*

may also be available. Please see an advisor. *\*Students must check with the Senior Institution to determine which courses are required.*

**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	PreCalculus Trigonometry	3
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		17

**Second Semester**

ENG 102	English Composition II	3
CHM 112	College Chemistry II	4
SOC 200	Introduction to Sociology	3
HIS 121	World History I	3
Total Semester Credit Hours		13

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
ECO 232	Principles of Microeconomics	3
BIO 201	Human Anatomy & Physiology I	4
HIS 122	World History II	3
Total Semester Credit Hours		16

**Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
BIO 202	Human Anatomy & Physiology II	4
CHM 221	Organic Chemistry I	4
PHL 206	Ethics & Society	3
Total Semester Credit Hours		17

**TOTAL CREDIT HOURS 63**

## **Pre-Med and Pre-Dentistry**

### **Associate in Science Degree (A.S.) with Guided Career Paths for Pre-Med and Pre-Dentistry**

#### **At a Glance**

The Pre-Med and Pre-Dentistry paths are designed for those students wishing to pursue degrees at four-year institutions in these medical fields. Pre-Med and Pre-Dentistry programs are not offered as bachelor's degrees, but are designed to be completed concurrently with students' official undergraduate major to prepare them for medical or dental school admission. Students should work closely with advisors to make sure they complete all required pre-dentistry coursework.

The Statewide Articulation Reporting System (STARS) will provide very specific transfer information to specific majors at each state-funded four-year institution. Once a student chooses a major and a place of transfer, an individualized guide and contract can be created. The STARS website can be accessed from the CACC homepage at [www.cacc.edu](http://www.cacc.edu). You may also access STARS from the CACC Admissions Office. CACC also has designated Transfer Advisors.

**NOTE:** *The sample Guided Curricular Path below contains all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available. Additional options may also be available. Courses may be available days, nights, hybrid, and online. Sample paths for part-time attendance may also be available. Please see an advisor. **\*Students must check with the Senior Institution to determine which courses are required.***

#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
CHM 111	College Chemistry I	4
<u>BIO 103</u>	<u>Principles of Biology I</u>	<u>4</u>
	Total Semester Credit Hours	18

#### **Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
CHM 112	College Chemistry II	4
PHL 206	Ethics & Society	3
<u>BIO 104</u>	<u>Principles of Biology II</u>	<u>4</u>
	Total Semester Credit Hours	17



**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 221	Organic Chemistry I	4
PSY 200	General Psychology	3
MUS 101	Music Appreciation	3
HIS 201	United States History I	3
<hr/>		
	Total Semester Credit Hours	16

**Fourth Semester**

ENG 261	English Literature I	3
HIS 202	United States History II	3
SOC 200	Introduction to Sociology	3
PHY 213	General Physics w/Calculus I	4
CHM 222	Organic Chemistry II	4
<hr/>		
	Total Semester Credit Hours	17

**TOTAL CREDIT HOURS** **68**

**Pre-Nursing****Associate in Science Degree (A.S.) with Guided Career Path for Pre-Nursing****At a Glance**

Pre-nursing degree programs include general education courses required for a bachelor's degree at a nursing school and science courses necessary to prepare students for the Bachelor of Science in Nursing (BSN).

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	PreCalculus Algebra	3
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		17

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
MTH 265	Statistics I	3
BIO 201	Human Anatomy & Physiology	4
Total Semester Credit Hours		13

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
BIO 202	Human Anatomy & Physiology II	4
PHL 206	Ethics & Society	3
PSY 200	General Psychology	3
HIS 201	United States History I	3
Total Semester Credit Hours		16

**Fourth Semester**

ENG 261	English Literature I	3
HIS 202	United States History II	3
PSY 210	Human Growth & Development	3
BIO 220	General Microbiology	4
MUS 101	Music Appreciation	3
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS** **62**

**Pre-Pharmacy-Auburn**

**Associate in Science Degree (A.S.) with Guided Career Path for Pre-Pharmacy at Auburn University**

**At a Glance**

Pre-Pharmacy or Pre-Pharm is the term used for a 2-year undergraduate course that Pharmacy students must first complete before moving onward to a 4-year Pharm.D. program within the United States.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		18

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
CHM 112	College Chemistry II	4
PHL 206	Ethics & Society	3
SPH 106	Fundamentals of Oral Communication	3
Total Semester Credit Hours		16

**Third Semester**

PSY 200	General Psychology	3
BIO 201	Human Anatomy & Physiology	4
CHM 221	Organic Chemistry I	4
MUS 101	Music Appreciation	3
HIS 201	United States History I	3
Total Semester Credit Hours		17

**Fourth Semester**

ENG 261	English Literature I	3
HIS 202	United States History II	3
ECO 232	Principles of Microeconomics	3

BIO 202	Human Anatomy & Physiology	4
CHM 222	Organic Chemistry II	4
<hr/>		
	Total Semester Credit Hours	17
<b>TOTAL CREDIT HOURS</b>		<b>68</b>

### **Pre-Pharmacy-Samford**

#### **Associate in Science Degree (A.S.) with Guided Career Path for Pre-Pharmacy at Samford University**

##### **At a Glance**

Pre-Pharmacy or Pre-Pharm is the term used for a 2-year undergraduate course that Pharmacy students must first complete before moving onward to a 4-year Pharm.D. program within the United States.

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##### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	18

##### **Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
CHM 112	College Chemistry II	4
PHL 206	Ethics & Society	3

SPH 106	Fundamentals of Oral Communication	3
Total Semester Credit Hours		16
<b>Third Semester</b>		
CHM 221	Organic Chemistry I	4
PSY 200	General Psychology	3
BIO 201	Human Anatomy & Physiology	4
HIS 201	United States History I	3
Total Semester Credit Hours		14
<b>Fourth Semester</b>		
ENG 261	English Literature I	3
HIS 202	United States History II	3
ECO 232	Principles of Microeconomics	3
BIO 202	Human Anatomy & Physiology II	4
CHM 222	Organic Chemistry II	4
Total Semester Credit Hours		17
<b>TOTAL CREDIT HOURS</b>		<b>65</b>

## **Pre-Veterinary**

### **Associate in Science Degree (A.S.) with Guided Career Path for Pre-Veterinary**

#### **At a Glance**

The Pre-Veterinary path is for those students wishing to pursue degrees at four-year institutions in this medical fields. Pre-Vet programs are not offered as bachelor's degrees, but are designed to be completed concurrently with students' official undergraduate major to prepare them for veterinary school admission. Students work closely with advisors to make sure they complete all required pre-vet coursework.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 113	PreCalculus Trigonometry	3
CHM 111	College Chemistry I	4
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		17

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
CHM 112	College Chemistry II	4
PHL 206	Ethics & Society	3
BIO 104	Principles of Biology II	4
Total Semester Credit Hours		17

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 221	Organic Chemistry I	4
PSY 200	General Psychology	3
MUS 101	Music Appreciation	3
HIS 201	United States History I	3
Total Semester Credit Hours		16

**Fourth Semester**

ENG 261	English Literature I	3
HIS 202	United States History II	3
ECO 232	Principles of Microeconomics	3
PHY 201	General Physics w/Trigonometry I	4
CHM 222	Organic Chemistry II	4
Total Semester Credit Hours		17

**TOTAL CREDIT HOURS** **67**

## Interdisciplinary Studies Career Paths

### Art

#### **Associate in Science Degree (A.S.) with Guided Career Path for Art**

##### **At a Glance**

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.

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##### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
ART 100	Art Appreciation	3
HIS 201	United States History I	3
Elective	(Refer to STARS Transfer Guide)	3
Total Semester Credit Hours		15

##### **Second Semester**

ENG 102	English Composition II	3
MTH 110	Finite Mathematics	3
HIS 202	United States History I	3
PSY 200	General Psychology	3
Elective	(Refer to STARS Transfer Guide)	3
Total Semester Credit Hours		15

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
PHS 111	Physical Science I	4
PHL 206	Ethics & Society	3
SOC 200	Introduction to Sociology	3
Elective	(Refer to STARS Transfer Guide)	3
Total Semester Credit Hours		16

**Fourth Semester**

ENG 261	English Literature I	3
PHS 112	Physical Science II	4
CIS 146	Microcomputer Applications	3
Electives	(Area V - Refer to STARS Transfer Guide)	6
Total Semester Credit Hours		17

**TOTAL CREDIT HOURS 63**

**Communications****Associate in Science Degree (A.S.) with Guided Career Path for Communications****At a Glance**

As a field of study, communications is applied to journalism, business, public relations, marketing, news broadcasting, intercultural communications, education, public administration—and beyond.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3



MTH 112	PreCalculus Algebra	3
HIS 201	United States History I	3
Elective	(Refer to STARS guide)	3
<hr/>		
	Total Semester Credit Hours	15

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
HIS 202	United States History II	3
SPH 106	Fundamentals of Oral Communication	3
Elective	(Refer to STARS guide)	3
<hr/>		
	Total Semester Credit Hours	15

**Third Semester**

SPH 107	Fundamentals of Public Speaking	3
ENG 261	English Literature I	3
MUS 101	Music Appreciation	3
Elective	(Refer to STARS guide)	3
PHS 111	Physical Science I	4
<hr/>		
	Total Semester Credit Hours	16

**Fourth Semester**

PSY 200	General Psychology	3
PHL 206	Ethics & Society	3
Elective	(Refer to STARS guide)	3
ECO 232	Principles of Microeconomics	3
PHS 112	Physical Science II	4
<hr/>		
	Total Semester Credit Hours	16

**TOTAL CREDIT HOURS 62**

**Criminal Justice**

**Associate in Science Degree (A.S.) with Guided Career Path for Criminal Justice**

**At a Glance**

Police officers and detectives maintain law and order, collect evidence and information, and conduct investigations and surveillance. Graduates go on to careers in such jobs as police officers, game wardens, corrections officers or probation officers. Some jobs require a four-year degree, but a two-year associate's degree is all that is required at many police departments. Forensic science technicians investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination. When criminal cases come to

trial, forensic science technicians may give testimony on specific laboratory findings by identifying and classifying substances, materials, and other evidence collected at the scene of a crime.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
HIS 201	United States History I	3
<u>CRJ 100</u>	<u>Introduction to Criminal Justice</u>	<u>3</u>
	Total Semester Credit Hours	15

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
HIS 202	United States History II	3
SPH 106	Fundamentals of Oral Communication	3
<u>CRJ 110</u>	<u>Introduction to Law Enforcement</u>	<u>3</u>
	Total Semester Credit Hours	15

**Third Semester**

ENG 261	English Literature I	3
MUS 101	Music Appreciation	3
CRJ 150	Introduction to Corrections	3
Elective	(Refer to STARS Guide)	3
<u>PHS 111</u>	<u>Physical Science I</u>	<u>4</u>
	Total Semester Credit Hours	16

<b>Fourth Semester</b>		
PSY 200	General Psychology	3
PHL 206	Ethics & Society	3
ECO 232	Principles of Microeconomics	3
Elective	(Refer to STARS Guide)	3
PHS 112	Physical Science II	4
<hr/>		
	Total Semester Credit Hours	16
<b>TOTAL CREDIT HOURS</b>		<b>62</b>

## **English**

### **Associate in Science Degree (A.S.) with Guided Career Path for English**

#### **At a Glance**

This path will prepare you for transfer to a four-year institution for a major in English. English is a broad academic field that covers how the language is spoken, written, and interpreted. A versatile degree, students who graduate with a bachelor's in English will leave school prepared for a variety of career opportunities in the fine arts, business, education, and more

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<b>First Semester</b>		
ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
HIS 201	United States History I	3
MTH 110	Finite Mathematics	3
PHS 111	Physical Science I	4
<hr/>		
	Total Semester Credit Hours	16

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
HIS 202	United States History II	3
SPH 106	Fundamentals of Oral Communication	3
PSH 112	Physical Science II	4
<hr/>		
	Total Semester Credit Hours	16

**Third Semester**

ENG 261	English Literature I	3
MUS 101	Music Appreciation	3
ENG 251	American Literature I	3
ENG 271	World Literature I	3
Elective	(Refer to STARS guide)	3
<hr/>		
	Total Semester Credit Hours	15

**Fourth Semester**

ENG 262	English Literature I	3
PSY 200	General Psychology	3
ENG 252	American Literature II	3
ENG 272	World Literature II	3
ECO 232	Principles of Microeconomics	3
<hr/>		
	Total Semester Credit Hours	15

**TOTAL CREDIT HOURS** **62**

**History****Associate in Science Degree (A.S.) with Guided Career Path for History****At a Glance**

The History path prepares students for four-year degree programs that focus on the general study and interpretation of the past, including the gathering, recording, synthesizing and criticizing of evidence and theories about past events. Includes instruction in historiography; historical research methods; studies of specific periods, issues and cultures; and applications to areas such as historic preservation, public policy, and records administration.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
HIS 101	Western Civilization I	3
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		16

**Second Semester**

ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
SOC 200	Introduction to Sociology	3
HIS 102	Western Civilization II	3
HIS 121	World History I	3
Total Semester Credit Hours		16

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
PSY 200	General Psychology	3
HIS 122	World History II	3
HIS 201	United States History I	3
Total Semester Credit Hours		15

**Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
GEO 100	World Geography	3
PHL 206	Ethics & Society	3
HIS 202	United States History II	3
Total Semester Credit Hours		15

**TOTAL CREDIT HOURS 62**

## **Music**

### **Associate in Science Degree (A.S.) with Guided Career Path for Music**

#### **At a Glance**

The Music Education program is designed for students who wish to prepare for a career in music with options in Music Education (elementary or secondary), Professional Performance, Music Industry, Jazz Education, Church Music, and Music Therapy. This program also prepares students interested in teaching music for transfer to a university, where they may earn a bachelor's degree and state certification to teach music in public elementary and secondary schools; or continue on to an advanced degree and teach on the college or university level. Graduates may also choose to teach in private schools and recreation associations or instruct individual students in private sessions.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
MUS 101	Music Appreciation	3
MUL 184–291	Performing Ensemble I	2
MUL 170	Music Workshop I	2
<hr/>		
	Total Semester Credit Hours	16

#### **Second Semester**

ENG 102	English Composition II	3
HIS 201	United States History I	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3

MUL 184–291	Performing Ensemble II	2
MUL 171	Music Workshop II	2
Total Semester Credit Hours		16

### **Third Semester**

PHS 111	Physical Science I	4
SPH 106	Fundamentals of Oral Communication	3
HIS 202	United States History II	3
PHL 206	Ethics & Society	3
MUL 184–291	Performing Ensemble III	2
MUL 171	Music Workshop III	2
Total Semester Credit Hours		17

### **Fourth Semester**

PHS 112	Physical Science II	4
ENG 261	English Literature I	3
POL 211	American National Government	3
MUL 184–291	Performing Ensemble IV	2
MUL 171	Music Workshop IV	2
Total Semester Credit Hours		14

