

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Central Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Central Alabama Community College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator in the Student Services area of the College. Grievance Procedure Forms are available in the Vice President's Office. Central Alabama Community College is an equal employment/equal educational opportunity institution.

Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to the Compliance Officer or to the Office for Civil Rights.

The Compliance Officer for Central Alabama Community College is:

Dr. Betty Carol Graham, Vice President
Compliance Officer
Title VII and Title IX Coordinator
Central Alabama Community College
P.O. Box 699
Alexander City, AL 35011
(Phone) 256/215-4253; (Fax) 256/234-0384
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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 printing, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or printing 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 current and formerly enrolled students. Enrollment of all students is subject to these conditions.

CENTRAL ALABAMA COMMUNITY COLLEGE

www.cacc.edu

Alexander City Campus
1675 Cherokee Road
P.O. Box 699
Alexander City, AL 35011-0699
Telephone: 256/234-6346
1-800-643-2657

Childersburg Campus
34091 U.S. Highway 280
Childersburg, AL 35044
Telephone: 256/378-5576
1-800-643-2657

Talladega
231 Haynes Street
Talladega, AL 35160
Telephone: 256/480-2066
1-800-643-2657

Institutional Memberships

Southern Association of Colleges and Schools
Alabama College Association
American Association of Community and Junior Colleges
American Library Association
National League for Nursing Accrediting Commission

Accreditation

Central Alabama Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404/679-4501, www.sacscoc.org) to award the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Occupational Technology degree, and certificates.

Additional Accreditation

Central Alabama Community College's associate degree nursing program is accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006, 212/363-5555, www.nlnac.org).

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2007-2008 COLLEGE CALENDAR

Fall Semester 2007

August 13	Monday	Local Professional Development
August 13, 14	Monday, Tuesday	Registration
August 15	Wednesday	Classes Begin Drop/Add Period Begins
August 16	Thursday	\$25.00 Late Registration Fee Applies
August 21	Tuesday	Drop/Add Period Ends
September 3	Monday	Labor Day Holiday
October 9	Tuesday	Mid-term
October 23	Tuesday	Last Day to Withdraw from a Course
November 1	Thursday	Deadline for applications for Practical Nursing Program -- Alexander City campus
November 12	Monday	Veteran's Day Holiday
November 19, 20, 21	Monday, Tuesday, Wednesday	State Professional Development/ Faculty Duty Day (No Classes)
November 22, 23	Thursday, Friday	Thanksgiving Holidays.
November 27	Tuesday	Web Registration Begins
December 3	Monday	Last Day to Submit TOTAL Withdrawal for Fall Semester
December 10	Monday	Last Day of Weekday Classes
December 11, 12, 13, 14, 17	Tuesday, Wednesday, Thursday, Friday, Monday	Final Examinations
December 11	Tuesday	Open Registration for Spring Semester – Alexander City Campus

December 12	Wednesday	Open Registration for Spring Semester – Childersburg Campus
December 13	Thursday	Early Registration for Spring Semester – Talladega
December 18, 19	Tuesday, Wednesday	Faculty Planning
December 20, 21	Thursday, Friday	Workdays for Administrators and Staff
December 24-Jan 1	Monday - Tuesday	Christmas Holidays (College Closed)
Spring Semester 2008		
January 3, 4	Thursday, Friday	Registration/Faculty Planning
January 7	Monday	Classes Begin Drop/Add Period Begins
January 8	Tuesday	\$25.00 Late Registration Fee Applies
January 11	Friday	Drop/Add Period Ends
January 21	Monday	Martin Luther King's/Robert E. Lee's Birthday Holiday
February 27	Wednesday	Mid-Term
March 14	Friday	Last Day to Withdraw from a Course
March 17-21	Monday-Friday	Spring Break (No Classes)
March 21	Friday	College Closed
April 22	Tuesday	Last Day to Submit TOTAL Withdrawal for Spring Semester
April 23	Wednesday	Web Registration Begins
April 28	Monday	Last day for Weekday Classes
April 29, 30, May 1, 2, 5	Tuesday, Wednesday, Thursday, Friday, Monday	Final Examinations
May 6, 7,	Tuesday, Wednesday,	Faculty Planning/Graduation

8, 9	Thursday, Friday	
May 6	Tuesday	Open Registration for Summer Term– Alexander City Campus
May 7	Wednesday	Open Registration for Summer Term–Childersburg Campus
May 8	Thursday	Open Registration for Summer Term– Talladega
Summer Term 2008		
May 19, 20	Monday, Tuesday	Registration/Faculty Planning
May 21	Wednesday	Classes Begin Drop/Add Period Begins
May 22	Thursday	\$25.00 Late Registration Fee Applies/ Drop/Add Period Ends
May 26	Monday	Memorial Day (College Closed)
June 13	Friday	Deadline for application for Associate Degree Nursing and Practical Nursing Program -- Childersburg Campus
June 25	Wednesday	Mid -Term
July 3	Thursday	NO CLASSES
July 4	Friday	Independence Day Holidays (College Closed)
July 9	Wednesday	Web Registration Begins
July 11	Friday	Last Day to Withdraw from a Course
July 24	Thursday	Last Day to Submit TOTAL Withdrawal for Summer Term
July 31	Thursday	Last day for Weekday Classes
August 1, 4, 5	Friday, Monday, Tuesday	Final Examinations

August 5	Tuesday	Open registration for Fall Semester- Alexander City Campus
August 6	Wednesday	Open registration for Fall Semester- Childersburg Campus
August 6	Wednesday	Faculty Planning
August 7	Thursday	Open registration for Fall Semester- Talladega

GENERAL INFORMATION

GENERAL INFORMATION

Central Alabama Community College is a publicly supported institution in the Alabama College System and is under the direction and control of the Alabama State Board of Education. The College strives to meet the needs of students at an affordable price in an easily accessible setting. 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 community.

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. actually 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; it was renovated in 2000. Classes in the Betty Carol Graham Technology Center began fall semester of 2004.

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 some \$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 which includes: the Career Link, Employment Services, Vocational Rehabilitation Services, Adult Education, and Veteran Affairs.

Today, the Alexander City and Childersburg campuses and Talladega Center offer resources and expertise which address the education and training needs of central Alabama.

LOCATION

Central Alabama Community College has two main campuses and a center. Presently, the College's service area spans all or parts of six counties in east central Alabama.

Alexander City is recognized as a city with great civic pride and a sound business climate. It is a pivotal point of transportation: 78 miles southeast of Birmingham, 55 miles

northeast of Montgomery, 123 miles southwest of Atlanta, and 70 miles northwest of Columbus, Georgia.

Childersburg, reported to be America's oldest city, is strategically located on Highway 280, 35 miles southeast of Birmingham, 76 miles north of Montgomery, and 42 miles southwest of Anniston.

Talladega is known for NASCAR's Talladega Super Speedway, which is the longest and fastest NASCAR track in the United States, and Cheaha State Park, which is the highest point in Alabama. Talladega is located 50 miles east of Birmingham, 90 miles north of Montgomery, 100 miles west of Atlanta, Georgia.

Central Alabama Community College's facilities are located in one of Alabama's principal industrial areas. These industries are textile corporations, auto manufacturing and a leading paper products company. Electrical energy, various foundries, emerging high tech companies, and many small businesses comprise the economic base of the College's service area.

Cities in the service area are favored with a mild climate year round, allowing outstanding recreational and sports facilities. In Alexander City, Lake Martin is the focus of boating, swimming, fishing, and camping recreation activities. In Childersburg and Talladega, Logan Martin Lake and Lay Lake allow for sports and recreation activities.

The local public school systems are recognized as among the best in the state. Four-year universities convenient to the college which allow for transferability of courses are Auburn University, Auburn University at Montgomery, Jacksonville State University, Troy University, University of Alabama, University of Alabama at Birmingham, and University of Montevallo.

MISSION STATEMENT

Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond.

GOALS

Ongoing goals of the College are as follows:

To maintain an "open door" admission policy that

ensures educational opportunities for the College service area residents from all racial, gender, ethnic, and social groups within the guidelines established by the State Board of Education.

To provide general education at the freshman and sophomore levels designed to lead to Associate in Science degree and to facilitate student transfer to a senior college or university.

To provide career and technical education programs that (1) prepare students for immediate employment in an occupational field and (2) lead to certificates, Associate in Occupational Technology degrees and/or Associate in Applied Science degrees.

To maintain student services and activities that (1) assist individuals in formulating and achieving career, educational and personal goals; (2) include counseling and academic advisement services; and (3) provide opportunities to participate in vocational, athletic, social, cultural, and recreational activities.

To assure that education remains accessible and affordable to area residents through low tuition, comprehensive financial aid programs, and geographically accessible locations.

To provide community services that support personal growth, cultural enrichment, and recreation; provide access to college facilities for community activities; and promote the educational, social, and economic well-being of the community.

To provide developmental courses to assist individuals in improving basic learning skills, in overcoming educational deficiencies, and in making satisfactory progress toward their educational objectives.

To provide educational partnerships that meet the specific educational, training, and economic development needs of businesses, industries, community organizations, and governmental agencies.

To establish a mutually beneficial educational partnership with the area secondary schools through which the College can provide services such as enrichment, advanced placement, dual enrollment opportunities, and other services to augment the local school system.

To establish mutually beneficial educational partnerships and program linkages with other colleges and universities to enrich and support educational programs.

To maintain effective and efficient planning, management, and assessment of all financial, administrative, and educational services and programs.

To maintain human and physical resources and supportive services including:

- ❑ Personnel who are committed to teaching and service, qualified to provide high-quality postsecondary education, and oriented toward achieving a higher quality of life for the community.
- ❑ Facilities, instructional equipment, and library/learning resource materials to support teaching and learning in the increasingly technological society;
- ❑ Continuing opportunities and programs for the professional growth and development of personnel; and
- ❑ Institutional planning and assessment to assure effective utilization of resources, promote continuous improvement, and provide accountability.

STATEMENT OF EQUAL OPPORTUNITY

Central Alabama Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this college. It is also the policy of Central Alabama Community College to be in accordance with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Further, Section 504 of the Rehabilitation Act of 1973 states that “no qualified persons shall,

on the basis of handicap or otherwise, be subjected to discrimination under any program or activity that receives the benefits from Federal financial assistance.” Essential programs, services, conferences, and meetings conducted by the College will be accessible to all people who desire to attend. A student having a disability that might require special materials, services, or assistance should contact a counselor at least 48 hours in advance at (256) 215-4273 or (256) 378-2004. For TDD users in Alabama, the Alabama Relay Center is available for calling 1-800-548-2546. Materials related to compliance with the Americans with Disabilities Act of 1990 are maintained by the ADA Coordinator in the Student Services Office on each campus.

Persons, individually or as a group, who perceive themselves to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder, Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the United States Education Department, with this College, or with both. For further information contact the Office of the Vice President. Contact information is located on the inside front cover of this Catalog.

BUILDINGS AND FACILITIES

ALEXANDER CITY CAMPUS

The Alexander City Campus is located on ninety acres at the intersection of highways 280 and 63. Campus classrooms overlook a three-acre lake on the campus.

The George C. Wallace Administration Building houses offices for academic administration, admissions, financial aid, student services, and Student Support Services plus six classrooms and a computer center.

The Business, Mathematics and Science Building houses programs in art, business, science, mathematics, licensed practical nursing, and emergency medical services. Laboratories for biology, chemistry, physics, microcomputers, allied health, and a business center are provided along with fourteen classrooms.

The Thomas D. Russell Library is a three-story complex containing 33,211 square feet designed to house 75,000 volumes. The second floor provides a distance learning classroom and offices for the College’s Department of Public Relations and Recruiting. The third floor houses programs in language arts. A computerized writing lab and a classroom for large groups along

with two additional classrooms are provided.

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, gymnasium, faculty offices, 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. Comau Pico Robotics, an international corporation whose United States based office is located in Detroit, Michigan, has made the center their southeast regional training site and will train CACC students and industry workforce in such areas as automotive robotics, logic controls, and any maintenance function involved with automated assembly lines. In addition to Comau Pico, Rockwell International has also made the Center one of only a few training sites for Allen Bradley controls, the worldwide standard control in the robotics industry. The Center contains a multi-purpose auditorium with the capability of seating 750 people, an industrial maintenance lab, multi-media classrooms, a language lab, computer labs, and administrative and faculty offices.

The CACC Athletic Department's 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 CACC the intercollegiate baseball field is located on the front side of the campus adjacent to Highway 63.

The Maintenance Building houses maintenance equipment and supplies. This building contains a two-bay garage, electronic maintenance, carpentry shop, maintenance supervisor and campus security offices, and storage area for supplies and equipment.

CHILDERSBURG CAMPUS

The Childersburg Campus is located on Highway 280 in Childersburg, Alabama. It consists of ten buildings on forty-five acres of land. The campus was originally built in 1965 and has had four major additions. Eleven acres of land adjacent to the campus have been acquired to accommodate future expansion.

The Administration Building (Building A) houses administrative offices, including the Office of the President, the Business Office, the Human Resources Office, the Financial Aid Office, and the Division of Adult Education and Skills Training. Student Services, the bookstore, the cafetorium, and the Work Keys Lab are also located in the Administration Building (Building A). The Computer Science, Computer Information Processing, Office Administration, and Cosmetology programs are located in the Administration Building (Building A) with classrooms, laboratories, and office space provided for each program.

Building B houses the electronics program and provides classrooms, laboratories, and office space for the program.

The Industrial Development Center (Building C) houses the wellness center and offices for the personnel involved with the TRIO program in addition to three classrooms.

Building D houses the welding and heating and air conditioning programs. Both programs are provided with classroom, laboratory, and office space within the building.

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

Building F houses the machine shop program with classrooms, laboratories, and offices.

Building G houses the maintenance department.

Building H houses the English Department and includes two classrooms, a computer lab, and office space for the program.

The Bill Nichols Building (Building I) houses the library and Student Support Services. Classrooms, laboratories, and offices provided for drafting and design technology are also within this facility.

The Jim Preuitt Nursing and Allied Health Building (Building J) was completed in January 2001 and houses the associate degree nursing program, the licensed practical nursing program, and the emergency medical service program. The building provides classrooms, a lecture hall, a conference room, a distance learning class-

room, a computer lab, a skills laboratory, and faculty and administrative offices.

TALLADEGA CENTER

The Talladega Center includes one building unit which contains approximately 28,500 square feet of space. The Talladega Center offers four state-of-the-art computer labs, one chemistry/biology lab and four instructional classrooms.

INSTRUCTIONAL SUPPORT

Computer Centers

The computer science laboratory on the Alexander City Campus is a self-contained suite with two classroom areas and staff offices all connecting located in the Betty Carol Graham Technology Center. In addition to these two labs, there are 100 terminals and PC's located throughout the administration building, business and science, library and health education building for administrative computing.

Computers on both campuses are connected to enhance administrative functions and data communications. On the Alexander City Campus PC's and terminals are available for classroom instruction and general student use at the following locations: Betty Carol Graham Technology Center rooms 219 and 220, Thomas D. Russell Library room 303 and first floor area, Business and Science Building rooms 108 and 213. On the Childersburg Campus personal computers are available in the following classrooms located in the Administration building (Building A) rooms 104, 120A, 114, Science Building (Building E) room 2, Building H room 1, and the Jim Preuitt Nursing and Allied Health Building (Building J) room 112. These labs include a computerized writing and mathematics lab utilized for developmental writing and mathematics courses. At the Talladega Center personal computers are available in the following classrooms 112 and 101F and the mathematics computer lab room 114.

Labs are open to CACC students only except during scheduled classes that use the lab. All labs, with the exception of the mathematics labs, are connected to the Internet through a high-speed fiber optic connection. In addition to the aforementioned computer labs, computers for student usage are located in welding, machine shop, electronics, drafting, and nursing skills lab on the Childersburg campus.

Instructional Laboratories

The Alexander City Campus has numerous laboratories. The physics laboratory has been upgraded through two National Science Foundation grants, which includes a networked Macintosh computer lab for model simulation and lab experiences. The biological science laboratory is furnished with thirty microscopes, together with a collection of slides, specimens, and anatomical models. The Business and Office Administration AVT Lab contains 30 Personal Computers with Microsoft Office 2007 and Internet connections, a computer projection system, and transcribing equipment. A networked math/science computer laboratory is also available for use with twenty Personal computers.

The Childersburg Campus has modern laboratories for all career/technical programs and a Biology lab for academic instruction. These labs include modern equipment for offering hands-on experience. The Childersburg Campus houses thirteen computer laboratories.

In addition to these computer laboratories, each campus houses a distance-learning classroom.

Libraries

Library services are available on all campuses. For more information, see the Student Handbook in the back of this catalog.

Nursing

The Division of Nursing and Allied Health has skills laboratories located in Alexander City and Childersburg serving students in these programs: Associate Degree Nursing education, Practical Nursing, Emergency Medical Services, and nursing assistant. The fully equipped laboratories provide the students with the equipment necessary to offer simulated patient-care settings and hands-on skills practice. A variety of instructional media assists students in obtaining competencies. Nursing students utilize the computer laboratories located on all campuses as well as the computers located in the skills lab for computer-assisted instruction.

WorkKeys Lab and GED/COMPASS Testing Center

The WorkKeys Lab and GED/COMPASS Testing Center on the Alexander City campus houses 18 Dell computers. The Center is located in room 210 of the Administration Building.

The WorkKeys Lab and GED/COMPASS Testing Center on the Childersburg campus houses 20 computers. The lab is located in room 125 of the Administration Building (Building A).

ADMISSIONS

ADMISSIONS

Applicants may enroll Fall semester, Spring semester or Summer term and are urged to submit their applications for admission at least six weeks before the beginning of the semester for which enrollment is planned. Nursing applicants must meet earlier deadlines. See sections on nursing programs for admission requirements for nursing programs.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended).

Upon receipt of application for admission, applicants will be informed by mail where to report for college placement testing and registration.

I. ADMISSION REQUIREMENTS

A. Admission to Courses Creditable Toward an Associate Degree

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student. To be eligible for admission to a course creditable toward an associate degree, a first-time college student or a native student must meet one of the following criteria:

1. The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
3. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score (780) on the SAT; or
4. The student holds the Alabama Occupational Diploma, the high school diploma of another

state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score (780) on the SAT; or

5. The student holds a GED Certificate issued by the appropriate state education agency.

For purposes of admission under this policy, the equivalent of the Alabama High School Diploma shall be defined as an award to a student as the result of successfully completing all requirements for graduation from high school including, as a minimum, the following number and distribution of courses and credits:

English Language Arts 4

Four credits to include the equivalent of:

- English 9 1
- English 10 1
- English 11 1
- English 12 1

Mathematics 4

Four credits to include the equivalent of:

- Algebra 1 1
- Geometry 1

Science 4

Four credits to include the equivalent of:

- Biology 1
- Physical Science 1

Social Science 4

Four credits to include the equivalent of:

- Social Science 1
- World History 1
- U. S. History 1
- Government 1/2
- Economics 1/2

Any combination of courses in the disciplines of Physical Education/Health, and/or Fine Arts 2

Computer Applications* 1/2

Electives 5 1/2

TOTAL 24

* May be waived if competencies have been mastered as a unit of another course. The designated one-half credit will then be added to the electives, making a total of six electives.

The admission requirements for the ADN and PN nursing education programs are discussed in the Nursing section (page 91).

The College may establish additional admission requirements when student enrollment for a specific program or service must be limited, to meet state certification requirements, or to assure student meets ability-to-benefit requirements.

B. Admission to Courses Not Creditable Toward an Associate Degree

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and has specifically documented ability-to-benefit.

Course work completed in non-degree status may not be applied toward a degree from CACC unless the student changes to degree-seeking status. Non-degree students who desire to change to degree-seeking status may do so by fulfilling all regular admissions standards. A change to degree-seeking status must be completed prior to the session in which the student plans to graduate.

The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited, to meet state certification requirements, or to assure student meets ability-to-benefit requirements.

C. Unconditional Admission of First-time College Students

For unconditional admission, applicants must have on file at the College a completed application for admission and official documents from at least one of items 1-5 listed under Section I.A. (Page 18).

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on

file documented ability-to-benefit and a CACC Waiver for Non-degree Students signed by the student.

D. Conditional Admission of First-time College Students

Conditional admission may be granted to an applicant who does not have on file at the College official documents from at least one of items 1-5 listed under Section I.A. (Page 18).

No student shall be allowed to enroll for a second semester unless all required admission records have been received by the College prior to registration for the second semester.

If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

E. Admission Of Transfer Students

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer student to furnish documents required of first-time college students.

A student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements will be classified as a non-degree-eligible student.

F. Unconditional Admission of Transfer Students

1. A transfer student must have submitted to CACC an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents

required of first-time students.

2. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
3. A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at CACC will be accepted as a part of the student's academic program. The official letter must be submitted prior to the student's registration at CACC. A transient student is not required to file transcripts of previously earned credits at other post secondary institutions.

G. Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by CACC prior to registration for the second semester.

If all required admissions records have not been received by CACC prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

H. Initial Academic Status of Transfer Students

1. 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.

2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
3. An applicant who has been academically suspended 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 Standards 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.

I. General Principles for Transfer of Credit

1. Course work 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 students enrolled in the institution's own undergraduate formal award programs.
2. 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 above. If the student has a cumulative 2.0 or above the "D" grade will be accepted the same as for native students. See graduation requirements for clarification.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours at CACC with a cumulative grade point average of 2.0 or above.

4. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Non-Traditional College 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 or courses. 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 CACC Admissions Office from the appropriate agency.

- a. CLEP – Central Alabama Community College will award credit for satisfactory performance on CLEP tests. CLEP stands for the College-Level Examination Program sponsored by the College Entrance Examination Board. It is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement.

Nearby CLEP centers are Auburn University at Montgomery, the University of Alabama at Birmingham, and the University of Alabama in Tuscaloosa. Upon receipt of official results from the testing center, Central Alabama Community College will grant credit based on state guidelines.

- b. Advanced Placement Test (AP) – Central Alabama Community College awards credit for Advanced Placement courses taken in high school with scores of 3 or higher earned on the national examinations

of the College Entrance Examination Board Advanced Placement Program in subjects corresponding to courses offered at CACC.

For course equivalencies related to CLEP and AP see Credit for Non-Traditional Academic Work on page 26.

- c. Certified Professional Secretary – Credit will be awarded toward an associate degree based upon American Council on Education recommendations and upon Southern Association of Colleges and Schools requirements that credit be awarded only in areas offered with the current curriculum of CACC. Credit will be awarded only for comparable courses which are a part of the student's chosen program of study.
- d. Credit for Experience in The Armed Services – Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with their evaluation in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students should contact the Office of Admissions.
- e. Articulation Linkage (Technical Division) Central Alabama Community College awards credit for previous training and work experience in technical programs of study by using the following methods of evaluation:
 - (1) student transcript;
 - (2) document of evidence from area technical schools;
 - (3) documentation in writing of previous work experience in the field of study;
 - (4) skills evaluation;
 - (5) instructor interviews.
- f. Tech Prep – Technical Preparation high school courses may provide some college credit based on the articulation agreements between CACC and the student's secondary school.

- g. Portfolio Review -- Credit for experimental learning through portfolio review may not be awarded for academic transfer courses and may be used only when items 5 a-f above cannot be used. A portfolio and any supporting documentation must be provided for each course requested. There is a \$25 charge for each portfolio review.

The College may use one or any combination of the above methods in evaluating previous training and work experience. Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at CACC for graduation requirements.

J. Admission of High School Students

1. Accelerated High School Program

A student is eligible for early admission if the following criteria are met:

- a. The student has successfully completed the 10th grade at an accredited high school. Nonaccredited high school applicants should consult the CACC Office of Recruitment.
- b. The student provides a certification from the local principal and/or the principal's designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy.
- c. The student may enroll only in postsecondary courses for which the high school prerequisites have been completed.
- d. Students cannot change from one program to another after the drop/add period of the term in which they are enrolled.

Accelerated high school students must submit a completed application and a signed approval form prior to each term they plan to enroll and are admitted on a continued conditional status.

The application for admission and the approval

forms are available from the high school counselors.

Credits earned are held in escrow until the student fulfills the general admission requirements for a course creditable toward an associate degree and the official documents have been received by the CACC Admissions Office.

Exceptions for admissions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements a and b above.

2. Dual Enrollment/ Dual Credit

CACC is authorized to establish dual enrollment/ dual credit program contracts with local boards of education in the service area. Courses offered by postsecondary institutions shall be of postsecondary level, and enrolled students must pay normal tuition and fees. The student must meet the entrance requirements established by CACC including submission of dual enrollment/ dual credit enrollment application and approval form with required signatures prior to each term of enrollment. A student is eligible for dual enrollment/dual credit if the following criteria are met:

- a. The student must have a "B" average in completed high school courses.
- b. The student must be in grade 10, 11, or 12, or have an exception granted by CACC upon the recommendation of the student's principal and superintendent or church/private school administrator and counselor/private tutor and in accordance with Alabama Administrative Code §290-8-9.17 regarding gifted and talented students.
- c. The student must have written approval of the appropriate principal and the local superintendent of education or the church/private school administrator and counselor/private tutor.

3. Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.

4. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's principal and superintendent or the church/private school administrator and counselor/private tutor.
5. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
6. Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between CACC and the local board of education.

K. Admission of International Students

Central Alabama Community College is authorized under Federal law to enroll nonimmigrant alien (F-1) students. Prior to being issued a Form I-20, international applicants must present to the CACC Admissions Office the following:

1. A signed original college application for admission.
2. A small recent photograph of applicant.
3. An official English translated copy of the student's high school transcript (and college transcript, if applicable).
4. An official transcript from ETS reflecting a minimum score of 500 (paper-based) or 163 (computer based) on the Test of English as a Foreign Language (TOEFL). The College code for Central Alabama Community College with ETS is 1157. Information about the test may be obtained by writing TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA. Information is also available on-line through the TOEFL web site at www.toefl.org.
5. Signed, notarized affidavit of financial support declaring that the student will be fully responsible for his/her financial obligations while attending CACC.
6. A letter from the student's U. S. sponsor

indicating that he/she will be responsible for the student while in the U.S. The letter must be accompanied by documentation.

7. Documentation demonstrating adequate health and life insurance which includes repatriation coverage. This coverage must be maintained during all periods of enrollment.
8. An international student who has attended an accredited postsecondary school in the United States must submit a transfer clearance form signed by the former school's international student advisor.

Conditional enrollment will not be allowed for any international student.

L. Release of Transcripts

A CACC transcript cannot be released until all required admission records have been received by the College and all financial obligations have been satisfied. Transcripts received from other schools and colleges become the property of CACC and copies cannot be released.

M. Official Admission Documents

CACC will not accept a personally delivered or a FAX transcript as an official document for admission purposes.

II. READMISSION REQUIREMENTS

Former students who have not been in attendance during the previous semester (summer term excluded) will be required to 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 CACC will reenter as a transfer student.

NOTE: Falsification of Records

Any falsifying of records by a student will result in possible expulsion and may disqualify the student from receiving academic credit or earning a degree from CACC.

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary. Please confer with your counselor or academic advisor in all schedule and program planning.

STUDENT SERVICES

GENERAL INFORMATION

In the interest of assisting each student to achieve his/her fullest development as an individual, the College, through the Offices of Student Services, makes available a variety of services and information. Student services are supervised and coordinated by the Dean of Students.

Student Services Philosophy Statement

The primary role of the Central Alabama Community College Student Services Division is to emphasize the College's concern for the development of each student's individuality and growth. It is the belief of each member of the division that every student has unique emotional, 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.

Alabama Articulation Program (STARS)

Because Central Alabama Community College is subject to the statewide Articulation and General Studies agreement, students are assured that successful completion of CACC courses that have been 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 (also called **STARS** for **ST**atewide **A**rticulation **R**eporting **S**ystem) is Alabama's computerized articulation and transfer planning system, which has been designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. As the information link among the state's public two-year and four-year institutions, **STARS** efficiently and effectively provides students, counselors, and educators with accurate information upon which transfer decisions can be made. The **STARS** system, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can 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>.

Credit for Non-Traditional Academic Work

Central Alabama Community College awards credit for CLEP Subject Examinations with a minimum score of 50 or higher earned on each exam. A score of 66 or higher is required on the Spanish, Level 2 CLEP test. Student may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to Admissions for evaluation. Approved subject examinations and their CACC equivalents are:

Subject Examination	CACC Equivalent	Semester Hours Awarded
Composition & Literature		
American Lit	ENG 251, 252	6
English Comp w/Essay	ENG 101, 102	6
English Literature	ENG 261, 262	6
Freshman College		
Composition w/Essay	ENG 101, 102	6
Humanities	Humanities Electives	3
Science & Mathematics		
Algebra, College	MTH 112	3
Precalculus	MTH 113	3
Biology	BIO 103	4
Social Sciences & History		
American Government	POL 211	3
History of U.S. I	HIS 201	3
History of U.S. II	HIS 202	3
Human Growth & Development		
Development	PSY 210	3
Macroeconomics	ECO 231	3
Microeconomics	ECO 232	3
Psychology, Intro	PSY 200	3
Sociology, Intro	SOC 200	3
Western Civilization I	HIS 101	3
Western Civilization II	HIS 102	3
Business		
Business Law Intro	BUS 261	3
Information Systems & Computer Applications		
Computer Applications	CIS 130	3
Foreign Languages		
Spanish, Level I	SPA 101	4
Spanish, Level II	SPA 101, 102	8

Central Alabama Community College awards credit for Advanced Placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Entrance Examination Board Advanced Placement Program. CACC recognizes the following Advanced Placement courses and examinations:

Subject Examination	CACC Equivalent	Semester Hours Awarded
Art History	ART 100	3
Art Studio	ART 113	3
Biology	BIO 101,102	8
Calculus AB	MTH 125	4
English Language/ Composition	ENG 101	3
English Language/ Composition/w score 5	ENG 101, 102	6
English Literature/ Composition	ENG 101	3
English Literature/ Composition/w score 5	ENG 101, 102	6
Government & Politics/ U.S.	POL 211	3
Music Listening & Literature	MUS 101	3
Physics B	PHY 201, 202	8
Psychology	PSY 200	3
Spanish Language/ w score of 3	SPA 101	4
Spanish Language/ w score of 4 or 5	SPA 102	4

Acceptance of non-traditional academic work by C A C C does not guarantee that other institutions will accept such work. Students are responsible for verifying acceptable course work by the respective transfer institution. The determination will be made by the respective transfer institution.

Drug Awareness Program

Central Alabama Community College recognizes that substance abuse is a tragic fact of modern life. Therefore, as part of the orientation program for new students, the College includes a drug awareness program along with other timely topics of concern to college students. Students and employees who show evidence of a drug abuse problem are referred to the Mental Health Center.

Central Alabama Community College will abide by The Drug-Free Schools and Communities Act Amend-

ments of 1989, Public Law 101-226 and such regulations as are issued by the Secretary of Education to carry out the purpose of PL 101-226.

Drug Testing Program for Student Athletes

The Alabama State Board of Education has adopted a policy and guidelines for the drug testing of student athletes. In accordance with this policy, Central Alabama Community College has instituted a program for drug testing, and for the education of student athletes on the use and abuse of drugs. The stated purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the College and with the overall development and education of our student athletes. To comply with the State Board of Education policy, each student awarded an athletic scholarship will be required to submit results of a drug test to the College prior to his/her first semester of enrollment. After the initial drug testing, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced. For further information on policy and procedures relating to this program, see the Athletic Handbook.

The Family Educational And Privacy Rights Act of 1974

Central Alabama Community College complies with the Family Educational and Privacy Rights Act of 1974 as amended (FERPA) which provides that all students and former students of Central Alabama Community College have the right to inspect 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 education records rests primarily with the Dean of Students. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. Outlined below are four limitations which exist on students' rights to inspect and review their education 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.

Students' Access to Their Education Records

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

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files 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 statement of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admissions, 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 institution must permit access to that part of the record which pertains only to the inquiring student.

To review records, students and former students may go to the respective office of record (ex. Admission Office, Registrar's Office, Financial Aid Office), present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a *Request to Review Education Records* form. Because of various circumstances, the College may delay to a maximum of 45 days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Student 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. Specifically excluded from the definition of "educational records" and not open to student inspection are the following :

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker;
2. Records of campus security;

3. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of 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, but such records are available to a physician or appropriate professional of the student's choice.

Challenge of the Contents of Education Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging a grade will be **three calendar years** from the term in question. This challenge must be in writing and must be submitted to the appropriate Instructional Dean/Associate Dean who is responsible for the division in which the students are enrolled. The Dean must decide within a reasonable period of time whether corrective action will be taken, and the Dean must provide written notification to the student and the Registrar 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 right to a formal hearing. The grievance policy is outlined in the student handbook section of this catalog.

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 to all parties concerned who have a legitimate educational interest.

1. The Records Office will correct or amend the education 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. Should Central Alabama Community College decide not to amend the record in accordance with the student's request, the Dean of Students will inform the student that:
 - a. The student has the opportunity to place with the education 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 education 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.

Disclosure of Education Record Information

Central Alabama Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records. 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 Admissions. 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 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’ education records to the following without prior written consent from the student:

1. 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 education interest if the official is performing a task that is specified in his/her position 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 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.