**TOTAL CREDIT HOURS 63**

## **Philosophy**

### **Associate in Science Degree (A.S.) with Guided Career Path for Philosophy**

#### **At a Glance**

Philosophy uses the tools of logic and reason to analyze the ways in which humans experience the world. It teaches critical thinking, close **reading**, clear **writing**, and logical analysis; it uses these to understand the language we use to describe the world, and our place within it.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
PHL 106	Introduction to Philosophy	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	16

**Second Semester**

ENG 102	English Composition II	3
HIS 201	United States History I	3
CIS 146	Microcomputer Applications	3
BIO 104	Principles of Biology II	4
SOC 200	Introduction to Sociology	3
<hr/>		
	Total Semester Credit Hours	16

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
HIS 202	United States History II	3
ART 100	Art Appreciation	3
SPA 101	Introductory Spanish I	4
<hr/>		
	Total Semester Credit Hours	16

**Fourth Semester**

MUS 101	Music Appreciation	3
PHL 206	Ethics & Society	3
PSY 200	General Psychology	3
SPA 102	Introductory Spanish II	4
Electives	(Refer to STARS guide)	3
<hr/>		
	Total Semester Credit Hours	16

**TOTAL CREDIT HOURS 64**



## **Physical Education**

### **Associate in Science Degree (A.S.) with Guided Career Path for Physical Education**

#### **At a Glance**

Physical education is a course taught in school that focuses on developing physical fitness. Effective P.E. classes help kids develop skill and confidence, maintain physical fitness, learn about personal health and wellness, and demonstrate positive social skills.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 112	PreCalculus Algebra	3
HIS 201	United States History I	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	16

#### **Second Semester**

ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
PED 200	Foundation of Physical Education	3
HED 230	Safety and First Aid	3
HIS 202	United States History II	3
<hr/>		
	Total Semester Credit Hours	16

#### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
SOC 200	Introduction to Sociology	3
ENG 261	English Literature I	3

BIO 201	Human Anatomy & Physiology	4
PSY 200	General Psychology	3
Total Semester Credit Hours		16

#### **Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
PHL 206	Ethics & Society	3
Electives	(Refer to STARS guide)	6
Total Semester Credit Hours		15

**TOTAL CREDIT HOURS 63**

## **Political Science**

### **Associate in Science Degree (A.S.) with Guided Career Path for Political Science**

#### **At a Glance**

This path will prepare students for transfer to a four-year institution. Political scientists study government at all stages in their development, the process by which political decisions are made and various matters that affect government behavior. Students majoring in the Political Science have traditionally pursued careers in law, business, teaching, journalism, and government.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3

ART 100	Art Appreciation	3
PHS 111	Physical Science I	4
Total Semester Credit Hours		16

### **Second Semester**

ENG 102	English Composition II	3
SOC 200	Introduction to Sociology	3
POL 220	State and Local Government	3
PHS 112	Physical Science II	4
HIS 202	United States History I	3
Total Semester Credit Hours		16

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
PSY 200	General Psychology	3
POL 211	American National Government	3
HIS 101	Western Civilization I	3
Total Semester Credit Hours		15

### **Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
CRJ 100	Introduction to Criminal Justice	3
MTH 265	Statistics I	3
HIS 102	Western Civilization II	3
Total Semester Credit Hours		15

**TOTAL CREDIT HOURS 62**

## **Psychology**

### **Associate in Science Degree (A.S.) with Guided Career Path for Psychology**

#### **At a Glance**

Psychology is an applied discipline, with applications in clinical health and mental health, business, and education.

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### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
HIS 101	Western Civilization I	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	16

### **Second Semester**

ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
BIO 104	Principles of Biology II	4
PSY 200	General Psychology	3
Elective	(Refer to STARS guide)	3
<hr/>		
	Total Semester Credit Hours	16

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CIS 146	Microcomputer Applications	3
ENG 261	English Literature I	3
PSY 210	General Psychology	3
SOC 200	Introduction to Sociology	3
<hr/>		
	Total Semester Credit Hours	15

### **Fourth Semester**

MUS 101	Music Appreciation	3
PHL 206	Ethics & Society	3
PSY 230	Abnormal Psychology	3
Elective	(Refer to STARS guide)	3
ECO 232	Principles of Macroeconomics	3
<hr/>		
	Total Semester Credit Hours	15

**TOTAL CREDIT HOURS** **62**

## **Social Work**

### **Associate in Science Degree (A.S.) with Guided Career Path for Social Work**

#### **At a Glance**

This path will prepare student pursuing a four-year degree at a senior institution. The bachelor's of social work degree provides students with the knowledge and skills needed to prepare for a professional career as a social worker.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
HIS 201	United States History I	3
BIO 103	Principles of Biology I	4
<hr/>		
Total Semester Credit Hours		16

#### **Second Semester**

ENG 102	English Composition II	3
HIS 202	United States History I	3
CIS 146	Microcomputer Applications	3
PHS 111	Physical Science I	4
SOC 200	Introduction to Sociology	3
<hr/>		
Total Semester Credit Hours		16

#### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
ECO 231	Principles of Macroeconomics	3

SPA 101	Introductory Spanish I	4
MTH 265	Statistics I	3
Total Semester Credit Hours		16

#### **Fourth Semester**

MUS 101	Music Appreciation	3
PHL 206	Ethics & Society	3
PSY 200	General Psychology	3
SPA 102	Introductory Spanish II	4
ECO 232	Principles of Macroeconomics	3
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS 64**

## **Theater**

### **Associate in Science Degree (A.S.) with Guided Career Path for Theater**

#### **At a Glance**

A theater major is your ticket to every corner of the theater world. ... Theater majors study plays and other dramatic works and their production. Classes cover such topics as theater history, playwriting, acting, and directing, as well as lighting, scenery, and costume design.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3

PHL 206	Ethics & Society	3
THR 120	Theater Appreciation	3
Total Semester Credit Hours		15

### **Second Semester**

ENG 102	English Composition II	3
HIS 201	United States History I	3
CIS 146	Microcomputer Applications	3
Electives	(Refer to STARS Guide)	6
Total Semester Credit Hours		15

### **Third Semester**

PHS 111	Physical Science I	4
SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
HIS 202	United States History II	3
Electives	(Refer to STARS guide)	3
Total Semester Credit Hours		16

### **Fourth Semester**

PHS 112	Physical Science II	4
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
Electives	(Refer to STARS Guide)	6
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS 62**

## **Math and Science Career Paths**

### **Architecture**

#### **Associate in Science Degree (A.S.) with Guided Career Path for Architecture**

#### **At a Glance**

Architecture is a program that prepares individuals for the independent professional practice of architecture and to conduct research in various aspects of the field. Includes instruction in architectural design, history, and theory; building structures and environmental systems; project and site planning; construction; professional responsibilities and standards; and related cultural, social, economic, and environmental issues.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
ECO 231	Principles of Macroeconomics	3
<hr/>		
	Total Semester Credit Hours	16

**Second Semester**

ENG 102	English Composition II	3
HIS 202	United States History I	3
PSY 200	General Psychology	3
ECO 232	Principles of Microeconomics	3
CIS 207	Introduction to Web Development	3
<hr/>		
	Total Semester Credit Hours	15

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
PHS 213	General Physics w/Calculus I	4
CIS 208	Web Authoring Software	3
PHL 206	Ethics & Society	3
ART 100	Art Appreciation	3
<hr/>		
	Total Semester Credit Hours	16

**Fourth Semester**

PHS 214	General Physics w/Calculus II	4
ENG 261	English Literature I	3



Electives	(Electives - Refer to STARS Transfer Guide)	6
CIS 146	Microcomputer Applications	3
<hr/>		
	Total Semester Credit Hours	16

**TOTAL CREDIT HOURS 63**

## **Building Science**

### **Associate in Science Degree (A.S.) with Guided Career Path for Building Science**

#### **At a Glance**

The Building Science career path prepares students for careers in construction or architectural technology. Concepts studied include sustainable building methods and materials as they relate to construction and renovation projects. This path is designed for students who plan to complete a four-year degree at Auburn University. Students should consult their advisor and the university to which they plan to transfer for additional degree information.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
BUS 241	Principles of Accounting I	3
<hr/>		
	Total Semester Credit Hours	16

#### **Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3

ECO 231	Principles of Macroeconomics	3
HIS 202	United States History II	3
BUS 263	Legal & Social Environment of Business	3
Total Semester Credit Hours		15

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
PHL 206	Ethics & Society	3
ENG 261	English Literature I	3
BUS 271	Statistics I	3
PHY 213	General Physics w/Calculus I	4
Total Semester Credit Hours		16

### **Fourth Semester**

MUS 101	Music Appreciation	3
PHY 214	General Physics w/Calculus II	4
BUS 146	Personal Finance	3
BUS 272	Statistics II	3
ECO 232	Principles of Microeconomics	3
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS 63**

## **Chemistry**

### **Associate in Science Degree (A.S.) with Guided Career Path for Chemistry**

#### **At a Glance**

The Chemistry path prepares students for careers as professional chemists and serves as a foundation for careers in other fields such as biology and medicine.

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may also be available. Please see an advisor. *\*Students must check with the Senior Institution to determine which courses are required.*

**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
HIS 201	United States History I	3
CHM 111	College Chemistry I	4
Total Semester Credit Hours		17

**Second Semester**

ENG 102	English Composition II	3
CIS 146	Microcomputer Applications	3
MTH 126	Calculus II	4
HIS 202	United States History II	3
CHM 112	College Chemistry II	4
Total Semester Credit Hours		17

**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
MUS 101	Music Appreciation	3
CHM 221	Organic Chemistry I	4
PHY 213	General Physics w/Calculus I	4
Total Semester Credit Hours		17

**Fourth Semester**

PSY 200	General Psychology	3
PHY 214	General Physics w/Calculus II	4
PHL 206	Ethics & Society	3
ECO 232	Principles of Microeconomics	3
Total Semester Credit Hours		13

**TOTAL CREDIT HOURS 64**

## **Fisheries Science**

### **Associate in Science Degree (A.S.) with Guided Career Path for Fisheries Science**

#### **At a Glance**

The Fisheries path is designed for students wanting to transfer to a four-year institution to complete a Bachelor's degree in Wildlife & Fisheries Science. The programs in wildlife and fisheries cover a broad range of topics, such as protecting endangered species, genetic diversity and animal habitats. You will also learn concepts related to managing wildlife and fisheries populations and the role society, economics and science plays in natural resource use and policy development.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus I	4
<u>BIO 103</u>	<u>Principles of Biology I</u>	<u>4</u>
	Total Semester Credit Hours	14

#### **Second Semester**

ENG 102	English Composition II	3
CHM 111	College Chemistry I	4
ECO 232	Principles of Microeconomics	3
HIS 201	United States History I	3
<u>BIO 104</u>	<u>Principles of Biology II</u>	<u>4</u>
	Total Semester Credit Hours	17

#### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 112	College Chemistry II	4

ENG 261	English Literature I	3
PSY 200	General Psychology	3
HIS 202	United States History II	3
Total Semester Credit Hours		16

**Fourth Semester**

MUS 101	Music Appreciation	3
CHM 221	Organic Chemistry I	4
CIS 146	Microcomputer Applications	3
PHL 206	Ethics & Society	3
Total Semester Credit Hours		13

**TOTAL CREDIT HOURS 60**

**Forestry**

**Associate in Science Degree (A.S.) with Guided Career Path for Forestry**

**At a Glance**

This path is designed for students interested in transferring to a four-year institution to obtain a Bachelor’s Degree in forestry. This option is for those interested in pursuing careers in agriculture, natural resources, and environmental science and studies.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3

MTH 113	PreCalculus Trigonometry	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	13

### **Second Semester**

ENG 102	English Composition II	3
CHM 104	College Chemistry I	4
ECO 232	Principles of Microeconomics	3
HIS 201	United States History I	3
MTH 265	Statistics I	3
<hr/>		
	Total Semester Credit Hours	16

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
CHM 105	College Chemistry I	4
ENG 261	English Literature I	3
PSY 200	General Psychology	3
HIS 202	United States History II	3
<hr/>		
	Total Semester Credit Hours	16

### **Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
POL 200	American National Government	3
SOC 200	Introduction to Sociology	3
PHL 206	Ethics & Society	3
<hr/>		
	Total Semester Credit Hours	15

**TOTAL CREDIT HOURS** **60**

## **Horticulture**

### **Associate in Science Degree (A.S.) with Guided Career Path for Horticulture**

#### **At a Glance**

The Horticulture path will prepare a student pursuing a four-year bachelor's degree program in horticulture which allows you to focus on areas such as research, sustainability, communication, landscapes, turf management or horticultural therapy.

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### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 113	PreCalculus Trigonometry	3
SPA 101	Introductory Spanish	4
BIO 103	Principles of Biology I	4
Total Semester Credit Hours		17

### **Second Semester**

ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
SOC 200	Introduction to Sociology	3
BUS 241	Principles of Accounting I	3
HIS 121	World History I	3
Total Semester Credit Hours		16

### **Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
PSY 200	General Psychology	3
CHM 111	Organic Chemistry I	4
HIS 122	World History I	3
Total Semester Credit Hours		16

### **Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
MTH 265	Statistics I	3
ECO 232	Principles of Microeconomics	3
PHL 206	Ethics & Society	3
Total Semester Credit Hours		15

**TOTAL CREDIT HOURS** **64**

## **Mathematics**

### **Associate in Science Degree (A.S.) with Guided Career Path for Mathematics**

#### **At a Glance**

The Mathematics path will prepare students for transfer to a four-year institution where the major/minor offers a sequence of mathematics courses of high academic standards and in sufficient depth that will prepare students for a variety of careers and/or further study. Students will develop a knowledge base of fundamental mathematical principles and problem solving techniques.

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#### **First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 113	PreCalculus Trigonometry	3
ECO 232	Principles of Microeconomics	3
BIO 103	Principles of Biology I	4
<hr/>		
	Total Semester Credit Hours	16

#### **Second Semester**

ENG 102	English Composition II	3
BIO 104	Principles of Biology II	4
MTH 125	Calculus I	4
HIS 201	United States History I	3
<hr/>		
	Total Semester Credit Hours	14



**Third Semester**

SPH 106	Fundamentals of Oral Communication	3
ENG 261	English Literature I	3
MTH 126	Calculus II	4
SOC 200	Introduction to Sociology	3
ENG 262	English Literature II	3
<hr/>		
Total Semester Credit Hours		16

**Fourth Semester**

MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
<hr/>		
Total Semester Credit Hours		16

**TOTAL CREDIT HOURS** **62**

**Physics****Associate in Science Degree (A.S.) with Guided Career Path for Physics****At a Glance**

This path is for student pursuing a four-year degree in Physics. Physics students study the basic laws of mechanics, heat and thermodynamics, electricity and magnetism, optics, relativity, quantum mechanics, and elementary particles.