2. 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.
3. 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.
4. 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.
5. To organizations conducting certain studies for or on behalf of Central Alabama Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. 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.
8. To appropriate parties in a health or safety emergency subject to a determination by the President or Deans.
9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Registrar’s Office 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.

10. 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.

Facsimile Records (FAX)

Central Alabama Community College honors FAX requests, with a copy of the student's drivers license, to send official transcripts to third parties, and CACC will accept FAX transcripts for advising purposes **only**. **An official transcript is required for admission purposes and must be mailed by the high school or college**

Computer Access to Records

Central Alabama Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria CACC 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 education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

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 education 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 and Privacy Rights Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in Student Services on the Alexander City and Childersburg campuses. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605; 205/260-3887; FAX: 202/260-9001.

TYPES, LOCATIONS, CUSTODIANS OF EDUCATION RECORDS

TYPE	LOCATION	CUSTODIAN
Admissions Records	Admissions Office Administration Bldg. Alexander City	Dean of Students
Cumulative Academic Records (ACSJC records before 1975 located at Alexander City, Nunnelley records before 1989 located at Childersburg, Coosa Valley School of Nursing records located at Alexander City; all other records accessible on either campus)	Registrar's Office Alexander City and Childersburg	Registrar
Financial Aid Records	Financial Aid Office Administration Bldg Alexander City	Director of Financial Aid
Student Account Records	Business Office Administration Bldg Childersburg	Dean of Business Operations
Athletic Eligibility	Office of Dean of Students Administration Bldg Alexander City	Dean of Students
Disciplinary	Office of the Dean of Students Administration Bldg	Dean of Students
EMS & Nursing Records	Administrative Offices Jim Preuitt Nursing & Allied Health Bldg	Director of Nursing & Allied Health
Nursing Admission	Administrative Offices Jim Preuitt Nursing & Allied Health Bldg	Director of Nursing & Allied Health

Financial Aid

The Financial Aid Office administers the student financial aid programs which provide financial assistance for students who, without such aid, would be unable to attend Central Alabama Community College. For a complete discussion of financial aid, see the Financial Aid section of this catalog.

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: (1) must be a resident of the state of Alabama; (2) not enrolled in school; (3) 18 years of age or older **OR** if 16 or 17 years of age and have officially withdrawn from public or private school must have the following two letters: letter of recommendation from the city or county superintendent or headmaster of school last attended and 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. 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. Student must contact Financial Aid office for information on the one-time free course.

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

Health Services

Medical or hospital facilities are not provided by the College. It is the intent of the College to place a seriously ill or injured student under the care of professional medical assistance as soon as possible.

In case of serious accident or illness and the student is unconscious or otherwise incapable of making a rational decision, the first faculty or staff member on the scene should call 911 or the Fire Department in the respective city and request an ambulance. The responsibility for medical services and transportation to medical services is the responsibility of the student and/or his/her parents or guardian. Then report the incident to the Dean of Students. If this is not possible, the incident should be reported to the Provost, or the Supervisor of the Evening Division.

Pre-College Orientation Seminar

All new students will be scheduled to attend a pre-college orientation seminar prior to the beginning of their first semester of enrollment. Prior to attending the seminar, students must provide COMPASS test scores, ACT or SAT scores for appropriate placement in English, Reading and Mathematics. The State Board of Education has adopted the COMPASS test as prerequisite for initial enrollment in all college-level courses. Standardized tests such as ACT or SAT are not normally required for admission except for graduates of non-accredited high schools. Any student who applies for admission to and enrolls in CACC with three years of high school graduation may use the ACT or SAT scores. COMPASS scores are acceptable if taken within the last three years.

The following categories of students are not required to complete the placement test:

1. 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.
2. 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 Supervisory Training Program, Adult Skills Training Program, etc.

3. Transient students whose courses are approved by the parent institution.
4. Those who have completed a college degree or college course work beyond entry-level college English and mathematics.

Orientation To College

Orientation to College is a comprehensive program that deals with concerns that students encounter in college. The program covers a wide range of topics intended to enhance general knowledge and contribute to personal growth.

Orientation to College is required of all beginning freshmen. Orientation consist of attending the pre-college orientation seminar, attending convocation, and completing the orientation workbook.

One credit hour, which will count toward an associate degree, will be awarded for the successful completion of ORI 101 - Orientation to College.

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 requirements for that college.

Although the College does not consider its function to be that of a public employment service, it is prepared to render placement service within the limitations of its purpose and resources.

TUITION & FEES

TUITION & FEES

PER SEMESTER/TERM Student Enrollment Status

Credit	Hours	In-State	Out-of-State
1	\$	90.00	\$ 161.00
2		180.00	322.00
3		270.00	483.00
4		360.00	644.00
5		450.00	805.00
6		540.00	966.00
7		630.00	1,127.00
8		720.00	1,288.00
9		810.00	1,449.00
10		900.00	1,610.00
11		990.00	1,771.00
12		1,080.00	1,932.00
13		1,170.00	2,093.00
14		1,260.00	2,254.00
15		1,350.00	2,415.00
16		1,440.00	2,576.00
17		1,530.00	2,737.00
18		1,620.00	2,898.00
19		1,710.00	3,059.00
20		1,800.00	3,220.00
21		1,890.00	3,381.00
22		1,980.00	3,542.00
23		2,070.00	3,703.00
24		2,160.00	3,864.00
25		2,250.00	4,025.00

The above fee schedule includes a technology fee of \$9.00 per credit hour and a facilities renewal fee of \$9.00 per credit hour.

In-state tuition for Internet courses is \$90.00 per semester hour with no additional fees and out-of state tuition is \$180 per semester hour with no additional fees.

Late Registration Fee (incurred if registration is not completed on or before the first day of the term).....\$25.00

Audit Fee (same as regular tuition and fees)

Community Service Courses
(determined by the College per course)

Associate & Certificate Fee
(nonrefundable) 20.00

Backdated Degree (nonrefundable)
(one calendar year previously)..... 35.00

Graduation Expense - cap and gown depends on current rental rate (Additional shipping fee is charged if ordered after the published deadline.)

Returned Check FeeMaximum amount by law

Library Fine (per day) 0.25

Student Accident Insurance -
Technical Day (per term)*..... 4.10

Malpractice Insurance - Nursing students (annual)*
Renewal in July 15.00

Malpractice Insurance - EMT students (annual)*
Renewal in July 61.50

Administrative Withdrawal Fee.....up to \$100.00 or 5% of tuition and fees, whichever is less

NOTE: Tuition and fees are subject to change with out notice upon approval from the Chancellor's office and the State Board of Education.

**Insurance premiums are subject to change by the insurance companies without notice.*

PAYMENT

Tuition due dates are listed in each semester's course schedule. Students must adhere to these dates to remain enrolled in class(es). Students who have not paid out-of-pocket or who have not been confirmed by Financial Aid by the due dates will be deleted from all registered courses. Students will be required to reregister for available classes. Common forms of financial assistance include Pell Grants, Stafford Loans, Supplemental Educational Opportunity Grants, Institutional Scholarships, Vocational Rehabilitation, WIA, TAA, Veteran's Rehabilitation, etc.

WITHDRAWALS & REFUNDS

The official withdrawal forms and the request for refund forms may be obtained in the Registrar's office. The refund of tuition and fees is rounded to the nearest dollar and is computed according to the student's last date of attendance. The \$25.00 late registration fee is nonrefundable. Student accident insurance and malpractice insurance are nonrefundable after the first day of the term.

For withdrawal purposes, during mini-sessions a week is defined as two days. No refunds after the sixth class day.

Refund checks are processed three to six weeks after the first day of the term as published in the College Catalog and semester schedule.

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 term due to active duty orders.

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 amount due for the reduced hours. There is no refund due a student who partially withdraws after the official drop/add period.

COMPLETE WITHDRAWAL

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

Withdrawal before the first day of the term as published in the College Catalog:

100% of tuition and fees refunded

Withdrawal during first week:

75% of tuition and fees refunded
(less 5% administrative fee)

Withdrawal during second week:

50% of tuition and fees refunded
(less 5% administrative fee)

Withdrawal during third week:

25% of tuition and fees refunded
(less 5% administrative fee)

Withdrawal after close of third week:

No refund

COMMUNITY SERVICE COURSES

Refunds for community service courses must be requested before the first class meeting. No refunds are available for community service courses after the student attends a class. If eligible, students may receive a refund of community service course fees by completing a refund request form located in the Registrar's Office.

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. Nonresident students described in Part B must submit documentation to the Admissions Office for determination of whether or not a student meets the criteria.

A. Resident Students

A resident student is a person who:

1. 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,
2. 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.

B. Non-Resident Students Eligible for In-state Tuition Rates

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

1. 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
2. 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. Out-of-State Students

Any student who does not fall into one of the categories described above for instate tuition eligibil-

ity 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.

OTHER PROGRAMS

ADULT EDUCATION

Central Alabama Community College's Adult Education program provides community based classes offering instruction in GED Test Preparation, Basic Academic Skills, Beginning Literacy, Lifeskills/Workskills and English for Speakers of other Languages. These free classes are available in a variety of morning, afternoon, and evening formats designed to accommodate the schedules of adult learners (ages sixteen and older) who live in the college's service area (Portion of Coosa County, portion of Shelby County, Talladega and Tallapoosa Counties and the City of Tallassee.

THE ALABAMA TECHNOLOGY NETWORK CENTER

The Alabama Technology Network (ATN) is a not-for-profit organization comprised of sixteen centers that link the University of Alabama system, Auburn University, the Economic Development Partnership of Alabama, and two-year colleges. One technology center is located on the Alexander City campus of CACC. The ATN center works to improve economic development opportunities in the state.

The mission of the ATN is to "increase the competitiveness of Alabama companies, strengthen the industrial base, and improve the effectiveness of the workforce through a coordinated, cooperative network of education, training, and technical assistance providers." There are four primary objectives: Engineering, Business and Industry Training, Technology Identification and Development, and Technology Transfer.

The Technology Center in Alexander City is dedicated to improving the competitiveness of business and industry in central Alabama by helping reduce operating cost or increasing sales. Engineers operating from the center offer a wide range of technical expertise to help manufacturers improve their global competitiveness. The center provides a variety of services which include providing on-site technical consultations, conducting detailed needs assessments, outlining potential solutions, providing technical assistance to solve problems, on-site maintenance training, and worker training to improve skills and productivity. For further information, call 256/215-4306.

ALEX CITY HEALTH CLUB

Wellness facilities located on the Alexander City campus in the W. Byron Causey Health, Education and Arts Complex are owned and operated by the Alex City Health Club. The facilities are used by the College's health and physical education students as well as enrolled athletes. The 18,000 square-foot facility includes treadmills, stair climbers, recumbent bikes, tanning beds, massage chair, a personal training studio, a Schwinn wind circuit class, free weights, selectorized equipment, an indoor walking track, and a 2,000 square foot aerobic room. The facilities are open to the community on a fee-paid membership basis. For further information, call 256/234-0499.

AMBASSADORS

The CACC Ambassadors are students who serve as hosts and hostesses for the College. These students, who are selected through a rigorous interview and application process from among approximately 200 applicants, also assist various educational, community service, and corporate entities as a goodwill gesture on behalf of CACC. Students receive a scholarship based on their service.

For further information, contact the Ambassador sponsor on either campus.

ASSESSMENT, RESEARCH, AND INSTITUTIONAL EFFECTIVENESS

Central Alabama Community College is committed to providing a quality environment with opportunities for students to develop knowledge and skills. The College's institutional effectiveness effort includes the collection of evaluative information to assist in identifying strengths and weaknesses of all facets of the College. CACC 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.

Standardized testing instruments such as the Collegiate Assessment of Academic Proficiency (CAAP), COMPASS, and Work Keys are used to gather pre- and post- measures on student achievement. Other instruments, developed by the College under the direction of the Assessment and the Planning Committees, are utilized

for opinion surveys and evaluations of departments, services, personnel, instructional programs, student and community perceptions and opinions. Data collected from other institutions on the success of CACC students transferring to their institutions or into the work force is reviewed by the Research Office. Results of research projects, surveys, testing, and/or evaluation data are published periodically and are made available to students upon request. 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.

PARTNERSHIP WITH CAPSTONE SCHOOL OF NURSING

Central Alabama Community College has a partnership with Capstone School 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. Distance learning methods (videotapes, interactive telecommunications, World Wide Web, etc.) are utilized to provide nursing courses through The University of Alabama College of Continuing Studies and the Capstone College of Nursing with a minimal amount of travel to The University of Alabama campus.

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

COMMUNITY INTENSIVE TREATMENT FOR YOUTH - C.I.T.Y.

CACC is the fiscal agent for the Community Intensive Treatment for Youth (C.I.T.Y.) Skills Training Consortium, a nonresidential, coeducational, comprehensive approach to meeting the service and training needs of "at-risk" youth who are involved with the Juvenile Justice System and their families. The mission of C.I.T.Y. is to prevent these youth from having further involve-

ment with the justice system by developing the social, behavioral, academic/technical, and family skills needed to become productive members of the community. C.I.T.Y., acting in partnership with Juvenile/Family Courts, Probations Services, and local school systems, provides an effective cost-saving approach to meeting the needs of youth in trouble. C.I.T.Y. Training Centers are located in ten locations throughout Alabama. The home office is at Central Alabama Community College Talladega Center. For further information, call 256/480-2061.

COLLEGIATE DELI

The Collegiate Deli, located adjacent to the lobby area of the W. Byron Causey Health, Education and Arts Complex, is a deli serving breakfast and lunch at reasonable costs. Options include salads, deli sandwiches and combo meals. The Collegiate Deli is open to the public and is owned and operated by the Alex City Health Club. The Deli also has a catering service. For further information, call 256/215-4007.

COMMUNITY SERVICE COURSES

Professional development and special interest courses include noncredit learning experiences offered by CACC. The courses are scheduled each term and may include short-term courses, special conferences and workshops, and other personal and cultural enrichment programs. Courses will be offered if there is sufficient interest from the community and if qualified instructional personnel are available. A minimum fee is charged for community service courses. For further information, call 256/215-4302 in Alexander City or 256/378-5576 in Childersburg after 4:00 p.m.

DISTANCE EDUCATION/INTERNET

Central Alabama Community College offers various opportunities for students to take courses in nontraditional settings. The College offers classes via the Internet and the Distance Education classrooms. Students enrolling in Internet classes are required to have a working e-mail account and have access to a personal computer. Distance Education classroom classes are offered via closed circuit TV between the Alexander City and Childersburg campus so that students may not be located at the same site as the instructor. For further information, call Dr. Richard Wilmarth at 256/215-4283 or e-mail rwilmarth@cacc.edu.

EDUCATIONAL TALENT SEARCH

Educational Talent Search is a federally-funded program which allows the College to go into five designated counties to work with students, grades 6-12, who have been recommended by their schools and who meet certain eligibility criteria as established by federal guidelines.

The primary purposes of the program are:

1. To identify qualified youths with potential for education at the postsecondary level and to encourage such youths to complete secondary school and to undertake a program of postsecondary education;
2. To publicize the availability of student financial assistance available to persons who pursue a program of postsecondary education; and
3. To encourage persons who have not completed programs of education at the secondary or postsecondary level, but who have the ability to complete such programs, to reenter such programs.

Services that are provided to participants include the following:

1. Academic advice and assistance in secondary school and college course selection;
2. Assistance in completing college admission and financial aid applications;
3. Assistance in preparing for college entrance examinations;
4. Guidance on secondary school reentry or entry to general educational development (GED) programs or other alternative educational programs for secondary school dropouts;
5. Personal and career counseling;
6. Tutorial services;
7. Exposure to college campuses as well as cultural events, academic programs and other sites or activities not usually available to disadvantaged youth;
8. Workshops and counseling for parents of students served; and

9. Mentoring programs.

Interested students should contact the counseling office of their high school or the Educational Talent Search Office on the Childersburg Campus.

FAULKNER UNIVERSITY

Faulkner University offers the Bachelor of Business Administration and the Bachelor of Science in Criminal Justice on the Alexander City campus. The University also offers the Bachelor of Science in Management of Human Resources on the Childersburg campus. Classes are operated by Faulkner University according to the regulations and procedures of that institution. For further information, contact Dawn Kretschmann at 256/215-4271 or Diann Tippins at 256/215-4269 on the Alexander City campus or Glenda Bland at 256/378-2004 on the Childersburg campus.

HEALTH LINKAGE PROGRAM

The Health Linkage Program with Wallace State in Hanceville enables students to complete their general education core courses at CACC before transferring to Wallace State's health programs. The programs addressed by this linkage program are Child Development, Clinical Laboratory Technician, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Health Care Information Programs, Human Services, Medical Assistant, Occupational Therapy Assistant, Pharmacy Technology, Physical Therapist Assistant, Respiratory Therapy and Sports Medicine. Interested students should contact Dr. Melenie Bolton at 256/378-2047.

HONDA COURSES

Central Alabama Community College is pleased to be the provider of choice for courses offered on-site at Honda Manufacturing of Alabama, LLC. as part of HMA's Learning for Life program. HONDA employees may enroll in courses that are offered on a rotating schedule that meets their ever-changing work schedule. Interested HMA Associates should contact Jason Hurst at 256/480-2066 or 205/763-3500, the CACC Office located in the Training Center at HMA.

RECRUITERS

The Central Alabama Community College Recruiters are students who work in the recruiting office and

directly with the College Recruiter. They are selected through the same rigorous interview and application process as the Ambassadors. These students are responsible for all campus tours and events on campus that deal with the recruitment of students. In addition to on campus duties, they also assist the College Recruiter by traveling to all area high schools. Students receive a scholarship based on their service.

SKILLS TRAINING

CACC's Skills Training program to offer short-term, noncredit training courses for nontraditional students. These skills based courses are designed to offer training for employment for students who may not be qualified to pursue a degree or certificate, but who may benefit from the opportunity to complete a short licensure or competency based course. Truck Driver Training prepares students to attempt to pass the Commercial Drivers License (CDL) test. Office Careers classes prepare student for employment in an office environment. Welding classes (noncredit) provide students the welding skills needed for entry-level employment. Other skills training courses may be offered to meet local workforce demands.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services Program (SSS), located on both campuses, is a federally funded program providing academic support services free of charge to over 400 CACC students each year who meet certain income requirements, who are first generation college students, or who have certain disabilities.

The program's primary purpose is to increase the retention, transfer, and graduation rate of participants. The program seeks to achieve its purpose by providing supportive services including faculty, peer and computer-assisted tutoring, academic and personal development counseling or referral, and computer lab services as described below:

TUTORING - Although professional tutors usually have English and mathematics academic backgrounds, they also offer tutoring and support for most general course work offered at the College.

COUNSELING - The SSS counselors assist students in making decisions regarding academic and technical careers, applying for financial aid, and transferring to other colleges. The SSS counselors also orchestrate tutorial needs, work as counselors liaisons with other faculty in relationship to the student, and can provide personal counseling.

USE OF COMPUTERS - Upon acceptance into the program, students have access to the SSS Computer Lab for computer orientation, for assistance in their course work, for academic and career tutorials, and for performing research on the Internet.

VISIT TO FOUR-YEAR COLLEGES - Student tours are provided to nearby four-year college campuses where students can gather information about each college and further consider their transfer options.

ADDITIONAL SERVICES - SSS students have access to an educational video library with topics related to math, English, and personal development, and are given the opportunity each year to participate in SSS student events.

Interested students should contact the Student Support Services offices (Nichols Building on the Childersburg campus and the second floor of the Administration Building on the Alexander City campus) as early in the year as possible.

TALLADEGA ONE-STOP CENTER

The Talladega One-Stop Center, which opened January 2006, houses the Career Link/Employment Services office, Veterans Affairs, Vocational Rehabilitation, Adult Education/GED classes, and CACC courses leading to an associate degree. In addition, space will be available for industry-specific training. For further information, call 256/480-2125.

TRANSITIONAL EDUCATION

In order to meet the needs of under prepared students, Central Alabama Community College offers developmental courses through its transitional education program. Developmental courses in reading, English, and mathematics assist students in developing skills necessary for success in credit-level courses. Students are placed in developmental courses based on their scores on placement tests administered prior to their

first term of enrollment. The entire transitional education program is designed to assist students in transitioning into fully prepared college students.

UPWARD BOUND

Upward Bound is a federally funded preparatory program designed to serve qualified students, grades 9-12, who attend targeted schools in Talladega County.

The purpose of the program is to attempt to generate skills and motivation necessary for success in education beyond high school among eligible students. Students must have completed the eighth grade and be between the ages of 13 and 19, enrolled in a targeted high school, and have a need for academic support in order to succeed in postsecondary education.

Eligible services include the following:

1. Instruction in reading, writing, study skills, science, mathematics, foreign language, etc.;
2. Personal counseling;
3. Academic advice and assistance in secondary school course selection;
4. Tutorial services;
5. Exposure to cultural events, academic programs, and other activities not usually available to disadvantaged youth; and
6. Activities designed to acquaint youth participating in the project for careers in which persons from disadvantaged backgrounds are particularly under-represented, etc.;

Interested students should contact the counseling office of their high school or the Upward Bound Office in the Administration Building on the Childersburg campus.

WORK KEYS

In an effort to meet the needs of business and industry in CACC'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 iden-

tifying skill levels required for particular positions within a business or industry. The service center is then 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 either campus. Career/technical students are evaluated with WorkKeys.

GENERAL POLICIES

GRADING SYSTEM

Letter grades are assigned for all courses for which students have registered as follows:

- A -- Excellent (90-100)
- B -- Good (80-89)
- C -- Average (70-79)
- D -- Poor (60-69)
- F -- Failure (Below 60)
- S -- Satisfactory
- U -- Unsatisfactory
- W -- Withdrawal
- I -- Incomplete
- AU -- Audit (Administrative assigned grade)

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.

Grades are available **only** on the Internet at www.cacc.edu. Satisfactory grades are "A," "B," "C," and "S." The transfer of "D" grades will be in accordance with the policy of the receiving institution.

A grade of "W" is assigned to a student who officially withdraws from the College or is administratively withdrawn from a course due to absences.

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 term, the grade of "I" automatically becomes "F." (See Incomplete Policy on page 50)

NOTE: *Grade changes and requests for retroactive withdrawal will not be granted for courses completed under the quarter system (prior to fall semester 1998).*

Certain institutional credit courses may be assigned the grade of satisfactory/unsatisfactory. A grade of "S" or "U" for these institutional courses does not affect the GPA.

QUALITY POINTS

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as indicated below:

- A -- 4 quality points per hour
- B -- 3 quality points per hour
- C -- 2 quality points per hour
- D -- 1 quality point per hour
- F -- 0 quality points per hour

CALCULATING 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; then the total number of quality points is divided by the total number of semester hours attempted, 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. (Exception: Course Forgiveness)

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

STANDARDS OF PROGRESS

Required grade point average (GPA) levels for students according to number of hours attempted at CACC:

1. Students who have attempted 12-21 semester credit hours at CACC must maintain a 1.5 cumulative grade point average.
2. Students who have attempted 22-32 semester credit hours at CACC must maintain a 1.75 cumulative grade point average.
3. Students who have attempted 33 or more semester credit hours at CACC must maintain a 2.0 cumulative grade point average.

APPLICATION OF STANDARDS OF PROGRESS

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at CACC, the student's status is Clear.
2. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at CACC, 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 CACC, but the semester GPA is 2.0 or above, the student remains on Academic Probation.

3. 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 CACC 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 CACC, the student's status is Clear.

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

The student who is readmitted upon appeal re-enters CACC on Academic Probation.

A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at CACC but whose semester GPA is 2.0 or above will remain on Academic Probation until the required GPA for the total number of hours attempted has been achieved.

4. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose semester GPA is below 2.0 will be suspended for one calendar year. The student suspended for one calendar year may appeal to the Committee on Admissions and Academic Standards.

The student who is readmitted upon appeal re-enters CACC on Academic Probation.

The student who serves the calendar year suspension reenters CACC on Academic Probation.

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 Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

If a student wishes to request consideration for re-admission, the student must submit a request in writing for an "appeal for readmission". The letter along with any rationale and/or statement of mitigating circumstances in support of immediate readmission should be addressed to the Committee on Admissions and Academic Standards and submitted to the Office of Admissions. The decision of the Committee on Admissions and Academic Standards, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. The decision of the Committee is final.

Please 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 grades.

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 CACC. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at CACC, 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 CACC, the cumulative GPA is 1.5 or above, the student's status is Clear.

Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation. Nursing students should refer to page 91.

ACADEMIC BANKRUPTCY

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
 - a. If fewer than three calendar years have elapsed since the term or semester for which student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one term or semester provided the student has taken a minimum of 18 semester credit hours of course work at CACC since the bankruptcy term or semester occurred. All course work taken, even hours completed satisfactorily, during the term or semester for which academic bankruptcy is declared

will be disregarded in the cumulative grade point average.

- b. If three or more calendar years have elapsed since the most recent term or semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters or terms provided the student has taken a minimum of 18 semester credit hours of course work at CACC since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each term or semester affected.
 3. A student may declare academic bankruptcy only once.
 4. Implementation of academic bankruptcy at CACC does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

COURSE FORGIVENESS

If a student wishes to request that the "course forgiveness" policy be implemented, this consideration is only given for courses taken at CACC. Students must complete the "Request for Course Forgiveness" form located in student services prior to transfer or graduation from Central Alabama Community College. The Registrar will review the records and administer the following policy:

1. 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 grade point average during the term in which the course was first attempted will not be affected.
2. When a course is repeated more than once, all

grades for the course — excluding the first grade — will be employed in computation of the cumulative grade point average. Official records at Central Alabama Community College will list each course in which a student has enrolled.

This policy will be implemented only in response to an official request made by the student to the Registrar. Course forgiveness will not be granted for terms prior to the initiation of the policy (Fall Semester, 1998).

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

The following statement is to comply with the Federal Campus Security Act of 1990 (Title II of Public Law 101-542):

Any criminal act; act or threat of violence; injury; destruction of property; traffic accident; or other situation which occurs on a Central Alabama Community College Campus or center should be reported to the College officials. An act or emergency that possess a danger to the health, safety or property of any person, or a threat to the public order should also be reported immediately. The report should be made to the following campus officials: on the Alexander City Campus the report may be made to the Office of Dean of Instruction, phone number 256/215-4261; the Office of the Dean of Students, phone number 256/215-4273; or after 4:45 p.m. the report should be made to the Evening Supervisor, phone 256/215-4302. All of the above offices are located in the Administration Building.

On the Childersburg Campus the report should be made to the Office of the Associate Dean of Instruction, phone number 256/378-2045; Office of the Business Operations phone number 256/378-2022; or after 4:00 p.m. the report should be made to the Evening Supervisor, phone number 256/378-2000. All offices are located in the Administration Building except for the Associate Dean of Instruction's Office, located in the Jim Preuitt Nursing & Allied Health Building.

In Talladega the report should be made to the Office of Director. The number is 256/378-5069.

Any person who witnesses any situation which fits the above described categories shall make herself/him-

self available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for a Central Alabama Community College employee or student to file a false report, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described above.

The crime statistics for Central Alabama Community College for the period January 1, 2004, through December 31, 2004, as required by the Federal Crime Awareness and Campus Security Act of 1990, are zero incidents for the following categories: murder, rape, sex offenses, robbery, liquor law violation, drug violations, motor vehicle theft, arrests, and aggravated assault. There were one report of burglary. Crime statistics for January 1, 2005, through December 31, 2005, are zero in all categories listed above with the exception of one report of burglary. Crime statistics for January 1, 2006, through December 31, 2006, are zero in all categories listed above with the exception of one report of burglary.

WITHDRAWAL

A student who wishes to withdraw from a course or from the College must report to the Office of Student Services to complete official withdrawal forms. A student who stops attending class(es) without formally completing an official withdrawal is considered absent. **The instructor will administratively withdraw the student once 20 percent of class attendance or participation has been missed.** These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course or courses within the first two-thirds of the term. The grade of "W" will appear on the permanent record and the credit hours will not be averaged into the grade point average.

Total withdrawal from courses after two-thirds of the term has elapsed and up until five days prior to the last day of class will only be granted in extreme circumstances. These circumstances include: hospitalization or death of an immediate family member, an accident, military activation, or court appearances. Proper documentation must be presented at the time withdrawal request is submitted. These withdrawals must have the approval of the Dean/Associate Dean of Instruction or the Dean of Students. The grade of "W" will appear on the permanent record

and the credit hours will not be averaged into the grade point average.

To insure that a student's record at Central Alabama Community College is complete at all times, he/she is required to arrange for an interview with the Dean of Students or a counselor if he/she leaves college during the semester. An *Application of Withdrawal* may be completed during or before the interview, and, shall be signed by the Dean of Students or a counselor. A student who leaves college during or at the end of a semester without his/her financial obligations to the College fulfilled is Not in Good Standing and may be denied future enrollment in the College or a transcript until the obligation is met.

CLASS SCHEDULE CHANGE

Careful planning before and at the time of registration will avoid the necessity of making schedule changes after classes are under way. Schedule changes are allowed during the drop/add period as indicated on the College calendar and requires approval of the student's counselor or advisor.

INCOMPLETES

At the end of the semester, the instructor for a course for which a student does not complete the requirements may assign the grade of "I". It is the student's responsibility to arrange with the instructor the satisfactory performance of the course requirements.

A grade of "F" will be assigned for the course if not completed by midterm following the assignment of "I". If the course requirements are met, the instructor submits a grade change to the Dean/Associate Dean of Instruction with the appropriate grade assigned.

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 thereafter.

INDEPENDENT STUDY -- ACADEMIC PROGRAMS

Independent studies are approved on a limited basis for students who have extenuating circumstances which prevent them from enrolling in a regularly scheduled course offered by the College. An independent study should not be granted for a course currently taught on campus or through the Internet. The student must have sophomore standing (a dual 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 and may take no more than six credit hours in independent study work at CACC. Courses which require laboratories will not be approved for independent study. **All independent studies must be taught by full-time faculty.** Exceptions to any of the above must be approved by the Dean of Instruction.

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

CLASSIFICATION 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.

MAXIMUM & MINIMUM COURSE LOADS

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.

The maximum course load for a first-term freshman is 16 semester hours except by special permission. The maximum course load for a student with less than a 2.00 GPA ("C" average) is four, three-hour courses (12 hours)

except by special permission. Students placing into two or more developmental courses on the COMPASS placement exam will not be allowed to enroll for more than a total of 12 credit hours that semester.

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

GRADE REPORTS

Grade reports are issued at the close of each semester by the Registrar. Grades will not be mailed but will be available over the Web; therefore, students are encouraged to get their PIN number from Student Services office.

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 Instruction and is included in the published schedule of classes each term.

PRESIDENT'S LIST

The President's List is compiled at the end of each term. 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.

DEAN'S LIST

The Dean's List is compiled at the close of each term by the Dean of Instruction. To qualify for the Dean's List, a student must be taking a minimum of twelve 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. Unsatisfactory completion of a developmental course will affect eligibility for the Dean's List.

ACADEMIC HONORS

Superior academic achievement by graduating students receiving degrees is recognized by the following designations: Graduation with Honors (or *Cum Laude*) -- 3.50 to 3.69 GPA; Graduation with High Honors (or *Magna Cum Laude*) -- 3.70 to 3.89 GPA; Graduation with Highest Honors (or *Summa Cum Laude*) -- 3.90 to 4.00 GPA.

Students receiving other formal awards (Certificate) and have a 3.50 to 4.00 GPA will be honored by Graduation with Distinction.

GRADE POINT AVERAGE

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. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at CACC.

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 faculty member or the Dean of Instruction. 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.

ATTENDANCE

Class attendance is critical for ensuring academic success; therefore, students are expected to attend all classes for which they are registered. Students whose absences exceed 20% of the total class meetings will be considered to have abandoned the class and may be administratively withdrawn and assigned a grade of "W". The grade of "W" can be assigned until five days prior to the last day of class. Attendance will be recorded from the first day of the student's official enrollment.

Administrative withdrawals are at the discretion of the instructor and do not automatically occur. It is the student's responsibility to make sure he/she is dropped from the class if he/she has excessive absences.

Each student should be punctual. It is considered rude and an interruption to the class for students to arrive late. Faculty members are given the discretion to consider late arrival to class as an absence or some percentage counting toward an absence. For example, a faculty member may consider a late arrival as ½ of an absence.

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, makeup assignments may be given at the instructor's discretion. However, there is no requirement that the instructor provide the opportunity for a makeup. 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 makeup opportunity for students who miss their scheduled presentation dates.

If the instructor conducts a classroom exercise in which students are graded for their participation, any student who is absent may receive a "0" for that particular activity. In all cases of absence, the student is responsible for acquiring assignment information and making up incomplete work resulting from such an absence.

Guidelines for Determining Makeup Work:

The following guidelines are provided for instructors who wish to implement policies for makeup work for absences resulting from extenuating circumstances.

1. Absences that occur because of emergencies (e.g., accidents, illness, court appearance, or death of an immediate family member) will be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Recommended examples include a copy of an accident report, a hospital admittance form, a doctor's excuse, subpoena or a death announcement. When possible the student or appropriate representative of the student (doctor, lawyer, hospital official, parent, spouse, etc.) should provide notification prior to the class that is to be missed.