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**First Semester**

ORI 105	Orientation & Student Success	3
ENG 101	English Composition I	3
MTH 125	Calculus 1	4
CIS 146	Microcomputer Applications	3
CHM 111	College Chemistry I	4
<hr/>		
	Total Semester Credit Hours	17

**Second Semester**

ENG 102	English Composition II	3
MTH 126	Calculus II	4
SPH 106	Fundamentals of Oral Communication	3
HIS 201	United States History I	3
<hr/>		
	Total Semester Credit Hours	13

**Third Semester**

HIS 202	United States History II	3
ENG 261	English Literature I	3
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
PHY 213	General Physics w/Calculus I	4
<hr/>		
	Total Semester Credit Hours	17

**Fourth Semester**

MUS 101	Music Appreciation	3
PSY 200	General Psychology	3
PHY 214	General Physics w/Calculus II	4
PHL 206	Ethics & Society	3
SOC 200	Introduction to Sociology	3
<hr/>		
	Total Semester Credit Hours	16

**TOTAL CREDIT HOURS** **63**

## Technical Career Paths

Technical career paths have been designed within the Associate in Applied Science (AAS) degree programs and the Associate in Occupational Technology (AOT) degree programs to focus on promising approaches to basic skills instruction and occupational training. The paths are clearly defined and build upon one another to lead to successively higher credentials and employment opportunities in growing occupations. The technical career paths emphasize assessment, academic and non-academic support, and strong connections to the labor market and employer needs. Faculty advisors will be able to assist students in selecting a technical career path and offer guidance to ensure students stay on track for completion.

### **Automotive Manufacturing Technology**

#### **Associate in Applied Science Degree (AAS)**

##### **At a Glance**

Students are trained to be qualified for jobs as multi-craft technicians, to meet the needs of area industry in industrial automation and troubleshooting, including hydraulics and pneumatics, programmable logic controllers, robotics, and sensor technology, which help keep Alabama's industry competitive in the world market and provide students with highly paid and dependable jobs.

*Students should consult with an advisor or the faculty teaching in their discipline with regard to the suggested sequence for scheduling of courses.*

<b>General Education &amp; Elective Courses</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
	Humanities and Fine Arts Elective* .....	3
MTH 100	Intermediate College Algebra .....	3
	Natural Science/Mathematics Elective** .....	3
PSY 200	General Psychology .....	3
SPH 106	Fundamentals of Oral Communication .....	3
	<b>Total General Education &amp; Elective Credit Hours .....</b>	<b>21</b>

##### **Automotive Manufacturing**

##### **Technology Major Courses**

		<b>CREDITS</b>
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
AUT 130	Industrial Hydraulics and Pneumatics (ILT 169).....	3
AUT 212	Robot Operation and Programming .....	3

AUT 219	PLC Applications.....	3
AUT 232	Sensors Technology and Applications (ILT 165).....	3
AUT 251	Introduction to VFD and Servo Control .....	3
AUT 278	Robotic Programming and Welding (WDT 160).....	3
ILT 117	Principles of Construction Wiring .....	3
ILT 160	Direct Current Fundamentals.....	3
ILT 161	Alternating Current Fundamentals.....	3
ILT 209	Motor Controls I .....	3
WKO 131	CPT 1 MSSC .....	3
WKO 132	CPT 2 MSSC Quality Practices.....	3
WKO 133	CPT 3 MSSC Manufacturing Process and Production .....	3
WKO 134	CPT 4 MSSC Maintenance Awareness .....	3
	<b>Total Major Courses Credit Hours .....</b>	<b>48</b>

**Total Credit Hours.....69**

**Automation Technology Certification**

**Short-Term Certificate (STC)**

While pursuing the Automotive Manufacturing Technology degree and upon successful completion of the courses identified below, the stackable Automation Technology Certification Short-Term Certificate will be awarded to students.

**CREDITS**

AUT 114	Intro to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
AUT 212	Robot Operation and Programming .....	3
AUT 219	PLC Applications.....	3
AUT 232	Sensors Technology and Applications (ILT 165).....	3
AUT 278	Robotic Programming and Welding (WDT 160).....	3
	<b>Total Credit Hours.....</b>	<b>18</b>

**MSSC Certified Production Technician Certification**

**Short-Term Certificate (STC)**

While pursuing the Automotive Manufacturing Technology degree and upon successful completion of the courses identified below and all proctored exams, the stackable MSSC Certified Production Technician Short-Term Certificate will be awarded to students.

*Note: After successfully passing a proctored exam at the conclusion of each course, students will receive a certification for each course from the Manufacturing Skills Standards Council. After successfully completing all four courses and passing each of the proctored exams, students will receive credentials as a Certified Production Technician from the Manufacturing Skills Standards Council.*

		<b>CREDITS</b>
WKO 131	CPT 1 MSSC .....	3
WKO 132	CPT 2 MSSC Quality Practices.....	3
WKO 133	CPT 3 MSSSC Manufacturing Process and Production .....	3
WKO 134	CPT 4 MSSC Maintenance Awareness.....	3
<b>Total Credit Hours.....</b>		<b>12</b>

### **Child Development**

#### **Short-Term Certificate (STC)**

##### **At a Glance**

The Child Development Short-Term Certificate program offers background knowledge of all stages of child growth and development; training and practical experience in conducting all types of learning activities with children, knowledge and application of techniques in positive guidance and discipline, health, safety, and first aid practices, and a basic knowledge of the state minimum standards for day care centers and homes.

		<b>CREDITS</b>
CHD 100	Introduction to 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
<b>Total Credit Hours.....</b>		<b>12</b>

*Note: Financial Aid options are limited for the Short-Term Certificate in Child Development. Students should contact the Financial Aid Office for available funding options.*

### **Computer Information Science**

#### **Associate in Applied Science Degree (AAS)**

##### **At a Glance**

The Computer Information Science program is designed to prepare students to be successful or enhance their careers in select, high-demand, information technology fields. Special emphasis is placed on the knowledge and skills needed in the small business computer environment. In addition, this program provides a solid foundation for those considering transferring to a senior institution.

*Students should consult with an advisor or the faculty teaching in their discipline with regard to the suggested sequence for scheduling of courses.*

<b>General Education &amp; Elective Courses</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
MTH 112	Precalculus Algebra .....	3
ORI 105	Orientation & Student Success .....	3
SPH 106	Fundamentals of Oral Communication .....	3
	History, Social and Behavioral Science Elective.....	3
	Humanities and Fine Arts Elective .....	3
	Natural Science Elective* .....	3-4
	<b>Total General Education &amp; Elective Credit Hours .....</b>	<b>27-28</b>

<b>Technical Major Courses</b>		<b>CREDITS</b>
CIS 130	Introduction to Information Systems .....	3
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 199	Network Communications .....	3
CIS 268	Software Support .....	3
CIS 269	Hardware Support .....	3
	Business Electives (BUS prefix as listed in Catalog) .....	3-6
	Computer Science Electives (CIS prefix as listed in Catalog).....	15-18
	<b>Total Technical Major Credit Hours .....</b>	<b>33-39</b>

**TOTAL CREDIT HOURS .....** **60-67**

**Computer Information Science**  
**Certificate (CER)**

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Computer Information Science Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
MTH 112	Precalculus Algebra .....	3
ORI 105	Orientation & Student Success .....	3
SPH 106	Fundamentals of Oral Communication .....	3
BUS 241	Principles of Accounting I .....	3
CIS 130	Introduction to Information Systems .....	3
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 191	Introduction to Computer Programming Concept .....	3
CIS 199	Network Communications .....	3
CIS 207	Introduction to Web Development.....	3

CIS 268	Software Support .....	3
CIS 269	Hardware Support .....	3
CIS 281	Systems Analysis and Design .....	3
Computer Science Electives (CIS prefix listed in Catalog) .....		15
<b>Total Credit Hours .....</b>		<b>60</b>

**Cyber Security**

**Short-Term Certificate (STC)**

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Cyber Security Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 246	Ethical Hacking .....	3
CIS 280	Network Security .....	3
CIS 282	Computer Forensics .....	3
<b>Total Credit Hours .....</b>		<b>9</b>

**Network & Support**

**Short-Term Certificate (STC)**

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Network & Support Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 199	Network Communications .....	3
CIS 268	Software Support .....	3
CIS 269	Hardware Support .....	3
Computer Science Electives (with CIS prefix listed in Catalog) .....		3
<b>Total Credit Hours .....</b>		<b>12</b>

**Graphics & Web Design**

**Short-Term Certificate (STC)**

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Graphics & Web Design Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 150	Introduction to Computer Logic and Programming .....	3
CIS 191	Introduction to Computer Programming Concept .....	3
CIS 199	Network Communications .....	3
CIS 207	Introduction to Web Development .....	3

CIS 209	Advanced Web Development .....	3
<b>Total Credit Hours</b>	.....	<b>15</b>

## **Cosmetology**

### **Associate in Occupational Technology Degree (AOT)**

#### **At a Glance**

The Cosmetology program provides students with the knowledge needed to obtain an Alabama State Board of Cosmetology and Barbering/National Interstate Council of State Boards of Cosmetology (NIC) license, as well as the skills for immediate employment once licensed.

Students are trained in hair cutting, shampooing and styling, chemical texture services, hair color, manicuring and pedicuring, and facial waxing, massage, and treatments. Along with Cosmetology salon practices, students are taught Business of Cosmetology and Employability Skills, which are essential for Cosmetologists to own or manage a business. This program prepares graduates for employment in various occupations including hairstylist, barber, nail technician, makeup artist, esthetics, hair colorist, chemical services technician, salon managers, and business owners.

*Students should consult with an advisor or the faculty teaching in their discipline with regard to the suggested sequence for scheduling of courses.*

<b>General Education &amp; Elective Courses</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications .....	3
ORI 105	Orientation & Student Success .....	3
SPH 106	Fundamentals of Oral Communication.....	3
	Natural Science & Math Elective .....	3-4
	History, Social and Behavioral Science Elective* .....	3
<b>Total General Education &amp; Elective Credit Hours</b> .....		<b>21-22</b>

*\*Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

<b>Technical Major Courses</b>		<b>CREDITS</b>
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
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



COS 119	Business of Cosmetology.....	3
COS 123	Cosmetology Salon Practices.....	3
COS 158	Employability Skills.....	3
<b>Total Technical Major Credit Hours .....</b>		<b>33</b>

<b>Technical Minor Courses</b>		<b>CREDITS</b>
BUS 100	Introduction to Business .....	3
OAD 101	Beginning Keyboarding .....	3
OAD 103	Intermediate Keyboarding .....	3
OAD 243	Spreadsheet Applications.....	3
<b>Total Technical Minor Credit Hours .....</b>		<b>12</b>

**Total Credit Hours .....** 66-67

**Cosmetology**  
**Certificate (CER)**

While pursuing the Cosmetology AOT degree and upon successful completion of the courses identified below, the stackable Cosmetology Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications .....	3
ORI 105	Orientation and Student Success.....	3
SPH 106	Fundamentals of Oral Communication.....	3
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
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
COS 119	Business of Cosmetology.....	3
COS 123	Cosmetology Salon Practices.....	3
COS 158	Employability Skills.....	3
<b>Total Credit Hours .....</b>		<b>48</b>

**Chemical Services & Salon Practices**  
**Short-Term Certificate (STC)**

While pursuing the Cosmetology AOT degree and upon successful completion of the courses identified below, the stackable Chemical Services & Salon Practices Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
COS 113	Theory of Chemical Services.....	3
COS 114	Chemical Services Lab.....	3
COS 119	Business of Cosmetology .....	3
COS 123	Cosmetology Salon Practices.....	3
<b>Total Credit Hours.....</b>		<b>12</b>

**Hair Coloring**  
**Short-Term Certificate (STC)**

While pursuing the Cosmetology AOT degree and upon successful completion of the courses identified below, the stackable Hair Coloring Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
COS 115	Hair Coloring Theory.....	3
COS 116	Hair Coloring Lab .....	3
COS 158	Employability Skills .....	3
<b>Total Credit Hours .....</b>		<b>9</b>

**Introduction to Cosmetology**  
**Short-Term Certificate (STC)**

While pursuing the Cosmetology AOT degree and upon successful completion of the courses identified below, the stackable Introduction to Cosmetology Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
COS 111	Introduction to Cosmetology .....	3
COS 112	Introduction to Cosmetology Lab.....	3
COS 117	Basic Spa Techniques .....	3
COS 118	Basic Spa Techniques Lab.....	3
<b>Total Credit Hours .....</b>		<b>12</b>

## **General Business**

### **Associate in Applied Science Degree (AAS)**

#### **At a Glance**

The General Business program is designed to prepare students to plan, organize, direct, and control the functions and processes of a firm or organization. This program includes instruction in management theory, human resources management and behaviors, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

*Students should consult with an advisor or the faculty teaching in their discipline with regard to the suggested sequence for scheduling of courses.*

<b>General Education &amp; Elective Courses</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ECO 232	Principles of Economics .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
ORI 105	Orientation & Student Success .....	3
SPH 106	Fundamentals of Oral Communication .....	3
Humanities and Fine Arts Elective .....		3
Math or Natural Science Elective* .....		3-4
<b>Total General Education &amp; Elective Credit Hours .....</b>		<b>24-25</b>

*\*Refer to general education section of catalog for electives.*

<b>Technical Major Courses</b>		<b>CREDITS</b>
BUS 100	Introduction to Business.....	3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....	3
BUS 215	Business Communications.....	3
BUS 241	Principles of Accounting I.....	3
BUS 242	Principles of Accounting II .....	3
BUS 275	Principles of Management.....	3
ECO 232	Principles of Economics .....	3
OAD 101	Beginning Keyboarding .....	3
Business Electives (From BUS, CIS or OAD) .....		12-13
<b>Total Technical Major Credit Hours .....</b>		<b>36-37</b>

**Total Credit Hours .....** 60-62

## **General Business**

### **Certificate (CER)**

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Certificate will be awarded to students.

	<b>CREDITS</b>
CIS 146	Microcomputer Applications .....3
ENG 101	English Composition I .....3
MTH 100	Intermediate College Algebra .....3
ORI 105	Orientation & Student Success .....3
SPH 106	Fundamentals of Oral Communication .....3
BUS 100	Introduction to Business.....3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....3
BUS 215	Business Communications.....3
BUS 241	Principles of Accounting I.....3
BUS 275	Principles of Management.....3
ECO 232	Principles of Economics .....3
OAD 101	Beginning Keyboarding .....3
<b>Total Credit Hours.....</b>	<b>36</b>

**General Business**  
**Certificate (STC)**

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Short-Term Certificate will be awarded to students.

	<b>CREDITS</b>
BUS 100	Introduction to Business.....3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....3
BUS 215	Business Communications.....3
BUS 275	Principles of Management.....3
<b>Total Credit Hours.....</b>	<b>12</b>

**Industrial Electronics Technology**  
**Associate in Applied Science Degree (AAS)**

**At a Glance**

Industrial Electronics Technicians are needed in every industry that uses machinery, from automotive assembly plants to computer manufacturers. This program prepares students to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrical/electronic equipment used in industry and manufacturing. Instruction includes installing, maintaining, and testing various types of equipment.

	<b>CREDITS</b>
<b>General Education &amp; Elective</b>	
CIS 146	Microcomputer Applications .....3

ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
PHL 206	Ethics & Society .....	3
PSY 200	General Psychology .....	3
SPH 106	Fundamentals of Oral Communication.....	3
Natural Science & Math Elective ( <i>Refer to general education section of catalog for electives</i> ) .....		3-4
<b>Total General Education &amp; Elective Credit Hours .....</b>		<b>21-22</b>

<b>Industrial Electronics Technology Core</b>		<b>CREDITS</b>
ILT 160	Direct Current Fundamentals .....	3
ILT 161	Alternating Current Fundamentals.....	3
ILT 162	Solid State Fundamentals.....	3
ILT 163	Digital Fundamentals .....	3
<b>Total Industrial Electronics Technology Core Credit Hours .....</b>		<b>12</b>

<b>Industrial Electronics Technology Major</b>		<b>CREDITS</b>
ILT 160	Direct Current Fundamentals .....	3
WKO 131	CPT 1 MSSC.....	3
WKO 132	CPT 2 MSSC Quality Practices .....	3
WKO 133	CPT 3 MSSC Manufacturing Process and Production .....	3
WKO 134	CPT 4 MSSC Maintenance Awareness .....	3
ILT 108	Introduction to Instruments and Process Control.....	3
ILT 117	Principles of Construction Wiring .....	3
ILT 118	National Electric Code .....	3
ILT 164	Circuit Fabrication I.....	1
ILT 166	Motors and Transformers I .....	3
ILT 194	Introduction to Programmable Logic Controllers (AUT 114 OR AUT 219) .....	3
ILT 209	Motor Controls I .....	3
<b>Total Industrial Electronics Technology Major Credit Hours.....</b>		<b>34</b>

**Total Credit Hours .....** 67-68

**MSSC Certified Production Technician**  
**Short-Term Certificate (STC)**

While pursuing the Industrial Electronics Technology degree and upon successful completion of the courses identified below and all proctored exams, the stackable MSSC Certified Production Technician Short-Term Certificate will be awarded to students.

*Note: After successfully passing a proctored exam at the conclusion of each course, students will receive a certification for each course from the Manufacturing Skills Standards Council. After successfully completing all four courses and passing each of the proctored exams, students will*

receive credentials as a Certified Production Technician from the Manufacturing Skills Standards Council.

		<b>CREDITS</b>
WKO 131	CPT 1 MSSC .....	3
WKO 132	CPT 2 MSSC Quality Practices.....	3
WKO 133	CPT 3 MSSSC Manufacturing Process and Production .....	3
WKO 134	CPT 4 MSSC Maintenance Awareness.....	3
<b>Total Credit Hours .....</b>		<b>12</b>

**Introduction to Electrical Theory**  
**Short-Term Certificate (STC)**

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Introduction to Electrical Theory Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
ILT 160	Direct Current Fundamentals.....	3
ILT 161	Alternating Current Fundamentals.....	3
ILT 162	Solid State Fundamentals.....	3
ILT 163	Digital Fundamentals .....	3
ILT 164	Circuit Fabrication I.....	1
<b>Total Credit Hours.....</b>		<b>13</b>

**Industrial & Residential Wiring and Process Controls**  
**Short-Term Certificate (STC)**

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Industrial & Residential Wiring and Process Controls Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
ILT 108	Introduction to Instruments and Process Control.....	3
ILT 117	Principles of Construction Wiring .....	3
ILT 118	National Electric Code.....	3
<b>Total Credit Hours.....</b>		<b>9</b>

**Motors, Transformers Programmable Logic Controllers**  
**Short-Term Certificate (STC)**

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Motors, Transformers Programmable Logic Controllers Short-Term Certificate will be awarded to students.

	<b>CREDITS</b>
ILT 166 Motors and Transformers I .....	3
ILT 194 Introduction to Programmable Logic Controllers (AUT 114 OR AUT 219) .....	3
ILT 209 Motor Controls I .....	3
<b>Total Credit Hours.....</b>	<b>9</b>

### **Biomedical Technology**

#### **Short-Term Certificate (STC)**

While pursuing the Industrial Electronics Technology AAS degree and upon successful completion of the courses identified below, the stackable Biomedical Technology Short-Term Certificate will be awarded to students.

	<b>CREDITS</b>
ILT 117 Principles of Construction Wiring .....	3
ILT 160 Direct Current Fundamentals .....	3
ILT 161 Alternating Current Fundamentals.....	3
ILT 164 Circuit Fabrication I.....	1
ILT 203 Biomedical Electronics I.....	3
ILT 204 Biomedical Electronics II .....	3
ILT 294 Biomedical Electronics Clinical I.....	3
ILT 295 Biomedical Electronics Clinical II.....	3
<b>Total Credit Hours.....</b>	<b>22</b>

### **Machine Shop**

#### **Associate in Occupational Technology Degree (AOT)**

##### **At a Glance**

The Machine Shop program provides students with opportunities to explore and learn a highly skilled and valuable trade. Acquiring the knowledge and skills for precision machining opens a wealth of opportunities throughout the world in such areas as production machinists, tool and die makers, computer numeric control (CNC) operators and programmers, as well as quality inspectors.

#### **General Education & Elective Courses**

	<b>CREDITS</b>
CIS 146 Microcomputer Applications .....	3
ENG 131 Applied Writing I.....	3
MTH 116 Mathematical Applications .....	3
SPH 106 Fundamentals of Oral Communication.....	3

History, Social and Behavioral Science Elective*	3
Humanities and Fine Arts Elective*	3
Natural Science or Mathematics Elective*	3
WKO 110 NCCER Workplace Skills	3
<b>Total General Education &amp; Elective Credit Hours</b>	<b>24</b>

*\*Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

<b>Machine Shop Technology Major</b>	<b>CREDITS</b>
MSP 102 Intermediate Machining Technology	5
MSP 103 Advanced Machining Technology	5
MSP 104 Basic Machining Calculations	2
MSP 105 Lathes	3
MSP 107 Milling Machines	3
MSP 111 Introduction to Computer Numerical Control (CNC 111)	2
MSP 112 Basic Computer Numerical Control Turning (CNC 112)	3
MSP 121 Basic Blueprint Reading for Machinists	2
MSP 125 Introduction to Machining Technology	3
MSP 132 Grinding Machines	3
MSP 142 Advanced Machining Calculations	2
MSP 171 Intermediate Blueprint Reading	2
<b>Total Machine Shop Technology Major Credit Hours</b>	<b>35</b>

*Consult with instructor for approval of CNC courses.  
(Computer Numerical Control is required and 10 additional credit hours are required from the list below.)*

<b>Machine Shop Technology Minor</b>	<b>CREDITS</b>
CNC 113 Computer Numeric Control Milling	3
CNC 143 Applied Trigonometry for CNC Machining	3
CNC 181 Special Topics in Computerized Numerical Control (Form Grinding)	3
CNC 213 Advanced Computer Numerical Control Milling	3
CNC 215 Quality Control and Assurance	3
CNC 218 Programming and Set-up for Electrical Discharge Machining	6
CNC 221 Advanced Blueprint Reading for Machinists	3
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 230 Computer Numerical Control Special Projects	3
CNC 232 Basic Tool and Die	4
CNC 235 Basic Die Construction	5
CNC 281 Special Topics in Computerized Numerical Control (Heat Treatment)	3
<b>Total Machine Shop Technology Minor Credit Hours</b>	<b>13</b>

**Total Credit Hours.....72**



**Machine Shop**  
**Certificate (CER)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Machine Shop Certificate will be awarded to students.

	<b>CREDITS</b>
CIS 146	Microcomputer Applications .....3
ENG 131	Applied Writing I OR Higher level .....3
MTH 116	Mathematical Applications OR Higher level.....3
SPH 106	Fundamentals of Oral Communication.....3
WKO 110	NCCER Workplace Skills.....3
MSP 102	Intermediate Machining Technology .....5
MSP 103	Advanced Machining Technology .....5
MSP 104	Basic Machining Calculations .....2
MSP 105	Lathes .....3
MSP 107	Milling Machines .....3
MSP 111	Introduction to Computer Numerical Control (CNC 111).....2
MSP 112	Basic Computer Numerical Control Turning (CNC 112).....3
MSP 121	Basic Blueprint Reading for Machinists (CNC 121) .....2
MSP 125	Introduction to Machining Technology .....3
MSP 132	Grinding Machines.....3
MSP 142	Advanced Machining Calculation .....2
MSP 171	Intermediate Blueprint Reading .....2
Minor Elective Courses (see list on previous page).....2	
<b>Total Credit Hours.....</b>	<b>52</b>

**Basic Machine Operation**  
**Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Basic Machine Operation Short-Term Certificate will be awarded to students.

MSP 102	Intermediate Machining Technology .....5
MSP 104	Basic Machining Calculations .....2
MSP 111	Introduction to Computer Numerical Control (CNC 111).....2
MSP 121	Basic Blueprint Reading for Machinists .....2
MSP 125	Introduction to Machining Technology .....3
<b>Total Credit Hours.....</b>	<b>14</b>

### **Basic Machinist**

#### **Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Basic Machinist Short-Term Certificate will be awarded to students.

MSP 102	Intermediate Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 111	Introduction to Computer Numerical Control (CNC 111).....	2
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
MSP 132	Grinding Machines.....	3
MSP 142	Advanced Machining Calculations .....	2
MSP 171	Intermediate Blueprint Reading.....	2
<b>Total Credit Hours.....</b>		<b>21</b>

### **CNC Operator**

#### **Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable CNC Operator Short-Term Certificate will be awarded to students.

CNC 111	Introduction to Computer Numerical Control (MSP 111).....	2
CNC 112	Computer Numeric Control Turning (MSP 112).....	3
CNC 113	Computer Numeric Control Milling .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
CNC 142	Applied Geometry for CNC Machine.....	3
CNC 223	Computer Numerical Control Graphics Programming: Milling.....	3
<b>Total Credit Hours.....</b>		<b>16</b>

### **CNC Specialist**

#### **Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable CNC Specialist Short-Term Certificate will be awarded to students.

CNC 111	Introduction to Computer Numerical Control (MSP 111).....	2
CNC 112	Computer Numeric Control Turning (MSP 112).....	3
CNC 113	Computer Numeric Control Milling .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
CNC 142	Applied Geometry for CNC Machine .....	3
CNC 213	Advanced Computer Numerical Control Milling .....	3
CNC 215	Quality Control and Assurance.....	3

CNC 223	Computer Numerical Control Graphics Programming: Milling .....	3
CNC 230	Computer Numerical Control Special Projects .....	3
<b>Total Credit Hours.....</b>		<b>24</b>

**Manual Lathe Operator**

**Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Manual Lathe Operator Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
<b>Total Credit Hours.....</b>		<b>10</b>

**Manual Milling Machine Operator**

**Short-Term Certificate (STC)**

While pursuing the Machine Shop AOT degree and upon successful completion of the courses identified below, the stackable Manual Milling Machine Short-Term Certificate will be awarded to students.

MSP 104	Basic Machining Calculations .....	2
MSP 107	Milling Machines .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
<b>Total Credit Hours.....</b>		<b>10</b>

**Office Administration**

**Associate in Applied Science Degree (AAS)**

**At a Glance**

The Office Administration program prepares students to perform the duties of administrative assistants and/or secretaries and stenographers. Program instruction includes business communications, principles of business law, word processing and data entry, office machines operations and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

**General Education and Electives**

		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3

ECO 232	Principles of Microeconomics .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
ORI 105	Orientation and Student Success.....	3
SPH 106	Fundamentals of Oral Communication.....	3
	Humanities and Fine Arts Elective* .....	3
	Math or Natural Science Elective* .....	3-4
	<b>Total General Education Credit Hours..</b> .....	<b>24-25</b>

*\*Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

<b>Office Administration Major</b>		<b>CREDITS</b>
BUS 100	Introduction to Business .....	3
BUS 146	Personal Finance <b>OR</b> BUS 150 Business Math.....	3
BUS 215	Business Communications .....	3
BUS 241	Principles of Accounting I <b>OR</b> OAD 135 Financial Record Keeping.....	3
OAD 101	Beginning Keyboarding .....	3
OAD 103	Intermediate Keyboarding .....	3
OAD 125	Word Processing .....	3
OAD 131	Business English .....	3
OAD 138	Records/Information Management .....	3
OAD 243	Spreadsheet Applications.....	3
	Business Electives (From BUS, ECO, or OAD).....	6-7
	<b>Total Office Administration Major Credit Hours</b> .....	<b>36-37</b>

**Total Credit Hours..... 60-62**

**Office Administration  
Certificate (CER)**

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Office Administration Certificate will be awarded to students.

		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
SPH 106	Fundamentals of Oral Communication.....	3
ORI 105	Orientation and Student Success.....	3
BUS 100	Introduction to Business .....	3
BUS 146	Personal Finance <b>OR</b> BUS 150 Business Math.....	3
OAD 101	Beginning Keyboarding .....	3
OAD 103	Intermediate Keyboarding .....	3

OAD 125	Word Processing .....	3
OAD 131	Business English .....	3
OAD 138	Records/Information Management .....	3
OAD 243	Spreadsheet Applications .....	3
<b>Total Credit Hours.....</b>		<b>39</b>

**Business Communications**

**Short-Term Certificate (STC)**

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Business Communications Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
BUS 215	Business Communications .....	3
OAD 101	Beginning Keyboarding .....	3
OAD 125	Word Processing .....	3
OAD 131	Business English .....	3
OAD 246	Office Graphics and Presentation .....	3
<b>Total Credit Hours.....</b>		<b>15</b>

**Microsoft Office**

**Short-Term Certificate (STC)**

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Microsoft Office Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
OAD 101	Beginning Keyboarding .....	3
OAD 125	Word Processing .....	3
OAD 243	Spreadsheet Applications .....	3
OAD 244	Database Applications .....	3
OAD 246	Office Graphics and Presentation .....	3
<b>Total Credit Hours.....</b>		<b>15</b>

## Welding

### Associate in Occupational Technology Degree (AOT)

#### At a Glance

The Welding program at Central Alabama Community College provides students with the knowledge and skills in the heating and melting of metals. Students experience rigorous hands on training with cutting, forming, and the permanent jointing of metal products used in construction of bridges, buildings, and ships some of which are done in conjunction with computers and robots. Students often work on assembly lines, steel mills, railroad shops and highway departments.