2. Absences that occur as a result of Federal or State statute (e.g., military service) will be excused upon proper notification to the instructor. Proper notification requires documentation as determined by the instructor.
3. When an accumulation of absences makes it impossible to make up class work reasonably, the instructor may assign an "I" grade, or the student may withdraw according to the College's withdrawal policy.

Attendance for an On-line Course

A student registered for an on-line course (Internet) must make initial contact with his/her instructor via email the first full week of classes. Before mid-term the student must have made two additional contacts with his/her instructor via discussion board, assignments, or other interactivity. Failing to make contact within the first full week or by mid-term will result in the instructor's dropping the student from the class. Failure to take the mid-term or equivalent exam will also constitute a withdrawal from the Internet class.

STUDENT RIGHT-TO-KNOW ACT

The federal Student Right-to-Know (SRK) Act requires colleges to calculate and disclose the graduation and transfer rates for first-time degree/certificate-seeking college students who enroll full-time. The rates must be calculated after three years from initial entry, which is 150% of the time for a two-year degree [*Student Right-to-Know and Campus Security Act of 1990* (PL101-S42 and PL102-26)].

This college uses the "Fall Term disclosure method". Of the 316 students enrolled at Central Alabama Community College during Fall Semester, 2003 as full-time, first-time students, 25% are known to have graduated and 33% are known to have transferred to another college or university within a three-year period. Such percentages are also calculated by race and gender, and also by athletic scholarship. CACC's 4-year average graduation rate within 150% of normal time is 25.75%. For further information, contact Ms. Amanda Harkins, Dean of Students.

FINANCIAL AID

FINANCIAL AID OVERVIEW

The Financial Aid Office administers the 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, etc.) and the amount which the student and the student's family can afford to pay as determined by the Federal Methodology Calculations. The Financial Aid Office staff provides Financial Aid workshops at area schools in January and February of each year to assist students and parents in understanding their Financial Aid options.

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

In addition to the above listed programs, CACC 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 are as follows:

1. Federal Pell Grants:

Pell Grants are awarded to students who need money to pay for their education after high school. A Pell Grant is not a loan, so it does not have to be paid back. The award of a Pell Grant is calculated using a Federal Methodology Calculation. The award is dependent upon the student's and/or family of the student's financial circumstances. To get a Pell Grant, a student must be an undergraduate who does not already have a bachelor's degree. Application is made directly to the Federal Government through the Free Application for Federal Student Aid (FAFSA). A Pell Grant is awarded

for the fall semester and spring semester. Pell Grant eligibility for the summer term will be determined by the Financial Aid Office at the end of spring semester. All Pell Grant recipients must reapply each year after completion of Federal Income Tax Returns. For more information about Pell Grants, contact the Financial Aid Office.

2. Federal Supplemental Educational Opportunity Grant (FSEOG):

FSEOG is a grant awarded to students with exceptional financial need; it does not have to be repaid. To receive a FSEOG, a student must be an undergraduate 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. Students need only to complete the FAFSA to be considered. Since funds are limited, all eligible students will not receive this grant.

3. FFEL Stafford Loans:

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. Interested students must submit the FAFSA before receiving consideration. An interview is conducted with a financial aid counselor and the entrance counseling is completed on the KHEAA web site, www.kheaa.com. Upon approval, the loan is certified and a promissory note is mailed to the student. The student should complete, sign and mail the promissory note to the lender. Funds are sent directly to the College and posted to the student's account. Balances due to the student will be disbursed by check. Students will receive written notification by the Financial Aid Office when funds will be available.

4. Federal College Work Study (FCWS):

A FCWS job allows students to earn part of their school expenses. Students usually work 10 to 19 hours per week. Financial need is determined by means of the Free Application for Federal Student Aid, and application is made

directly to the Financial Aid Office on a College Work Study Application.

5. Federal Community Service College Work Study Program:

This program is designed to give students an opportunity to earn money and work with a non-profit organization while allowing them the opportunity to have a firsthand experience with the needs of the community. Students usually work 10 to 19 hours per week. Eligibility is based on financial need as determined by the student's financial aid application. Application is made directly to the Financial Aid Office on a College Work Study Application.

6. Academic Competitiveness Grant (ACG)

The Higher Education Reconciliation Act of 2005 (HERA) created this grant program for full-time students who are at degree-granting institutions, are U. S. Citizens, and are eligible for the Federal Pell Grant. The ACG is available for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. This grant is in addition to the student's Federal Pell Grant. A student applies for the ACG by completing and submitting the Free Application for Federal Student Aid (FAFSA).

The ACG will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second-year students must maintain a cumulative grade point average of at least 3.0.

7. Alabama Student Assistance Program (ASAP):

This is a state/federal aid program to provide financial assistance to Alabama residents for postsecondary education at participating colleges within the State of Alabama. Students apply through completion of the 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, all eligible students will not receive this grant.

Applying for Financial Aid:

Students applying for financial aid must complete the following steps:

1. Students must apply for admissions to CACC and complete all admission requirements before receiving a financial aid award.
2. Students must complete the Free Application for Federal Student Aid (FAFSA). This should be done as soon as Federal Income Tax Returns have been completed each year. Students who applied for financial aid in the prior year will receive a renewal notice from the Department of Education no later than January each year. Students may also complete the FAFSA on line at www.fasfa.ed.gov.
3. Approximately one-third of all financial aid applications are selected by the Federal Government for a process called verification. Students who are selected for verification will be notified of the documentation requirements by the Financial Aid Office.
4. Once all required paperwork has been received and verified, the Financial Aid Office will deliver to the student, by mail or in person, an official award packet. This award packet will consist of a Financial Aid Award Letter and a Financial Aid Information Packet. The student should sign and return the Financial Aid Award Letter within a reasonable length of time, generally seven business days. To receive the amount of Pell Grant as indicated on the Financial Aid Award Letter, the student must enroll for a full-time course load which is a minimum of 12 hours each semester. However, the student is not obligated to be enrolled with a full-time course load in order to receive a Pell Grant. Students who enroll for fewer than 12 hours will have their Pell Grant adjusted according to their registration status. To be considered for a Federal Stafford Loan, the student must be enrolled for at least six semester hours.

Disbursement of Financial Aid Funds

When the student receives a financial aid award letter, it is his/her indication that the financial aid award has been established in the College's computer system. At registration, the student's financial aid award will print on the student's schedule. On the first official day of class, tuition, fees, books, and supplies may be charged up to the total amount of the financial aid printed on the student's schedule. Balances remaining after the student's charges have been deducted will be disbursed in the form of a check to the student. The student will receive notification in his/her Financial Aid Information Packet of the time and place to pick up any remaining balance. A student completely withdrawing from school prior to disbursement of funds will have his/her financial aid adjusted to cover direct costs only. If a student receiving federal financial aid stops attending school prior to 60% of the length of the term, financial aid monies will be due back to the government based on the formula calculated by the Financial Aid Office in accordance with the Title IV Refund calculation.

Standards of Satisfactory Progress for Financial Aid Recipients

CACC 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:

1. Program of study:
Students receiving financial aid must be enrolled in a program of study leading to a degree or certificate at this institution.
2. Time Frame:
Students receiving Title IV Federal Financial Aid may receive financial aid for a period of time not to exceed 1.5 times the normal length of a specific program. (The "normal length" of a specific program will vary depending upon whether the student is halftime, three-quarters time, or full-time. Example: A one-year program should be completed in one and one-half years; a two-year program should be completed in three years.) The total maximum time includes all semesters and terms of enrollment at CACC whether receiving financial aid or not. This includes semesters in which the student withdraws from all courses.

3. Minimum Hours Required to Pass:
Students receiving Title IV Federal Financial Aid must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. For programs of one academic year or less, student progress will be measured prior to the end of the program. The normal length of time allowed for specific program completion is determined by CACC.

4. Grade Point Average:
Students receiving Title IV Federal Financial Aid must comply with the grade point averages and Standards of Progress applicable to all students enrolled at CACC.

	Minimum
After Attempting:	Cumulative GPA
12-21 semester credit hours	1.50
22-32 semester credit hours	1.75
33 or more semester credit hours	2.00

Academic Probation and Academic Suspension are determined by the Registrar's Office.

5. Suspension:
When a student receiving Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student IS NOT eligible to receive financial aid for the duration of the suspension. The student may have his/her financial aid reinstated if they attend college at their own expense and make the cumulative GPA required for the number of credit hours attempted at CACC or the semester GPA is 2.0 or above (based on at least 12 semester credit hours or above attempted at CACC during that semester).

A transfer student admitted upon appeal to the College Admissions and Academic Standards Committee is not eligible for student financial aid in the first semester of enrollment. Eligibility of any subsequent semester must be based on at least 12 cumulative semester credit hours completed at CACC and the same eligibility for a native student readmitted upon appeal to the College Admissions and Academic Standards Committee.

6. **Change of Program:**
One change in the student's program of study will be allowed; however, aid will be granted only for additionally required hours as determined by comparison of the two programs of study. After the first change of program, the student must follow guidelines which are available upon request in the Financial Aid Office.
7. **Transitional/Developmental/Remedial Courses:**
A student receiving Title IV Federal Financial Aid may not enroll in the same transitional/developmental (remedial) course more than three times and continue to receive financial assistance. A Title IV Federal Financial Aid recipient may not be paid for more than 45 semester credit hours of transitional /developmental (remedial) work. Financial aid paid for these courses is based on the institutional (nontransferable) credits assigned to the course. Non-credit transitional/developmental (remedial) course grades are not included in the student's grade point average.
8. **Repeated Courses:**
Students will be paid financial aid only one time for courses in which a grade of "A," "B," "C," or "D" is assigned. A course assigned a grade of "F" may be repeated with financial aid eligibility one additional time.
9. **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. A student will not be paid financial aid again for a course in which an Incomplete ("I") grade was assigned. When the course is completed, a student may request that the Financial Aid Office review and update his/her financial aid status.
10. **Audit Courses:**
A student WILL NOT be paid financial aid for an audit course.
11. **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 CACC.)
12. **Extenuating Circumstances:**
Students withdrawing from all classes must make a written request for extenuating circumstances to the Dean of Students for consideration of reinstatement of financial aid. The written request should explain in detail the reason for the withdrawal and plans for the prevention of future withdrawals.
13. **Withdrawals:**
Students who withdraw or are administratively withdrawn for nonattendance are required to notify the Financial Aid Office and may be required to repay all or part of any financial aid awarded for that term. A financial aid recipient who withdraws from all classes WITH extenuating circumstances approved by the Dean of Students will be continued on financial aid for the next semester of enrollment. A financial aid recipient who officially withdraws from all classes WITHOUT extenuating circumstances approved by the Dean of Students will be required to appear before the Financial Aid Appeals Committee or Sub-Committee for consideration of reinstatement of financial aid. Extenuating circumstances is granted **only once**.
14. **Title IV Refunds:**
If a student receiving federal financial aid stops attending school prior to 60% of the length of the term, financial aid monies will be due back to the government based on the formula calculated by the Financial Aid Office in accordance with the Title IV Refund calculation.
15. **Appeal Process:**
Students who believe that they have received unfair suspension of financial aid may appeal to the Financial Aid Appeals Committee or Sub-Committee for a hearing. The request for an appeal should be made in writing and submitted to the Financial Aid Office.

NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Financial Aid Offices located on either campus.

SCHOLARSHIPS

Central Alabama Community College offers competitive scholarships to qualified students. Scholarship applications are available in the Financial Aid Office or from high school counselors. Application must be on CACC Scholarship Application forms 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. The deadline for applying for scholarships at CACC is March 1 of each year and awards are made by May 1.

Scholarship assistance is available as follows:

Academic Scholarships:

Academic Scholarships recognize outstanding high school seniors who have excelled in academics. Students should have a minimum of a 3.00 average in addition to involvement in extracurricular activities. ACT and/or SAT scores will be considered if available. This scholarship covers tuition, technology fees, and facility fees for one year and is renewable for the second year if the requirements have been met. This scholarship will not cover the extra tuition charged to out-of-state students.

Ambassador Scholarships:

Ambassador Scholarships are awarded to high school seniors who have excelled in leadership. Students should have a minimum of a 2.50 average. Much emphasis will be placed on leadership in extracurricular activities. ACT and/or SAT scores will be considered if available. Applying students will be expected to participate in a brief interview process with a committee of approximately five to seven committee members. This scholarship covers tuition, technology fees, facility fees and books on a loan basis for one year and is renewable for the second year if the requirements have been met. Students are required to return books at the end of the semester. Failure to return the books will result in cancellation of the scholarship. This scholarship will not cover the extra tuition charged to out-of-state students.

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, men's and women's tennis, and volleyball. Interested students should contact the appropriate coach in each sport for scholarship consideration.

Performing Arts Scholarships:

Jazz band and Show choir scholarships are available to high school seniors who portray talent in these areas. Students must have a minimum of a 2.50 average. Scholarships are based on audition performance with consideration given to high school achievement. Applicants will be contacted with audition dates and the time and place of tryouts. This scholarship covers tuition, technology fees, and facility fees for one year and is renewable for the second year if the requirements have been met. This scholarship will not cover the extra tuition charged to out-of-state students.

Senior Adult Waiver:

Adults 60 years of age or older may take advantage of free tuition for college credit courses. A Senior Adult Waiver form must be completed by all students applying for this scholarship. Admission requirements are proof of age and high school graduation. Adults must purchase their textbooks and pay a facility and technology fee. Through this program, eligible adults may enroll in one or more credit courses as long as space is available in the class. Courses may not be repeated. Persons living on a fixed income may be eligible for financial aid which would help defray the cost of transportation and books.

Student Recruiter Scholarships:

Recruiter Scholarships are awarded to high school seniors who demonstrate the leadership and personality to recruit potential students. Applicants should have a minimum of a 2.50 average. Much emphasis will be placed on leadership in extracurricular activities. Applying students will be expected to participate in a brief interview process with a committee of approximately five to seven committee members; interview success is a key determinant in the selection process. Scholarship covers tuition and fees for one year and is renewable for the second year if requirements have been met. The scholarship will not cover the extra tuition charged to out-of-state students.

Technical Scholarships:

Technical scholarships are awarded to high school seniors enrolling in occupational degrees, associate in applied science degrees, or specific certificate programs. Students must have a minimum of a 2.50 average in addition to involvement in extracurricular activities. ACT and/or SAT scores will be considered if available. This scholarship covers tuition, technology fees, and facility fees for one year. If all requirements have been met, this scholarship will be renewable for either the second year or until the program has been completed, whichever is the least. This scholarship will not cover the extra tuition charged to out-of-state students, nor will it cover the expense of insurance, i.e., accident insurance or malpractice insurance.

OTHER FORMS OF FINANCIAL ASSISTANCE

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 Investment Act:

The purpose of the Workforce Investment Act (WIA) is to establish programs to prepare youth and unskilled adults for entry into the labor force. WIA offers job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment. Information is available from the local Career Link Office in your area. Eligibility for this program is determined through the Career Link Office.

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 area. Eligibility for this program is determined through the Employment Securities Office.

Veterans Benefits:

The Federal Government and the State of Alabama have programs that provide financial assistance to veterans and their dependents. Veterans or their dependents seeking assistance under the various Federal and State programs should, if possible, make initial application for such programs several weeks prior to enroll-

ment. CACC has application forms for most veteran programs and will offer assistance to the student in completing these forms and forwarding them to the proper V.A. Office. Since most Federal V.A. programs make monthly payments directly to the veteran after enrollment, the veteran must be prepared to pay tuition and fees and meet all other payment deadlines before receiving the initial monthly allowance.

The Alabama National Guard Educational Assistance Program (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. Applications for ANGEAP are available from the member's Alabama National Guard Unit. For more information concerning ANGEAP, members should contact their National Guard benefits administrator at their unit.

The Alabama GI and Department of Education Benefits Act provides tuition and books to certain categories of children, wives, and widows of veterans who are deceased or disabled.

For additional information about the full range of veterans programs available through the Veterans Administration, contact Veterans Administration Regional Office, 474 South Court Street, Montgomery, AL 36104 (1-800-827-1000).

For additional information about benefits available under the Alabama GI and Dependents Educational Benefits Act, contact the Department of Veteran Affairs, P.O. Box 1509, Montgomery, AL 36102, or the local county Veterans Affairs Officer listed in the yellow pages under Alabama State Government.

All Veterans Should Contact the Financial Aid Office Prior to Registration in Order to Complete Proper Certification with the Veterans Administration.

Absences for Veterans

Absences in a course may not exceed the number prescribed by college policy. Instructors will inform the Financial Aid Office of any student who stops attending class and the V.A. will be promptly notified of the last date of class attendance. Reinstatement to class may be permitted in accordance with the College's attendance policy.

Absences may not exceed the credit hour value of a course. Absences in a three-hour course may not exceed three hours in classroom instruction (50 minutes of classroom instruction constitutes one hour for this purpose). For example, a student taking a three-hour course meeting two days each week for the equivalent of one and a half hours each day may not exceed two absences. A similar relationship holds for courses for less than three credit hours.

After Attempting:	Minimum Cumulative GPA
12-21 semester credit hours	1.50
22-32 semester credit hours	1.75
33 or more semester credit hours	2.00

Academic Probation and Academic Suspension are determined by the Registrar's Office.

Standards of Progress for Veterans

For veterans to receive educational benefits through enrollment at CACC, the following requirements and procedures must be followed:

1. Veterans must adhere strictly to the College policy on attendance.
2. Courses previously taken and passed with a grade of "D" or better at CACC or any other college may not be repeated for veteran benefits.
3. The veteran may register only for courses in the specific degree program for which he/she is approved by the Veterans Administration.
4. A veteran who fails two or more courses during a term may not receive educational benefits until he/she has received counseling from the Veterans Administration and has been approved to reenroll on Form 22-1993a. A veteran who withdraws from two or more courses, except for mitigating circumstances, may not continue to receive educational benefits until he/she has received counseling from the Veterans Administration.
5. A veteran who must discontinue a class for whatever reason must officially notify the College of the withdrawal. The withdrawal must indicate the last date of class attendance. Official notification of withdrawal must be in writing to the Office of Student Services. Oral withdrawal to the instructor or by phone does not constitute official withdrawal.
6. Students who receive Veterans benefits must comply with the Standards of Progress requirements applicable to all students at CACC.

IMPORTANT: The above GPA requirements are for certification of enrollment to the Veterans Administration for educational benefits only. The veteran may continue to enroll in the College, provided all other college requirements are met but without receiving VA benefits.

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

STUDENT ACTIVITIES

STUDENT ACTIVITIES

Central Alabama Community College offers many opportunities for a variety of extracurricular activities. Student activities are supported by funds allocated from general fees. CACC encourages and supports the participation of students of all races in all extracurricular activities.

Student Government

The SGA has a major role in all phases of the extracurricular program and represents the student body in all matters of concern to students. This association operates under a constitution drawn up by the students. On the Alexander City campus there are four executive officers. The president and vice president are elected in the spring of each year to serve in the following academic year. The secretary and treasurer are elected in the fall of the year in which they serve. On the Childersburg campus there are three executive officers elected yearly and an indeterminate number of senators. A full time student with a 2.0 overall average may become a senator by completing 15 signatory petitions. The officers must maintain a 2.50 overall average and attend CACC.

Athletics

Central Alabama Community College participates in varsity competition in men's baseball, women's softball, men's and women's tennis, men's golf, and women's volleyball. The College is a member of the Alabama Community College Conference and the National Junior College Athletic Association. CACC competes against other members of the conference, other Alabama junior and community colleges, and junior colleges from other states.

CACC Jazz Ensemble

The CACC Jazz Ensemble provides an avenue for students to begin or continue their study of the jazz idiom through performance of big band jazz. The ensemble performs concerts both on and off campus throughout the academic year and represents the College at numerous community events. All interested students are encouraged to contact the music instructor to arrange an audition and to seek further information.

CACC Show Choir

The CACC Show Choir explores a wide range of music throughout the year in a program that combines music and movement. The Show Choir participates in

the Christmas and Spring concerts each year, as well as community and school event.

HONORS AND RECOGNITION

Collegiate All-American Scholar Program

This national scholar society recognizes those students who have been selected for their outstanding achievements in the community colleges in the United States.

This is a national organization which offers scholarship grants to those who apply after being nominated by the Honors Committee at CACC.

Phi Theta Kappa

This society is the international two-year college organization which honors academic excellence among two year college students. Students with outstanding academic records are invited to become members. Requirements for membership include consideration of grade point average, halftime student status, and categories of courses completed.

Who's Who Among Students In American Junior Colleges

The faculty annually chooses a group of sophomores who have distinguished themselves in different areas of campus life; their names are submitted for the honor of being included in the publication by the Who's Who national organization.

CAMPUS ORGANIZATIONS

Baptist Campus Ministries

This religious organization provides opportunity for Christian fellowship. Students of all denominations are welcome.

Circle K

Circle K is a service organization sponsored by Kiwanis International. Circle K clubs on college and university campuses provide students with opportunities to participate in organized volunteer activities. Results of joining together to perform service in a Circle K club include fellowship and the opportunity to develop leadership skills.

Coosa Valley Association of Nursing Students and Licensed Practical Nursing Association of Alabama

The associate degree nursing students and the licensed practical nursing students organizations offer

nursing students the opportunity to participate in activities that are related to health care.

The Practical Nursing Student organization is the student organization of the Practical Nursing Association of Alabama. Students become members of the State Association, attend the annual State Convention, participate in various community health related projects, and sponsor the annual Pinning ceremony upon completion of the program.

Cultural Unity Organization

This club works to recognize and encourage leadership, service, and character and to bring unity among all students. Recruitment programs and activities are held throughout the year. Each participating student must maintain an overall grade point average of 2.0.

Fellowship of Christian Athletes

FCA's purpose is to present Christian faith as a way of life to athletes, coaches, and those influenced by them.

Friends of Central Alabama Library (FOCAL)

This organization works to raise funds to support the campus library and to provide cultural activities for the students, faculty, and staff. Open to students, staff, faculty, administrators, and community members. A small membership fee is charged.

The Physics Club

The purpose of the Physics Club is to give students a sense of personal involvement in the learning of physics by giving them the opportunity to engage in both academic and social activities as a group. Activities include performing experiments at local schools, going on field trips, and engaging in group projects.

The Science Team

The CACC Science Team works with third graders on a bimonthly basis to promote an interest in science by performing experiments and providing hands-on experiences.

Young Democrats/Central Alabama Community College Chapter

The CACC Young Democrats is an organization on campus designed to support the Democratic Party and its candidates. This club participates in campus functions as well as off-campus activities. In an election year, the club attends campaign functions all over the state held for democratic candidates. Members go to

other college and university campuses and socialize with their chapters. This organization meets monthly on campus. Members are also encouraged to attend meetings with the Tallapoosa County Democrats.

The Wesley Fellowship

The Wesley Fellowship is the campus ministry of the United Methodist Church and is open to ALL students who desire to grow in their relationship with Jesus Christ. Weekly Bible studies, church league and community sports teams, service projects, lunches on campus, and retreats are just some of the activities students enjoy.

PROGRAMS OF STUDY

DEGREE & CERTIFICATE AWARDS

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

- A. 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.
- B. 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 do so. The AAS degree shall be comprised of at least 60 semester credit hours, but not more than 76 semester credit hours.
- C. 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 not more than 76 semester credit hours.
- D. The certificate program is designed for a student who plans to seek employment based upon the competencies and skills attained through a specific program of study. Certificate programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours. 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.

Associate Degree Requirements

A student shall be awarded the Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees upon satisfactory completion of the requirements of the specific program as specified by Central Alabama Community College and the State Board of Education.

A student must:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at Central Alabama Community College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours at Central Alabama Community College.
4. Meet all requirements for graduation within a calendar year from the last semester/term of attendance.
5. Transferred or accepted course work for credit toward an undergraduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in CACC's undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides 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.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution. (The student must complete an application for graduation.)
7. Fulfill all financial obligation to the College.

8. Demonstrate competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Minimum competency in English, oral communications, and mathematics will be ascertained by a student achieving a grade of “C” or higher in the required courses in his/her program. These courses include ENG 101, ENG 102, ENG 131, SPH 106, SPH 107, MTH 116, MTH 100 or placement in higher level math course. Minimum competency in reading will be ascertained by a student’s COMPASS placement score or by satisfactory completion of a remedial reading course. Computer competency will be ascertained by (1) a placement score on a computer competency test, or (2) a grade of “C” in a computer course such as CIS 130 or CIS 146 or (3) a grade of “C” or higher in a career/technical course requiring computer competency.
9. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Central Alabama Community College in accordance with policies of the State Board of Education.

A student must:

1. Satisfactorily complete an approved program of study.
 2. Earn a 2.0 cumulative grade point average in all courses attempted at Central Alabama Community College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
 3. Complete at least 25% of the semester credit hours at Central Alabama Community College.
 4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Transferred or accepted course work for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama College System institution with a minimum grade of “C” in the courses transferred, must represent collegiate course work relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides 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.
 6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution. (The student must complete an application for graduation.)
 7. Fulfill all financial obligations to the College.
 8. Demonstrate competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Minimum competency in English, oral communications, and mathematics will be ascertained by a student achieving a grade of “C” or higher in the required courses in his/her program. These courses include ENG 101, ENG 102, ENG 131, MTH 116, MTH 100 or placement in higher level math courses, SPH 106, or SPH 107. Minimum competency in reading will be ascertained by a student’s COMPASS placement score or by satisfactory completion of a remedial reading course. Computer competency will be ascertained by (1) a placement score on a computer competency test, or (2) a grade of “C” in a computer course such as CIS 130 or CIS 146 or (3) a grade of “C” in a career/technical course requiring computer competency.
 9. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

**ARTICULATION AND GENERAL
STUDIES CURRICULUM (AGSC)
General Course Listing for CACC**

SEMESTER HOURS

AREA I Written Communications6

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

AREA II Humanities & Fine Arts 12

- *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
- FineArts.....3
 - ART 100 Art Appreciation
 - ART 203 Art History
 - MUS 101 Music Appreciation
 - THR 120 Theater Appreciation
 - THR 126 Introduction to Theater
- Additional Humanities & Fine Arts.... 6
 - HUM 299 PTK Honors Course I, II, III
- 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 I
- SPA 102 Introductory Spanish II
- SPH 106 Fundamentals of Oral Communication
- SPH 107 Fundamentals of Public Speaking

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

- Natural Science 8
 - BIO 101 Intro to Biology I
 - BIO 102 Intro to Biology II
 - BIO 103 Principles of Biology I
 - BIO 104 Principles of Biology II
 - 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
- Mathematics.....3
 - MTH 110 Finite Mathematics
 - MTH 112 Precalculus Algebra
 - MTH 113 Precalculus Trigonometry
 - MTH 120 Calculus and Its Application
 - MTH 125 Calculus I
 - MTH 126 Calculus II
 - MTH 227 Calculus III
 - MTH 237 Linear Algebra
 - MTH 238 Applied Differential Equations I

Area IV History, Social, & Behavioral Sciences.....12

- *History.....3
 - HIS 121 World History I
 - HIS 122 World History II
 - HIS 201 U.S. History I
 - HIS 202 U. S. History II
- **Additional History, Social & Behavioral Sciences.....9
 - ANT 200 Introduction to Anthropology
 - ECO 231 Principles of Macroeconomics
 - ECO 232 Principles of Microeconomics
 - 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
 - SOC 210 Social Problems

* **As a part of the General Studies Curriculum, students must complete a six-hour sequence either in literature or in history.**

** **No more than 6 hours of history may be taken for Area IV.**

PROGRAMS
ASSOCIATE IN SCIENCE DEGREE

SEMESTER HOURS

AREA I

Written Composition I & II 6

AREA II

Humanities & Fine Arts 12

- Must complete 3 semester hours in Literature*
- Must complete 3 semester hours in the Arts
- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication competencies represent an integral module in a required discipline-specific course.
- Remaining semester hours to be selected from Humanities and/or Fine Arts
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*.

AREA III

Natural Science & Mathematics 11

- Must complete 3 semester hours in Mathematics at the Precalculus or Finite Math Level
- Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences
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 *
- Must complete at least 6-9 semester hours from among other disciplines in the Social & Behavioral Sciences.
Social & Behavioral Sciences include, but are not limited to: Anthropology, Economics, *Geography*, Political Science, Psychology, and Sociology.

AREA I-IV

Minimum General Education

Requirements 41

AREA V

Elective Courses 19-23**

- Courses appropriate to degree requirements of the individual student and electives.
- Must complete 3 semester hours in Computer Science***

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

Semester Credit Hour Range

by Award 60-64***

* 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.

** 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 College System will only be authorized to provide 50 percent of the total (60-64).

*** Students who fail to demonstrate adequate competency in computer science by passing a CIS course with a grade of "C" or better may take and pass a computer competency exam. The exam may be attempted only once.

NOTE: Courses appearing in *italics* are not offered at CACC but are eligible to fulfill AREA requirements if transferred from another institution.

UNIVERSITY PARALLEL PROGRAMS

The Associate in Science degree requires a minimum of 60 semester hours. This degree is planned to provide course work in the general education core. Associate in Science degree students do not major in an academic discipline at Central Alabama Community College. Majors are defined by the institutions to which these students transfer. Act 94-202 of the Alabama Legislature created the Articulation and General Studies Curriculum (AGSC) which has developed a

statewide general studies curriculum of a maximum of 41 semester hours for the transfer of credit among all public two-year and four-year institutions. In addition, a maximum of 23 semester hours (approximately 1/3 of requirements) may be completed in Area V.

The AGSC committee established credit hour distribution requirements rather than specific course requirements. Efforts were made to permit flexibility among institutions in the specific courses to be offered to enable students to fulfill requirements. The credit hours distribution is as follows:

General Studies

Area I Written Composition 6 semester hours

Area II Humanities & Fine Arts . 12 semester hours

Area III Natural Science & Mathematics
..... 11 semester hours

Area IV History, Social, & Behavioral
Science 12 semester hours

AREA I-IV Total 41 semester hours

Area V Electives 19-23 semester hours

Grand Total **60-64 semester hours**

Under the AGSC guidelines, the receiving institution is only required to accept and give credit for 1/2 of the total bachelor degree program hours (not to exceed 64 semester hours) upon transfer from a community/junior college.

Students who plan to transfer to a four-year institution may find detailed information and assistance in the Office of Dean/Associate Dean of Instruction and the Office of Student Services on both campuses. Students can consult <http://stars.troy.edu> for detailed information regarding transfer of credit. Counselors and academic advisors are available to help students develop a plan of study for graduation at CACC. **Students are responsible for knowing the particular requirements of the institution to which they plan to transfer.**

ASSOCIATE IN APPLIED SCIENCE

SEMESTER HOURS

AREA I

Written Composition I & II **3-6**

AREA II

Humanities & Fine Arts **3-6**

- Areas I and II must include a minimum of 9 hours.
- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication competencies represent an integral module in a required discipline-specific course.
- Must complete one course in humanities and fine arts.

Humanities and Fine Arts disciplines include: *Area/Ethnic Studies*, Art and Art History, Foreign Languages, Humanities, Literature, Music and *Music History*, Philosophy, Ethics, Religious Studies, Speech, Theater, and *Dance*.

AREA III

Natural Science & Mathematics **9-11**

- Must complete a minimum of 3 semester hours in mathematics.
- Must complete one course in Computer Science (2 preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Appropriate 100 level (or higher) mathematics, natural science, and/or computer science courses as denoted in *The Alabama College System Course Directory* may be selected.

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

AREA IV

History, Social, & Behavioral Sciences **3-6**

In addition to History, the Social & Behavioral

Sciences include: Anthropology, Economics, *Geography*, Political Science, Psychology, and Sociology.

Programs in which the AAS represents the Terminal Award are not required to complete the 6 semester hours sequence in Area IV.

Minimum General Education Requirements 18-29

**AREA V
Maximum General Education Core, Technical Concentration, & Electives 47-58**

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives
- Must complete 3 semester hours in Computer Science

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the “General Studies” transfer courses whenever possible.

**Semester Credit Hour Range
by Award 60-76**

NOTE: Courses appearing in *italics* are not offered at CACC, but are eligible to fulfill AREA requirements if transferred from another institution.

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY DEGREE

SEMESTER HOURS

**AREA I
Written Composition 3-6**

- Written Composition I and/or Technical Writing

**AREA II
Humanities & Fine Arts 3-6**

- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication competencies represent an integral module in a required discipline-specific course.
- Must complete one course in humanities and fine arts.

Humanities and Fine Arts discipline include: *Area/Ethnic Studies*, Art and Art History, Foreign Languages, Music and *Music History*, Philosophy, Ethics, Religious Studies, Speech, Theater, and *Dance*.

**AREA III
Natural Science & Mathematics 9**

- Must complete a minimum of 3 semester hours in mathematics.
- One course in Computer Science/Data Processing or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific(s) is highly recommended.

Appropriate 100 level courses (or higher) as denoted in *The Alabama College System Course Directory* may be selected.

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

AREA IV
History, Social, & Behavioral
Sciences 3-6

In addition to History, the Social and Behavioral Sciences include: Anthropology, Economics, *Geography*, Political Science, Psychology, and Sociology.