<b>General Education &amp; Electives</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ENG 131	Applied Writing <b>OR</b> ENG 101 English Composition I.....	3
MTH 100	Intermediate College Algebra .....	3
SPH 106	Fundamentals of Oral Communication.....	3
Humanities and Fine Arts Elective* .....		3
Social and Behavioral Science Elective* .....		3
<b>Total General Education Credit Hours .....</b>		<b>18</b>

\*Refer to general education section of catalog for electives. **NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.**

<b>Welding Technology Major</b>		<b>CREDITS</b>
WDT 108	SMAW Fillet/OFC.....	3
WDT 109	SMAW Fillet/PAC/CAC .....	3
WDT 110	Industrial Blueprint Reading.....	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding .....	3
WDT 120	Shielded Metal Arc Welding Groove .....	3
WDT 122	SMAW Fillet/OFC Lab.....	3
WDT 123	SMAW Fillet/PAC/CAC Lab .....	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab.....	3
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3
WKO 110	Orientation/NCCER Core .....	3
WDT Electives (Choose ONE combination from below) .....		6
WDT 115/155	GTAW Carbon Pipe/Lab <b>OR</b>	
WDT 217/257	SMAW Carbon Pipe/Lab <b>OR</b>	
WDT 228/268	GAS Tungsten Arc Welding/Lab	
<b>Total Welding Major Credit Hours .....</b>		<b>36</b>

#### **Welding Technology Minor (Choose ONE option below)** **CREDITS**

##### **Minor Option 1 - Drafting**

DDT 104	Basic Computer Aided Drafting and Design .....	3
DDT 111	Fundamentals of Drafting and Design Technology .....	3

DDT 144	Basic 3-D Modeling .....	3
DDT 127	Intermediate Computer Aided Drafting and Design .....	3
	<b>Total Drafting Minor Option Credit Hours .....</b>	<b>12</b>

**Minor Option 2 - Machining**

MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
MSP 107	Milling Machines .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
	<b>Total Machining Minor Option Credit Hours .....</b>	<b>13</b>

**Total Credit Hours..... 66-67**

**Welding  
Certificate (CER)**

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Welding Certificate will be awarded to students.

	<b>CREDITS</b>	
CIS 146	Microcomputer Applications .....	3
ENG 131	Applied Writing <b>OR</b> ENG 101 English Composition I.....	3
MTH 116	Mathematical Applications or Higher Math .....	3
SPH 106	Fundamentals of Oral Communication.....	3
	<i>*Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.</i>	
WDT 108	SMAW Fillet/OFC.....	3
WDT 109	SMAW Fillet/PAC/CAC .....	3
WDT 110	Industrial Blueprint Reading.....	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 120	Shielded Metal Arc Welding Groove .....	3
WDT 122	SMAW Fillet/OFC Lab.....	3
WDT 123	SMAW Fillet/PAC/CAC Lab .....	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab.....	3
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3
WKO 110	Orientation/NCCER Core .....	3
WDT Electives (Choose ONE combination from below) .....	6	
WDT 115/155	GTAW Carbon Pipe/Lab <b>OR</b>	
WDT 217/257	SMAW Carbon Pipe/Lab <b>OR</b>	
WDT 228/268	GAS Tungsten Arc Welding/Lab	
<b>Total Credit Hours.....</b>	<b>48</b>	

**Basic Welding**

**Short-Term Certificate (STC)**

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Basic Welding Short-Term Certificate will be awarded to students.

WDT 108	SMAW Fillet/OFC.....	3
WDT 109	SMAW Fillet/PAC/CAC .....	3
WDT 110	Industrial Blueprint Reading.....	3
WDT 122	SMAW Fillet/OFC Lab.....	3
WDT 123	SMAW Fillet/PAC/CAC Lab .....	3
<b>Total Credit Hours.....</b>		<b>15</b>

**Advanced Welding**

**Short-Term Certificate (STC)**

While pursuing the Welding AOT degree and upon successful completion of the courses identified below, the stackable Basic Welding Short-Term Certificate will be awarded to students.

WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 120	Shielded Metal Arc Welding Groove .....	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab.....	3
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3
<b>Total Credit Hours.....</b>		<b>12</b>



# Health Science



The Health Science Division offers a variety of programs to prepare health professionals. Programs leading to the Associate in Applied Science (AAS) degree with stackable certificates are available. The Health Science programs are designed to provide the highest quality education to students in order to meet the community's need for quality health professionals.

## **Medical Assisting Technology**

### **Associate in Applied Science Degree (AAS)**

#### **At a Glance**

The Medical Assisting Technology program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. This program includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

<b>TERM 1</b>		<b>CREDITS</b>
BIO 201	Human Anatomy and Physiology I.....	4
CIS 146	Microcomputer Applications .....	3
MAT 111	Clinical Procedures I.....	3
MAT 125	Lab Procedures I .....	3
OAD 211	Medical Terminology.....	3
<b>Total Credit Hours – Term 1 .....</b>		<b>16</b>
<b>TERM 2</b>		<b>CREDITS</b>
BIO 202	Human Anatomy and Physiology II .....	4
MAT 200	Management of Office Emergencies .....	2
MAT 211	Clinical Procedures II .....	3
MAT 215	Lab Procedures II.....	3
PSY 200	General Psychology .....	3
<b>Total Credit Hours – Term 2 .....</b>		<b>15</b>
<b>TERM 3</b>		<b>CREDITS</b>
MAT 216	Pharmacology for the Medical Office.....	4
MAT 218	EKG Technician.....	3
MAT 239	Phlebotomy Preceptorship .....	3
MTH 100	Intermediate College Algebra .....	3
OAD 215	Health Information Management.....	3
<b>Total Credit Hours – Term 3 .....</b>		<b>16</b>
<b>TERM 4</b>		<b>CREDITS</b>
ENG 101	English Composition I .....	3
MAT 229	Medical Assisting Practicum .....	3

OAD 214	Medical Office Procedures .....	3
OAD 216	Advanced Health Information Management.....	3
PHL 206	Ethics and Society.....	3
SPH 106	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking (SPH 107) .....	3
	<b>Total Credit Hours – Term 4 .....</b>	<b>18</b>

**Total Credit Hours.....65**

**Medical Assisting Technology  
Certificate (CER)**

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Medical Assisting Technology Certificate will be awarded to students.

<b>TERM 1</b>		<b>CREDITS</b>
BIO 201	Human Anatomy and Physiology I.....	4
CIS 146	Microcomputer Applications .....	3
MAT 111	Clinical Procedures I.....	3
MAT 125	Lab Procedures I .....	3
OAD 211	Medical Terminology.....	3
	<b>Total Credit Hours – Term 1 .....</b>	<b>16</b>

<b>TERM 2</b>		<b>CREDITS</b>
BIO 202	Human Anatomy and Physiology II .....	4
MAT 200	Management of Office Emergencies .....	2
MAT 211	Clinical Procedures II .....	3
MAT 215	Lab Procedures II.....	3
	<b>Total Credit Hours – Term 2 .....</b>	<b>12</b>

<b>TERM 3</b>		<b>CREDITS</b>
MAT 216	Pharmacology for the Medical Office.....	4
MAT 218	EKG Technician.....	3
MAT 239	Phlebotomy Preceptorship .....	3
MTH 100	Intermediate College Algebra.....	3
OAD 215	Health Information Management.....	3
	<b>Total Credit Hours – Term 3 .....</b>	<b>16</b>

<b>TERM 4</b>		<b>CREDITS</b>
ENG 101	English Composition I .....	3
MAT 229	Medical Assisting Practicum .....	3
OAD 214	Medical Office Procedures .....	3
OAD 216	Advanced Health Information Management.....	3

SPH 106	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking (SPH 107) .....	3
<b>Total Credit Hours – Term 4 .....</b>		<b>15</b>

**Total Credit Hours.....59**

**Administrative Medical Assistant**  
**Short-Term Certificate (STC)**

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Administrative Medical Assistant Short-Term Certificate will be awarded to students.

<b>TERM 1</b>		<b>CREDITS</b>
MAT 111	Clinical Procedures I.....	3
MAT 200	Management of Office Emergencies .....	2
MAT 216	Pharmacology for the Medical Office.....	4
OAD 211	Medical Terminology.....	3
OAD 215	Health Information Management.....	3
<b>Total Credit Hours – Term 1 .....</b>		<b>15</b>

<b>TERM 2</b>		<b>CREDITS</b>
MAT 229	Medical Assisting Practicum .....	3
OAD 214	Medical Office Procedures .....	3
OAD 216	Advanced Health Information Management.....	3
SPH 106	Fundamentals of Oral Communication.....	3
<b>Total Credit Hours – Term 2 .....</b>		<b>12</b>

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

**Multi-Skilled Patient Care Technician**  
**Short-Term Certificate (STC)**

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Multi-Skilled Patient Care Technician Short-Term Certificate will be awarded to students.

<b>TERM 1</b>		<b>CREDITS</b>
MAT 111	Clinical Procedures I.....	3
MAT 125	Lab Procedures I .....	3
MAT 218	EKG Technician.....	3
OAD 211	Medical Terminology.....	3
<b>Total Credit Hours – Term 1 .....</b>		<b>12</b>

<b>TERM 2</b>		<b>CREDITS</b>
MAT 215	Lab Procedures II.....	3
MAT 239	Phlebotomy Preceptorship .....	3
<b>Total Credit Hours – Term 2 .....</b>		<b>6</b>

<b>TERM 3</b>		<b>CREDITS</b>
MAT 211	Clinical Procedures II .....	3
MAT 229	Medical Assisting Practicum .....	3
<b>Total Credit Hours – Term 3 .....</b>		<b>6</b>

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

**Phlebotomy Technician**  
**Short-Term Certificate (STC)**

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Phlebotomy Technician Short-Term Certificate will be awarded to students.

		<b>CREDITS</b>
MAT 125	Lab Procedures I .....	3
MAT 215	Lab Procedures II.....	3
MAT 239	Phlebotomy Preceptorship .....	3
OAD 211	Medical Terminology.....	3
<b>Total Credit Hours.....</b>		<b>12</b>

**Associate Degree Nursing and Practical Nursing**

**Approval/Accreditation**

The Associate Degree Nursing program and the Practical Nursing option are 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](http://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 Health Science Program Administrator/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](http://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.**

### **Campus Facilities**

The nursing program on the Childersburg campus is housed in the Jim Preuit 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; St. Vincent's Health System, Birmingham and St. Clair; 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](http://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](http://www.abn.state.al.us)) for additional information. According to legal statutes 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](http://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 if required by Central Alabama Community College for unconditional admission
- 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

***NOTE: 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:
  1. Submit a change of major to Student Services
    - a. Pay required annual premiums for nursing student liability insurance.
    - b. 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.
    - c. **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.**

- d. 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.
- e. Pay required fees for standardized assessment/achievement resources.
- f. 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 Health Science Program Administrator.
- 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 and summer semesters is February 1st, spring semester is September 15<sup>th</sup>.
- 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. Student must complete a prescribed remediation course that is developed in the Pearson Concept Curriculum MyLab online course.
- VI. Student will use the Pearson MyLab resources that are also required for the program.
- VII. Remediation will be specific for the semester in which the student was not successful.
  - Example: if student was not successful in NUR 112, then the remediation will be designed with NUR 112 content to be completed.
  - Pearson MyLab resource MyLab Nursing: A Concept Based Approach to Learning, 3<sup>rd</sup> edition access card, ISBN 9780134869742
- VIII. The deadline for the completed remediation will be one month prior to the beginning of the semester in which the student desires to return to the nursing program.
- IX. The student wishing to be reinstated must pass a 25 question dosage exam with an 80% regardless of completion of Pearson MyLab content.
  - The student will be notified in advance of dosage test date.

**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 Health Science Program Administrator.

Individuals wishing to transfer must:

- I. Meet minimum admission standards for the nursing program and demonstrate competency as defined by the nursing program. If an individual has been unsuccessful in another nursing program, then the individual will be required to demonstrate competency in the previous course(s) as indicated under the Process for Reinstatement. 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. It does not apply to students wishing to transfer from other 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:**

<p align="center"><b>Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies</b></p>	<p align="center"><b>Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies</b></p>
<p><b>Human Flourishing</b> Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).</p>	<p><b>Human Flourishing</b> Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).</p>

<p><b>Patient-Centered Care</b> 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><b>Patient-Centered Care</b> 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><b>Nursing Judgement</b> 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><b>Nursing Judgement</b> 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><b>Informatics</b> Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).</p>	<p><b>Informatics</b> Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).</p>
<p><b>Safety</b> Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).</p>	<p><b>Safety</b> Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).</p>
<p><b>Professional identity</b> 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).</p>	<p><b>Professional Identity</b> 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).</p>
<p><b>Teamwork and Collaboration</b> Function competently within own scope of practice as a member of the health care team (QSEN, 2012).</p>	<p><b>Teamwork and Collaboration</b> Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).</p>

<p><b>Spirit of Inquiry</b> 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).</p>	<p><b>Spirit of Inquiry</b> 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).</p>
<p><b>Quality Improvement</b> Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).</p>	<p><b>Quality Improvement</b> 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).</p>
<p><b>Evidence-Based Practice</b> Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).</p>	<p><b>Evidence-Based Practice</b> Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).</p>

The pass rate for the licensure examination for Associate Degree Nursing Program was 89.4% for the 2017-2018 academic years. The program completion rate for the cohort graduating in May 2018 was 28.35%. The job placement rate for the May 2018 cohort seeking employment was 94.73%.

The pass rate for the licensure examination for the Practical Nursing Certificate program was 100% for the 2017-2018 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 will receive the grade of “F” in the course where the incident occurred. The “F” will be assigned in the instructor’s grade book 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 any time 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

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. There will be no rounding of test scores or final course grades in the nursing program.

### **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 of Courses**

Nursing courses are not open for students to audit.

### **Nursing Program Options**

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 12% from 2016-2026 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.

### **Registered Nursing**

#### **Associate in Applied Science Degree (AAS)**

#### **At a Glance**

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 Health Science Program Administrator 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.