AREA I-IV
Minimum General Education
Requirements 18-24

AREA V
Primary Technical Specialty/Secondary
Technical Specialty 58-52

- Courses appropriate to the degree requirements, primary occupational or technical specialty requirements, core courses, secondary occupational or technical specialty requirements, and electives.
- Primary Technical Specialty (Major): A minimum of 28 credit hours in a single content area.
- Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

Semester Credit Hour Range
by Award 60-76

NOTE: Courses appearing in *italics* are not offered at CACC but are eligible to fulfill AREA requirements if transferred from another institution.

GENERAL EDUCATION CORE
FOR CERTIFICATE

SEMESTER HOURS

AREA I
Written Composition I & II 2-6

COM 103 may be substituted only in non-degree eligible programs.

AREA II
Humanities & Fine Arts 2-6

Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication competencies represent an integral module in a required discipline-specific course.

AREA III
Natural Science & Mathematics 6

Must complete one course in Computer Science (2 preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Remaining semester hours to be selected from Natural Science, Mathematics, or Computer Science.

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

MAH 105 may be substituted only in non-degree eligible programs.

AREA IV
History, Social, & Behavioral
Sciences.....0

Minimum General Education
Requirements.....10-18

AREA V
Maximum General Education Cores, Technical
Concentration, & Elective 50-42

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

- Must complete 3 semester hours in Computer Science.

Maximum Program Semester Credit
Hours **60**
Semester Credit Hour Range
by Award **30-60**

**GENERAL EDUCATION CORE
 FOR SHORT-TERM CERTIFICATE
 29 SEMESTER HOURS OR LESS**

SEMESTER HOURS

AREA I
Written Composition I & II **0-3**
*One technical writing course is recommended
 in short-term certificate programs.*

AREA II
Humanities & Fine Arts **0**

AREA III
Natural Science & Mathematics **0-3**

AREA IV
History, Social & Behavioral Sciences **0**

AREA I-IV
Minimum General Education Requirements....**0-6**

AREA V
**Maximum General Education Core, Technical
 Concentration, & Electives** **29-23**

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Semester Credit Hour Range
by Award **9-29**

ASSOCIATE IN APPLIED SCIENCE

The following programs are offered which lead to the Associate in Applied Science degree. For some of these programs, a certificate or short-term certificate is an option. These programs are designed to prepare the student for a technical or semiprofessional field. The student receives a balance of general education and specialized training.

Associate in Applied Science	Certificate	Short-Term Certificate
Computer Science	X	
Drafting and Design Technology		
General Business		
Industrial Electronics Technology		
OPTION I – Industrial Electronics	X	X
OPTION II – Industrial Electronics and Instrumentation	X	X
OPTION III – Industrial Maintenance	X	X
Manufacturing Technology		
OPTION I -- Automotive Manufacturing Technology	X	X
OPTION II -- Industrial Maintenance	X	X
OPTION III -- Industrial Automation Technology	X	X
		Robotics and PLC Tech Manufacturing Tech
Associate Degree Nursing	Practical Nursing	
Office Administration	X	

PROGRAM COMPLETION

Program completion will depend on fulfillment of transitional courses that may be required, 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.

COMPUTER SCIENCE

Associate in Applied Science Degree

COURSES	SEMESTER HOURS
BUS 241 Principles of Accounting I	3
CIS 110 Introduction to Computer Logic & Programming	3
CIS 130 Introduction to Information Systems	3
CIS 146 Microcomputer Applications	3
CIS 191 Intro to Computer Programming Concepts	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 (From CIS prefix listed in catalog)	15
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MTH 100 Intermediate College Algebra	3
MTH 112 Precalculus Algebra	3
Natural Science Elective	4
PSY 200 General Psychology OR History Elective	3
SPH 106 Fundamentals of Oral Communication (SPH 107)	3
Electives*	<u>6</u>
Total hours for an Associate in Applied Science degree in Computer Science	76

* Electives shall come from any area.

COMPUTER SCIENCE - Certificate

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 110	Introduction to Computer Logic & Programming	3
CIS 130	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
CIS 191	Intro to Computer Programming Concepts	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 (From CIS prefix listed in catalog)		15
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
MTH 112	Precalculus Algebra	3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
Total hour for a Certificate in Computer Science		60

DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science Degree

COURSES		SEMESTER HOURS
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technical Drawing	3
DDT 125	Surface Development	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 128	Intermediate Technical Drawing	3
DDT 150	Theory of Residential Drawing and Design	3
DDT 214	Pipe Drafting	3
DDT 226	Technical Illustration	3
DDT 233	Three-Dimensional Modeling	3
DDT 235	Specialized CAD	3
DDT 237	Current Topics in CAD	3
Drafting Electives (From DDT prefix listed in catalog)		12
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
MTH 112	Pre-Calculus Algebra	3
Natural Science Elective		4
PSY 200	General Psychology	3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
Electives*	6
Total hours for an Associate in Applied Science degree in Drafting and Design		76

* Electives shall come from any area.

GENERAL BUSINESS

Associate in Applied Science Degree

COURSES		SEMESTER HOURS
BUS 150	Business Math	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal & Social Environment of Business	3
Business Electives (From BUS, OAD, or CIS prefixes listed in catalog)		9
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
Natural Science Elective		4
OAD 100	Intro to Keyboarding and Technology	3
OAD 101	Beginning Keyboarding	3
OAD 131	Business English	3
Social Science Elective		3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
Electives*	6
Total hours for an Associate in Applied Science degree in General Business		67

INDUSTRIAL ELECTRONICS

Associate In Applied Science

COURSES		SEMESTER HOURS
General Education Courses		
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
General Electives		3
Core Industrial Electronics Courses		
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Electronics	3
OPTION I - Industrial Electronics		
ILT 100	Applied Electronic Computation	3
ILT 108	Introduction to Instruments & Process Control	3
ILT 148	Automatic Controls Systems (ILT 229)	3
ILT 149	Automatic Controls Systems Lab (ILT 230)	2

ILT 164	Circuit Fabrication I	1
ILT 166	Motors & Transformers I	3
ILT 169	Hydraulics/Pneumatics	3
ILT 194	Programmable Logic Controllers I.....	3
ILT 209	Motor Controls I.....	3
Industrial Electronics Electives (From ILT prefix)		15
Total credit hours for an Associate in Applied Science in Industrial Electronics Technology - Option I- Industrial Electronics		75

OPTION II - Industrial Electronics and Instrumentation

ILT 108	Introduction to Instruments & Process Control	3
ILT 117	Principles of Construction Wiring	3
ILT 148	Automatic Controls Systems (ILT 229)	3
ILT 149	Automatic Controls Systems Lab (ILT 230)	2
ILT 166	Motors & Transformers I	3
ILT 180	Special Topics	3
ILT 194	Programmable Logic Controllers I.....	3
ILT 201	Industrial Electronics (ILT 269)	3
ILT 202	Industrial Electronics Lab (ILT 270)	2
ILT 209	Motor Controls I.....	3
ILT 222	Advanced Programmable Logic Controllers	3
ILT 223	Advanced Programmable Logic Controllers Lab	2
ILT 227	National Electric Code	2
Industrial Electronics Electives (From ILT prefix)		4
Total credit hours for an Associate in Applied Science in Industrial Electronics Technology - Option II - Industrial Electronics and Instrumentation		75

OPTION III - Industrial Maintenance

ILT 108	Introduction to Instruments & Process Control	3
ILT 117	Principles of Construction Wiring	3
ILT 148	Automatic Controls Systems (ILT 229)	3
ILT 149	Automatic Controls Systems Lab (ILT 230)	2
ILT 166	Motors & Transformers I	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics & Pneumatics (ILT 169)	3
INT 119	Principles Mechanical Measurements & Technical Drawing	3
INT 121	Industrial Hydraulics Troubleshooting	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps & Piping Systems	3
INT 234	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
Industrial Electronics and Industrial Maintenance Technology Electives (From ILT& INT prefix)		4
Total credit hours for an Associate in Applied Science in Industrial Electronics Technology - Option III - Industrial Maintenance		75

INDUSTRIAL ELECTRONICS TECHNOLOGY - Certificate

General Education Courses

CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 106	Fundamentals of Oral Communication	3

Core Industrial Electronics Courses

ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Electronics	3

OPTION I - Industrial Electronics

ILT 100	Applied Electronic Computation	3
ILT 108	Introduction to Instruments & Process Control	3
ILT 148	Automatic Controls Systems (ILT 229)	3
ILT 149	Automatic Controls Systems Lab (ILT 230)	2
ILT 164	Circuit Fabrication I	1
ILT 166	Motors & Transformers I	3
ILT 169	Hydraulics /Pneumatics	3
ILT 194	Programmable Logic Controllers I	3
ILT 209	Motor Controls I	3
Industrial Electronics Electives (From ILT prefix)		<u>12</u>
Total credit hours for a Certificate in Industrial Electronics Technology - Option I - Industrial Electronics		60

OPTION II - Industrial Electronics and Instrumentation

ILT 108	Introduction to Instruments & Process Control	3
ILT 117	Introduction to Construction Wiring	3
ILT 148	Automatic Control Systems (ILT 228)	3
ILT 149	Automatic Control Systems Lab (ILT 230)	2
ILT 166	Motors & Transformers I	3
ILT 180	Special Topics	3
ILT 194	Programmable Logic Controllers I	3
ILT 201	Industrial Electronics (ILT 269)	3
ILT 202	Industrial Electronics Lab (ILT 270)	2
ILT 209	Motor Controls	3
ILT 222	Advanced Programmable Logic Controllers	3
ILT 223	Advanced Programmable Logic Controllers Lab	2
ILT 227	National Electric Code	2
Industrial Electronics Electives* (From ILT prefix)		<u>1</u>
Total credit hours for a Certificate in Industrial Electronics Technology - Option II - Industrial Electronics and Instrumentation		60

OPTION III - Industrial Maintenance

ILT 108	Introduction to Instruments & Process Control	3
ILT 117	Principles of Construction Wiring	3
ILT 148	Automatic Controls Systems (ILT 228)	3
ILT 149	Automatic Controls Systems Lab (ILT 230)	2
ILT 166	Motors & Transformers I	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Principles of Industrial Hydraulics & Pneumatics (ILT 169)	3
INT 119	Principles Mechanical Measures & Technical Drawing	3
INT 121	Industrial Hydraulics Troubleshooting	3
INT 126	Preventive Maintenance	3

INT 127	Principles of Industrial Pumps & Piping Systems	3
INT 234	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
	Industrial Electronics or Industrial Maintenance Elective (From ILT and INT prefix)	<u>1</u>
	Total credit hours for a Certificate in Industrial Electronics Technology - Option III - Industrial Maintenance	60

Industrial Electronics Technology - Short-term Certificate

ILT 100	Applied Electronic Computation	3
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Electronics	3
ILT 166	Motors & Transformers	3
ILT 169	Hydraulics/Pneumatics	3
ILT 209	Motor Controls I	3

Choose one of the following:

ILT 108	Introduction to Instruments & Process Controls	3
ILT 117	Principles of Construction Wiring	3
ILT 194	Programmable Logic Controllers I.....	<u>3</u>
	Total credit hours for a Short-Term Certificate in Industrial Electronics Technology ...	27

Industrial Electronics and Instrumentation - Short-term Certificate

ILT 108	Introduction to Instruments & Process Control	3
ILT 160	DC Fundamentals	3
ILT 161	AC Fundamentals	3
ILT 162	Solid State Fundamentals	3
ILT 163	Digital Electronics	3
ILT 166	Motors & Transformers I	3
ILT 180	Special Topics	3
ILT 194	Programmable Logic Controllers I.....	3
ILT 209	Motor Controls I	<u>3</u>
	Total credit hours for a Short-Term Certificate in Industrial Electronics and Instrumentation	27

Industrial Maintenance - Short-term Certificate

INT 112	Industrial Maintenance Safety Procedures	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Principles of Industrial Hydraulics & Pneumatics (ILT 169)	3
INT 126	Preventive Maintenance	3
INT 153	Precision Machining Fundamentals I	3
INT 212	Industrial Motor Control I (ILT 209)	3
INT 221	DC Fundamentals (ILT 160)	3
INT 223	AC Fundamentals (ILT 161)	3
INT 234	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	<u>3</u>
	Total hours for a Short-Term Certificate in Industrial Maintenance	27

MANUFACTURING TECHNOLOGY

Associate in Applied Science

COURSES	SEMESTER HOURS
General Education Courses	
CIS 146 Microcomputer Applications	3
ENG 101 English Composition I	3
IDS 102 Ethics (PHL 206).....	3
MTH 100 Intermediate College Algebra	3
Math/Science Elective	3
ORI 100 Orientation to College	1
PSY 200 General Psychology	3
SPH 106 Fundamentals of Oral Communication (SPH 107)	3
Core Manufacturing Technology Courses	
AUT 100 Introduction to Automotive Concepts [Option I] or	3
IAT 121 Fundamentals of Industrial Hydraulics and Pneumatics [for Option II and III]	3
AUT 102 Manufacturing Fundamentals (Lean Manufacturing & OSHA)	3
AUT 150 Introduction to Machine Shop I (MSP 101)	3
AUT 151 Introduction to Machine Shop I Lab (MSP 101)	3
DDT 114 Industrial Blueprint Reading (AUT 104, MSP 121).....	3
IAT 160 Basic PLC Applications and Design Level I (AUT 114, ILT 194)	3
IAT 161 Introduction to Robotic Technology (AUT 116)	3
ILT 160 DC Fundamentals (AUT 110, IAT 141)	3
ILT 161 AC Fundamentals (AUT 112, IAT 245, INT 158)	3
OPTION I - Automotive Manufacturing Technology	
(select 16 hours from courses below)	
ASC 111 Principles of Refrigeration (AUT 136)	3
AUT 103 Occupational Health and Safety (IAT 140).....	2
AUT 107 Introduction to Computers in Technology (IAT 100)	2
AUT 118 Introduction to Engineering Technology (ILT 100)	3
AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics (IAT 121, ILT 169).....	3
AUT 134 Industrial Motors (IAT 244, INT 206)	3
AUT 138 Principles of Industrial Mechanics (INT 117)	3
AUT 145 Introduction to Injection Molding	3
AUT 149 Basic Machining Technology (MSP 101)	5
AUT 157 Toolmakers Technology (IAT 123)	3
AUT 160 Basic Tool and Die Construction (CNC 232)	4
AUT 161 Die Maintenance and Repair	3
AUT 169 Basic CAD (DDT 104, IAT 200)	3
AUT 184 Introduction Weld Technologies and Projection Welding Applications (IAT 120)	3
AUT 195 Special Topics (IAT 202)	3
AUT 198 Special Topics - Machining (MSP 181)	3
AUT 200 Total Productive Maintenance (IAT 220)	2
AUT 206 Quality Technician Fundamentals (IAT 201)	2
AUT 212 Robot Operation and Programming (IAT 261)	3
AUT 213 Robotics Project	3
AUT 214 Robotic Manufacturing Computer Simulation (IAT 264)	4
AUT 219 PLC Application (IAT 260, ILT 196, INT 284)	3
AUT 221 Advanced PLC Application and Design Level III (IAT 262)	3

AUT 224	Digital Circuits (ILT 163)	4
AUT 225	Network Cabling (Copper) (ILT 237)	2
AUT 226	Network Cabling (Fiber Optics) (ILT 238)	2
AUT 228	Digital Communication Lab (ILT 126)	3
AUT 232	Sensors Technology and Applications (IAT 240, ILT 165)	3
AUT 234	Industrial Motor Controls I (ILT 209)	3
AUT 240	Mechanical and Electrical Maintenance Troubleshooting (IAT 221)	3
AUT 250	Introduction to Process Control (ILT 108, INT105)	3
AUT 251	Introduction to Servo Control (IAT 243)	3
AUT 253	Introduction to Computerized Numerical Control (CNC 111)	3
AUT 255	CNC Milling I (CNC 113)	3
AUT 284	Robotic MIG Welding (IAT 263)	3
AUT 286	SMAW Fillet/OFC (WDT 108)	3
IAT 121	Fundamentals of Industrial Hydraulics and Pneumatics	3
IAT 201	Quality Technician Fundamentals (AUT 206)	2
IAT 261	Robot Operation and Programming	3
IAT 262	Advanced PLC Application & Design Level III	3
INT 117	Principles of Industrial Mechanics	3
WDT 122	SMAW Fillet/OFC Lab	3
	Total credit hours for Associate in Applied Science - Manufacturing Technology - Option I - Automotive Manufacturing Technology	65

OPTION II - Industrial Maintenance

ASC 111	Principles of Refrigeration	3
ASC 209	Commercial Air Conditioning Systems	3
IAT 242	Introduction to Process Control (ILT 108, INT 105)	3
IAT 244	Motor Technology and Applications (INT 212)	3
IAT 260	Advanced PLC Application and Design Level II (ILT 110, INT 284)	3
INT 117	Principles of Industrial Mechanics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 234	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
	Total credit hours for Associate in Applied Science - Manufacturing Technology - Option II - Industrial Maintenance	76

OPTION III - Industrial Automation Technology

CNC 111	Introduction to Computer Numerical Control*	2
IAT 202	Special Topics (ILT 180, INT 180)	(2) 3
IAT 240	Sensors Technology and Applications	3
IAT 242	Introduction to Process Control (ILT 108, INT 105)	3
IAT 243	Introduction to Servo Controls	3
IAT 244	Motor Technology and Applications (INT 212)	3
IAT 260	Advanced PLC Applications & Design Level II (ILT 110, INT 284)	3
IAT 263	Robotic MIG Welding	3
	Total credit hours for Associate in Applied Science - Manufacturing Technology - Option III - Industrial Automation Technology	72

* Prerequisites MSP 101 and 104.

MANUFACTURING TECHNOLOGY - Certificate

General Education Courses

CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3

Core Manufacturing Technology Courses

AUT 100	Introduction to Automotive Concepts [Option I] or	3
IAT 121	Fundamentals of Industrial Hydraulics and Pneumatics [for Option II and III]	3
AUT 102	Manufacturing Fundamentals (Lean Manufacturing & OSHA)	3
AUT 150	Introduction to Machine Shop I (MSP 101)	3
AUT 151	Introduction to Machine Shop I Lab (MSP 101)	3
DDT 114	Industrial Blueprint Reading (AUT 104, MSP 121)	3
IAT 160	Basic PLC Applications and Design Level I (AUT 114, ILT 194)	3
IAT 161	Introduction to Robotic Technology (AUT 116)	3
ILT 160	DC Fundamentals (AUT 110, IAT 141)	3
ILT 161	AC Fundamentals (AUT 112, IAT 245, INT 158)	3

OPTION I - Automotive Manufacturing Technology (select 21 hours from courses below)

ASC 111	Principles of Refrigeration (AUT 136)	3
AUT 103	Occupational Health and Safety (IAT 140)	2
AUT 107	Introduction to Computers in Technology (IAT 100)	2
AUT 118	Introduction to Engineering Technology (ILT 100)	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics (IAT 121, ILT 169)	3
AUT 134	Industrial Motors (IAT 244, INT 206)	3
AUT 138	Principles of Industrial Mechanics (INT 117)	3
AUT 145	Introduction to Injection Molding	3
AUT 149	Basic Machining Technology (MSP 101)	5
AUT 157	Toolmakers Technology (IAT 123)	3
AUT 160	Basic Tool and Die Construction (CNC 232)	4
AUT 161	Die Maintenance and Repair	3
AUT 169	Basic CAD (DDT 104, IAT 200)	3
AUT 184	Introduction Weld Technologies and Projection Welding Applications (IAT 120)	3
AUT 195	Special Topics (IAT 202)	3
AUT 198	Special Topics - Machining (MSP 181)	3
AUT 200	Total Productive Maintenance (IAT 220)	2
AUT 206	Quality Technician Fundamentals (IAT 201)	2
AUT 212	Robot Operation and Programming (IAT 261)	3
AUT 213	Robotics Project	3
AUT 214	Robotic Manufacturing Computer Simulation (IAT 264)	4
AUT 219	PLC Application (IAT 260, ILT 196, INT 284)	3
AUT 221	Advanced PLC Application and Design Level III (IAT 262)	3
AUT 224	Digital Circuits (ILT 163)	4
AUT 225	Network Cabling (Copper) (ILT 237)	2
AUT 226	Network Cabling (Fiber Optics) (ILT 238)	2
AUT 228	Digital Communication Lab (ILT 126)	3
AUT 232	Sensors Technology and Applications (IAT 240, ILT 165)	3
AUT 234	Industrial Motor Controls I (ILT 209)	3
AUT 240	Mechanical and Electrical Maintenance Troubleshooting (IAT 221)	3

AUT 250	Introduction to Process Control (ILT 108, INT105)	3
AUT 251	Introduction to Servo Control (IAT 243)	3
AUT 253	Introduction to Computerized Numerical Control (CNC 111)	3
AUT 255	CNC Milling I (CNC 113)	3
AUT 284	Robotic MIG Welding (IAT 263)	3
AUT 286	SMAW Fillet/OFC (WDT 108)	3
IAT 121	Fundamentals of Industrial Hydraulics and Pneumatics	3
IAT 201	Quality Technician Fundamentals (AUT 206)	2
IAT 261	Robot Operation and Programming	3
IAT 262	Advanced PLC Application & Design Level III	3
INT 117	Principles of Industrial Mechanics	3
WDT 122	SMAW Fillet/OFC Lab	3
	Total credit hours for Certificate - Manufacturing Technology - Option I - Automotive Manufacturing Technology	60

OPTION II - Industrial Maintenance

ASC 111	Principles of Refrigeration	3
IAT 242	Introduction to Process Control (ILT 108, INT 105)	3
IAT 244	Motor Technology and Applications (INT 212)	3
INT 117	Principles of Industrial Mechanics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 234	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
	Total credit hours for a Certificate - Manufacturing Technology - Option II - Industrial Maintenance	60

OPTION III - Industrial Automation Technology

CNC 111	Introduction to Computer Numerical Control*	2
AUT 193	Special Topics	1
IAT 240	Sensors Technology & Applications	2
IAT 242	Introduction to Process Control (ILT 108, INT 105)	3
IAT 243	Introduction to Servo Controls	3
IAT 244	Motor Technology & Applications (INT 212)	3
IAT 260	Advanced PLC Application & Design Level II (ILT 110, INT 284)	3
IAT 263	Robotic MIG Welding	3
	Total credit hours for a Certificate - Manufacturing Technology - Option III - Industrial Automation Technology	60

* Prerequisites MSP 101 and 104.

Automotive Manufacturing Technology - Short-term Certificate

AUT 100	Introduction to Automotive Concepts	3
AUT 103	Occupational Health and Safety (IAT 140)	2
AUT 150	Introduction to Machine Shop (MSP 101)	3
AUT 151	Introduction to Machine Shop Lab(MSP 101)	3
DDT 114	Industrial Blueprint Reading (AUT 104, MSP 121)	3
IAT 121	Fundamentals of Industrial Hydraulics and Pneumatics	3
IAT 160	Basic PLC Applications and Design Level I(AUT 114)	3
IAT 161	Introduction to Robotic Technology AUT 116)	3
ILT160	DC Fundamentals (AUT 110, IAT 141)	3
ILT 161	AC Fundamentals (AUT 112, IAT 245, INT 158)	3
	Total credit hours for a Short-Term Certificate - Automotive Manufacturing	29

Industrial Maintenance - Short-term Certificate

IAT 121	Fundamentals of Industrial Hydraulics & Pneumatics (ILT 169, INT 118)	3
IAT 141	DC Fundamentals (ILT 160, INT 221)	3
IAT 220	Total Productive Maintenance (INT 126)	2
IAT 244	Motor Technology & Applications (INT 212)	3
IAT 245	AC Fundamentals (ILT 161, INT 223)	3
ILT 117	Principles of Construction Wiring (INT 158)	3
INT 117	Principles of Industrial Mechanics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps & Piping Systems	3
INT 234	Principles of Maintenance Welding & Metal Cutting Techniques	3
	Total credit hours for a Short-Term Certificate - Industrial Maintenance	29

Industrial Automation Technology - Short-term Certificate

CNC 111	Introduction to Computer Numerical Control*	2
IAT 141	DC Fundamentals (ILT 160, INT 221)	3
IAT 160	Basic PLC Application and Design Level I (ILT 194, INT 251)	3
IAT 161	Introduction to Robotic Technology	2
IAT 240	Sensors Technology and Applications	2
IAT 243	Introduction to Servo Controls	3
IAT 244	Motor Technology and Applications (INT 212)	3
IAT 245	AC Fundamentals (ILT 161, INT 223)	3
IAT 260	Advanced PLC Applications & Design Level II (ILT 110, INT 284)	3
ILT 117	Principles of Construction Wiring (INT 158)	3
INT 180	Special Topics	2
	Total credit hours for a Short Term Certificate - Automated Process Technology	29

* Prerequisites MSP 101 and 104.

Robotics and PLC Technology - Short-term Certificate

AUT 194	Special Topics (IAT 202)	(3)2
IAT 160	Basic PLC Application and Design Level I (ILT 194, INT 251)	3
IAT 161	Introduction to Robotic Technology	3
IAT 240	Sensors Technology and Applications	3
IAT 244	Motor Technology & Applications (INT 212)	3
IAT 260	Advanced PLC Applications & Design Level II (ILT 110, INT 284)	3
IAT 261	Robot Operation and Programming	3
IAT 263	Robot MIG Welding	3
IAT 262	PLC Application and Troubleshooting	3
IAT 278	Industrial Serial Communication	3
	Total credit hours for a Short Term Certificate - Robotics and PLC Technology	29

Manufacturing Technology - Short-term Certificate

AUT 102	Manufacturing Fundamentals	3
AUT 194	Special Topics	2
IAT 121	Fundamentals of Industrial Hydraulics and Pneumatics (AUT 130, ILT 169)	3
IAT 141	DC Fundamentals (ILT 160)	3
IAT 160	Basic PLC Application & Design Level I (ILT 194, INT 251)	3
IAT 221	Mechanical and Electrical Maintenance Troubleshooting	3
IAT 243	Introduction to Servo Controls	3
IAT 244	Motor Technology and Applications (INT 212)	3

IAT 245	AC Fundamentals (ILT 161)	3
IAT 260	Advanced PLC Applications and Design Level II (ILT 110, INT 284)	3
	Total credit hours for a Short Term Certificate - Manufacturing Technology	29

NURSING PROGRAMS

The Division of Nursing and Allied Health offers two programs of study in nursing: practical nursing program (PN) and an associate degree nursing program (ADN). Upon completion of the PN program, graduates receive a certificate. Upon completion of the ADN program, graduates receive an Associate in Applied Science degree. Students in both nursing programs will be enrolled in the same courses for the first two semesters. The practical nursing (PN) students will enroll in a third semester delineated only for PN students and the associate degree nursing (ADN) students will enroll in three additional semesters delineated only for associate degree nursing students.

Upon successful completion of the course of study, qualifying graduates may be eligible to take the appropriate licensure examination. 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 Programs Requirements

Students who are enrolled in the nursing programs 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 through each of the programs offered, refer to the discussions on the following pages. Listed below are general requirements and standards that apply to the nursing programs in the Division of Nursing and Allied Health.

1. Admission to CACC does not guarantee admission to nursing programs offered in the Division of Nursing and Allied Health. However, advisors are available to direct applicants toward studies or procedures that may improve eligibility for admission to the nursing programs.
2. Applicants to the nursing programs will be required to declare which program they plan to enter on the nursing program application.
3. Nursing programs require at least a grade of “C” in each course in the prescribed curricula in order to progress.
4. Students are expected to be in good health since they will deal directly with clients in health care settings. Nursing programs require proof of a satisfactory level of health and proof of ability to meet the Nursing Programs Essential Functions.

The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

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 programs with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve 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 College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective 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:

1. Sensory Perception
 - a. Visual
 - (1) Observe and discern subtle changes in physical conditions and the environment
 - (2) Visualize different color spectrums and color changes
 - (3) Read fine print in varying levels of light
 - (4) Read for prolonged periods of time
 - (5) Read cursive writing
 - (6) Read at varying distances
 - (7) Read data/information displayed on monitors/equipment
 - b. Auditory
 - (1) Interpret monitoring devices
 - (2) Distinguish muffled sounds heard through a stethoscope
 - (3) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - (4) Effectively hear to communicate with others
 - c. Tactile
 - (1) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
 - d. Olfactory
 - (1) Detect body odors and odors in the environment
2. Communication/Interpersonal Relationships
 - a. 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
 - b. Work effectively in groups
 - c. Work effectively independently
 - d. Discern and interpret nonverbal communication
 - e. Express one's ideas and feelings clearly
 - f. Communicate with others accurately in a timely manner
 - g. Obtain communications from a computer
3. Cognitive/Critical Thinking
 - a. Effectively read, write, and comprehend the English language
 - b. 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
 - c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d. Satisfactorily achieve the program objectives
4. Motor Function
 - a. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction

- b. Move, position, turn, transfer, assist with lifting, or lift or carry clients without injury to clients, self, or others
 - c. Maintain balance from any position
 - d. Stand on both legs
 - e. Coordinate hand/eye movements
 - f. Push/pull heavy objects without injury to client, self, or others
 - g. 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
 - h. Walk without a cane, walker, or crutches
 - i. Function with hands free for nursing care and transporting items
 - j. Transport self and client without the use of electrical devices
 - k. Flex, abduct, and rotate all joints freely
 - l. Respond rapidly to emergency situations
 - m. Maneuver in small areas
 - n. Perform daily care functions for the client
 - o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p. Calibrate/use equipment
 - q. Execute movement required to provide nursing care in all health care settings
 - r. Perform CPR and physical assessment
 - s. Operate a computer
5. Professional Behavior
- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
 - b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c. Handle multiple tasks concurrently
 - d. Perform safe, effective nursing care for clients in a caring context
 - e. Understand and follow the policies and procedures of the College and clinical agencies
 - f. Understand the consequences of violating the student code of conduct
 - g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i. Not to pose a threat to self or others
 - j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - k. Adapt to changing environments and situations
 - l. Remain free of chemical dependency
 - m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - n. Provide nursing care in an appropriate time frame
 - o. Accept responsibility, accountability, and ownership of one's actions
 - p. Seek supervision/consultation in a timely manner
 - q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can 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 Coordinator of ADA: Glenda Bland Childersburg Campus or Amanda Harkins Alexander City Campus.

5. Students should notify the Director of the Division of Nursing and Allied Health/designee of any significant changes in health, including pregnancy. The 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.
6. 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.
7. Certain dress code requirements, CPR certification, health and liability insurance requirements, health requirements, and codes of conduct must be met by students within the nursing programs. These requirements will be explained to students upon entry into the program.
8. Students in the nursing programs 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.**
9. During clinical experiences in the affiliated health care agencies, students must abide by the same regulations and policies as employees of those agencies. These regulations and policies are in addition to those of CACC and its individual programs of study. Students are responsible for providing their own transportation to clinical agencies.
10. Students enrolled in the nursing programs will be required to pass a dosage calculation examination in order to successfully pass specific nursing courses as delineated in the course syllabi.
11. Students enrolled in the nursing programs will be required to take the achievement midcurricular and exit examinations as scheduled. In order to progress in the program the student must pass the midcurricular examination. **In order to complete the respective nursing program, the student must pass an exit exam in the last semester.** The student will be responsible for the cost of the achievement midcurricular and exit examinations.
12. All nursing applications should be renewed annually. If the student is not accepted for period requested on the application, the file will be removed from the active files and it will be the student's responsibility to reactivate his/her file when ready to be considered for admission. 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.
13. **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.**

Selection and Notification

1. The selection and notification policies reflect the philosophy and objectives of the nursing programs. 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 nursing program essential functions.
2. Classes are admitted into the beginning clinical nursing course for both nursing programs each fall on the Childersburg campus. The application deadline for the fall semester will be **June 15** of each academic year.

Applicants needing NUR 200 (Nursing Career Mobility Assessment) are admitted to the LPN-RN mobility program in the spring semester. The application deadline is **November 1** for applicants needing NUR 200. NUR 200 is a prerequisite to the LPN-RN mobility track unless the applicant graduated from the new Alabama College System PN curriculum within the last two years.

LPN-RN Mobility Applicants that do not need NUR 200 (Nursing Career Mobility Assessment) are admitted in the summer term. The application deadline for these applicants is **April 15**.

A class will be admitted to the Practical Nursing program on the Alexander City campus if funding and a sufficient number of qualified applicants are available in the spring semester. The application deadline for the spring semester will be **November 1** of each academic year.

3. 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.**
4. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted. The number of students admitted is limited according to available faculty and clinical sites.
5. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline.
6. All applicants with completed files will be notified in writing regarding their admission request. Applicants with incomplete files after the application deadline will not receive further notification.
7. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
8. 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. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.
9. Upon admission and by the dates specified by the Division of Nursing and Allied Health, students must:
 - a. Purchase regulation CACC nursing student uniforms.
 - b. Pay required annual premiums for nursing student liability insurance.
 - c. Submit annual medical examination forms which evidence a satisfactory level of health, including freedom from chemical dependency. Contracts with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients. **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 hospitalization insurance. Neither the College nor affiliated clinical agencies provide health care for students. Certain affiliated clinical agencies require students to have hospital insurance before participating in clinical learning experiences at the agency.
 - e. Pay required fees for the achievement and exit examinations.
10. Applicants admitted to the nursing programs will be required to attend nursing orientation. 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.

Licensure and Registration

Students who meet college and program graduation requirements may be eligible to write the licensing examination in the respective field of study. According to legal statutes and regulations of the Alabama Board of Nursing, applicants may be denied a license. Students are referred to the Alabama Board of Nursing Administrative Code at the Alabama Board of Nursing website www.abn.state.al.us for “Grounds for Denial of a License.”

Approval and Accreditation

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 212/363-5555, www.nlnac.org. The PN program is approved by the Alabama Board of Nursing. All agencies used as clinical sites for students are approved by the appropriate accrediting organization.

Degree and Licensure

Completion of the Associate Degree Nursing Program leads to the awarding of the Associate in Applied Science degree and completion of the PN program leads to awarding of a certificate. Following graduation from the College, the student may be eligible to take the appropriate National Council of State Boards of Nursing Licensure Examination and to apply for the appropriate state license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

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

Facilities

The nursing programs are housed in the Jim Preuitt Nursing and Allied Health Building on the Childersburg Campus. Instructional facilities include two lecture halls, a conference room, three classrooms, a nursing skills laboratory, a computer lab, and a distance learning classroom. The PN program on the Alexander City campus is housed in the Meadows Building and Science building. Classrooms, a nursing skills laboratory, and a computer lab comprise the nursing instructional facilities on the Alexander City campus. Academic courses are conducted on the Alexander City and Childersburg campuses, as well as, at the Talladega site.

Clinical Facilities

In addition to campus laboratory facilities, various agencies are utilized to provide nursing students with opportunities to acquire the knowledge and skills necessary to function as nurses. Currently, clinical laboratory experiences are obtained in the following health care settings: *Coosa Valley Medical Center, Sylacauga; *Coosa Valley Nursing Home, Sylacauga; *Citizens, Talladega; Hill Crest Hospital, Birmingham; Children’s Hospital of Alabama, Birmingham; St. Vincent, Birmingham; Brookwood Medical Center, Birmingham; Russell Medical Center, Alexander City; Shelby Medical Center, Alabaster; Northeast Regional Medical Center, Anniston; and other

facilities used to provide preceptorship and/or observational learning experiences. (*Clinical sites also currently utilized by the PN program).

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. Clinical agencies may be added or deleted as deemed necessary.

Admission Procedures and Criteria

Applicants are admitted to the nursing programs annually in the fall on the Childersburg Campus and to the PN program on the Alexander City Campus in the spring. LPN-RN mobility students are admitted in the spring or summer on the Childersburg Campus depending on whether or not the LPN has to take the NUR 200 refer to page 102. Applicants should consult a counselor well ahead of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

Applicants who wish to major in nursing should first complete the application and admission procedures required by the College, take the COMPASS test, and then contact a counselor to develop a plan to meet the admission requirements.

Requirements for admission to the first nursing course are:

1. Applicants to the nursing programs must be admitted to Central Alabama Community College and must submit the “Application to Nursing Program” by the required date as delineated on page 89. Admission to the College does not imply admission to the nursing program. A complete admission file must include:
 - a. Application for admission to CACC.
 - b. Application for admission to the nursing program.
 - c. Official high school transcript or GED certificate. If an applicant has a GED certificate, the applicant must also submit his/her high school transcript.
 - d. Official transcripts from all colleges attended.
 - e. COMPASS scores within the past three years.
 - f. Verification of CPR certification at the professional level.
2. Minimum admission standards for the **Associate Degree Nursing** program include:
 - a. Unconditional admission to the College.
 - b. Receipt of completed application for the Associate Degree Nursing program as delineated on page 89.
 - c. A minimum of 2.50 (without rounding) cumulative GPA on a 4 point scale for students with previous college work. Only grades accrued at regionally accredited postsecondary institutions will be considered in the cumulative GPA calculated for consideration of admission to the nursing program.
 - d. A minimum of 2.50 (without rounding) high school GPA on a 4 point scale for students without prior college work (GED acceptable in lieu of high school transcript).
 - e. Eligibility for:
 - (1) ENG 101 and MTH 116 as determined by college policy and
 - (2) BIO 201 during the first term of nursing courses as determined by college policy.
 - f. Good standing with the College.
 - g. Meeting the essential functions or technical standards required for nursing.
 - h. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher). COMPASS and ACT scores must be within the past three years for consideration.

Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. 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) COMPASS Reading score:

- (2) Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220), or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry); An applicant may receive points for a combination of college and high school courses if the applicant does not have all the selected college courses. The highest level of selected courses will be utilized, and
- (3) Students may be awarded up to 11 points as determined by the College policy and procedures.

1. **COMPASS Reading Score (Maximum of 99 points)**

COMPASS scores must be within the past three years for consideration. Students not meeting the 76 minimum should seek advisement regarding retesting policies and/or remediation requirements. If the student has taken the ACT, the ACT Reading score can be used to derive the related COMPASS score using the crosswalk scores provided by ACT. Currently these scores are:

ACT READING	Related COMPASS
17	76
18	80
19	83
20	85
21	88
22	90
23	91
24	92
25	94

ACT READING	Related COMPASS
26	94
27	95
28	96
29	97
30	98
31	98
32	98
33	99

2. Points for Grades in <u>Selected</u> College Courses–Maximum points 90	<u>And/Or</u>			Points for Grades in <u>Selected</u> High School Courses–Maximum points 90			
	A	B	C		A	B	C
BIO 201	30	20	10	Highest Level Biology (including A&P)	30	20	10
BIO 202	30	20	10	Algebra II or Higher Level Math	30	20	10
BIO 220	30	20	10	Chemistry	30	20	10

An applicant may receive points for a combination of college and high school courses if the applicant does not have all the selected college courses. The highest level of selected courses will be utilized.

- 3. **Additional points (Maximum 11) --** Students may be awarded up to 11 points as determined by the College policy and procedures. Applicants must have courses at CACC. The cumulative GPA will be utilized. If the applicant does not have courses at CACC, no points will be awarded. Additional points are awarded as delineated:

Grade Point Average

2.5 - 2.75	1 point
2.76 - 3.00	3 points
3.01 - 3.25	5 points
3.26 - 3.50	7 points
3.51 - 3.75	9 points
3.76 - 4.00	11 points

A total of 200 points are possible with these selection criteria.

Minimum admission standards for the **Practical Nursing Program** include:

- a. Unconditional admission to the College.
- b. Receipt of completed application for the Practical Nursing Program as delineated on page 98.
- c. A minimum of 2.50 (without rounding) cumulative GPA on a 4 point scale for students with previous college work. Only grades accrued at regionally accredited postsecondary institutions will be considered in the cumulative GPA calculated for consideration of admission to the nursing program.
- d. A minimum of 2.50 (without rounding) high school GPA on a 4 point scale for students without prior college work (GED acceptable in lieu of high school transcript).
- e. Eligibility for ENG 101 and MTH 116 as determined by college policy.
- f. Good standing with the College.
- g. Meeting the essential functions or technical standards required for nursing.
- h. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher). COMPASS or ACT scores must be within the last three years for consideration.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. 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) COMPASS Reading score:
- (2) Points from selected college courses (i.e., ENG 101, MTH 116) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology). An applicant may receive points for a combination of college and high school courses if the applicant does not have all the selected college courses. The highest level of selected courses will be utilized.
- (3) Students may be awarded up to 11 points as determined by the College policy and procedures.

1. **COMPASS Reading Score (Maximum of 99 points)**

COMPASS scores must be within the past three years for consideration. Students not meeting the 76 minimum should seek advisement regarding retesting policies and/or remediation requirements. If the student has taken the ACT, the ACT **Reading** score can be used to derive the related COMPASS score using the crosswalk scores provided by ACT. Currently these scores are:

ACT READING	Related COMPASS
17	76
18	80
19	83
20	85
21	88
22	90
23	91
24	92
25	94

ACT READING	Related COMPASS
26	94
27	95
28	96
29	97
30	98
31	98
32	98
33	99

2. Points for Grades in Selected College Courses Maximum points 60				And/Or High School Courses—Maximum points 90			
	A	B	C		A	B	C
ENG 101	30	20	10	Highest Level Biology (including A&P)	30	20	10
MTH 116 or Higher Level Math	30	20	10	Algebra II or Higher Level Math	30	20	10

An applicant may receive points for a combination of college and high school courses if the applicant does not have all the selected college courses. The highest level of selected courses will be utilized.

3. **Additional points (Maximum 11)** -- Students may be awarded up to 11 points as determined by the College policy and procedures. Applicants must have courses at CACC. The cumulative GPA will be utilized. If the applicant does not have courses at CACC, no points will be awarded. Additional points are awarded as delineated:

Grade Point Average

2.5 - 2.75	1 point
2.76 - 3.00	3 points
3.01 - 3.25	5 points
3.26 - 3.50	7 points
3.51 - 3.75	9 points
3.76 - 4.00	11 points

A total of 170 points are possible with these selection criteria.

- Applicants scoring less than 76 on the COMPASS Reading Examination may retake the examination. If an applicant scores less than 76 on the second attempt the applicant must take RDG 085-Developmental Reading. Upon successful completion of RDG 085, applicants may repeat the COMPASS once in order to attempt to achieve a score of 76.
- Prior to applying for admission to a nursing program, the student may enroll in the general education courses delineated within the respective 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 a nursing program. General education courses cannot be postponed later than the term specified in the outlined curriculum. The nursing programs are planned as a combined sequence of nursing and general education courses and students may take all the required general education courses once admitted to nursing. Prior credit for general education courses does not shorten the length of the nursing curriculum due to the required sequencing of nursing courses.
- Applicants must submit verification of current certification in cardiopulmonary resuscitation at the health care provider or professional rescuer level. Certification must include: one-rescuer CPR-adult, one-rescuer CPR child, airway obstruction, and two-rescuer CPR.
- Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, may contact the Board of Nursing (www.abn.state.al.us) for additional information. According to legal statues and regulations of the Alabama Board of Nursing, individuals that violate the *Administrative Code* of the Alabama Board of Nursing may be denied a license.
- Students are expected to be in good health since they will deal directly with clients in health care settings. Nursing programs require proof of a satisfactory level of health and proof of ability to meet the Nursing

Programs Essential Functions listed on page 86 under number 4 of Nursing Program Requirements.

8. Students should notify the Director of the Division of Nursing and Allied Health/designee of any significant changes in health, including pregnancy. The 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 Programs Essential Functions.
9. Upon admission and by the dates specified by the Division of Nursing and Allied Health, students must:
 - a. Purchase regulation CACC nursing student uniforms.
 - b. Pay required annual premiums for nursing student liability insurance.
 - c. Submit annual medical examination forms which evidence a satisfactory level of health, including freedom from chemical dependency. Contracts with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients. **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.** Students are responsible for their own transportation to clinical agencies.
 - 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 the achievement and exit examinations.

Program Requirements

Refrain from conduct that violates the Student Code of Conduct, Alcoholic Beverages/Illegal Drugs Policy, Student Drug and Alcohol Screening Policy, and policies and procedures of affiliated clinical agencies.

1. **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.**
2. Abide by the regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPPA) to maintain and safeguard the privacy, security, and confidentiality of protected health information. **Students violating HIPPA will be subject to dismissal from the program.**
3. Refrain from conduct that violates the *Administrative Code* of the Alabama Board of Nursing. Students should refer to the Alabama Board of Nursing website www.abn.state.al.us for "Grounds for Denial of a License". Failure to comply with the *Administrative Code* of the Alabama Board of Nursing, may constitute grounds for dismissal from the nursing program with a grade of "F" for any nursing course(s) in which the student is enrolled at the time of the noncompliance regardless of one's academic standing. The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure. The review includes seven questions on the application for licensure:
 - (a) "Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?"
 - (b) "Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?"
 - (c) "Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?"
 - (d) "Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?"

- (e) “Have you ever had disciplinary action or is action pending against you by any state board of nursing?”
- (f) “Have you ever been placed on a state and/or federal abuse registry?”
- (g) “Have you ever been court martialled/disciplined or administratively discharged by the military?”

Application to write the examination may be denied 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.

- 4. Maintain current health insurance and current nursing student liability insurance.
- 5. Submit completed medical forms and proof of Hepatitis B vaccine by the required date.
- 6. Be able to demonstrate the nursing programs essential functions with or without reasonable accommodations throughout the nursing program. (Refer to page 86)
- 7. Maintain current certification in cardiopulmonary resuscitation at the health care provider level. Students are responsible for obtaining and maintaining CPR certification. Certification must be current and verified by the presentation of a CPR card.
- 8. Obtain at least the score delineated within each course syllabus on dosage calculation examinations given in nursing courses throughout the curriculum. The dosage calculation examination may be taken a maximum of three times per term in an effort to obtain the delineated score. Failure to meet this requirement results in “F” for the nursing course.
- 9. Take the standardized achievement, mid curricular, and exit examinations as scheduled.
- 10. Abide by the policies, procedures, and rules of behavior of the institutions from which the student obtains clinical experiences. **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.**
- 11. Abide by the policies, procedures, rules of behavior, and course requirements of the Division of Nursing and Allied Health, CACC, and affiliated agencies.
- 12. Pass a midcurricular examination and an exit exam in the last semester .
- 13. Comply with all progression requirements in order to graduate from the respective program.
- 14. A student enrolled in a program must pass the courses for which he/she is enrolled before applying as a new student in a different program.

Progression Policy

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

- 1. Maintain a grade of “C” or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at CACC.
- 2. Unless previously completed, students must complete all required general education courses according to the Alabama College System Nursing Education curricula. Exceptions must be approved by the nursing

program director.

3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
5. Students must successfully complete the nursing education program:
 - a. Within 48 months from initial enrollment in courses with an NUR prefix for ADN students; or
 - b. Within 24 months from initial enrollment for courses with an NUR prefix for PN;
 - c. Within 24 months from initial enrollment for NUR 201 for Mobility students.
6. Maintain current CPR at the health care provider level.
7. A student that has an unsuccessful attempt in a nursing course (“W”, “D”, or “F”) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources.
8. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be eligible for reinstatement the following criteria must be met:
 - a. Students must apply for the nursing program and readmission to the College if not currently enrolled;
 - b. Requests must be received by published deadline;
 - c. Students must request reinstatement within one year from the term of withdrawal or failure;
 - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
9. Withdrawal and/or a “D” or “F” in one or more nursing courses in a term is considered one unsuccessful attempt.
10. A total of two unsuccessful attempts (“D”, “F”, or withdrawal) in a specific nursing program or a combination of nursing programs will result in dismissal.
11. If a student has been unsuccessful in the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been unsuccessful in the mobility program, the student may apply for admission to the generic program.
12. Students who have two unsuccessful attempts in a specific program (ADN/PNMobility or a combination of nursing programs) may apply for admission as a new student to any nursing program within the Alabama College System, provided:
 - a. the student meets current entry requirements;
 - b. at least two years have elapsed since the student’s dismissal from a specific program and;
 - c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

Reinstatement Policy

1. Students whose progression through the nursing program is interrupted and who desire reinstatement in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. Students must meet the following criteria:
 - a. Students must apply for the nursing program by submitting an updated application and transcripts and for readmission to the College if not currently enrolled;
 - b. Requests must be received by published deadline;

- c. Students must request reinstatement within one year from the term of withdrawal or failure. If a currently enrolled student needs to submit a request for reinstatement for the semester/term immediately following the semester/term for which he /she is currently enrolled, the request must be submitted prior to the first day of class for the upcoming semester/term. Currently enrolled students not needing to seek reinstatement for the semester/term immediately following the semester/term for which he/she is currently enrolled must submit requests by the dates delineated on page 89;
 - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
2. Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Students in regular progression have enrollment priorities for clinical sites. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
 - a. Grade point average is less than 2.0 from courses completed at CACC;
 - b. Refusal by clinical agencies to accept the student for clinical experiences;
 - c. Twelve months have elapsed since the student was enrolled in a nursing course;
 - d. Student has been dismissed from the program.
 3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

Orientation will be required for reinstated students not in continuous progression.

Transfer Policy

Transfer students are considered for admission into the nursing program on an individual basis by the Division of Nursing and Allied Health. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution are accepted only after review by CACC to ensure content consistency.

Students wishing to transfer must:

1. Must meet minimum admission standards for nursing program by the deadlines delineated on page 89.
2. Must possess a grade of “C” or better in all general education taken at another institution and possess a minimum of 2.5 cumulative GPA at time of transfer.
3. Students must successfully complete the program:
 - a. within 48 months from initial semester for ADN students or;
 - b. within 24 months from initial semester for PN and Mobility students.
4. Must be a student in good standing and eligible to return to the previous nursing program.
5. Provide a letter of recommendation from the Dean/Director of the previous program.
6. Complete at least 25% of the total program at CACC.

Acceptance of transfer students into nursing programs 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 CACC’s nursing programs.

Graduates of CACC earn credits which are transferrable to four-year colleges and universities. Although the

nursing division programs are designed to be terminal degrees which prepare graduates to become licensed in a specialized field of study, both programs provide a foundation for further study in the field. Four-year colleges and universities determine which credits will be transferred from two-year programs. Counselors 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. (Refer to page 41 regarding the RN-BSN option with the University of Alabama)

Evaluation

Within any given course, the grading policy shall be determined by the instructors. The grading policy shall be presented at the beginning of the term and will govern the evaluation process. Nursing students must pass a mid-curricular examination in order to progress in their respective course of study. Nursing students must pass an exit exam in order to successfully complete their respective course of study.

A student's progress through the nursing curriculum is evaluated by written tests, clinical performance evaluations, written assignments, standardized achievement examinations, mid-curricular and exit examinations, and other examination or methods of evaluations.

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.

The following grading scale is used for the theory portion of nursing courses taught at CACC:

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

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

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

Clinical Requirements

Students must abide by the policies and procedures of the institutions that Central Alabama Community College is affiliated with for the provision of clinical experiences in order to meet the course objectives. **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 objectives results in a grade of "F" for the course.**

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

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 Basic Cardiac Life Support Certification 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 CACC nor any member of the Division of Nursing and Allied Health is responsible for any infectious disease or teratogenic effects that a student may contract.

Auditing Courses

Nursing courses are not open to auditors.

ASSOCIATE DEGREE NURSING–RN

The Associate Degree Nursing Program supports the philosophy and purpose of the College and serves the community by preparing associate degree nurses for a beginning level of practice in selected health care settings. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League of Nursing Accrediting Commission. All agencies used for clinical experiences by students are approved by the appropriate accrediting organizations.

The division’s director, assistant directors, and faculty have the responsibility for administering and evaluating the Associate Degree Nursing Program according to policies and guidelines established by the Division of Nursing, the Department of Postsecondary Education, Southern Association of Colleges and Schools, the Alabama Board of Nursing, and the National League of Nursing Accrediting Commission.

Standard Associate Degree Nursing Curriculum

COURSES	SEMESTER HOURS
Required ADN Courses	42
Required General Education Courses	30
 First Term	
BIO 201 Human Anatomy & Physiology I	4
MTH 116 Mathematical Applications* or higher level	3
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
 Second Term	
BIO 202 Human Anatomy & Physiology II	4
ENG 101 English Composition I	3
NUR 105 Adult Nursing	8
NUR 106 Maternal & Child Nursing	5
 Third Term	
BIO 220 General Microbiology	4
NUR 201 Nursing Through the Lifespan I	5
PSY 200 General Psychology	3
 Fourth Term	
NUR 202 Nursing Through the Lifespan II	6
PSY 210 Human Growth & Development	3
SPH 106 Fundamentals of Oral Communication (SPH 107)	3

Fifth Term

Humanities Elective **	3
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
Total credit hours for an Associate in Applied Science degree - Associate Degree Nursing	72

* Neither MTH 116 nor MTH 100 are transferable math courses to a four-year institution. Nursing students are encouraged to take MTH 100.

** Refer to page 68.

The ADN Program requirements and curriculum are subject to modification to meet the requirements of institutional, state, or national approval/accrediting agencies.

Delayed Progression Associate Curriculum

The delayed associate degree nursing program allows the student to complete the RN program in seven semesters/terms. For further information, contact the School of Nursing office at 256/378-2045.

Delayed Progression Associate Degree Nursing Curriculum

COURSES	SEMESTER HOURS
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First Term

BIO 201 Human Anatomy & Physiology I	4
MTH 116 Mathematical Applications * or higher level	3
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1

Second Term

BIO 202 Human Anatomy & Physiology II	4
NUR 102 Fundamentals of Nursing	6

Third Term

ENG 101 English Composition I	3
NUR 105 Adult Nursing	8

Fourth Term

BIO 220 General Microbiology	4
PSY 200 General Psychology	3
NUR 106 Maternal & Child Nursing	5

Fifth Term

NUR 201 Nursing Through the Lifespan I	5
PSY 210 Human Growth & Development	3
SPH 106 Fundamentals of Oral Communication (SPH 107)	3

Sixth Term

Humanities Elective **	3
NUR 202 Nursing Through the Lifespan II	6

Seventh Term

NUR 203	Nursing Through the Lifespan III	6
NUR 204	Role Transition for the Registered Nurse	4
	Total credit hours for an Associate in Applied Science degree - Associate Degree Nursing	72

* Neither MTH 116 nor MTH 100 are transferable math courses to a four-year institution. Nursing students are encouraged to take MTH 100.

** Refer to page 68.

LPN to RN Mobility Program

The LPN to RN Mobility Program 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 (NCLEX-RN). Once applicants are admitted into NUR 201 of the ADN curriculum, the program may be completed in three semesters.

Based upon space available, qualified licensed PNs may be admitted to the spring semester if all requirements for admission to the LPN to RN Mobility Program have been met. Students enrolled in the mobility program will enter the existing program of study and will have class with the generic students. The same policies and procedures, and rules and regulations will be effective for all nursing students. (Refer to the previous sections on the Nursing Programs)

Admission Requirements for LPN to RN Mobility Program

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

1. Completion of all the admission requirements delineated for the generic students by deadlines. Refer to nursing programs requirements on page 85, Selection and Notification page 88, and Admission Procedures and Criteria pages 18 and 91.
2. Submission of an official copy of the PN program transcript.
3. Submission of verification of a unencumbered Alabama LPN license (licensure by waiver not accepted) with graduation from an approved PN program.
4. Verification on the employer's letterhead of 500 hours of work experience as a LPN within 12 months prior to admission to the mobility program.
5. Submission of transcript(s) with credit in the prerequisite courses on page 103 with grades of "C" or better. (NUR 200 will be offered only if funding and a sufficient number of qualified applicants are available.) NUR 200 is usually offered only in the spring semester. NUR 200 is a prerequisite to the program unless the applicant graduated from the new Alabama College System Practical Nursing curriculum within the last two years.

Students may take the remaining general education courses in the nursing curriculum while awaiting admission. However, the curriculum is planned as a combined sequence of nursing and general education courses. Having prior credit for all the general education courses does not shorten the length of the curriculum due to the required sequencing of nursing courses.

Licensed Practical Nurses who meet the criteria for admission can enter the Associate Degree Nursing Program at CACC as a part of the generic program or as part of the LPN to RN program. If a LPN enters the generic program and then decides to opt for the LPN to RN Mobility program, 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 program. A LPN who is unsuccessful in a generic nursing course(s) will not be eligible to enter the LPN to RN Mobility Program until successful completion of the nursing course(s) occurs. Refer to the pages 95 and 98 for the generic ADN and LPN to RN Mobility curricula.

LPN to RN Mobility Progression Requirements

LPN to RN Mobility students are subject to the same progression requirements as students enrolled in the generic curriculum. Refer to the previous section on Progression Policy on page 96.

LPN to RN Mobility students receiving a grade of less than “C” in the summer term nursing course may apply for readmission to the summer term courses or may apply for admission to the generic track.

LPN to RN Mobility Curriculum

COURSES	SEMESTER HOURS
Prerequisite Courses	
MTH 116 Mathematical Application *or higher level math course	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
ENG 101 English Composition I	3
 First Term	
NUR 200 Nursing Career Mobility Assessment **	6
 Second Term	
BIO 220 General Microbiology	4
NUR 201 Nursing Through the Lifespan I	5
PSY 200 General Psychology	3
 Third Term	
NUR 202 Nursing Through the Lifespan II	6
PSY 210 Human Growth & Development	3
SPH 106 Fundamentals of Oral Communication (SPH 107)	3
 Fourth Term	
Humanities Elective***	3
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
Total credit hours for an Associate in Applied Science degree -	
Associate Degree Nursing	72

- * Neither MTH 116 nor MTH 100 are transferable math courses to a four-year institution. Nursing students are encouraged to take MTH 100.
- ** NUR 200 is a prerequisite to the program unless the applicant graduated from the new Alabama College System Practical Nursing curriculum within the last two years.
- *** Refer to page 68.

Students who successfully complete this program of study are awarded 15 nontraditional hours at the completion of the LPN-RN Mobility curriculum.

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

PRACTICAL NURSING–PN

The Practical Nursing student after successful completion of the program and the licensure examination is prepared for entry-level employment in clinics, nursing homes, hospitals, physicians' offices, home health nursing, and private duty. Graduates of the program may be eligible to take the NCLEX-PN. (Refer to section on Nursing Programs on page 85) Students are admitted in the fall to the Childersburg campus and the spring to the Alexander City campus.

Standard Practical Nurse Curriculum

COURSES	SEMESTER HOURS
First Term	
BIO 201 Human Anatomy & Physiology I	4
MTH 116 Mathematical Applications * or higher level math course	3
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
Second Term	
BIO 202 Human Anatomy & Physiology II	4
ENG 101 English Composition I	3
NUR 105 Adult Nursing	8
NUR 106 Maternal & Child Nursing	5
Third Term	
NUR 107 Adult/Child Nursing	8
NUR 108 Psychosocial Nursing	3
NUR 109 Role Transition for the Practical Nurse	3
Total credit hours for a certificate - Practical Nursing	49

* Neither MTH 116 nor MTH 100 are transferable math course to a four-year institution. Nursing students are encouraged to take MTH 100.

Delayed Progression Practical Nursing Curriculum

The delayed progression practical nursing program allows the student to complete the PN program in five semesters/terms. For further information, contact the School of Nursing office at 256/378-2045.

COURSES	SEMESTER HOURS
First Term	
BIO 201 Human Anatomy & Physiology I	4
MTH 116 Mathematical Applications* or higher level math course	3
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
Second Term	
BIO 202 Human Anatomy & Physiology II	4
NUR 102 Fundamentals of Nursing	6
Third Term	
ENG 101 English Composition I	3
NUR 105 Adult Nursing	8

Fourth Term

NUR 106	Maternal & Child Nursing	5
NUR 108	Psychosocial Nursing	3

Fifth Term

NUR 107	Adult/Child Nursing	8
NUR 109	Role Transition for the Practical Nurse	3
	Total credit hours for a certificate - Practical Nursing	49

* Neither MTH 116 nor MTH 100 are transferable math course to a four-year institution. Nursing students are encouraged to take MTH 100.

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

OFFICE ADMINISTRATION

Associate in Applied Science Degree

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

COURSES	SEMESTER HOURS	
BUS 150	Business Math	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
Natural Science Elective		4
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 137	Electronic Financial Recordkeeping	3
OAD 138	Records/Information Management	3
OAD 200	Machine Transcription	3
OAD 218	Office Procedures	3
Business Elective (From BUS, OAD, or CIS prefix)		6
Social Science Elective*		3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
Electives**		6
	Total credit hours for an Associate in Applied Science degree -	
	Office Administration	70

* Students who intend to transfer to a four-year institution should complete 3-6 hours in History, Social and/or Behavioral Sciences

** Electives shall come from any area.

OFFICE ADMINISTRATION - Certificate

This option in the Office Administration program is designed for students who desire to enter the careers in the business office upon the completion of a certificate program. The courses listed as required are academic college courses for which the usual college credit is given. Students should consult office administration faculty in regard to the suggested sequence for scheduling.

BUS 150	Business Math	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
MTH 100	Intermediate College Algebra	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 137	Electronic Financial Recordkeeping	3
OAD 138	Records & Informations Management	3
OAD 200	Machine Transcription	3
OAD 218	Office Procedures	3
SPH 106	Fundamentals of Oral Communication (SPH 107)	3
Electives*	9
	Total credit hours for a Certificate in Office Administration	54

* Choose additional hours of business, office administration, or computer science courses.

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY

The following programs are offered which lead to degrees composed of major and minor courses. For some of these programs, a certificate or short-term certificate is an option, as detailed below.

Associate in Occupational Technology	Certificate	Short-Term Certificate
Computerized Information Processing	X	
Cosmetology	X	
Machine Shop Technology	X	X
		Computerized Numerical Control Tool and Die
Welding	X	X

AWARDING CREDIT FOR PREVIOUS TRAINING AND WORK EXPERIENCE

Central Alabama Community College awards credit for previous training and work experience in career and technical programs of study by providing a portfolio with relevant materials to determine college equivalent learning. The following may be included in the portfolio: student transcript from military or industry, document of evidence from area vocational schools, documentation in writing of previous work experience in the field of study, skills evaluation, written examination. Students must provide a portfolio with evidence of experiential learning for credit to be awarded. Faculty in the applicable program will assist in evaluating the portfolio for college equivalent learning and recommend the awarding of appropriate college credit based on demonstrated competencies.

The College may use one or any combination of the above methods included in the portfolio in evaluating previous training and work experience. Awards for previous training and work experience are not applicable to academic programs.

COMPUTERIZED INFORMATION PROCESSING

Associate in Occupational Technology

Major Courses		SEMESTER HOURS
CLR 100	Basic Keyboarding	3
CLR 104	Advanced Keyboarding	3
CLR 110	Navigating Windows	3
CLR 125	Basic Word Processing	3
CLR 126	Advanced Word Processing	3
CLR 135	Financial Recordkeeping	3
CLR 137	Electronic Financial Recordkeeping	3
CLR 138	Records & Information Management.	3
CLR 217	Office Management	3
CLR 218	Office Procedures	3
CLR 230	Electronic Publishing	3
CLR 245	Data Entry	3
CLR 246	Office Graphics & Presentations	<u>3</u>
		Total 39
Minor Courses (Computer Science)		
CIS 130	Intro to Information Systems	3
CIS 146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
CIS 117	Database Management Software Applications	<u>3</u>
		Total 15
General Education Core		
CLR 133	Business Communications	3
MTH 116	Mathematical Applications	<u>3</u>
		Total 6

Office Administration (OAD) classes can be substituted for CLR classes.

Upon completion of all the courses listed above, students are eligible to receive the Certificate. Students desiring to receive the Associate in Occupational Technology must complete all Certificate courses plus the minor courses (CIS) and the required credit hours of general education courses in Area II, III, and IV as listed below. Students desiring to take general education courses for transfer to another college should consult a counselor for proper general education course selection.

Additional General Education Courses (Required for the AOT degree)

Area II:	Humanities and/or Fine Arts -- SPH 106 (SPH 107)	3
Area III:	Natural Science and/or Mathematics Electives*	6
Area IV:	History, Social and Behavior Sciences Elective*	3
Electives**	<u>4</u>
		Total 16

Total Credit Hours in the Associate in Occupational Technology-
Computerized Information Processing 76

* Refer to pages 66, 71.

** Electives shall come from an area other than the technical specialties

COSMETOLOGY

Associate In Occupational Technology

Major Courses	SEMESTER HOURS
COS 111 Cosmetology Science & Art	3
COS 112 Cosmetology Science & Art Lab	3
COS 113 Chemical Methodology	3
COS 114 Chemical Methodology Lab	3
COS 121 Colorimetry	3
COS 122 Colorimetry Applications	3
COS 131 Aesthetics	3
COS 132 Aesthetics Applications	3
COS 141 Applied Chemistry for Cosmetology	3
COS 142 Applied Chemistry for Cosmetology Lab	3
COS 158 Employability Skills	<u>3</u>
	Total 33
General Education Core	
ENG 131 Applied Writing I	3
MTH 116 Mathematical Applications	3
SPH 106 Fundamentals of Oral Communication	<u>3</u>
	Total 9

NOTE: A TB Skin Test is required of all new cosmetology students.

Upon completion of all the courses listed above, students are eligible to receive the Certificate. Students desiring to receive the Associate in Occupational Technology must complete all Certificate courses plus the minor Computerized Information Processing (CLR) courses and the required credit hours of general education courses in Area II, III, and IV as listed below. Students desiring to take general education courses for transfer to another college should consult a counselor for proper general education course selection.

Minor Courses (Clerical Technology)

CLR 100 Basic Keyboarding	3
CLR 110 Navigating Windows	3
CLR 133 Business Communications	3
CLR 135 Financial Recordkeeping	<u>3</u>
	Total 12

Office Administration (OAD) courses can be substituted for CLR classes.

Additional General Education Courses (Required for the AOT degree)

Area II: Humanities and Fine Arts*-SPH 106-Fundamentals of Oral Communication (SPH 107) .	3
Area III: Natural Science and/or Mathematics Electives*	6
Area IV: History, Social and Behavior Sciences Elective*	3
Electives** 	<u>6</u>
	Total 18
Total Credit Hours in the Associate in Occupational Technology -Cosmetology	
	72

* Refer to pages 66, 71.