<b>ACCS One Plus One Curriculum</b>	<b>CREDIT HOURS</b>
Required Nursing Courses for the Practical Nursing Certificate.....	25
Required General Education Courses for the Practical Nursing Certificate.....	20
<b>Total Credit Hours Required for the Practical Nursing Certificate .....</b>	<b>45</b>

*NOTE: 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
<b>Total Credit Hours Required for the Associate in Applied Science Degree.....</b>	<b>66</b>

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

<b>ACCS One Plus One Curriculum</b>		
<b>TERM 1</b>		<b>CREDITS</b>
NUR 112	Fundamental Concepts of Nursing.....	7
BIO 201	Human Anatomy and Physiology I.....	4
MTH 110	Finite Mathematics <b>OR</b> Higher Level Math MTH 100 .....	3
	<b>Total Credit Hours – Term 1 .....</b>	<b>14</b>
 <b>TERM 2</b>		 <b>CREDITS</b>
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
	<b>Total Credit Hours – Term 2 .....</b>	<b>18</b>
 <b>TERM 3</b>		 <b>CREDITS</b>
NUR 114	Nursing Concepts II.....	8
NUR 115	Evidenced Based Clinical Reasoning .....	2
SPH 106	Fund. of Oral Communication <b>OR</b> SPH 107 (Fund. of Public Speaking) .....	3
	<b>Total Credit Hours – Term 3 .....</b>	<b>13</b>
 <b>TERM 4</b>		 <b>CREDITS</b>
NUR 211	Advanced Nursing Concepts.....	8
BIO 220	General Microbiology.....	4
	<b>Total Credit Hours – Term 4 .....</b>	<b>11</b>

<b>TERM 5</b>	<b>CREDITS</b>
NUR 211      Advanced Evidence Based Clinical Reasoning .....	7
Humanities & Fine Arts Elective* ( <b>Preferred - PHL 206 Ethics &amp; Society</b> ).....	3
<b>Total Credit Hours – Term 5</b> .....	<b>10</b>
<b>Total Credit Hours</b> .....	<b>66</b>

*\* 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**

**Associate in Applied Science Degree (AAS)**

**At a Glance**

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**

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 1<sup>st</sup> 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 students are subject to the same progression requirements as students enrolled in the traditional option. Refer to the previous section on Progression Policy.

<b>Prerequisite Courses</b>	<b>CREDITS</b>
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 <b>OR</b> Higher Level Math MTH 100 .....	3
PSY 210 Human Growth and Development .....	3
SPH 106 Fund. of Oral Communication <b>OR</b> SPH 107 (Fund. of Public Speaking) .....	3
<b>Total Credit Hours – LPN to RN Mobility Prerequisites .....</b>	<b>20</b>

<b>TERM 1</b>	<b>CREDITS</b>
NUR 209* Concepts for Healthcare Transition Students .....	10
<b>Total Credit Hours – Term 1 .....</b>	<b>10</b>

<b>TERM 2</b>	<b>CREDITS</b>
BIO 220 General Microbiology.....	4
NUR 211 Advanced Nursing Concepts.....	7
<b>Total Credit Hours – Term 2 .....</b>	<b>11</b>

<b>TERM 3</b>	<b>CREDITS</b>
NUR 221 Advanced Evidence Based Clinical Reasoning .....	7
Humanities & Fine Arts Elective**(Preferred - PHL 206 Ethics & Society).....	3
<b>Total Credit Hours – Term 3 .....</b>	<b>10</b>

**Required Nursing Courses..... 14-24**  
**Required General Education Courses .....27**

**Total Credit Hours – LPN to RN Mobility Associate in Applied Science.....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.*

# COURSE DESCRIPTIONS



## **COURSE ABBREVIATIONS**

The following are the official catalog course abbreviations used by Central Alabama Community College.

*ANT - Anthropology*

*ART - Art*

*AUT – Automotive Manufacturing Technology*

*BIO - Biology*

*BUS - Business*

*CHD – Child Development*

*CHM - Chemistry*

*CIS – Computer Science*

*CNC – Computerized Numerical Control*

*COS - Cosmetology*

*CRJ – Criminal Justice*

*DDT – Drafting and Design Technology*

*ECO - Economics*

*EMS – Emergency Medical Technology*

*ENG - English*

*ENR – English and Reading*

*GEO - Geography*

*HED – Health Education*

*HIS - History*

*ILT – Industrial Electronics Technology*

*INT – Industrial Maintenance Technology*

*MAT – Medical Assisting Technology*

*MSP – Machine Shop Technology*

*MTH - Mathematics*

*MUL – Music Ensemble*

*MUS - Music*

*NUR - Nursing*

*OAD – Office Administration*

*ORI - Orientation*

*PED – Physical Education*

*PHL - Philosophy*

*PHS – Physical Science*

*PHY - Physics*

*POL – Political Science*

*PSY - Psychology*

*REL - Religion*

*SOC - Sociology*

*SPA - Spanish*

*SPH - Speech*

*THR – Theater Arts*

*WDT - Welding*

*WKO – Workplace Skills Enhancement*

## **DESCRIPTIONS**

Course numbered 001-099 are institutional credit courses. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The Alabama College System Course Directory lists common course names, numbers, and descriptions used by all of the Alabama's two-year colleges. Courses, which satisfy Areas I-IV of the general studies curriculum at all public Alabama colleges and universities as part of the Alabama General Studies Curriculum (AGSC), are indicated with the appropriate Area notation. Other courses, which may transfer and may meet requirements for articulated programs, have the following codes:

- **Code A** – AGSC-approved transfer courses in Areas I-IV that are common to all institutions.
- **Code B** – Area V transfer courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- **Code C** – Potential Area V transfer courses that are subject to approval by respective receiving institutions.

The College reserves the right to withdraw any course for which the demand is insufficient. The term “credit” indicates the number of semester hours credit granted upon the successful completion of a course.

Prerequisites or co-requisite requirements of courses are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The Dean of Academic Programs must approve any waiver of these requirements.

A complete list of the courses being offered is published each semester/term.

## **ANT - ANTHROPOLOGY**

### **ANT 200 Introduction to Anthropology**

Prerequisite: None

This course is a survey of physical, social and cultural development, and behavior of human beings.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **ART - ART**

### **ART 100 Art Appreciation**

Prerequisite: None

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ART 113 Drawing I**

Prerequisite: None

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ART 114 Drawing II**

Prerequisite: None

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **AUT – AUTOMOTIVE MANUFACTURING TECHNOLOGY**

### **AUT 102 Manufacturing Fundamentals**

Prerequisite: None

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/ Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **AUT 104 Blueprint Reading for Manufacturing**

Prerequisite: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **AUT 110 DC Fundamentals**

Prerequisite: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic



test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **AUT 111 AC Fundamentals**

Prerequisite: None

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **AUT 114 Introduction to Programmable Logic Controllers**

Prerequisite: None

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **AUT 116 Introduction to Robotics**

Prerequisite: None

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **AUT 118 Introduction to Engineering Technology: 3 credits**

Prerequisite: None

This course is designed to introduce the student to the basic concepts, terminology, procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculator, basic algebra, triangulation methods, basic geometry, and basic laws of electricity.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics**

Prerequisite: None

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **AUT 138 Principles of Industrial Mechanics**

Prerequisite: None

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **AUT 193 Special Topics (Electrical/Electronic)**

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Lecture: 0 hours    Lab: 1 hour    Contact Hours: 2    Credit Hours: 1**

### **AUT 194 Special Topics (Electrical/Electronic)**

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Lecture: 0 hours    Lab: 2 hours    Contact Hours: 4    Credit Hours: 2**

### **AUT 197 Special Topics (Machining)**

Prerequisite: None

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **AUT 210 Industrial Robotics**

Prerequisite: None

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **AUT 211 Industrial Robotics Lab**

Prerequisite: None

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

**Lecture: 0 hours    Lab: 2 hours    Contact Hours: 4    Credit Hours: 2**

### **AUT 212 Robot Operation and Programming**

Prerequisite: None

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

**Lecture: 2 hours    Lab: 1 hours    Contact Hours: 4    Credit Hours: 3**

### **AUT 219 PLC Applications**

Prerequisite: None

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.

**Lecture: 2 hours    Lab: 1 hours    Contact Hours: 4    Credit Hours: 3**

### **AUT 221 Advanced Programmable Logic Controllers**

Prerequisite: None

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**2 hours    Lab: 1 hours    Contact Hours: 4    Credit Hours: 3**

### **AUT 230 Preventive and Predictive Maintenance**

Prerequisite: None

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will

demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **AUT 232 Sensors Technology and Applications**

Prerequisite: None

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors.

**Lecture: 2 hours    Lab: 1 hours    Contact Hours: 4    Credit Hours: 3**

### **AUT 234 Industrial Motor Controls I**

Prerequisite: None

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **AUT 251 Introduction to Variable Frequency Drives (VFD) Servo Control**

Prerequisite: None

This course provides an introduction to variable frequency drives (VFD) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The Lab enables students to program, test, and run drives and motors. The removal and replacement of servo drives will also be discussed. Upon completion students will be able to apply principles of VFD and servo drive.

**Lecture: 2 hours    Lab: 1 hours    Contact Hours: 4    Credit Hours: 3**

### **AUT 278 Robotic Programming and Welding**

Prerequisite: None

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

## **BIO - BIOLOGY**

### **BIO 103 Principles of Biology I**

Prerequisite: None

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process

of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **BIO 104 Principles of Biology II**

Prerequisite: BIO 103

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **BIO 201 Human Anatomy and Physiology I**

Prerequisite: BIO 103

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**Code B      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **BIO 202 Human Anatomy and Physiology II**

Prerequisites: BIO 103 and BIO 201

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**Code B      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **BIO 220 General Microbiology: 4 credits**

Prerequisite: BIO 103 (Recommended 4 semester hours of chemistry)

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

**Code B      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **BIO 250 Directed Studies in Biology I**

Prerequisite: None

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**Code C      Lecture: 0 hours      Lab: 2 hours      Credit Hours: 2**

### **BIO 251 Directed Studies in Biology II**

Prerequisite: BIO 250

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**Code C      Lecture: 0 hours      Lab: 2 hours      Credit Hours: 2**

## **BUS – BUSINESS**

### **BUS 100 Introduction to Business**

Prerequisite: None

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 146 Personal Finance**

Prerequisite: None

Budgeting, Financial institutions, Basic income tax, Credit, Consumer protection, Insurance, House purchase, Retirement planning, Estate planning, Investing, & Consumer purchases.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 150 Business Math**

Prerequisite: None

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 215 Business Communication**

Prerequisite: ENG 101 and/or OAD 131

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 241 Principle of Accounting I**

Prerequisite: None

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 242 Principle of Accounting II**

Prerequisite: BUS 241

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 248 Managerial Accounting**

Prerequisite: BUS 241 and BUS 242

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 263 The Legal and Social Environment of Business**

Prerequisite: None

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 271 Business Statistics I**

Prerequisite: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 272 Business Statistics II**

Prerequisite: BUS 271

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 275 Principles of Management**

Prerequisite: None

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **BUS 285 Principles of Marketing: 3 credits**

Prerequisite: BUS 100

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **CHD – CHILD DEVELOPMENT**

### **CHD 100 Introduction of Early Care and Education of Children**

Prerequisite: None

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CHD 204 Methods and materials for Teaching Children**

Prerequisite: None

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

*NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.*

### **CHD 206 Children's Health and Safety**

Prerequisite: None

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CHD 209 Infant and Toddler Education Programs**

Prerequisite: None

This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed



on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **CHM – CHEMISTRY**

### **CHM 104 Introduction to Inorganic Chemistry**

Prerequisite: MTH 092 or Equivalent math placement score

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **CHM 111 College Chemistry I**

Co-requisite: MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **CHM 112 College Chemistry II**

Prerequisite: CHM 111

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **CHM 221 Organic Chemistry I**

Prerequisite: CHM 112

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and

stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Code B      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

### **CHM 222 Organic Chemistry II**

Prerequisite: CHM 221

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Code B      Lecture: 3 hours      Lab: 1 hour      Credit Hours: 4**

## **CIS – COMPUTER SCIENCE**

### **CIS 113 Spreadsheet Software Applications**

Prerequisite: None

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 115 Presentations Graphics Software Applications**

Prerequisite: None

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 117 Database Management Software Applications**

Prerequisite: None

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 130 Intro to Information Systems**

Prerequisite: None

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software,

communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 146 Microcomputer Applications**

Prerequisite: None

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 150 Introduction to Computer Logic and Programming**

Prerequisite: None

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 155 Introduction to Mobile App Development**

Prerequisite: None

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 157 Introduction to App Development with Swift**

Prerequisite: None

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

**Code C      Lecture: 1 hour      Lab: 2 hours      Credit Hours: 3**

### **CIS 191 Intro to Computer Programming Concepts**

Prerequisite: None

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and

structures and simple data structures are introduced. Students are expected to write programs as part of this course.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 199 Network Communications**

Prerequisite: None

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 207 Introduction to Web Development**

Prerequisite: None

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 209 Advanced Web Development**

Prerequisite: CIS 207

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 246 Ethical Hacking**

Prerequisite: None

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 251 C++ Programming**

Prerequisite: None

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 255 JAVA Programming: 3 credits**

Prerequisite: None

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 268 Software Support**

Prerequisite: None

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 269 Hardware Support**

Prerequisite: None

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 280 Network Security**

Prerequisite: None

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 281 System Analysis and Design**

Prerequisite: CIS 191 or higher

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 282 Computer Forensics**

Prerequisite: None

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **CIS 289 Wireless Networking**

Prerequisite: None

The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **CNC – COMPUTERIZED NUMERICAL CONTROL**

### **CNC 111 Introduction to Computer Numerical Control**

Prerequisite: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 3      Credit Hours: 2**

### **CNC 112 Computer Numeric Control Turning**

Prerequisite: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning center.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **CNC 113 Computer Numeric Control Milling**

Prerequisite: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **CNC 143 Applied Trigonometry for CNC Machining**

Prerequisite: None

This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projection of auxiliary lines to solve two or more right triangles

as it relates to CNC programming and precision machining. Upon completion students should be able to analyze and make computations in orderly steps to make and inspect parts.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **CNC 181 Special Topics in Computerized Numerical Control**

Prerequisite: None

These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **CNC 213 Advanced Computer Numerical Control Milling**

Prerequisite: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **CNC 215 Quality Control and Assurance**

Prerequisite: None

This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **CNC 218 Programming and Setup for Electrical Discharge Machining: 6 credits**

Prerequisite: None

This course introduces the student to the concept of EDM (Electrical Discharge Machining). Topics include principles, programming techniques, set-up and operation. Students will learn to produce basic machine parts.

**Lecture: 3 hours    Lab: 3 hours    Contact Hours: 9    Credit Hours: 6**

### **CNC 221 Advanced Blueprint Reading for Machinists**

Prerequisite: CNC 121 or MSP 121

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **CNC 223 Computer Numerical Control Graphics Programming: Milling**

Prerequisite: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM

system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAMM software to create a multi-axis CNC program.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **CNC 230 Computer Numerical Control Special Projects**

Prerequisite: None

This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **CNC 232 Basic Tool & Die**

Prerequisite: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

**Lecture: 2 hours      Lab: 2 hours      Contact Hours: 6      Credit Hours: 4**

### **CNC 235 Basic Die Construction**

Prerequisite: None

This course is designed to teach construction, maintenance, operation and safety as related to tool and die construction. Topics include blanking, piercing, bending. Upon completion, students should be able to design and build blanking dies and bending dies.