** Electives shall come from an area other than the technical specialities

MACHINE SHOP

Associate in Occupational Technology

Major Courses	SEMESTER HOURS
MSP 101 Basic Machining Technology	5
MSP 102 Intermediate Machining Technology	5
MSP 103 Advanced Machining Technology	5
MSP 104 Basic Machining Calculations	2
MSP 105 Lathes	3
MSP 111 Introduction to Computer Numerical Control	2
MSP 112 Basic Computer Numerical Control Turning	3
MSP 120 Intermediate Blueprint Reading	2
MSP 121 Basic Blueprint Reading for Machinists	2
MSP 122 Milling Machines	3
MSP 131 Introduction to Metrology	2
MSP 132 Grinding Machines	3
MSP 142 Advanced Machining Calculations	2
	Total 39
Minor Courses (Computer Numerical Control)	
CNC 113 Computer Numerical Control Milling	3
CNC 115 Basic Math for Computer Numerical Control	2
CNC 213 Advanced Computer Numerical Control Milling	2
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 230 Computer Numerical Control Special Projects	3
	Total 13
General Education Core	
ENG 131 Applied Writing I	3
MTH 116 Mathematical Applications	3
	Total 6
<p>Upon completion of all the courses listed above, students are eligible to receive the Certificate. Students desiring to receive the Associate in Occupational Technology must complete all Certificate courses plus the minor courses (CNC) and the required credit hours of general education courses in Area II, III, and IV as listed below. Students desiring to take general education courses for transfer to another college should consult a counselor for proper general education course selection.</p>	
Additional General Education Courses (Required for the AOT degree)	
Area II: Humanities and/or Fine Arts -SPH 106-Fundamentals of Oral Communication (SPH 107)	3
Area III: Natural Science and/or Mathematics Electives*	6
Area IV: History, Social and Behavior Sciences Elective*	3
Electives**	6
	Total 18
<p style="text-align: center;">Total Credit Hours in the Associate in Occupational Technology - Machine Shop Technology</p>	
	76

* Refer to pages 66, 71.

** Electives shall come from an area other than the technical specialities.

MACHINE SHOP - Short-term Certificate

MSP 101	Basic Machining Technology	5
MSP 102	Intermediate Machining Technology..	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 120	Intermediate Blueprint Reading	2
MSP 121	Basic Blueprint Reading for Machinist	2
MSP 122	Milling Machines	3
MSP 131	Introduction to Metrology	2
MSP 142	Advanced Machining Calculations	2
	Total credit hours for a Short-term Certificate - Machine Shop	26

COMPUTERIZED NUMERICAL CONTROL - Short-term Certificate

CNC 111	Introduction to Computer Numerical Control	2
CNC 112	Computer Numeric Control Turning	3
CNC 113	Computer Numeric Control Milling	3
CNC 115	Basic Math for Computerized Numerical Control	2
CNC 121	Basic Blueprint Reading for Machinists	2
CNC 143	Applied Trigonometry for CNC Machining	3
CNC 213	Advanced Computer Numerical Control Milling	2
CNC 215	Quality Control and Assurance	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
CNC 230	Computer Numerical Control Special Projects	3
	Total credit hours for a Short-term Certificate - Computerized Numerical Controls	26

TOOL & DIE - Short-term Certificate

CNC 122	Advanced Blueprint Reading	3
CNC 181	Special Topics (Form Grinding)	3
CNC 215	Quality Control & Assurance	3
CNC 218	Electrical Discharge Machine Programming	6
CNC 232	Basic Tool & Die	4
CNC 235	Basic Die Construction	5
CNC 281	Special Topics (Heat Treatment)	3
	Total credit hours for a Short-term Certificate - Computerized Numerical Controls	27

WELDING

Associate in Occupational Technology

Major Courses		SEMESTER HOURS
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 Theory	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
WDT 182	Special Topics	3

WDT 217	SMAW Carbon Pipe Theory	3
WDT 257	SMAW Carbon Pipe Lab	<u>3</u>
	Total	36

Minor Courses (Machine Shop)

MSP 101	Basic Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 122	Milling Machines	<u>3</u>
	Total	15

General Education Core

ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications.....	<u>3</u>
	Total	6

Upon completion of all the courses listed above, students are eligible to receive the Certificate. Students desiring to receive the Associate in Occupational Technology must complete all Certificate courses plus the minor courses (MSP) and the required credit hours of general education courses in Area II, III, and IV as listed below. Students desiring to take general education courses for transfer to another college should consult a counselor for proper general education course selection.

Additional General Education Courses (Required for the AOT degree)

Area II:	Humanities and/or Fine Arts -SPH 106 (SPH 107).....	3
Area III:	Natural Science and/or Mathematics*	6
	CIS 146 - Microcomputer Applications	
Area IV:	History, Social and Behavior Sciences Elective*	3
Electives**	<u>6</u>
	Total	18
	Total Credit Hours in the Associate in Occupational Technology - Welding	75

* Refer to pages 66, 71.

** Electives shall come from an area other than the technical specialties

WELDING - Short-term Certificate

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 Theory	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	<u>3</u>
	Total Credit Hours for a Short-term Certificate - Welding	27

SHORT-TERM CERTIFICATES

The general certificate programs in the Technical Division require a maximum of 29 semester hours. Depending on the program, general education courses may not be required.

CHILD DEVELOPMENT – Short-term Certificate

COURSES	SEMESTER HOURS
CHD 100 Introduction to Early Care & Education of Children	3
CHD 201 Child Growth & Development Principles	3
CHD 202 Children’s Creative Experiences	3
CHD 203 Children’s Literature & Language Development	3
CHD 204 Methods & Materials for Teaching Children	3
CHD 206 Children’s Health & Safety	3
CHD 217 Math & Science for Young Children	3
CHD 230 Introduction to School-Age Programs	3
Total credit hours for a Short-term Certificate - Child Development	24

Course substitutions must be approved by the Dean of Instruction.

CRIMINAL JUSTICE – Short-term Certificate

COURSES	SEMESTER HOURS
CRJ 100 Introduction to Criminal Justice	3
CRJ 110 Introduction to Law Enforcement	3
CRJ 140 Criminal Law and Procedure	3
CRJ 150 Introduction to Corrections	3
CRJ 160 Introduction to Security	3
CRJ 177 Criminal & Deviant Behavior	3
CRJ 208 Introduction to Criminology	3
CRJ 216 Police Organization & Administration	3
CRJ 220 Criminal Investigation	3
Total Credit hours for Short-term Certificate in Criminal Justice	27

Course substitutions must be approved by the Dean of Instruction.

EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN – Short-term Certificate

Central Alabama Community College offers Emergency Medical Training designed to aid students in becoming licensed as Basic Emergency Medical Technicians (EMT I). The Emergency Medical Services Program utilizes nationally recognized standards to provide students with knowledge and clinical skills. Practical application concerning the critical differences in physiology, pathophysiology, and clinical symptoms are included as they relate to the pre-hospital acute emergency medical care of the infant, child, adolescent, and adult patient. Upon completion of the basic level of training, the student may be eligible to take the EMT National Registry Examination.

The Emergency Medical Services program is fully approved by the State of Alabama Department of Public Health, Emergency Medical Services Division.

Admission

1. To be eligible to enroll in the EMT-Basic program, a student must:
 - d. Provide an acceptable physical examination and obtain the hepatitis B vaccination.

- e. Document proof of high school graduation or GED.
- f. Possess a valid Alabama driver's license.
- g. Be CPR certified at the health care provider or professional rescuer level or be currently enrolled in EMS 100 during the EMT Basic course.
- h. Maintain current professional liability insurance.
- i. Maintain current health insurance.
- j. Possess the ability to meet the EMT Essential Functions requirements as delineated below.
- k. Undergo drug and alcohol testing and a criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissed from the program.

The number of students admitted to the EMS program is limited to the faculty and clinical facilities available. The EMT Essential Functions requirements for students entering and participating in the Emergency Medical Services Programs are delineated below:

Physical Demands

1. Have the physical agility to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
2. Have good physical stamina and endurance, which would not be adversely affected by having to lift, carry, and balance at times in excess of 125 pounds (250 pounds with assistance);
3. See different color spectrums; and
4. Have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications.

Problems Solving Abilities, Data Collection, Judgment, Reasoning and Work Characteristics

1. Be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology;
2. Be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (at the ninth-grade reading level or higher) as verified by appropriate placement testing;
3. Be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory, and tactile observations;
4. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations;
5. Be attentive to detail and be aware of standards and rules that govern practice; and implement therapies based upon mathematical calculations (at the ninth-grade level or higher) as verified by appropriate placement testing);
6. Possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
7. Be able to handle stress and work well as part of a team;
8. Be oriented to reality and not be mentally impaired by mind-altering substances;
9. Not be addicted to drugs or alcohol;
10. Be able to work shifts of 24 hours in length

11. Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise; and
12. Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map; and students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license (if a resident of Alabama), or possess a valid driver's license (if a resident of another state and employed in Alabama); and must be able to safely and competently operate a motor vehicle in accordance with State law.

The 1993 Alabama Infected Health Care Worker Management Act mandated 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.

Evaluation

1. Clinical performance must be 75% or above in order to receive a passing grade.
2. Theory:

A -Excellent	92-100
B - Good.....	83-91
C - Average	75-82
D -Failure	74-70
F -Failure	69-below

Progression

In order to successfully progress and complete the basic certificate in the Emergency Medical Services (EMS) Programs, the student must:

1. Complete the required courses.
2. Attain 75% average in all written and practical examinations in each of the required EMS courses.
3. Maintain current professional liability insurance.
4. Maintain current medical/hospitalization insurance.
5. Attain an overall clinical evaluation of 75% or higher in each clinical EMS course.
6. Maintain a 75% average in course work to be eligible to do clinicals. Failure to achieve the above results in the grade of "F" for the course.
7. Abide by the policies, procedures, and rules of behavior of the institutions from which the student obtains clinicals, the Division of Nursing and Allied Health, and CACC. **Students will be required to undergo drug and alcohol testing prior to clinicals and for "cause". 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.** Students will be responsible for the cost of such testing. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.

Readmission

If a student withdraws from an EMS course or is temporarily ineligible to progress, readmission to the EMS program requires:

1. Notification in advance to the Division of Nursing and Allied Health that the student desires to reenter the EMS program.
2. A minimum cumulative grade point average of 2.0.
3. That no more than 12 months have lapsed since enrollment in courses for which readmission is requested.

The student must maintain a minimum grade of 75% or better in all final written and practical examinations in each EMS course. (Failure to attain 75% on the final written or practical examinations will result in the grade of “D” or “F” in the course and students receiving such grades will not be eligible to take the National Registry Exam.)

BASIC EMERGENCY MEDICAL TECHNOLOGY PROGRAM CURRICULUM*

COURSES	SEMESTER HOURS
EMS 116 EMS Basic Theory & Lab	9
EMS 117 Basic Clinical Competencies	1
Total credit hours for Basic EMS	10

(Courses taken concurrently)

- * Current Cardiopulmonary Resuscitation (CPR) certification at the professional rescuer level is a prerequisite to enroll in the EMT Basic courses. A student who does not hold current CPR certification at the professional rescuer level must enroll in EMS 100 - Cardiopulmonary Resuscitation I concurrent with the EMT Basic courses.

The EMS Program requirement and curriculum are subject to modifications to meet the requirements of the institution, Department of Postsecondary or state agencies.

HEATING & AIR CONDITIONING – Short-term Certificate

COURSES	SEMESTER HOURS
ASC 111 Principles of Refrigeration	3
ASC 113 Refrigeration Piping Practices	3
ASC 121 Principles of Electricity for HVACR	3
ASC 122 HVACR Electric Circuits	3
ASC 148 Heat Pump Systems I	3
ASC 149 Heat Pump Systems II	3
ASC 150 Basic Sheet Metal Processes	6
ILT 117 Principles of Construction Wiring	3
Total credit hours for Short-term Certificate in Heating and Air Conditioning	27

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

TWO-YEAR PLAN OF STUDY EXERCISE

Name _____ Major _____

This worksheet is designed to give a total listing of coursework taken at CACC. Courses numbered below the 100 level do not fulfill requirements for graduation. Students will need 60-64 hours for graduation with an associate degree, depending on their program of study. Each semester (exclusive of summer), a student must complete 15 to 16 credit hours in order to complete a degree in two years. Maximum course load for a first-term freshman is 16 credit hours. Maximum for other students is 19 credit hours. Students placing into two or more transitional courses will not be allowed to enroll for more than a total of 12 credit hours that semester. A student shall be permitted to take more than 19 semester hours only with the permission of the Dean of Instruction. A student may take no more than 24 semester hours in any one term for any reason.

Fall Year _____

Course #	Course Title	Cr. Hr.

Fall Year _____

Course #	Course Title	Cr. Hr.

Spring Year _____

Course #	Course Title	Cr. Hr.

Spring Year _____

Course #	Course Title	Cr. Hr.

Summer Year _____

Course #	Course Title	Cr. Hr.

Summer Year _____

Course #	Course Title	Cr. Hr.

COURSE DESCRIPTIONS

ABBREVIATIONS

The following are the official catalog course abbreviations used by CACC.

ANT	-	Anthropology
ART	-	Art
ASC	-	Heating and Air Conditioning
AUT	-	Automotive Manufacturing Technology
BIO	-	Biology
BUS	-	Business
CHD	-	Child Development
CHM	-	Chemistry
CIS	-	Computer Science
CLR	-	Clerical Technology
CNC	-	Computerized Numerical Control
COS	-	Cosmetology
CRJ	-	Criminal Justice
DDT	-	Drafting and Design Technology
DNC	-	Dance
ECO	-	Economics
EDU	-	Education
EGR	-	Engineering
EMS	-	Emergency Medical Technology
ENG	-	English
GEO	-	Geography
HED	-	Health Education
HIS	-	History
HUM	-	Humanities
IDS	-	Interdisciplinary Studies
IAT	-	Industrial Automation Technology
ILT	-	Industrial Electronics Technology
INT	-	Industrial Maintenance Technology
MCM	-	Mass Communications
MSP	-	Machine Shop Technology
MTH	-	Mathematics
MUL	-	Music Ensemble
MUS	-	Music
NUR	-	Nursing Courses
OAD	-	Office Administration
ORI	-	Orientation
PED	-	Physical Education
PHL	-	Philosophy
PHS	-	Physical Science
PHY	-	Physics
POL	-	Political Science
PSY	-	Psychology
RDG	-	Reading
REL	-	Religion
SOC	-	Sociology
SPA	-	Spanish
SPH	-	Speech

THR	-	Theater Arts
WDT	-	Welding

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 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 corequisite 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 instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule.

ANT - ANTHROPOLOGY

ANT 200 Introduction To Anthropology: 3 credits

Prerequisite: As required by program.

This course is a survey of physical, social and cultural development and behavior of human beings. Code A

ANT 220 Cultural Anthropology: 3 credits

Prerequisite: ANT 200

This course is the application of the concept of culture to study both primitive and modern society. Code A

ANT 226 Culture and Personality: 3 credits

Prerequisite: ANT 200

This course explores the relationship between personality development and culture from a cross-cultural perspective. Code A

ART - ART

ART 100 Art Appreciation: 3 credits

Prerequisite: As required by program.

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

ART 113 Drawing I: 3 credits

Prerequisite: As required by program.

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

ART 114 Drawing II: 3 credits

Prerequisite: ART 113.

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

ART 203 Art History I: 3 credits

Prerequisite: As required by program.

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. Code A

ART 291 Supervised Study In Studio Art I: 1-4 credits

Prerequisite: As required by program.

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have a greater expertise in a particular area of art. Code C

ART 292 Supervised Study In Studio Art II: 1-4 credits

Prerequisite: ART 291 and/or as required by program.

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have greater expertise in a particular area of art. Code C

ASC - HEATING AND AIR CONDITIONING

ASC 111 Principles of Refrigeration: 3 credits

Prerequisite: Determined by instructor.

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

ASC 112 HVACR Service Procedures: 3 credits

Prerequisite: As determined by college.

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students

should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

ASC 113 Refrigeration Piping Practices: 3 credits

Prerequisite: As determined by college.

This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings.

ASC 121 Principles of Electricity for HVACR: 3 credits

Prerequisite: Determined by instructor.

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVAC circuits and circuit components.

ASC 122 HVACR Electric Circuits: 3 credits

Prerequisite: As determined by college.

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

ASC 148 Heat Pump Systems I: 3 credits

Prerequisite: As determined by college.

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

ASC 149 Heat Pump Systems II: 3 credits

Prerequisite: As determined by college.

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion students should be able to install and service heat pumps.

ASC 150 Basic Sheet Metal Processes: 6 credits

Prerequisite: As required by college.

This course provides instruction in sheet metal hand processes. Topics include the use of bench tools and hand brake, with an emphasis on bending, shearing and notching. This course also includes the principles of layout and design.

ASC 209 Commercial Air Conditioning Systems: 3 credits

Prerequisite: As determined by college.

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

AUT - AUTOMOTIVE MANUFACTURING TECHNOLOGY

AUT 100 Introduction to Automotive Concepts: 3 credits

Prerequisite: As determined by college.

An introduction to automotive manufacturing systems is the focus of this course. This course reviews the history of the automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and subassembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally, the electromechanical systems and body components of a typical vehicle will be examined.

AUT 102 Manufacturing Fundamentals: 3 credits

Prerequisite: As determined by college.

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.

AUT 103 Occupational Health and Safety: 2 credits

Prerequisite: As determined by college.

This course will cover safety rules and procedures concerning personal safety in the workplace. The course provides both classroom and performance based hands on training to inform personnel on OSHA rules and techniques

to ensure safety.

AUT 104 Blueprint Reading for Manufacturing: 3 credits

Prerequisite: As determined by college.

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 multiview 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.

AUT 107 Introduction to Computers in Technology: 2 credits

Prerequisite: As determined by college.

An introduction to problem solving computer methods with specific emphasis on solution of scientific and engineering technology related problems. Solution methods will include the use of DOS, mathematics applications software, engineering analysis software, and word processor.

AUT 110 DC Fundamentals: 3 credits

Prerequisite: As determined by college.

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.

AUT 112 Principles of Industrial Electricity: 3 credits

Prerequisite: As determined by college.

This course provides instructions in the fundamentals of electricity from electron theory through polyphase electrical power. Topics include basic concepts of electricity, electrical components, basic circuits, measurement and instruments the laws of alternating current, polyphase motors and controls, and electrical safety with lockout procedures. Upon course

completion, students should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical circuits.

AUT 114 Programmable Logic Controllers: 3 credits

Prerequisite: As determined by college.

This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering systems, relay/programming logic, and field wiring/installation and start-up. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems.

AUT 116 Introduction to Robotics: 3 credits

Prerequisite: As determined by college.

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.

AUT 118 Introduction to Engineering Technology: 3 credits

Prerequisite: As determined by college.

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 law of electricity.

AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics: 3 credits

Prerequisite: As determined by college.

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.

AUT 134 Industrial Motors: 3 credits

Prerequisite: As determined by college.

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace and perform routine maintenance on various types of motors.

AUT 136 Principles of Refrigeration: 3 credits

Prerequisite: As determined by college.

This course emphasizes the fundamental principles for air-conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer. HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

AUT 138 Principles of Industrial Mechanics: 3 credits

Prerequisite: As determined by college.

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.

AUT 145 Introduction to Injection Molding: 3 credits

Prerequisite: As determined by college.

Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operation safety, machine controls and machine start-up and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

AUT 149 Basic Machining Technology: 5 credits

Prerequisite: As determined by college.

This course introduces machining operations as they relate to the metalworking industry. Topics include

machine shop safety, measuring tools, lathers, 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.

AUT 150 Introduction to Machine Shop: 3 credits

Prerequisite: As determined by college.

Corequisite: AUT 151

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

AUT 151 Introduction to Machine Shop Lab: 3 credits

Prerequisite: As determined by college.

Corequisite AUT 150

This course provides practical application of the concepts and principles of machining operations learned in AUT 150. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

AUT 157 Toolmakers Technology:

Prerequisite: As determined by college.

This course cover the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datum, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

AUT 160 Tool and Die Construction and Tryout: 4 credits

Prerequisite: As determined by college.

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.

AUT 161 Die Maintenance and Repair: 3 credits

Prerequisite: As determined by college.

This course serves as a follow on to AUT 160 Tool and Die Construction and Tryout. Emphasis is placed on safety, inspection, measurement, sharpening, grinding, disassembly, and the reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready for use.

AUT 169 Basic CAD: 3 credits

Prerequisite: As determined by college.

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.

AUT 184 Introduction to Weld Technologies and Projection Welding Applications: 3 credits

Prerequisite: As determined by college.

This course provides an understanding of joint types; weld joint positions, and multi-positional weld techniques. Students will learn sound methods of fabrication, metallurgy, welding of dissimilar metals, and techniques in SMAW, GMAW, and GTAW. Upon completion of this course, students will know the safety concerns with respect to material welding and possess the knowledge and understanding to select the correct weld type and techniques for job specific applications.

AUT 193 Special Topics (Electrical/Electronic): 1 credit

Prerequisite: As determine by college.

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 experience. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

AUT 194 Special Topics (Electrical Electronic): 2 credits

Prerequisite: As determined by college.

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.

AUT 195 Special Topics (Electrical Electronic): 3 credits

Prerequisite: As determined by college.

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.

AUT 198 Special Topics (Machining): 3 credits

Prerequisite: As determined by college.

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.

AUT 200 Total Productive Maintenance: 2 credits

Prerequisite: As determined by college.

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. The course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.

AUT 206 Quality Technician Fundamentals: 2 credits

Prerequisite: As determined by college.

This course will cover measuring aides used to inspect a product. Methods used to gather data and information for proper inspection. Also, how to interpret mechanical drawings, frame assembly, and weld prints. This course provides both classroom and performance based hands on training to inform personnel on measuring aides and mechanical drawings.

AUT 212 Robot Operation and Programming: 3 credits

Prerequisite: As determined by college.

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.

AUT 214 Robotic Manufacturing Computer Simulation: 4 credits

Prerequisite: As determined by college.

This course covers the principles, techniques, and strategies of manufacturing simulation using computer simulation software. The course will cover concepts of simulation, simulation data management, kinematics, path development, robotic simulation, and simulated reach studies. When finished with this course, students will be able to apply these principles in the operation of industrial robotic equipment.

AUT 219 PLC Application: 3 credits

Prerequisite: As determined by college.

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

AUT 220 Advanced PLC's: 3 credits

Prerequisite: As determined by college.

This course provides instruction in the advanced theory, application, and programming techniques of a specific programmable logic controller, including the hardware/software layout, addressing, communication, and machine interface. In addition, the course covers instruction in timing and memory consideration, and their effects on program and machine performance.

AUT 221 Advanced PLC Application and Design Level III: 2 credits

Prerequisite: As determined by college.

This course consists of configuration and programming. Students will be taught how to write a complex program from scratch, assisted and unassisted. The programs will then be examined for structured approach. The course provides both classroom and performance based hands on training to inform personnel on PLC Controls.

AUT 224 Digital Circuits: 4 credits

Prerequisite: As determined by college.

This course covers digital logic and digital networks. Topics include introductory concepts, number systems, codes, logic gates. Boolean algebra, combination logic, flip-flop and related devices, arithmetic operations and arithmetic networks. Upon completion of this course, a student will be able to add, subtract, and multiply with digital electronic components.

AUT 225 Network Cabling (Copper): 2 credits

Prerequisite: As determined by college.

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video infrastructure. Students learn to terminate, test, troubleshoot, and install copper-based cabling systems. They learn category 5 systems, IBM cabling systems, and coaxial systems. This course helps prepare students for certification as Network Cabling specialists.

AUT 226 Network Cabling (Fiber Optics): 2 credits

Prerequisite: As determined by college.

This course provides a study of fiber optics principles. Topics include optical components, the physics of light, radiation measurements, fiber optic applications, light sources, optic receivers, transmitters and sensors, fiber optic systems, data transfer systems concepts, and systems troubleshooting. Upon completion, students should be able to apply principles of fiber optics.

AUT 228 Digital Communication Lab: 2 credits

Prerequisite: As determined by college.

This course provides experimentation to verify theories of digital communication. Upon completion of this course and Digital Communication, students should be able to construct various digital communications circuits and make necessary measurements and adjustments.

AUT 232 Sensors Technology and Applications: 3 credits

Prerequisite: As determined by college.

This course provides a study of industrial electronics controls. Topics include photoelectric, 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.

AUT 234 Industrial Motor Controls I: 3 credits

Prerequisite: As determined by college.

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.

AUT 240 Mechanical and Electrical Maintenance Troubleshooting: 3 credits

Prerequisite: As determined by college.

This mechanical maintenance training course is designed to provide the basic skills needed to mechanically maintain robots. The course provides both classroom and performance based hands on training to simulate mechanical failures and necessary repairs to robots. This course also is designed to provide the basic skills needed to electrically maintain a robot cell. The course provides both classroom and performance based hands on training in component replacement, electrical prints, robot troubleshooting, and software management.

AUT 250 Introduction to Process Control: 3 credits

Prerequisite: As determined by college.

This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

AUT 251 Introduction to Servo Control: 3 credits

Prerequisite: As determined by college.

This course will provide an introduction to control systems. Topics include: state-space descriptions of systems; fundamental matrix; feedback loops; transfer functions; block diagrams; proportional, rate, and integral control.

AUT 253 Introduction to Computer Numerical Control (CNC): 3 credits

Prerequisite: As determined by college.

This course introduces the concepts and capabilities of computer numeric control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This aligned with NIMS certification standards.

AUT 255 CNC Milling I: 3 credits

Prerequisite: As determined by college.

This course introduces the programming, setup, and operation of CNC turning center. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC milling techniques.

AUT 284 Robotic MIG Welding: 3 credits

Prerequisite: As determined by college.

This course is designed to teach students how to MIG weld using a robot weld cell and includes extensive hands-on training. Topics include robot programming and the interrelationship with welding principles, programmed safety precautions utilized in robotic welding, robotic weld controls systems, troubleshooting, and utilization of multifunctional teach pendants. Upon completion students will be able to operate MIG welding industrial robots and understand the interaction between robots and MIG welding technology.

AUT 286 SMAW Fillet/OFC: 3 credits

Prerequisite: As determined by college.

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, setup 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.

BIO - BIOLOGY

BIO 101 Introduction to Biology I: 4 credits

Prerequisite: As required by program.

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetic, and a survey of human organ systems. A 120-minute laboratory is required. Code A

BIO 102 Introduction to Biology II: 4 credits

Prerequisite: BIO 101.

Introduction to Biology II is the second of a two-course sequence for non-science majors. It cover evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required. Code A

BIO 103 Principles of Biology I: 4 credits

Prerequisite: As required by program.

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

BIO 104 Principles of Biology II: 4 credits

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

BIO 201 Human Anatomy and Physiology I: 4 credits

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

BIO 202 Human Anatomy and Physiology II: 4 credits

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

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 microtechniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. Code B

BIO 250 Directed Studies in Biology I: 2 credits

Prerequisite: As required by program. Code C

BIO 251 Directed Studies in Biology II: 2 credits

Prerequisite: BIO 250. Code C

BUS - BUSINESS

BUS 100 Introduction to Business: 3 credits

Prerequisite: As required by program.

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

BUS 150 Business Math: 3 credits

Prerequisite: As required by program.

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

BUS 215 Business Communication: 3 credits

Prerequisite: As required by program (ENG 101).

This course covers written, oral and nonverbal communication. 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

BUS 241 Principle of Accounting I: 3 credits

Prerequisite: As required by program.

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

BUS 242 Principle of Accounting II: 3 credits

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

BUS 248 Managerial Accounting: 3 credits

Prerequisite: As required by program.

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

BUS 261 Business Law I: 3 credits

Prerequisite: As required by program.

This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods. Code B

BUS 263 The Legal and Social Environment of Business: 3 credits

Prerequisite: As required by program.

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

BUS 271 Business Statistics I: 3 credits

Prerequisite: Two years of high school algebra, intermediate algebra or appropriate score on math placement test.

This is an introductory study of basic statistical concept 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

BUS 272 Business Statistics II: 3 credits

Prerequisite: BUS 271.

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. Code B

BUS 275 Principles of Management: 3 credits

Prerequisite: As required by program.

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

CHD - CHILD DEVELOPMENT**CHD 100 Introduction to Early Care and Education of Children: 3 credits**

Prerequisite: As determined by college.

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. 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.

CHD 201 Child Growth and Development Principles: 3 credits

Prerequisite: As determined by college.

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development.

CHD 202 Children's Creative Experiences: 3 credits

Prerequisite: As determined by college.

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 Children's Literature and Language Development: 3 credits

Prerequisite: As determined by college.

This course surveys appropriate literature and language arts activities designed to enhance young children's

speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

CHD 204 Methods and Materials for Teaching Children: 3 credits

Prerequisite: As determined by college.

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 science concepts. Upon completion students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations. Course includes observations of young children in a variety of child care environments.

CHD 205 Program Planning for Educating Young Children: 3 credits

Prerequisite: As determined by college.

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

CHD 206 Children's Health and Safety: 3 credits

Prerequisite: As determined by college.

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

CHD 208 Administration of Child Development Programs: 3 credits

Prerequisite: As determined by college.

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations: budget planning; record keeping; personnel policies and parent involvement. On completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate

program.

CHD 209 Infant and Toddler Education Programs: 3 credits.

Prerequisite: As determined by college.

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

CHD 210 Educating Exceptional Young Children: 3 credits

Prerequisite: As determined by college.

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

CHD 214 Families and Communities in Early Care and Education Programs: 3 credits

Prerequisite: As determined by college.

This course provides students information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

CHD 217 Math and Science for Young Children: 3 credits

Prerequisite: As determined by college.

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn more about the integrated curriculum.

CHD 219 Supervised Practical Experience: 2 credits

Prerequisite: As determined by college.

This course provides hands-on, supervised experienced in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting.

CHD 230 Introduction to School-Age Programs: 3 credits

Prerequisite: As determined by college.

This course will introduce and discuss the unique aspects of quality school-age programs and the roles of the adult staff. Topics will include a brief view of child development, positive guidance techniques, administrative considerations, beginning program planning, and adaptations for a variety of program settings. Upon completion, students should be able to understand the staff's role, create and modify unique program settings, use positive guidance, and implement a quality program.

CHM - CHEMISTRY

CHM 104 Introduction to Inorganic Chemistry: 4 credits

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 reaction. Laboratory is required. Code A

CHM 105 Introduction to Organic Chemistry: 4 credits

Prerequisite: CHM 104 or CHM 111.

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Code A

CHM 111 College Chemistry I: 4 credits

Prerequisite: 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

CHM 112 College Chemistry II: 4 credits

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, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Code A

CHM 221 Organic Chemistry I: 4 credits

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

CHM 222 Organic Chemistry II: 4 credits

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

CIS - COMPUTER SCIENCE

CIS 110 Introduction to Computer Logic and Programming: 3 credits

Prerequisite: As required by program.

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 pseudo-code will be covered and students will be expected to apply the techniques to designated situations and problems. Code C

CIS 113 Spreadsheet Software Applications: 3 credits

Prerequisite: As required by college.

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 placed on planning, developing, and editing functions associated with spreadsheets. Code C

CIS 115 Presentations Graphics Software Applications: 3 credits

Prerequisite: As required by college.

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

CIS 117 Database Management Software Applications: 3 credits

Prerequisite: As required by college.

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

CIS 130 Intro to Information Systems: 3 credits

Prerequisite: As required by college.

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

CIS 146 Microcomputer Applications: 3 credits

Prerequisite: As required by program or Keyboarding.

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

CIS 191 Intro to Computer Programming Concepts: 3 credits

Prerequisite: As required by college.

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

CIS 192 Advanced Computer Programming Concepts: 3 credits

Prerequisite: As required by college.

This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C

CIS 199 Network Communications: 3 credits

Prerequisite: As required by college.

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

CIS 205 Control Language and Utilities Applications: 3 credits

Prerequisite: As required by college.

This course introduces computer operation and the job or executive language on a mini- or mainframe computer using both batch and on-line techniques. Utilities including sorts, screen design aids, and control programs while operating system concepts such as scheduling are introduced. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C

CIS 207 Introduction to Web Development: 3 credits

Prerequisite: As required by college.

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

CIS 241 Introduction to RPG Programming: 3 credits

Prerequisite: CIS 130 or equivalent.

This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C

CIS 242 Intermediate RPG Programming: 3 credits

Prerequisite: As required by college.

This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C

CIS 255 JAVA Programming: 3 credits

Prerequisite: As required by college.

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

CIS 256 Advanced JAVA: 3 credits

Prerequisite: As required by college.

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams. Code C

CIS 261 COBOL Programming: 3 credits

Prerequisite: As required by college.

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

CIS 262 Advanced COBOL Programming: 3 credits

Prerequisite: As required by college.

This course consists of development, completion, testing and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a

methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

CIS 268 Software Support: 3 credits

Prerequisite: As required by college.

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by Comp TIA.

CIS 269 Hardware Support: 3 credits

Prerequisite: As required by the college.

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 Comp TIA.

CIS 281 System Analysis and Design: 3 credits

Prerequisite: As required by the college.

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

CIS 293 Special Topics: 1 credits

Prerequisite: As required by college.

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills. Code C

CLR - CLERICAL TECHNOLOGY

CLR 100 Basic Keyboarding: 3 credits

Prerequisite: As required by program.

This course is designed to develop touch keyboarding skills for efficient use of the typewriter or microcomputer. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon course completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.

CLR 104 Advanced Keyboarding: 3 credits

Prerequisite: CLR 100 and/or as required by program.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents.

CLR 110 Navigating Windows: 3 credits

Prerequisite: As required by program.

This course is designed to introduce the student to the Windows environment. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of applicable hardware and software.

CLR 125 Basis Word Processing: 3 credits

Prerequisite: CLR 100 and/or as required by program.

This course is designed to provide the student with basic word processing skills. Emphasis is on using 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 memo, letters and reports.

CLR 126 Advanced Word Processing: 3 credits

Prerequisite: CLR 125 and/or as required by program.

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

CLR 133 Business Communications: 3 credits

Prerequisite: As required by program.

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

CLR 135 Financial Recordkeeping: 3 credits

Prerequisite: As required by program.

This course focuses on 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 proprietorship, partnership, and corporation.

CLR 137 Electronic Financial Recordkeeping: 3 credits

Prerequisite: CLR 136 and/or as required by program.

This course focuses on using the microcomputer to enter financial data. 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 use a microcomputer system to record financial data.

CLR 138 Record and Information Management: 3 credits

Prerequisite: As required by program.

This course focuses on 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 student should be able to perform basic filing procedures.

CLR 217 Office Management: 3 credits

Prerequisite: As required by program.

This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict-resolution. Upon completion, the student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office.

CLR 218 Office Procedures: 3 credits

Prerequisite: CLR 104 and/or as required by program.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating function, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

CLR 230 Electronic Publishing: 3 credits

Prerequisite: As required by program.

This course introduces students to page design, layout, and typography. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts.

CLR 245 Data Entry: 3 credits

Prerequisite: CLR 104 and/or as required by program.

This course focuses on the use of computerized equipment and software in performing data-entry tasks. Emphasis is on the basic features of data-entry software, terminology, and proper file and disk management procedures. Upon completion, the student should be able to perform data-entry applications.

CLR 246 Office Graphics and Presentations: 3 credits

Prerequisite: CLR 125 and/or as required by program.

This course focuses on producing business slides and presentations. Emphasis is on software tools, presentation options, design and presentation considerations. Upon completion, the student should be able to design and produce a business presentation.

CLR 247 Special Projects: 3 credits

Prerequisite: CLR 125 and/or as required by program.

This course is an in-depth study of topics of special interest under the direct supervision of instructor. Emphasis is on the use of modern technology to study, research and improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skills gained through an individual project.

CNC - COMPUTERIZED NUMERICAL CONTROL**CNC 111 Introduction to Computer Numerical Control: 2 credits**

Prerequisite: MSP 101, 104 and/or as required by program.

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.

CNC 112 Computer Numeric Control Turning: 3 credits

Prerequisite: CNC 111.

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.

CNC 113 Computer Numeric Control Milling: 3 credits

Prerequisite: CNC 111.

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 turning center.

CNC 115 Basic Math for Computerized Numerical Control: 2 credits

Prerequisite: As required by program.

This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques.

CNC 121 Basic Blueprint Reading for Machinists: 2 credits

Prerequisite: As required by program.

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 set up and develop compound angles on parts using problem-solving techniques.

CNC 122 Advanced Blueprint Reading for Machinists: 2-3 credits

Prerequisite: CNC 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.

CNC 142 Applied Trigonometry for CNC Machining: 3 credits

Prerequisite: As required by program.

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.

CNC 143 Applied Trigonometry for CNC Machining: 3 credits

Prerequisite: As required by program.

This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projects 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.

CNC 181 Special Topics in Computerized 281 Numerical Control: 3 credits each

Prerequisite: As required by program.

These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.

CNC 213 Advanced Computer Numerical Control Milling: 2 credits

Prerequisite: CNC 113.

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 set up of CNC machining centers.

CNC 215 Quality Control and Assurance: 3 credits

Prerequisite: As required by program.

This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part setup, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect

machine parts demonstrating an understanding of G.D.T. and C.M.M.

CNC 223 Computer Numerical Control Graphics Programming: Milling: 3 credits

Prerequisite: CNC 111.

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 CAM software to create a multi-axis CNC program.

CNC 230 Computer Numerical Control Special Projects: 3 credits

Prerequisite: As required by program.

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.

CNC 232 Basic Tool & Die: 4 credits

Prerequisite: MSP 102

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.

COS - COSMETOLOGY

COS 111 Cosmetology Science and Art: 3 credits

Prerequisite: As required by program.

Corequisite: COS 112 or permission of instructor.

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

COS 112 Cosmetology Science and Art Lab: 3 credits

Prerequisite: As required by program.

Corequisite: COS 111 or permission of instructor.

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hair styling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures.

COS 113 Chemical Methodology: 3 credits

Prerequisite: As required by program.

Corequisite: COS 114 or permission of instructor.

This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, the students should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as the disorders.

COS 114 Chemical Methodology Lab: 3 credits

Prerequisite: None.

Corequisite: COS 113 or permission of instructor.

In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waxing, chemical relaxing soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

COS 121 Colorimetry: 3 credits

Prerequisite: Determined by instructor.

Corequisite: COS 122 or permission of instructor.

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 should be able to identify all phases of hair coloring and the effects of the hair.

COS 122 Colorimetry Applications: 3 credits

Prerequisite: As required by program.

Corequisite: COS 121 or permission of instructor.

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. Upon completion,

the student should be able to perform procedures for hair coloring and hair lightening.

COS 131 Aesthetics: 3 credits

Prerequisite: As required by program.

Corequisite: COS 132 or permission of instructor.

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 and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, function, and disorders of the skin.

COS 132 Aesthetics Applications: 3 credits

Prerequisite: As required by program.

Corequisite: COS 131 or permission of instructor.

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 makeup, and hair removal. 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.

COS 141 Applied Chemistry for Cosmetology: 3 credits

Prerequisite: As required by program.

Corequisite: COS 142 or permission of the instructor.

This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

COS 142 Applied Chemistry for Cosmetology Lab: 3 credits

Prerequisite: As required by program.

Corequisite: COS 141 or permission of the instructor.

This course provides practical applications of the knowledge and skin learned in reference to chemical

reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, pH scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed services.

COS 158 Employability Skills: 3 credits

Prerequisite: As required by program.

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 he/she has been trained.

CRJ - CRIMINAL JUSTICE

CRJ 100 Introduction to Criminal Justice: 3 credits

Prerequisite: As required by the program.

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

CRJ 110 Introduction to Law Enforcement: 3 credits

Prerequisite: As required by the program.

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

CRJ 117 Community Relations: 3 credits

Prerequisite: As required by the program.

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation. Code C

CRJ 140 Criminal Law and Procedure: 3 credits

Prerequisite: As required by the program.

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the

criminal justice profession are also covered. Code C

CRJ 147 Constitutional Law: 3 credits

Prerequisite: As required by the program.

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights. Code C

CRJ 150 Introduction to Corrections: 3 credits

Prerequisite: As required by the program.

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

CRJ 160 Introduction to Security: 3 credits

Prerequisite: As required by the program.

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail and industrial security are covered. Code B

**CRJ 177 Criminal and Deviant Behavior:
3 credits**

Prerequisite: As required by the program.

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. Code C

CRJ 208 Introduction to Criminology: 3 credits

Prerequisite: As required by program.

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. Code B

**CRJ 216 Police Organization and Administration:
3 credits**

Prerequisite: As required by the program.

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. Code C

CRJ 220 Criminal Investigation: 3 credits

Prerequisite: As required by the program.

This course explores the theory and scope of criminal i

investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. Code C

CRJ 230 Criminalistics: 3 credits

Prerequisite: As required by the program.

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like. Code C

**CRJ 280 Internship in Criminal Justice:
1-3 credits**

Prerequisite: Permission of Instructor

This course involves practical experience with a criminal justice agency under faculty supervision. This course may be repeated with the approval of the department head. Code C

DDT - DRAFTING AND DESIGN

DDT 104 Basic Computer Aided Drafting and Design: 3 credits

Prerequisite: As required by college.

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.

DDT 111 Fundamentals of Drafting and Design Technology: 3 credits

Prerequisite: As required by college.

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.

DDT 114 Industrial Blueprint Reading: 3 credits

Prerequisite: As required by college.

This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales and notes. This course may be tailored to meet a specific industry need.

DDT 115 Blueprint Reading for Machinists: 3 credits

Prerequisite: As required by college.

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 116 Blueprint Reading for Construction: 3 credits

Prerequisite: As required by college.

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 multiview projection, dimensions and notes, lines and symbols, sketching, foundation 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 machine trades.

DDT 117 Manufacturing Processes: 3 credits

Prerequisite: As required by college.

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, casting, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 Basic Electrical Drafting: 3 credits

Prerequisite: As required by college.

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generator controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

DDT 122 Advanced Technical Drawing: 3 credits

Prerequisite: As required by college.

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawing using and specifying common threads and various fasteners, including welding methods.

DDT 124 Basic Technical Drawing: 3 credits

Prerequisite: As required by college.

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.

DDT 125 Surface Development: 3 credits

Prerequisite: As required by college.

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.

DDT 127 Intermediate Computer Aided Drafting and Design: 3 credits

Prerequisite: DDT 104, DDT 111, DDT 124 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.

DDT 128 Intermediate Technical Drawing: 3 credits

Prerequisite: DDT 111, 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.

DDT 131 Machine Drafting Basics: 3 credits

Prerequisite: As required by program.

This course in machine drafting and design provides

instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 Architectural Drafting: 3 credits

Prerequisite: As required by college

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.

DDT 150 Theory of Residential Drawing and Design: 3 credits

Prerequisite: As required by the college.

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, environment, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

DDT 155 Drawing for Residential Construction: 4 credits

Prerequisite: As required by the college.

This course is a direct applications lab to the topics covered within DDT 150. Emphasis is placed upon the production of quality construction documents.

DDT 212 Intermediate Architectural Drafting: 3 credits

Prerequisite: As required by the college.

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and

detailing, foundation, wall, and roof construction and detailing; use of standard manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 214 Pipe Drafting: 3-4 credits

Prerequisite: As required by college.

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

DDT 224 Structural Concrete Drafting: 3 credits

Prerequisite: As required by the college.

This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of precast and poured-in-place concrete structures. Emphasis is placed on precast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construction engineering and shop drawings of concrete beams, column, floor, roof, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 225 Structural Steel Drafting: 3 credits

Prerequisite: As required by the college.

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A. I. S. C. manual and incorporating safety practices.

DDT 226 Technical Illustration: 3 credits

Prerequisite: As required by the college.

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 227 Strength of Materials: 4 credits

Prerequisite: As required by the college.

This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and nonconcurrent are studied in coplanar and non-coplanar situations are included. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

DDT 232 CAD Customization: 3-4 credits

Prerequisite: As required by the college.

This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

DDT 233 Three-Dimensional Modeling: 3 credits

Prerequisite: As required by the college.

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D working drawings from 3D models.

DDT 234 3D Graphics and Animation: 3 credits

Prerequisite: As required by the college.

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.

DDT 235 Specialized CAD: 3 credits

Prerequisite: As required by the college.

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

DDT 236 Design Project: 3 credits

Prerequisite: As required by the college.

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

DDT 237 Current Topics in CAD: 3 credits

Prerequisite: As required by college.

This course allows the student to plan, execute, and present results of individual projects relating to the current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor.

DNC - DANCE**DNC 110 Introduction to Dance Styles:
2 credits**

Prerequisite: As required by program.
Introduction to dance styles. Code B

**DNC 111 Elementary Modern Dance I:
2 credits**

Prerequisite: As required by program.
A studio course in modern dance technique at the elementary level. Code B

**DNC 112 Elementary Modern Dance II:
2 credits**

Prerequisite: DNC 111 and/or as required by program.
Continuation of Elementary Modern Dance I, preparing the student for Intermediate Modern Dance. Offered in the spring semester. Code B

DNC 267 Jazz Dance I: 3 credits

Prerequisite: As required by program.

This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including an introduction to the varied movement styles and rhythms of this dance form. Code C

DNC 268 Jazz Dance II: 3 credits

Prerequisite: DNC 267 and/or as required by program.

This course is a continuation of DNC 267. Code C

ECO - ECONOMICS**ECO 231 Principles of Macroeconomics: 3 credits**

Prerequisite: As required by program.

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

ECO 232 Principles of Microeconomics: 3 credits

Prerequisite: As required by program.

This course is an introduction of the microeconomic 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

EDU - EDUCATION**EDU 100 Exploring Teaching As A Profession: 2 credits**

Prerequisite: As required by program.

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities. Code C

EGR - ENGINEERING**EGR 100 Engineering Orientation: 1 credit**

Prerequisite: As required by program

This course is designed to make beginning engineering students aware of the many facets of engineering, of their relation to society, and of the objectives of the engineering curriculum. It is designed to stimulate interest in engineering and student-instructor dialogue. Code C

EGR 125 Modern Graphics for Engineers: 3 credits

Prerequisite: As required by program.

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning. Code C

EGR 156 Computer Methods for Engineers: 3 credits

Prerequisite: MTH 125

This course consists of engineering applications using the FORTRAN IV computer programming language. Code C

EGR 220 Engineering Mechanics - Statics: 3 credits

Prerequisite: PHY 213 Corequisite: MTH 227

This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces. Code C

EMS - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN**EMS 100 Cardiopulmonary Resuscitation I: 1 credit**

Prerequisite: As required by program.

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.

EMS 116 EMS Basic Theory and Lab: 9 credits

Prerequisite: As required by program. Corequisite: EMS 117.

This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

EMS 117 EMS Basic Clinical Competencies: 1 credit

Prerequisite: As required by program. Corequisite: EMS 116.

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps student prepare for the National Registry Exam.

ENG - ENGLISH

ENG 092 Basic English I: 3 Institutional credits

Prerequisite: As required by program.

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 Basic English II: 3 Institutional credits

Prerequisite: A grade of "S" (Satisfactory) in ENG 092 or appropriate math placement score.

This course is a review of composition skills and grammar. Emphasis is placed on coherence and use of a variety of sentence structures in the composing process and standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101 English Composition I: 3 credits

Prerequisite: Successful completion of ENG 093; or appropriate placement score; or a score of 20 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

ENG 102 English Composition II: 3 credits

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

ENG 131 Applied Writing I: 3 credits

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

ENG 251 American Literature I: 3 credits

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

ENG 252 American Literature II: 3 credits

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

ENG 261 English Literature I: 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 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

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

ENG 271 World Literature I: 3 credits

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

ENG 272 World Literature II: 3 credits

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

GEO - GEOGRAPHY**GEO 101 Principles of Physical Geography: 4 credits**

Prerequisite: As required by program.

Physical Geography I is the first in a two part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. Code A

HED - HEALTH EDUCATION**HED 221 Personal Health: 3 credits**

Prerequisite: As required by program.

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.

HED 224 Personal and Community Health: 3 credits

Prerequisite: As required by program.

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulant. Healthful living habits will be emphasized. Code B

HED 226 Wellness: 2 credits

Prerequisite: As required by program.

This course provides health-related education to those individual 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

HED 230 Safety and First Aid: 3 credits

Prerequisite: As required by program.

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

HED 231 First Aid: 3 credits

Prerequisite: As required by program.

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

HED 277 CPR Recertification: 1 credit

Prerequisite: As required by the program.

In this course, instruction and review of updated information concerning Cardio-Pulmonary Resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association. Code C

HIS - HISTORY**HIS 121 World History I: 3 credits**

Prerequisite: As required by program.

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

HIS 122 World History II: 3 credits

Prerequisite: As required by program.

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

HIS 201 United States History I: 3 credits

Prerequisite: As required by program.

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

HIS 202 United States History II: 3 credits

Prerequisite: As required by program.

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. Code A

HIS 220 Contemporary Studies: 3 credits

Prerequisite: As required by program.

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environmental issues, and the impact of colonialism on modern, Third World Society. Code C

HUM - HUMANITIES**HUM 299-01 PTK Honors Course I: 1 credit**

Prerequisite: As required by program.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit. Code A

HUM 299-02 PTK Honors Course II: 1 credit

Prerequisite: As required by program.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit. Code A

HUM 299-03 PTK Honors Course III: 1 credit

Prerequisite: As required by program.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit. Code A

IAT - INDUSTRIAL AUTOMATION TECHNOLOGY

IAT 100 Introduction to Computers in Technology: 2 credits

Prerequisite: CIS 146 or permission of instructor.

An introduction to problem solving computer methods with specific emphasis on solution of scientific and engineering technology related problems. Solution methods will include the use of DOS, mathematics applications software, engineering analysis software, and word processor.

IAT 101 Industrial Mathematics: 3 credits

Prerequisite: As required by program

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 law of electricity.

IAT 110 Introduction to Automation Technology: 3 credits

Prerequisite: As required by program.

This course provides an introduction to technologies, concepts and tools used in an automated manufacturing environment. Topics of discussion will include basic electronics and Ohm's law, programmable logic controllers, computer programs, process control, sensors, variable frequency motor and controls, servo motors and controls, pneumatics, hydraulics, precision measurements, quality and 6 sigma, lean manufacturing, robotics, man machine interfaces, serial electronic communication, system integration, industrial safety and OSHA standards, and project management. This course will introduce many topics that are complete courses. It is an excellent opportunity for exposure to a number of technical topics and course offerings as well as technologies commonly used in an automated manufacturing environment. Topics will be considered from the maintenance/technician position as well as the engineer/designer position.

IAT 120 Introduction Weld Technologies and Projection Welding Applications: 3 credits

Prerequisite: As required by program.

This course provides an understanding of joint types; weld joint positions, and multi-positional weld techniques. Students will learn sound methods of fabrication, metallurgy, welding of dissimilar metals, and

techniques in SMAW, GMAW, and GTAW. Upon completion of this course, students will know the safety concerns with respect to material welding and possess the knowledge and understand to select the correct weld type and technique for job specific applications.

IAT 121 Fundamentals of Industrial Hydraulics and Pneumatics: 3 credits.

Prerequisite: IAT 101 or MTH 100 or appropriate math placement score.

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. Upon completion, students will be able to apply principles of hydraulic/pneumatics. 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.

IAT 123 Toolmakers Technology: 3 credits

Prerequisite: IAT 101 or MTH 100 or appropriate math placement score.

This course will cover proper use of measuring aides while working with mechanical blueprints to check geometric association between parts. Also apply dimensional integrity of tooling and provide equipment lubrication. The course provides both classroom and performance based hands on training to inform personnel on fabrication and machining.

IAT 140 Occupational Health Safety: 2 credits

Prerequisite: As required by program.

This course will cover safety rules and procedures concerning personal safety in the workplace. The course provides both classroom and performance based hands on training to inform personnel on OSHA rules and techniques to ensure safety.

IAT 141 DC Fundamentals: 3 credits

Prerequisite: As required by program.

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 circuit 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 a scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**IAT 160 Basic PLC Applications and Design
Level I: 3 credits**

Prerequisite: As required by program.

This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering systems, relay/programming logic, and field wiring/installation and start-up. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems.

**IAT 161 Introduction to Robotic Technology:
3 credits**

Prerequisite: As required by program.

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.

**IAT 200 Introduction to Computer Aided Drafting:
3 credits**

Prerequisite: As required by program.

The 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.

**IAT 201 Quality Technician Fundamentals:
2 credits**

Prerequisite: MTH 100 or appropriate mathematics placement score.

This course will cover measuring aides used to inspect a product. Methods used to gather data and information for proper inspection. Also, how to interpret mechanical drawings, frame assembly, and weld prints. The course provides both classroom and performance based hands on training to inform personnel on measuring aides and mechanical drawings.

IAT 202 Special Topics: 3 credits

Prerequisite: As required by program.

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.

IAT 220 Total Productive Maintenance: 2 credits

Prerequisite: As required by program.

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. The course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.

**IAT 221 Mechanical and Electrical Maintenance
Troubleshooting: 3 credits**

Prerequisite: MTH 100 or appropriate placement score.

The mechanical maintenance training course is designed to provide the basic skills needed to mechanically maintain the robot. The course provides both classroom and performance based hands on training to simulate mechanical failures and necessary repairs to the robot. This course also is designed to provide the basic skills needed to electrically maintain the robot cell. The course provides both classroom and performance based hands on training in component replacement, electrical prints, robot troubleshooting, and software management.

**IAT 240 Sensors Technology and Applications:
3 credits**

Prerequisite: As required by program.

This course provides a study of industrial electronics controls. Topics include photoelectric, 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.

IAT 242 Introduction to Process Control: 3 credits

Prerequisite: As required by program.

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.

IAT 243 Introduction to Servo Controls: 3 credits

Prerequisite: IAT 141.

This course will provide an introduction to control systems. Topics include: state-space descriptions of systems; fundamental matrix; feedback loops; transfer functions; block diagrams; proportional, rate, and integral control.

IAT 244 Motor Technology and Applications: 3 credits

Prerequisite: As required by program.

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

IAT 245 AC Fundamentals: 3 credits

Prerequisite: As required by program

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.

IAT 260 Advanced PLC Application and Design Level II: 3 credits

Prerequisite: IAT 160.

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

IAT 261 Robot Operation and Programming: 3 credits

Prerequisite: IAT 161.

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.

IAT 262 Advanced PLC Application and Design Level III: 3 credits

Prerequisite: As required by program.

This course consists of PLC configuration and programming. Students will be taught how to write a complex program from scratch, assisted and unassisted. The programs will then be examined for structured approach. The course provides both classroom and performance based hands on training to inform personnel on PLC Controls.

IAT 263 Robot MIG Welding: 3 credits

Prerequisite: IAT 161.

This course is designed to teach students how to MIG weld using a robot weld cell and includes extensive hands-on training. Topics include robot programming and the interrelationship with welding principles, programmed safety precautions utilized in robotic welding, robotic weld controls systems, troubleshooting, and utilization of multifunctional teach pendants. Upon completion students will be able to operate MIG welding industrial robots and understand the interaction between robots and MIG welding technology.

IAT 264 Robotic Manufacturing Computer Simulation: 4 credits

Prerequisite: IAT 161.

This course covers the principles, techniques, and

strategies of manufacturing simulation using computer simulation software. The course will cover concepts of simulation, simulation data management, kinematics, path development, robotic simulation, and simulated reach studies. When finished with this course, students will be able to apply these principles in the operation of industrial robotic equipment.

IDS - INTERDISCIPLINARY STUDIES

IDS 102 Ethics: 3 credits

Prerequisite: As required by program.

This course introduces the student to the basic concepts, types and schools of moral theory, and illustrates how these may be applied to contemporary moral problems and ethical questions in academic, professional and social endeavors.

IDS 115 Forum: 1 credit

Prerequisite: As required by program.

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit. Code C

ILT - INDUSTRIAL ELECTRONICS

ILT 100 Applied Electronic Computation: 3 credits

This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, the metric systems, logarithms, applied trigonometry and algebra. Upon completion of this course a student will be able to perform applied mathematics calculations needed in Electronics.

ILT 108 Introduction to Instruments and Process Control: 3 credits

Prerequisite: As required by program.

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. 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.

ILT 110 Advanced Industrial Process Control Technology: 3 credits

Prerequisite: As required by program.

This course is an advanced study of the principles governing methods of using process variables in control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

ILT 117 Principles of Construction Wiring: 3 credits

Prerequisite : As required by program.

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.

ILT 118 Construction Wiring NEC: 3 credits

Prerequisite : As required by program.

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.

ILT 127 Microcomputer Fundamentals: 3 credits

Prerequisite: As required by program.

This course provides the student with knowledge in installation of, and familiarization with the basic assemblies in microcomputer systems. Topics include DOS, hard drives and floppy drives, dip switches and RAM. Upon completion, students should be able to use DOS, format hard drives, floppy drives, configure circuit boards functions and install RAM.

ILT 128 Microcomputer Fundamentals Lab: 2 credits

Prerequisite: As required by program.

This lab focuses on the installation of basic assemblies in microcomputer systems. Topics include DOS, hard drives and floppy drives, dip switches, and RAM. Upon completion, students should be able to use DOS, format hard drives, floppy drives, configure circuit boards functions and install RAM.

ILT 135 Local Area Networks (LANS): 3 credits

Prerequisite: As required by program.

This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and setup a basic local area network.

ILT 148 Automatic Controls Systems: 3 credits

Prerequisite: As required by program.

This course emphasizes automated control systems and subsystems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

ILT 149 Automatic Controls Systems Lab: 2 credits

Prerequisite: As required by program.

This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

ILT 160 DC Fundamentals: 3 credits

Prerequisite: As required by program.

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.

ILT 161 AC Fundamentals: 3 credits

Prerequisite: As determined by college.

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 A.C. 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.

ILT 162 Solid State Fundamentals: 3 credits

Prerequisite: As determined by college.

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.

ILT 163 Digital Fundamentals: 3 credits

Prerequisite: As determined by college.

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.

ILT 164 Circuit Fabrication I: 1 credit

Prerequisite: As determined by college.

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.

ILT 166 Motors and Transformers I: 3 credits

Prerequisite: As determined by college.

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.

ILT 169 Hydraulics/Pneumatics: 3 credits

Prerequisite: As determined by college.

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.

ILT 180 Special Topics: 3 credits

Prerequisite: As required by program.

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.

ILT 194 Programmable Logic Controllers I: 3 credits

Prerequisite: As determined by college.

This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation

procedures, and methods of entering, executing, debugging, and changing programs. This lab enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.

ILT 196 Programmable Controllers II: 3 credits

Prerequisite: As required by college.

This course includes the principles of state-of-the art programmable logic controls (PLC's), including hardware, programming, and program design. Emphasis is placed on, but not limited to, the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems.

ILT 201 Industrial Electronics: 3 credits

Prerequisite: As required by college

This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion of this course, students should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as, perform necessary calculations.

ILT 202 Industrial Electronics Lab: 2 credits

Prerequisite: As required by program.

This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion of this course, students should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

ILT 209 Motor Controls I: 3 credits

Prerequisite: As required by program.

This course covers the use of motor control systems, 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.

ILT 222 Advanced Programmable Logic Controllers: 3 credits

Prerequisite: As required by program.
This course focuses on advanced PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of advanced PLCs.

ILT 223 Advanced Programmable Logic Controllers Lab: 2 credits

Prerequisite: As required by program.
This lab emphasizes advanced PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of advanced PLCs.

ILT 227 National Electric Code: 2 credits

Prerequisite: As required by program.
The course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon completion, students should be able to apply principles of National Electrical Code Manual to specific residential, commercial, and industrial applications.

ILT 229 PC Repair: 3 credits

Prerequisite: As required by program.
This course covers the repair of personal computers including hardware and software problems. Proper procedures for circuit card handling and replacement, installation of various drivers and installation of software are covered. This course helps prepare the student for the A+ certification. Upon completion of this course, the student should be able to explain the proper procedures used in handling and replacing circuit cards, drives, memory and installing software.

ILT 230 Computer Repair Lab: 2 credits

Prerequisite: As required by program.
Corequisite: ILT 229.
This course allows the student to practice using the proper procedure discussed in the theory course. Students will repair computers following the proper procedures covered. This course will help prepare the student for the A+ certification. Upon completion of this course, the student should be able to repair a personal computer.

ILT 239 Certification Preparation: 3 credits

Prerequisite: As required by program.
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.

ILT 269 Introduction to Networking: 3 credits

Prerequisite: Permission of Instructor
Corequisite: ILT 270
This course is a study of the basic concepts of LAN and WAN. Topics include topologies, media, computer hardware and software used in networking. Network administrative procedures and security techniques will be introduced and observed.

ILT 270 Introduction to Networking Lab: 2 credits

Prerequisite: Permission of Instructor
Corequisite: ILT 269
This course provides students the working knowledge of networks by installing a LAN including cables and other hardware, as well as software. Planning and implementation of the network will be documented using current networking standards. This is designed to introduce students to the hands-on procedures for basic network setup.

**INT - INDUSTRIAL MAINTENANCE
TECHNOLOGY**

INT 105 Introduction to Process Technology: 3 credits

Prerequisite: As determined by college.
This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of

process control technology and the application of various instruments used to control processes in an industrial setting.

INT 112 Industrial Maintenance Safety Procedures: 3 credits

Prerequisite: As required by program.

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lockout procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health safety practices in an industrial production setting.

INT 117 Principles of Industrial Mechanics: 3 credits

Prerequisite: As determined by college.

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.

INT 118 Fundamentals of Industrial Hydraulics and Pneumatics: 3 credits

Prerequisite: As determined by college.

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

INT 119 Principles Mechanical Measurement and Technical Drawing: 3 credits

Prerequisite: As required by program.

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers,

micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

INT 121 Industrial Hydraulics Troubleshooting: 3 credits

Prerequisite: As required by college.

This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion, students will demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 126 Preventive Maintenance: 3 credits

Prerequisite: As determined by college.

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.

INT 127 Principles of Industrial Pumps and Piping Systems: 3 credits

Prerequisite: As determined by college.

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

INT 153 Precision Machining Fundamentals I: 3 credits

Prerequisite: As determined by college.

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will

have the ability to use precision measurement instruments and to read mechanical drawings.

INT 158 Industrial Wiring I: 3 credits

Prerequisite: As determined by college.

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

INT 180 Special Topics: 2 credits

Prerequisite: As required by college.

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.

INT 206 Industrial Motors I: 3 credits

Prerequisite: As required by college.

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

INT 212 Industrial Motor Control I: 3 credits

Prerequisite: As determined by college.

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.

INT 221 DC Fundamentals: 3 credits

Prerequisite: As required by program.

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.

INT 223 AC Fundamentals: 3 credits

Prerequisite: As required by program.

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 design AC circuits and explain the function of alternating circuits 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.

INT 234 Principles of Industrial Maintenance Welding and Metal Cutting Techniques: 3 credits

Prerequisite: As required by program.

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

INT 251 Introduction to Programmable Logic Control: 3 credits

Prerequisite: As required by program.

This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply,

introductory numbering systems, relay/programming logic, and field wiring/installation and start-up. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems.

INT 284 Applied Principles of Programmable Controllers: 3 credits

Prerequisite: As required by program.

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

MCM - MASS COMMUNICATION

MCM 100 Introduction to Mass Communication: 3 credits

Prerequisite: As required by program.

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. Code B

MCM 102 Writing For The Mass Media: 3 credits

Prerequisite: As required by program.

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Code B

MSP - MACHINE SHOP TECHNOLOGY

MSP 101 Basic Machining Technology: 5 credits

Prerequisite: As required by program. (Corequisite: MSP 104.)

This course introduces machining operations as they relate to the metal working 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.

MSP 102 Intermediate Machining Technology: 5 credits

Prerequisite: MSP 101.

This course provides additional instruction and practice in use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup 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.

MSP 103 Advanced Machining Technology: 5 credits

Prerequisite: MSP 102.

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MSP 104 Basic Machining Calculations: 2 credits

Prerequisite: As required by program.

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.

MSP 105 Lathes: 3 credits

Prerequisite: As required by program.

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.

MSP 111 Introduction to Computer Numerical Control: 2 credits

Prerequisites: MSP 101, MSP 104.

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.

MSP 112 Basic Computer Numerical Control Turning: 3 credits

Prerequisite: As required by program.

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 centers.

MSP 120 Intermediate Blueprint Reading: 2 credits

Prerequisite: As required by program.

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

MSP 121 Basic Blueprint Reading for Machinists: 2 credits

Prerequisite: As required by program.

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.

MSP 122 Milling Machines: 3 credits

Prerequisite: MSP 101.

This course provides instruction and practice in the use of milling machines. Emphasis is placed on the construction, operation, and maintenance of milling machines. Upon completion, students should be able to design, cut, and manufacture tools and fixtures.

MSP 131 Introduction to Metrology: 2 credits

Prerequisite: As required by program.

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MSP 132 Grinding Machines: 3 credits

Prerequisite: MSP 101.

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.

MSP 142 Advanced Machining Calculations: 2 credits

Prerequisite: MSP 104.

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MSP 181, 182, 281, 282 Special Topics in Machine Shop Technology: 1-3 credit(s)

Prerequisite: As required by program.

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.

MSP 291-292 Co-Op in Machine Shop Technology: 1-3 credits

Prerequisite: As required by program.

Student work on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluates students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

MTH - MATHEMATICS

MTH 090 Basic Mathematics: 3 Institutional credits

Prerequisite: As required by program.

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. This class will be taught as a self-paced course utilizing a computer lab.

MTH 091-092 Developmental Algebra I & II: 3 Institutional credits

Prerequisite: MTH 090 or appropriate mathematics placement score.

This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra. These classes will be taught as a self-paced course utilizing a computer lab.

MTH 098 Elementary Algebra: 3 Institutional credits

Prerequisite: MTH 090 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. This class will be taught as a self-paced course utilizing a computer lab.