**Lecture: 1 hour      Lab: 4 hours      Contact Hours: 9      Credit Hours: 5**

### **CNC 281 Special Topics in Computerized Numerical Control**

Prerequisite: None

These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

## **COS - COSMETOLOGY**

### **COS 111 Introduction to Cosmetology**

Prerequisite: None

Co-requisite: COS 112

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion,



students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **COS 112 Introduction to Cosmetology Lab**

Prerequisite: None

Co-requisite: COS 111

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **COS 113 Theory of Chemical Services**

Prerequisite: None

Co-requisite: COS 114

During this course, students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **COS 114 Chemical Services Lab**

Prerequisite: None

Co-requisite: COS 113

During this course, students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **COS 115 Hair Coloring Theory**

Prerequisite: None

Co-requisite: COS 116

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will should be able to identify all classifications of hair coloring and the effects on the hair.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **COS 116 Hair Coloring Lab**

Prerequisite: None

Co-requisite: COS 115

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair

coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **COS 117 Basic Spa Techniques**

Prerequisite: None

Co-requisite: COS 118

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **COS 118 Basic Spa Techniques Lab**

Prerequisite: None

Co-requisite: COS 117

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **COS 119 Business of Cosmetology**

Prerequisite: None

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **COS 123 Cosmetology Salon Practices**

Prerequisite: None

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **COS 158 Employability Skills**

Co-requisite or Prerequisite: COS 111, 112, 113, 114, 115, 116, 117, 118, 119, 123

This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

## **CRJ – CRIMINAL JUSTICE**

### **CRJ 100 Introduction to Criminal Justice**

Prerequisite: None

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**Code B    Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

### **CRJ 110 Introduction to Law Enforcement**

Prerequisite: None

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**Code B    Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

### **CRJ 150 Introduction to Corrections**

Prerequisite: None

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**Code B    Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

## **DDT – DRAFTING AND DESIGN TECHNOLOGY**

### **DDT 104 Intro to Computer Aided Drafting and Design**

Prerequisite: None

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 111 Fundamentals of Drafting and Design Technology**

Prerequisite: None

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 116 Blueprint Reading for Construction**

Prerequisite: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multi-view projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction trades.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **DDT 124 Intro to Technical Drawing**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 125 Surface Development**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 127 Intermediate Computer Aided Drafting and Design**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 128 Intermediate Technical Drawing**

Prerequisite: DDT 104, 111, DDT 144, DDT 124 or permission of instructor

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **DDT 132 Architectural Drafting**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **DDT 144 Basic 3D Modeling**

Prerequisite: None

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a “design intent” plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **DDT 150 Theory of Residential Drawing and Design**

Prerequisite: None

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **DDT 233 Intermediate 3D Modeling**

Prerequisite: DDT 144 or permission of instructor

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **DDT 234 3D Graphics and Animation**

Prerequisite: DDT 144 or Permission of Instructor

This course is designed to challenge the imagination of the student in a computer generated three-dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, and then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

## ECO - ECONOMICS

### **ECO 231 Principles of Macroeconomics**

Prerequisite: None

This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ECO 232 Principles of Microeconomics**

Prerequisite: None

This course is an introduction of the microeconomics theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## EMS – EMERGENCY MEDICAL TECHNOLOGY

### **EMS 100 Cardiopulmonary Resuscitation I**

Prerequisite: None

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**Lecture: 1 hour      Lab: 0 hours      Credit Hours: 1**

## ENG - ENGLISH

### **ENG 099 Introductory to College Writing**

Prerequisite: None

Corequisite: ENG 101

This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or

practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

**Lecture: 1 hour      Lab: 0 hours      Credit Hours: 1**

### **ENG 101 English Composition I**

Prerequisite: Successful completion of ENG 093; or appropriate placement score; or a score of 18 or better on the ACT (or equivalent SAT score)

English Composition I provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 102 English Composition II**

Prerequisite: A grade of “C” or better in ENG 101 or the equivalent

English Composition II provides instruction and practice in the writing of six formal analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 131 Applied Writing I**

Prerequisite: Appropriate placement score or the equivalent (ENG 092)

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 251 American Literature I**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 252 American Literature II**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary,

cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 261 English Literature I**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 262 English Literature II: 3 credits**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 271 World Literature I**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **ENG 272 World Literature II**

Prerequisite: A grade of “C” or higher in ENG 102 or the equivalent

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**



## **ENR 098 Writing and Reading for College**

Prerequisites: None

Co-requisites: None

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

**Lecture: 4 hours    Lab: 0 hours    Credit Hours: 4**

## **GEO - GEOGRAPHY**

### **GEO 100 World Regional Geography**

Prerequisite: None.

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**Code A      Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

## **HED – HEALTH EDUCATION**

### **HED 221 Personal Health**

Prerequisite: None

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development; psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

**Code B      Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

### **HED 226 Wellness: 2 credits**

Prerequisite: None

This course provides health-related education to individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

**Code C      Lecture: 2 hours    Lab: 0 hours    Credit Hours: 2**

### **HED 230 Safety and First Aid: 3 credits**

Prerequisite: None

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.) The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross cards are given upon successful completion of the American Red Cross requirements.

**Code B      Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

**HED 231 First Aid: 3 credits**

Prerequisite: None

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS – HISTORY****HIS 101 Western Civilization I**

Prerequisite: None

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS 102 Western Civilization II**

Prerequisite: None

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS 121 World History I: 3 credits**

Prerequisite: None

This course surveys social, intellectual, economic, and political developments, which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS 122 World History II: 3 credits**

Prerequisite: None

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS 201 United States History I**

Prerequisite: None

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

**HIS 202 United States History II**

Prerequisite: None

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **ILT – INDUSTRIAL ELECTRONICS TECHNOLOGY**

### **ILT 108 Introduction to Instruments and Process Control**

Prerequisite: None

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 3**

### **ILT 117 Principles of Construction Wiring**

Prerequisite: None

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 7      Credit Hours: 3**

### **ILT 118 Construction Wiring NEC**

Prerequisite: None

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial, and industrial applications.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **ILT 160 DC Fundamentals**

Prerequisite: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 7      Credit Hours: 3**

### **ILT 161 AC Fundamentals**

Prerequisite: None

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC impedance, phase relationships and power factor, This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and trouble shoot AC circuits to prove the theories taught.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 7      Credit Hours: 3**

### **ILT 162 Solid State Fundamentals**

Prerequisite: None

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistor, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid -state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **ILT 163 Digital Fundamentals**

Prerequisite: None

This course provides instruction on basic logic gates, flip-flops, registers, counter, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and trouble shoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **ILT 164 Circuit Fabrication I**

Prerequisite: None

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout fabrication, and repair as well as soldering techniques, care of tools, wire splicing, wire wrapping,

connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

**Lecture: 0 hours    Lab: 1 hour    Contact Hours: 2    Credit Hours: 1**

### **ILT 165 Industrial Electronic Controls I**

Prerequisite: None.

This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **ILT 166 Motors and Transformers I**

Prerequisite: None

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types, and testing for input and output voltage. Upon completion students should be able to test motors, transformer types, and testing for input and output voltage.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 5    Credit Hours: 3**

### **ILT 169 Hydraulics/Pneumatics**

Prerequisite: None

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/pneumatics.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **ILT 181 Special Topics in ILT**

Prerequisite: None

This course provides a guided independent study of special topics in ILT. The student and instructor design the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 5    Credit Hours: 3**

### **ILT 192 Co-Op in ILT**

Prerequisite: None

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary to entry-level employment.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **ILT 194 Introduction to Programmable Logic Controllers**

Prerequisite: None

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 5    Credit Hours: 3**

### **ILT 203 Biomedical Electronics I**

Prerequisite: None

This course includes the technical information necessary in learning to repair biomedical equipment. Topics include: the human body, electrodes and transducers, bioelectric amplifiers, physiological pressure measurements, and electrical and patient safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **ILT 204 Biomedical Electronics II**

Prerequisite: None

This course combines theory gained from Biomedical Electronics I for a deeper understanding of biomedical equipment troubleshooting. Topics include: respiratory therapy instrumentation, intensive and coronary care unit instrumentation, operating room instrumentation, medical laboratory instrumentation, and electrical safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **ILT 209 Motor Controls I**

Prerequisite: None

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understanding complex motor control diagrams.

**Lecture: 1 hour    Lab: 2 hours    Contact Hours: 7    Credit Hours: 3**

### **ILT 218 Industrial Robotics Concepts**

Prerequisite: None

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding

of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

### **ILT 231 National Electric Code**

Prerequisite: None.

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **ILT 239 Certification Preparation**

Prerequisite: None

This course includes the review necessary before attempting technician certification examinations given by various non-government certifying organizations and pre-employment tests given by employers. Upon completion of this course students should understand the preparations necessary to successfully complete the exam process.

**Lecture: 3 hours    Lab: 0 hours    Contact Hours: 3    Credit Hours: 3**

### **ILT 294 Biomedical Electronics Clinical I**

Prerequisite: None

Student will be assigned to a local hospital facility, working in the technical capacity as a biomedical electronic technician trainee. Upon completion of this course, students have gained experience as a biomedical equipment technician.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

### **ILT 295 Biomedical Electronics Clinical II**

Prerequisite: None

This course is a continuation of Clinical On-site Study I. Student will be assigned to local hospital facility, working in the technical capacity as a biomedical electronic technician trainee. Upon completion of this course, students have gained experience as a biomedical equipment technician.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours: 6    Credit Hours: 3**

## **INT – INDUSTRIAL MAINTENANCE TECHNOLOGY**

### **INT 184 Introduction to Programmable Logic Controllers**

Prerequisite: None

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours: 4    Credit Hours: 3**

## **MAT – MEDICAL ASSISTING TECHNOLOGY**

### **MAT 111 Clinical Procedures I**

Prerequisite: None

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours:    Credit Hours: 3**

### **MAT 125 Lab Procedures I**

Prerequisite: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours:    Credit Hours: 3**

### **MAT 200 Management of Office Emergencies**

Prerequisite: None

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions.

**Lecture: 2 hours    Lab: 0 hour    Contact Hours:    Credit Hours: 2**

### **MAT 211 Clinical Procedures II**

Prerequisite: MAT 111 Clinical Procedures I

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours:    Credit Hours: 3**

### **MAT 215 Lab Procedures II**

Prerequisite: None

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. Instruction from this course is based on the Educational Competencies for the Medical Assistant, For CAAHEP Accredited Medical Assisting Educational Programs, 2008 standards.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours:    Credit Hours: 3**



### **MAT 216 Pharmacology for the Medical Office**

Prerequisite: MAT 111 Clinical Procedures I

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications.

**Lecture: 3 hours    Lab: 1 hour    Contact Hours:        Credit Hours: 4**

### **MAT 218 EKG Technician**

Prerequisite: None

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography, including Holter monitor use. Students should be able to secure an EKG tracing, troubleshoot problems with the acquisition of an EKG tracing, and interpret simple EKG rhythm strips.

**Lecture: 2 hours    Lab: 1 hour    Contact Hours:        Credit Hours: 3**

### **MAT 239 Phlebotomy Preceptorship**

Prerequisite: None

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP).

**Lecture: 0 hours    Lab: 3 hours    Contact Hours:        Credit Hours: 3**

### **MAT 229 Medical Assisting Practicum**

Prerequisite: None

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting.

**Lecture: 0 hours    Lab: 3 hours    Contact Hours:        Credit Hours: 3**

## **MSP – MACHINE SHOP TECHNOLOGY**

### **MSP 101 Basic Machining Technology**

Prerequisite: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines,

bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **CORE**  
**Lecture: 1 hour      Lab: 4 hours      Contact Hours: 9      Credit Hours: 5**

### **MSP 102 Intermediate Machining Technology**

Prerequisite: MSP 125

This course provides additional instruction and practice in use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolant. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**Lecture: 1 hour      Lab: 4 hours      Contact Hours: 11      Credit Hours: 5**

### **MSP 103 Advanced Machining Technology**

Prerequisite: MSP 125

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced set-ups. Upon completion, students should be able to produce a part to specifications.

**Lecture: 1 hour      Lab: 4 hours      Contact Hours: 11      Credit Hours: 5**

### **MSP 104 Basic Machining Calculations**

Prerequisite: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, should be able to perform basic shop calculations.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 3      Credit Hours: 2**

### **MSP 105 Lathes**

Prerequisite: None

This course covers the operations and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **MSP 107 Milling Machines**

Prerequisite: None

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **MSP 111 Introduction to Computer Numerical Control**

Prerequisite: None

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 3      Credit Hours: 2**

### **MSP 112 Basic Computer Numerical Control Turning**

Prerequisite: None

This course introduces the programming, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **MSP 121 Basic Blueprint Reading for Machinists**

Prerequisite: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 3      Credit Hours: 3**

### **MSP 125 Introduction to Machining Technology**

Prerequisite: None

This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 7      Credit Hours: 3**

### **MSP 132 Grinding Machines**

Prerequisite: MSP 125

This course provides instruction and practice in the use of grinding machines. Emphasis is placed on construction, operation, and maintenance of grinding machines. Upon completion, students should be able to perform essential procedures on grinding machines.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **MSP 142 Advanced Machining Calculations**

Prerequisite: MSP 104

This course emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine set-up and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment set-up and planning.

**Lecture: 1 hour      Lab: 1 hour      Contact Hours: 2      Credit Hours: 2**

### **MSP 171 Intermediate Blueprint Reading**

Prerequisite: None

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

**Lecture: 1 hour    Lab: 1 hour    Contact Hours: 3    Credit Hours: 2**

### **MSP 181 Special Topics in Machine Shop Technology**

Prerequisite: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Lecture: 1 hour    Lab: 1 hour    Contact Hours: 3    Credit Hours: 2**

### **MSP 182 Special Topics in Machine Shop Technology**

Prerequisite: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Lecture: 0 hours    Lab: 2 hours    Contact Hours: 4    Credit Hours: 2**

## **MTH - MATHEMATICS**

### **MTH 098 Elementary Algebra**

Prerequisite: MTH 090 with grade of “C” or higher, or appropriate mathematics placement score  
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

**Lecture: 4 hours    Lab: 0 hours    Credit Hours: 4**

### **MTH 099 Support for Intermediate College Algebra**

Prerequisite: Appropriate mathematics placement score or MTH 098 Elementary Algebra

*(Note: MTH 099 is required for students completing MTH 098 Elementary Algebra.)*

Corequisite: MTH 100 Intermediate College Algebra.

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students’ paired MTH 100 class. This course does not apply toward the general core requirement for mathematics.

**Code C    Lecture: 1 hour    Lab: 0 hours    Credit Hours: 1**

### **MTH 100 Intermediate College Algebra**

Prerequisite: MTH 098 with grade of “C” or higher or appropriate mathematics placement score

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions

and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 110 Finite Mathematics**

Prerequisite: Appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher in MTH 100, Intermediate College Algebra. This course is intended to give an overview of topics in finite mathematics together with their application, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. This course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 111 Support for Pre-calculus Algebra**

Prerequisite: Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.

Corequisite: MTH 112 Pre-calculus Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

**Code C      Lecture: 1 hour      Lab: 0 hours      Credit Hours: 1**

### **MTH 112 Pre-calculus Algebra**

Prerequisite: Appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher in MTH 100, Intermediate College Algebra. This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 113 Pre-calculus Trigonometry**

Prerequisite: Appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher in MTH 112. This course includes the study of trigonometric (circular functions) inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex

numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 115 Pre-calculus Algebra & Trigonometry**

Prerequisite: Appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass MTH 100 with a C or higher and receive permission from the department chairperson. This course is a one semester combination of Pre-calculus Algebra and Pre-calculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

**Code C      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **MTH 116 Mathematical Applications**

Prerequisite: MTH 090 with grade of C or higher or appropriate mathematics placement score This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 120 Calculus and Its Applications**

Prerequisite: Appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher in MTH 112. This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hospital's Rule, and multiple integration (including applications).

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 125 Calculus I**

Prerequisite: Appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher MTH 113. This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**Code A      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **MTH 126 Calculus II**

Prerequisite: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 125. This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**Code A      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **MTH 227 Calculus III**

Prerequisite: MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

**Code A      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **MTH 231 Math for the Elementary Teacher I**

Prerequisite: MTH 100 or higher or appropriate placement score.

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 232 Math for the Elementary Teacher II**

Prerequisite: MTH 100 or higher or appropriate placement score.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 237 Linear Algebra**

Prerequisite: MTH 126

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, Eigen values and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 238 Applied Differential Equations I**

Co-requisite: MTH 227

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **MTH 265 Elementary Statistics**

Prerequisite: MTH 100 or appropriate Math placement score

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **MUL – MUSIC ENSEMBLE**

### **MUL 170, 171 Music Workshops I, II**

### **MUL 270, 271 Music Workshop III, IV**

Prerequisite: None

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Code C      Lecture: 0 hours      Lab: 2 hours      Contact: 4 hours      Credit Hours: 2**

### **MUL 184, 185 Jazz/Show Choir I, II**

### **MUL 190, 191 Concert Band I, II**

### **MUL 196, 197 Jazz/Show Band I, II**

### **MUL 284, 285 Jazz/Show Choir III, IV**



**MUL 290, 291 Concert Band III, IV**  
**MUL 296, 297 Jazz/Show Band III, IV**

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Code B      Lecture: 0 hours      Lab: 2 hours      Contact: 4 hours      Credit Hours: 2**

## **MUS – MUSIC**

**MUS 101 Music Appreciation: 3 credits**

Prerequisite: None

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **NUR - NURSING**

**NUR 112 Fundamental Concepts of Nursing: 7 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision-making to provide evidence based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**Lecture: 4 hours      Lab: 2 hours      Clinical: 1 hour      Contact Hours: 13      Credit Hours: 7**

**NUR 113 Nursing Concepts I: 8 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue, integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**Lecture: 4 hours      Lab: 1 hour      Clinical: 3 hours      Contact Hours: 16      Credit Hours: 8**

**NUR 114 Nursing Concepts II: 8 credits**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion,

cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**Lecture: 5 hours    Lab: 0 hours    Clinical: 3 hours    Contact Hours: 14    Credit Hours: 8**

**NUR 115 Evidence Based Clinical Reasoning: 2 credits**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**Lecture: 1 hour    Lab: 0 hours    Clinical: 1 hour    Contact Hours: 4    Credit Hours: 2**

**NUR 209 Concepts for Healthcare Transition Students: 10 credits**

Prerequisite: MTH 100 or higher; BIO 201, BIO 202, ENG 101, SPH 106 or 107, PSY 210

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based on clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

**Lecture: 6 hours    Lab: 1 hour    Clinical: 3 hours    Contact Hours: 18    Credit Hours: 10**

**NUR 211 Advanced Nursing Concepts: 7 credits**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**Lecture: 4 hours    Lab: 0 hours    Clinical: 3 hours    Contact Hours: 13    Credit Hours: 7**

**NUR 221 Advanced Evidence Based Clinical Reasoning: 7 credits**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and health care delivery system.

**Lecture: 3 hours    Lab: 0 hours    Clinical: 4 hours    Contact Hours: 15    Credit Hours: 7**

**OAD – OFFICE ADMINISTRATION**

**OAD 100 Intro to Keyboarding and Technology**

Prerequisite: None

This course is designed to enable the student to develop navigating windows and touch keyboarding skills for efficient use of microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying technique and basic computer skills.

**Code C    Lecture: 3 hours    Lab: 0 hours    Credit Hours: 3**

**OAD 101 Beginning Keyboarding**

Prerequisite: None

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business document such as memoranda, letters, reports, etc.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 103 Intermediate Keyboarding**

Prerequisite: OAD 101

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 125 Word Processing**

Prerequisite: OAD 101

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 131 Business English**

Prerequisite: None

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 135 Financial Record Keeping**

Prerequisite: None

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 137 Computerized Financial Record Keeping**

Prerequisite: OAD 135 and/or BUS 241

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 138 Records/Information Management**

Prerequisite: None

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the students should be able to perform basic filing procedures.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 211 Medical Terminology**

Prerequisite: None

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 214 Medical Office Procedures**

Prerequisite: None

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 215 Health Information Management**

Prerequisite: None

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 216 Advanced Health Information Management**

Prerequisite: OAD 215

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding

of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 243 Spreadsheet Applications**

Prerequisite: OAD 101

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 244 Database Applications**

Prerequisite: OAD 101

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **OAD 246 Office Graphics and Presentations**

Prerequisite: OAD 101

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercise. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **ORI - ORIENTATION**

### **ORI 105 Orientation and Student Success**

Prerequisite: None

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond. The course must be taken during the first or second academic semester that the student enrolls in the college.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **PED – PHYSICAL EDUCATION**

### **PED 100 Fundamentals of Fitness**

Prerequisite: None

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **PED 103 Weight Training (Beginning)**

Prerequisite: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 104 Weight Training (Intermediate)**

Prerequisite: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 105 Personal Fitness**

Prerequisite: None

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 118 General Conditioning (Beginning)**

Prerequisite: None

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 119 General Conditioning (Intermediate)**

Prerequisite: PED 118

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 120 Techniques of Dual and Individual Sports**

Prerequisite: None.

This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered.

**Code C      Lecture: 2 hours      Lab: 0 hours      Credit Hours: 2**

### **PED 200 Foundations of Physical Education**

Prerequisite: None

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

**Code B      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **PED 224 Principles of Nutrition**

Prerequisite: As required by program.

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

**NOTE:** This course is a suitable substitute for HEC 140.

**Code C      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **PED 252 Varsity Baseball**

Prerequisite: None

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 253 Varsity Golf**

Prerequisite: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 254 Varsity Softball**

Prerequisite: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 255 Varsity Tennis**

Prerequisite: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, and paced strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 261 Varsity Baseball II**

Prerequisite: As required by program.

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 262 Varsity Baseball III**

Prerequisite: As required by program.

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 263 Varsity Baseball IV**

Prerequisite: As required by program.

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 268 Varsity Golf II**

Prerequisite: As required by program.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**



### **PED 269 Varsity Golf III**

Prerequisite: As required by program.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 270 Varsity Golf IV**

Prerequisite: As required by program.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 271 Varsity Softball II**

Prerequisite: As required by program.

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 272 Varsity Softball III**

Prerequisite: As required by program.

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 273 Varsity Softball IV**

Prerequisite: As required by program.

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 274 Varsity Tennis II**

Prerequisite: As required by program.

This course emphasized the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 275 Varsity Tennis III**

Prerequisite: As required by program.

This course emphasized the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

### **PED 276 Varsity Tennis IV**

Prerequisite: As required by program.

This course emphasized the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive tennis.

**Code C      Lecture: 0 hours      Lab: 1 hour      Credit Hours: 1**

## **PHL - PHILOSOPHY**

### **PHL 206 Ethics and Society: 3 credits**

Prerequisite: None

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The students should be able to understand and be prepared to make decisions in life regarding ethical issues.

**Code A      Lecture: 3 hours      Contact Hours: 3      Credit Hours: 3**

## **PHS – PHYSICAL SCIENCE**

### **PHS 111 Physical Science: 4 credits**

Prerequisite: None

This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**PHS 112 Physical Science II: 4 credits**

Prerequisite: None

This course provides the nontechnical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**PHY – PHYSICS**

**PHY 201 General Physics I-Trig Based**

Prerequisite: MTH 113 or equivalent

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**PHY 202 General Physics II -- Trig Based**

Prerequisite: PHY 201

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**PHY 213 General Physics with Calculus I**

Prerequisite: MTH 125

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. A lab is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**PHY 214 General Physics with Calculus II**

Prerequisite: PHY 213

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

**Code A      Lecture: 3 hours      Lab: 1 hour      Contact Hours: 5      Credit Hours: 4**

**POL – POLITICAL SCIENCE**

**POL 200 Introduction to Political Science**

Prerequisite: None

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes

and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **POL 211 American National Government**

Prerequisite: None

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **PSY - PSYCHOLOGY**

### **PSY 200 General Psychology**

Prerequisite: None

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **PSY 210 Human Growth and Development**

Prerequisite: PSY 200

This course is the study of psychological, social, and physical factors that affect human behavior from conception to death.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **PSY 230 Abnormal Psychology**

Prerequisite: PSY 200

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## REL – RELIGION

### **REL 100 History of World Religions**

Prerequisite: None

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **REL 151 Survey of the Old Testament**

Prerequisite: None

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **REL 152 Survey of the New Testament**

Prerequisite: None

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## SOC - SOCIOLOGY

### **SOC 200 Introduction of Sociology**

Prerequisite: None

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## SPA – SPANISH

### **SPA 101 Introductory Spanish I**

Prerequisite: None

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Code A      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **SPA 102 Introductory Spanish II**

Prerequisite: SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Code A      Lecture: 4 hours      Lab: 0 hours      Credit Hours: 4**

### **SPA 201 Intermediate Spanish I**

Prerequisite: SPA 102 or equivalent

This course includes a review and further development of Spanish communication skills. Topics include reading of literary, historical, and/or cultural texts.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **SPA 202 Intermediate Spanish II**

Prerequisite: SPA 201 or equivalent

This continuation course includes a review and further development of Spanish communication skills. Topics include reading of literary, historical, and/or cultural texts.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **SPH - SPEECH**

### **SPH 106 Fundamentals of Oral Communication**

Prerequisite: None

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

### **SPH 107 Fundamentals of Public Speaking**

Prerequisite: None

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **THR – THEATER ARTS**

### **THR 120 Theater Appreciation**

Prerequisite: None

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to

modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required.

**Code A      Lecture: 3 hours      Lab: 0 hours      Credit Hours: 3**

## **WDT - WELDING**

### **WDT 108 SMAW Fillet/OFC**

Prerequisite: None

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WDT 109 SMAW Fillet/PAC/CAC**

Prerequisite: None

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WDT 110 Industrial Blueprint Reading**

Prerequisite: None

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **WDT 115 Gas Tungsten Arc Welding Carbon Pipe**

Prerequisite: None

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **WDT 119 Gas Metal Arc/Flux Cored Arc Welding**

Prerequisite: None

This course introduces the student to the gas metal arc and flux core arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WDT 120 Shielded Metal Arc Welding Groove**

Prerequisite: None

This course provides the student with instruction on joint design, joint preparation, and fit-up groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WDT 122 SMAW Fillet/OFC Lab**

Prerequisite: None

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion students should be able to make fillet welds in all positions using electrodes in the F3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

### **WDT 123 SMAW Fillet/PAC/CAC Lab**

Prerequisite: None

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

### **WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab**

Prerequisite: None

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included as safety, equipment set-up, joint design and preparation, and gases.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**



### **WDT 125 Shielded Metal Arc Welding Groove Lab**

Prerequisite: None

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

### **WDT 155 Gas Tungsten Arc Welding Carbon Pipe Lab**

Prerequisite: WDT 115

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

### **WDT 182 Special Topics**

Prerequisite: None

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **WDT 217 SMAW Carbon Pipe**

Co-requisite: WDT 257

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on the pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**Lecture: 1 hour      Lab: 2 hours      Contact Hours: 5      Credit Hours: 3**

### **WDT 228 Gas Tungsten Arc Welding**

Prerequisite: None

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WDT 257 SMAW Carbon Pipe Lab**

Co-requisite: WDT 217

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe-welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

### **WDT 268 Gas Tungsten Arc Lab**

Prerequisite: WDT 228

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Lecture: 0 hours      Lab: 3 hours      Contact Hours: 6      Credit Hours: 3**

## **WKO - WORKPLACE SKILLS ENHANCEMENT**

### **WKO 110 NCCER Core**

Prerequisite: None

Note: There is an approved plan of instruction for this course.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

**Lecture: 2 hours      Lab: 1 hour      Contact Hours: 4      Credit Hours: 3**

### **WKO 131 MSSC SAFETY Course**

Prerequisite: None

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. This course is equivalent to AUT 102. Students completing this course will receive an MSSC certificate in Safety. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

### **WKO 132 MSSC QUALITY PRACTICES and MEASUREMENT Course**

Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. This course is equivalent to ADM 106. Students completing this course will receive an MSSC certificate in quality practices and

measurement. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

**WKO 133 MSSC MANUFACTURING PROCESSES and PRODUCTION Course**

Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. This course is equivalent to AUT 144. Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

**WKO 134 MSSC MAINTENANCE AWARENESS Course**

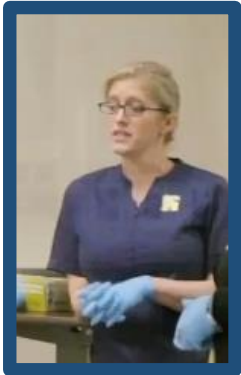
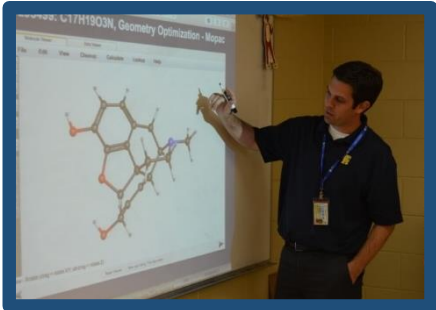
Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. This course is equivalent to MET 220.

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential.

**Lecture: 3 hours      Lab: 0 hours      Contact Hours: 3      Credit Hours: 3**

# PERSONNEL



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**Mathematics Instructor**

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**Maintenance Specialist**

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**Workforce Development Specialist**



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