MTH 100 Intermediate College Algebra: 3 credits

Prerequisite: MTH 092 or MTH 098 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. This class will be taught as a self-paced course utilizing a computer lab. Code B

MTH 110 Finite Mathematics: 3 credits

Prerequisite: All core mathematics courses in Alabama must have as minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken pass/fail) 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

MTH 112 Precalculus Algebra: 3 credits

Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) 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

MTH 113 Precalculus Trigonometry: 3 credits

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 (S if taken as pass/fail) 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

MTH 116 Mathematical Applications: 3 credits

Prerequisite: MTH 090 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. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics. This class will be taught as a self-paced course utilizing a computer lab. Code C

MTH 120 Calculus and Its Applications: 3 credits

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 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

MTH 125 Calculus I: 4 credits

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 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

MTH 126 Calculus II: 4 credits

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

MTH 227 Calculus III: 4 credits

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

MTH 231 Math for the Elementary Teacher I: 3 credits

Prerequisite: As required by program.

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; used 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

MTH 232 Math for the Elementary Teacher II: 3 credits

Prerequisite: MTH 231.

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

MTH 237 Linear Algebra: 3 credits

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, eigenvalues 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

**MTH 238 Applied Differential Equations I:
3 credits**

Corequisite: 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

MUL - MUSIC ENSEMBLES

**MUL 170, 171 Music Workshop I, II
270, 271 Music Workshop III, IV:
1-2 credits**

Prerequisite: As required by program.

This course is a seminar of 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

**MUL 180,181 Chorus I, II
280, 281 Chorus III, IV: 1-2 credits
Code B**

**MUL 182, 183 Vocal Ensemble I, II
282, 283 Vocal Ensemble III, IV:
1-2 credits Code B**

**MUL 184, 185 Jazz/Show Choir I, II
284, 285 Jazz/Show Choir III, IV:
1-2 credits Code B**

**MUL 190, 191 Concert Band I, II
290, 291 Concert Band III, IV: 1-2 credits
Code B**

**MUL 192, 193 Instrumental Ensemble I, II
292, 293 Instrumental Ensemble III, IV:
1-2 credits Code B**

**MUL 196, 197 Jazz/Show Band I, II
296, 297 Jazz/Show Band III, IV:
1-2 credits Code B**

Music Ensembles

Prerequisite: As required by program.

This course provides 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.

MUS - MUSIC APPRECIATION

MUS 101 Music Appreciation: 3 credits

Prerequisite: As required by program.

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 A

MUS 217 Jazz Improvisation: 1-2 credits

Prerequisite: As required by program.

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble. Code C

NAS - NURSING ASSISTANT

**NAS 100 Long Term Care Nursing Assistant:
4 credits**

Prerequisite: As required by program.

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-

term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NUR - NURSING COURES (ADN & PN)

NUR 102 Fundamentals of Nursing: 6 credits

Prerequisite: As required by program.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103 Health Assessment: 1 credit

Prerequisite: As required by program.

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

NUR 104 Introduction to Pharmacology: 1 credits

Prerequisite: As required by program.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an

overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105 Adult Nursing: 8 credits

Prerequisite: As required by program.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts as integrated.

NUR 106 Maternal and Child Nursing: 5 credits

Prerequisite: As required by program.

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

NUR 107 Adult/Child Nursing: 8 credits

Prerequisite: As required by program.

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care of clients experiencing burns, cancer, and emergent conditions. Nutrition pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

NUR 108 Psychosocial Nursing: 3 credits

Prerequisite: As required by program.

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

NUR 109 Role Transition for the Practical Nurse: 3 credits

Prerequisite: As required by program.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

NUR 200 Nursing Career Mobility Assessment: 6 credits

Prerequisite: As required by program.

This course is designed to provide PN mobility students, self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selection theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 nontraditional hours at the completion of the PN mobility curriculum.

NUR 201 Nursing Through the Life-span I: 5 credits

Prerequisite: As required by program.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional

instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 202 Nursing Through the Life-span II: 6 credits

Prerequisite: As required by program.

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203 Nursing Through the Life-span III: 6 credits

Prerequisite: As required by program.

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the life-span in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204 Role Transition for the Registered Nurse: 4 credits

Prerequisite: As required by program.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

OAD - OFFICE ADMINISTRATION

OAD 100 Into to Keyboarding and Technology: 3 credits

Prerequisite: As required by program.

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

OAD 101 Beginning Keyboarding: 3 credits

Prerequisite: As required by program.

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

OAD 103 Intermediate Keyboarding: 3 credits

Prerequisite: OAD 101 and/or as required by program.

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

OAD 104 Advanced Keyboarding: 3 credits

Prerequisite: OAD 103 and/or as required by program.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercise. Emphasis is on the production of business documents using decision-making skills. 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 high-quality business documents. Code C

OAD 110 Computer Navigating: 3 credits

Prerequisite: As required by program.

This course is designed to introduce the student to the Windows environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. Code C

OAD 125 Word Processing: 3 credits

Prerequisite: OAD 101 and/or as required by program.

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

OAD 126 Advanced Word Processing: 3 credits

Prerequisite: OAD 125 and/or as required by program.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and lab exercise. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate advanced business documents. Code C

OAD 131 Business English: 3 credits

Prerequisite: As required by program.

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

OAD 133 Business Communications: 3 credits

Prerequisite: OAD 131 and/or as required by program.

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Code C

OAD 135 Financial Record Keeping: 3 credits

Prerequisite: As required by program.

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

OAD 137 Computerized Financial Record Keeping: 3 credits

Prerequisite: OAD 136 and/or as required by program.

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

OAD 138 Records/Information Management: 3 credits

Prerequisite: As required by program.

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

OAD 200 Machine Transcription: 3 credits

Prerequisite: OAD 103.

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Code C

OAD 202 Legal Transcription: 3 credits

Prerequisite: OAD 103 and/or as required by instructor.

This course is designed to familiarize the students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing legal documents

from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents. Code C

OAD 211 Medical Terminology: 3 credits

Prerequisite: As required by program

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

OAD 212 Medical Transcription: 3 credits

Prerequisite: OAD 103.

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Core C

OAD 217 Office Management: 3 credits

Prerequisite: As required by program.

This course is designed to develop skill necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the students should be able to demonstrate effective supervision in the modern office. Core C

OAD 218 Office Procedures: 3 credits

Prerequisite: OAD 101.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Core C

OAD 230 Computerized Desktop Publishing: 3 credits

Prerequisite: As required by program.

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and lab exercise. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Code C

OAD 242 Office Internship: 1-3 credits

Prerequisite: As required by program.

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. Code C

OAD 245 Data Entry: 3 credits

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 data entry tasks through classroom instruction and lab exercise. Emphasis is on the basic features of data-entry software, terminology, and proper file and disk management procedures. Upon completion, the student should be able to demonstrate a basic understanding of data-entry applications. Code C

OAD 246 Office Graphics and Presentations: 3 credits

Prerequisite: OAD 125 and/or as required by program.

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 makeup of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Code C

ORI - ORIENTATION

ORI 101 Orientation to College: 1-2 credits

Prerequisite: As required by program.

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. Code C

PED - PHYSICAL EDUCATION

PED 100 Fundamentals of Fitness: 3 credits

Prerequisite: As required by program.

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

PED 101 Slimnastics (Beginning): 1 credit

Prerequisite: As required by program.

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. Code C

PED 102 Slimnastics (Intermediate): 1 credit

Prerequisite: As required by program.

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Code C

PED 103 Weight Training (Beginning): 1 credit

Prerequisite: As required by program.

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

PED 104 Weight Training (Intermediate): 1 credit

Prerequisite: As required by program.

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

PED 105 Personal Fitness: 1 credit

Prerequisite: As required by program.

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

PED 106 Aerobics: 1 credit

Prerequisite: As required by program.

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. Code C

PED 118 General Conditioning (Beginning): 1 credit

Prerequisite: As required by program.

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

PED 119 General Conditioning (Intermediate): 1 credit

Prerequisite: PED 118 and/or as required by program.

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

PED 121 Bowling (Beginning): 1 credit

Prerequisite: As required by program.

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and

delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. Code C

PED 123 Golf (Beginning): 1 credit

Prerequisite: As required by program.

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 176 Volleyball (Beginning): 1 credit

Prerequisite: As required by program.

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Code C

PED 200 Foundations of Physical Education: 3 credits

Prerequisite: As required by program.

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

PED 227 Angling: 1 credit

Prerequisite: As required by program.

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using bait caster and spinning reels and identify the various types of artificial lures. Code C

PED 238 Sailing: 1 credit

Prerequisite: As required by program.

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot typing, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

PED 252 Varsity Baseball: 1 credit

Prerequisite: As required by program.

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

PED 253 Varsity Golf: 1 credit

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. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf. Code C

PED 254 Varsity Softball: 1 credit

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. Upon completion, students should be able to play competitive softball. Code C

PED 255 Varsity Tennis: 1 credit

Prerequisite: As required by program.

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

PED 258 Varsity Volleyball: 1 credit

Prerequisite: As required by program.

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Code C

PHL - PHILOSOPHY

PHL 106 Introduction to Philosophy: 3 credits

Prerequisite: As required by program.

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era. Code A

PHL 206 Ethics and Society: 3 credits

Prerequisite: As required by program.

This course involves the study of ethical issues which 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

PHS - PHYSICAL SCIENCE

PHS 111 Physical Science: 4 credits

Prerequisite: As required by program.

This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Code A

PHS 112 Physical Science II: 4 credits

Prerequisite: As required by program.

This course provides the nontechnical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. Code A

PHY - PHYSICS

PHY 120 Introduction to Physics: 4 credits

Prerequisite: MTH 098 or higher.

This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required. Code C

PHY 201 General Physics I-Trig Based: 4 credits

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

PHY 202 General Physics II -- Trig Based: 4 credits

Prerequisite: PHY 201

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics

circuits, magnetism, and modern physics. Laboratory is required. Code A

PHY 205 Resitation in Physics I: 1 credit

Prerequisite: As required by program.

One hour weekly purely for problem solving.

PHY 206 Resitation in Physics II: 1 credit

Prerequisite: As required by program.

One hour weekly purely for problem solving.

**PHY 213 General Physics With Calculus I:
4 credits**

Prerequisite: MTH 125 and/or as required by program.

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.

**PHY 214 General Physics With Calculus II:
4 credits**

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

PHY 216 Resitation In Physics with Cal I: 1 credit

Prerequisite: As required by program.

One hour weekly purely for problem solving. Code C

**PHY 217 Resitation in Physics with Cal II:
1 credit**

Prerequisite: As required by program.

One hour weekly purely for problem solving. Code C

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

POL - POLITICAL SCIENCE

POL 103, 104, 105 Current Affairs: 2 credits

Prerequisite: As required by program.

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination

**POL 200 Introduction to Political Science:
3 credits**

Prerequisite: As required by program.

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

**POL 211 American National Government:
3 credits**

Prerequisite: As required by program.

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

POL 220 State and Local Government: 3 credits

Prerequisite: As required by program.

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local and national governments of the U.S. and function as more informed participants of state and local political systems. Code B

PSY - PSYCHOLOGY

PSY 200 General Psychology: 3 credits

Prerequisite: As required by program.

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

PSY 210 Human Growth and Development: 3 credits

Prerequisite: PSY 200.

This course is the study of psychological, social, and physical factors that affect human behavior from conception to death. Code A

RDG - READING

RDG 085 Developmental Reading III: 1-3 Institutional credits

Prerequisite: Equivalent placement score.

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

REL - RELIGION

REL 151 Survey of the Old Testament: 3 credits

Prerequisite: As required by program.

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

REL 152 Survey of the New Testament: 3 credits

Prerequisite: As required by program.

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

SOC - SOCIOLOGY

SOC 200 Introduction to Sociology: 3 credits

Prerequisite: As required by program.

This course is an introduction to the vocabulary,

concepts, and theory of sociological perspectives of human behavior. Code A

SOC 210 Social Problems: 3 credits

Prerequisite: SOC 200.

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Code A

SOC 247 Marriage and the Family: 3 credits

Prerequisite: SOC 200.

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. Code B

SPA - SPANISH

SPA 101 Introductory Spanish I: 4 credits

Prerequisite: As required by program.

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

SPA 102 Introductory Spanish II: 4 credits

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

SPA 201 Intermediate Spanish I: 3 credits

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

SPA 202 Intermediate Spanish II: 3 credits

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

SPH - SPEECH

SPH 106 Fundamentals of Oral Communication: 3 credits

Prerequisite: As required by program.

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

SPH 107 Fundamentals of Public Speaking: 3 credits

Prerequisite: As required by program.

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 foundation, communication theories and student performances are emphasized. Code A

SPH 116 Introduction to Interpersonal Communication: 3 credits

Prerequisite: As required by program.

This course is an introduction to the basic principles of interpersonal communication. Code A

THR - THEATER ARTS

THR 120 Theater Appreciation: 3 credits

Prerequisite: As required by program.

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

THR 126 Introduction to Theater: 3 credits

Prerequisite: As required by program.

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. Code A

WDT - WELDING

WDT 108 SMAW Fillet/OFC: 3 credits

Prerequisite: As required by program.

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, setup 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.

WDT 109 SMAW Fillet/PAC/CAC: 3 credits

Prerequisite: As required by program.

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, setup 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.

WDT 110 Industrial Blueprint Reading: 3 credits

Prerequisite: As required by program.

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.

WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory: 3 credits.

Prerequisite: As required by program.

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.

WDT 120 Shielded Metal Arc Welding Groove Theory: 3 credits

Prerequisite: As required by program.

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.

WDT 122 SMAW Fillet/OFC Lab: 3 credits

Prerequisite: As required by program.

This course is designed to introduce the student to the proper setup 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.

WDT 123 SMAW Fillet/PAC/CAC Lab: 3 credits

Prerequisite: As required by program.

This course is designed to introduce the student to the proper setup 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.

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab: 3 credits

Prerequisite: As required by the program.

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 setup, joint design and preparation, and gases.

WDT 125 Shielded Metal Arc Welding Groove Lab: 3 credits

Prerequisite: As required by program.

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.

WDT 182 Special Topics: 3 credits

Prerequisite: As required by program.

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.

WDT 217 SMAW Carbon Pipe Theory: 3 credits

Prerequisite: As required by program.

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.

WDT 257 SMAW Carbon Pipe Lab: 3 credits

Prerequisite: As required by program.

Corequisite: 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.

PERSONNEL

ADMINISTRATION AND CONTROL

Central Alabama Community College is under the control of the State Board of Education through the Chancellor, and is operated in accordance with approved standards.

ALABAMA STATE BOARD OF EDUCATION

Gov. Bob Riley -- President

Mr. Bradley Byrne -- Chancellor

<u>Member</u>	<u>Town</u>	Congressional <u>District</u>
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Dr. Mary Jane Caylor	Huntsville	Eighth

ADMINISTRATION

- McGuirt, Linda A. Interim President
B.S., University of Montevallo
M.Ed., Auburn University
- Bolton, Melenie C. Provost/Associate Dean of Instruction
B.S.N., Jacksonville State University
M.S.N., University of Alabama at Birmingham
Ph.D., University of Alabama
- Bradford, Tara Lee Associate Dean of Business Operations
B.S., B.A., Troy State University
M.B.A., Troy State University
C.P.A., State of Alabama
- Graham, Betty Carol Vice President
B.S., Jacksonville State University
M.A., University of Montevallo
A.A., Auburn University
L.I.D., University of West Alabama
- Harkins, Amanda L. Dean of Students
B.S., Jacksonville State University
M.S., Troy State University in Montgomery
- Pearson, Amelia R. Provost/Dean of Instruction
B.A., University of Tennessee
M.Ed., Auburn University
Ed.D., Auburn University
- Spraggins, William Lynn Dean of Business Operations
A.S., Alexander City State Junior College
B.S., Auburn University at Montgomery
M.S.P.A., Troy University at Montgomery
- Thompson, James A. Associate Dean of Federal Programs
B.S., Auburn University
M.A.C.T., Auburn University
Ed.D., Auburn University

COUNSELORS, INSTRUCTORS, AND LIBRARIANS

- Amberson, Benjamin L Machine Shop
 Diploma, Wallace College
 A.A.S., Central Alabama Community College
- Billingsley, Wanda M Mathematics
 B.S., University of Montevallo
 M.Ed., University of Montevallo
- Blackstone, Sonja B. Computer Science
 Diploma, Nunnelley State Technical College
 B.S., Athens State College
 M.P.A., Jacksonville State University
- Blair, James T. Mathematics
 B.S., Livingston University
 M.Ed., Auburn University Montgomery
- Bland, Glenda M. Chair, Counseling Services,
 Student Activities Coordinator
 Childersburg Campus
 B.B.A., University of Montevallo
 M.Ed., University of Montevallo
 Ed.S., University of Alabama at Birmingham
- Brackeen, G. Nathan Chair, Liberal Arts, Math and Science,
 Childersburg Campus
 English/Speech
 B.S., University of Alabama
 M.A., University of Alabama
- Branch, Joseph W. Chemistry/Physical Science
 B.S., Stetson University
 M.S., Florida State University
- Brown, Laura K. Chair, Transitional Education,
 English
 B.S., Auburn University
 M.A., University of Alabama at Birmingham
- Carr, Scotty Machine Shop/Tool & Die Instructor
 A.A.S., Central Alabama Community College
- Cleveland, Debbie S. Nursing
 B.S.N., Auburn University
 M.S.N., Troy State University
 M.S.N., University of Alabama at Birmingham
- Cline, James Ralph Chair, Business, Computer Science, and Technology,
 Childersburg Campus
 Computer Science
 Diploma, Nunnelley State Technical College
 A.A., Jefferson State Community College
 B.A., Samford University
 M.P.A., Jacksonville State University

- Coleman, Charles Daniel Drafting and Design Technology
 Diploma, Nunnelley State Technical College
 B.S., University of Alabama at Birmingham
 M.B.A., Jacksonville State University
- Duck, Barry G. Electronics Technology
 A.A.S., Central Alabama Community College
- Fuller, Crystal Dee Nursing
 A.D.N., Gadsden State Community College
 B.S.N., Jacksonville State University
 M.S.N., University of Alabama in Birmingham
- Grice, Cynthia B. Nursing
 B.S.N., Jacksonville State University
 M.S.N., University of Alabama at Huntsville
- Griffin, Stephen W. Music, Band
 B.S., Elon College
 M.S., George Peabody College
- Hornsby, Jane C English
 A.A., Florida College
 B.S., University of Alabama
 M.A., University of Alabama at Birmingham
 Ed.S., University of Alabama at Birmingham
- House, Christopher Computer Science
 B.B.A., University of Montevallo
 M.B.A., Samford University
- Huffman, E. Karen Sociology/History
 B.S., Auburn University
 M.A., Auburn University
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 M.S.N., Troy University
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 Certificate, Nunnelley State Technical College
 A.A.S., Central Alabama Community College
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 M.A., University of Montevallo
- Kelly, Donald L. Accounting/Business
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 C.P.A., State of Alabama

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B.S.N., University of Alabama	
M.S.N., Troy State University	
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M.S., Auburn University	
Ph.D., Auburn University	
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M.S., Troy State University, Montgomery	
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M.Ed., Auburn University	
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A.A., Alabama Aviation and Technical College	
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B.S., Athens State University	
M.S., Nova Southeastern University	
Mitchell, Anne-Marie	Psychology
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M.S., Auburn Univeristy Montgomery	
Mitchell, Brandy L.	English
B.A., Mississippi State University	
M.A., Mississippi State University	
Mitchell, Elizabeth	Mathematics
A.A., San Jacinto College	
B.S., Stephen F. Austin University	
M.Ed., University of South Alabama	
Motley, Nan M.	Cosmetology
A.A., Southern Union State Community College	
A.S., Southern Union State Community College	
Munoz, Julie	Clinical Nursing
B.S.N., University of South Alabama	
Nicholson, King Walker	Physics/Mathematics
B.S., Oklahoma State University	
M.S., Oklahoma State University	
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B.S., Auburn University	
M.B.A., Auburn University	
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 B.S., Troy State University Nursing Instructor
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 B.A., Nazareth College
 M.Ed., Auburn University

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 M.Ed., Auburn University

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 M.Ed., Auburn University
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 B.A., Birmingham Southern University
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 M.A., Auburn University Psychology Instructor
 Ed.D., Auburn University
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 A.S., Central Alabama Community College
 B.S., Faulkner University
 M.S., Southern Christian University
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- Yarbrough, Clifton B. Institutional Assessment and Research Assistant
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ADMINISTRATIVE AND SUPPORT STAFF

- Baker, Gregory L. Supervisor of Maintenance
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 A.S., Alexander City State Junior College
 B.S., Judson College
 B.S., Auburn University

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 AA, Central Alabama Community College

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 A.S., Alexander City State Junior College

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Hatch, Annette M. Receptionist/Switchboard Operator
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Harris, Joseph O. General Maintenance
Heritage Trail Conference Center/Pioneer Village

Hunter, April D. Human Resources Director
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M.P.A., Auburn University Montgomery

Hurst, Jason B. Director of Workforce Development
A.A.S., Ayers State Technical College and Talladega Center
B.S., Athens College
M.S., Auburn University

Ingram, Carolyn D Catalog and Reference Librarian
B.S., University of Alabama

Ingram, Sherry B. Switchboard Operator

Jackson, Hazel D. Administrative Assistant to Business Office
A.A., Central Alabama Community College Childersburg Campus

James, Joseph Daniel Welding, Skills Training
Certificate, Southern Union State Community College

Jennings, David M. Golf Coach/Institutional Development Assistant

Jews, Phyllis Y. Administrative Secretary for Adult Education
B.A., Huntingdon College and Skills Training
M.B.A., Jacksonville State University

Landers, Charles Seth Michael Building Technician
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B.A. & B.S., Auburn University Financial Aid Assistant
M.A., Trevecca Nazarene University

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 Governmental Relations

Mann, Michael G. Industry Training Specialist/Chair of Technical Division
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 M.E.E., Georgia Institute of Technology

Mayes, Robert K. Transportation/ Maintenance

McLain, Eric D Supervisor of Maintenance
 A.S., Alexander City State Junior College Childersburg Campus

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 A.S., Central Alabama Community College

Mitchell, Sheila F. Coordinator of Restricted Funds
 B.S., Jacksonville State University

Morgan, William Clay Manager of the
 Heritage Trail Conference Center

Morris, Loretta Financial Aid Secretary
 A.S., Central Alabama Community College

Nelson, Mitchell B General Laborer
 Heritage Trail Conference Center

Pitts, Ronny L. Grounds Technician

Pritchard, Brett H. Recruiter/Coordinator of High School and Public Relations
 A.S., Central Alabama Community College
 B.A., Auburn University
 M.Ed., Alabama State University

Radney, Mary Lee Administrative Assistant for Instructional Services
 A.S., Alexander City State Junior College

Reeves, Leslie J. Information Systems Secretary for Adult Education/
 A.A., Central Alabama Community College Skills Training
 B.S., Faulkner University Childersburg Campus
 M.Ed., University of Montevallo

Roberts, Pollye L Secretary for Student Support Services
Childersburg Campus

Sims, Jr. Herbert D. Director, Adult Education/Skills Training
A.B., Jacksonville State University Childersburg Campus
M.Ed., University of Alabama

Smith, Curtis W. Computer Technician
A.A.S., Central Alabama Community College

Smith, Ronda Elisha Financial Aid Secretary
A.S., Central Alabama Community College
B.S., University of South Alabama

Stephens, Janice S. Registrar
Diploma, Nunnelley State Technical College
A.S., Central Alabama Community College
B.S., Faulkner University

Storey, Wesley Meadows Director of Institutional Services
A.A.S., Alexander City State Junior College
B.S., Troy State University in Montgomery
M.S., Troy State University in Montgomery

Swain, Marvin Custodian
Childersburg Campus

Tippins, Dorothy Diann Academic Advisor
B.S., Jacksonville State University
M.S., Troy University

Veazey, Melanie M. Adult Education Instructor
B.S., Judson College Alexander City Campus

Walker, David R. Purchasing Agent
B.S., Jacksonville State University

Walker, James Lynn Maintenance Technician
Alexander City Campus

Watkins, Albert W. Math Tutor/Student Support Services
B.S., West Texas State University
M.A., University of Phoenix

Weeks, Beth R. Library Assistant
Childersburg Campus

Whaley, Donna M. Admissions Specialist
A.A.S., Central Alabama Community College
B.S., Troy University

Williams, Linda W. Cashier
B.B.A., Faulkner University Alexander City Campus

Wilson, John M. Grounds Technician

Wynn, John M. Evening Program Supervisor
B.A., Mississippi College Alexander City Campus
M.Ed., Auburn University

Alabama Technology Network

Barnett, Greg Industrial Support Specialist

Carden, Kelly Public Relations/Marketing

Crews, Michael Program Manager
A.A., Pensacola Junior College
B.S., University of West Florida
M.S., University of Maryland

Graham, Jeff Director of Alabama Technology Network
B.S.T.M.T., Auburn University

Hearn, Rusty Senior Project Coordinator
B.S., Auburn University
M.A., Ball State University



STUDENT HANDBOOK

GENERAL INFORMATION

The role of the office of Student Services is to support the student's educational experience outside the formal classroom program. Among its concerns are student activities, recreation, student organizations, disciplinary actions, disabled student services, college and career counseling, placement testing services, GED testing services, admissions, and registration of students.

ACT TESTING

The Alexander City campus is an approved test center for the ACT. Registration packages are available in the Student Services area in the Administration Building. Dates for the test and registration procedure are included with the package. Tests are given in October, December, February, April, and June; but students must register with ACT at least one month in advance.

STUDENT ACTIVITIES

The educational development of students requires many activities in addition to classroom instruction. The College provides opportunities for participation in student government, various clubs, social functions, and intercollegiate athletics (page 62). CACC encourages and supports the participation of students of all races in all extracurricular activities. All student organizations wishing to sponsor events on campus must get the official forms from Mrs. Glenda Bland, Coordinator of Student Activities, on the Childersburg Campus or Dave Jennings on the Alexander City Campus .

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS, SMOKING, AND TOBACCO

Central Alabama Community College lends its full support to all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. The College also expects its students to abide by accepted standards of social conduct. Evidence of intoxication will be considered a serious offense.

The possession or consumption of alcoholic beverages by students or their guests on Central Alabama Community College property or at a official colleges sanctioned function is believed to be inconsistent with the educational objectives of the College, and such possession or consumption is for this reason expressly prohibited.

It is the responsibility of each organization to see that those in attendance at the social functions and meetings conduct themselves in accordance with College regulations and accepted standards of social conduct.

Central Alabama Community College is a smoke-free and tobacco-free facility. Information regarding areas where smoking and use of tobacco is permitted is available on each campus.

BOOKSTORE

College students are required to furnish their own textbooks and general supplies. A bookstore is maintained on the Alexander City and Childersburg campuses as a convenience for students. Special supplies and textbooks that the student may need can be purchased on campus. The Talladega Center will have a temporary bookstore available during registration only.

COUNSELING SERVICES

The College provides a staff of professional counselors for all students in the planning and selection of courses and appropriate goals. Counseling services are also provided to assist each student in making the best possible adjustment to college life. Each student is encouraged to take advantage of the counseling service which offers help in developing satisfactory personal and social relationships as well as educational and occupational planning. Counselors are available throughout the semester to meet with students. Each student is encouraged to schedule an appointment with an advisor prior to registration each semester to discuss his/her concerns.

The counseling staff is available to assist students in planning transitional, occupational, and transfer programs and to

render assistance through financial aid sources to students seeking loans and scholarships. The counselors will assist students in the selection of a college or university to which they may transfer upon completion of the community college courses. CACC participates in the **ST**atewide **A**rticulation **R**eporting **S**ystem (STARS). STARS is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about transfer information, course equivalents, and degree requirements pertaining to specific majors at each state-funded four-year institution in Alabama. STARS is an efficient and effective way of providing students with accurate information upon which transfer decisions can be made. Students may access STARS on the Internet at <http://stars.troy.edu>. Students who do not have access to a computer at home may use the computer labs that are available on all campuses. Also, computers are available for student use in the libraries of the Alexander City and Childersburg campuses and Talladega Center. Students needing assistance with obtaining a transfer guide are encouraged to see a counselor.

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

DRESS CODE

Dress for both students and employees should be appropriate for a classroom setting. Dress should be neither distracting nor offensive to others. Some programs and courses may have specific dress requirements by which students must abide for purposes of safety, identification, or experimental learning.

HEALTH SERVICES

Medical or hospital facilities are not provided by the College. If a student becomes ill and requests to see a doctor or be taken home, he/she should call the Office of Student Services.

MENINGOCOCCAL DISEASE

Since certain factors may place college students at increased risk for meningococcal disease, the Advisory Committee on Immunization Practice (ACIP), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that students who want to reduce their risk for meningococcal disease be administered the meningococcal vaccine. CACC does not require this vaccine nor does CACC provide administration of the vaccine. The vaccine may be obtained through the student's personal physician.

LIBRARY

There are two campus libraries at CACC; the Thomas D. Russell Library and the Bill Nichols Support Media Center. The Thomas D. Russell Library on the Alexander City Campus is a 33,211 square foot facility, consisting of three floors. Print resources are housed on the first floor and part of the second floor. The collection consists of approximately 32,276 books, 154 current periodical titles, 12 newspapers, 12,815 bound periodicals, and 2,342 reels of newspapers and magazines on microfilm. The library also has an Alabama collection consisting of artifacts, documents, and memorabilia. Access to resources in other libraries is available through the OCLC/SOLINET databank. The library is open at least 60 hours each week; library hours and necessary changes are posted each semester. Vacation schedules for each library will be posted each semester.

The College Distance Learning classroom on the Alexander City campus is located on the second floor of the Library.

The library on the Childersburg Campus is housed in the Bill Nichols Support Media Center. The collection consists of approximately 7,100 books, 120 current periodical titles, 12 current newspapers, and 1,200 reels of microfilm. Materials that are not available at the CACC libraries may be obtained through interlibrary loans. Internet access is available as well as access to the Alabama Virtual Library. The library is open Monday through Friday with hours and necessary changes posted each semester.

Library books may be checked out for a two-week period subject to renewal if no other user has requested the item. A user may have no more than five books checked out at any time. In Childersburg, only one book at a

time may be checked out from a subject area. Overdue book fines are charged at 25 cents per day. If library materials are not returned or are returned damaged or incomplete, the user will be charged their cost and a \$5.00 processing fee. If a student fails to return books or pay fines, a hold will be placed on his/her record. Registration will not be allowed nor grades/transcripts released until fines are paid.

Students in Talladega are provided library services through a cooperative agreement with the Talladega Public Library. That library's policies will apply, but grades/transcripts will be held due to unpaid fines or lost books just as in the campus libraries. Students also have the Alabama Virtual Library's resources available on computers on campus.

Reference books, magazines, periodicals, pictures, records, tapes, video film strips and other audiovisual materials, and the Alabama Room collection may not be checked out for use outside the library.

The Alabama Virtual Library provides students, instructors, and citizens with on-line access to a wealth of information in the library. Through verifiable sources such as scholarly journals, news magazines, encyclopedias, and other reference tools, accurate results are provided in a format and venue students know --- the world wide web.

Computers with Internet service are available in each library. It is against College policy to access pornographic materials on the College campus. Students who access such materials will be asked to leave the facility and denied further use of college computers.

LOST AND FOUND

The clearinghouse for all lost and found articles on either campus is the Student Services area in the Administration Building. Students who find anything in the buildings or on the grounds, should take the item to the Student Services office. In Talladega lost and found items should be turned into the Director's office. Students are urged to put their names in all textbooks and notebooks, and on calculators and other equipment. Report any missing book to the Bookstore immediately.

PARKING AND VEHICLES ON CAMPUS

Alexander City Campus

The Alexander City campus has approximately 452 marked parking spaces. Students should observe the following policies:

1. Students should park only in a marked parking space and should never park where a curb has been painted yellow. The speed limit is 20 miles per hour on the campus; students should observe the posted speed limit. There are pedestrians who use campus streets for walking as part of their wellness program. Students should watch carefully for walkers and joggers while driving around the campus.
2. Parking spaces for disabled are designated in each parking lot on the campus. The Alexander City Police Department monitors these spaces. Those without a permit or sticker who park in a space reserved for the disabled are subject to a fine imposed by the police department.
3. Students are reminded that the parking lot at the north entrance of the Administration Building is restricted parking for faculty and staff. Parking in spaces reserved for faculty and staff or parking at a yellow painted curb will subject the driver to receipt of a parking citation. All parking fines should be paid or the student's transcripts may be held and/or the student may not be allowed to register for the next term or get transcripts.

Childersburg Campus

Parking spaces lined in white are for student parking. Parking spaces lined in blue are reserved for the disabled and should never be used by individuals without a disabled parking permit. Curbs and spaces lined in yellow indicate no parking at any time.

1. Students should adhere to the above parking regulations. Those violating these regulations are subject to

receipt of a parking citation.

2. All parking fines should be paid or the student's transcripts may be held and/or the student may not be allowed to register for the next term.

REGISTRATION

Web registration begins the week after the class schedule is entered in the computer and appears on CACC's web page. Early on-campus registration will begin four weeks prior to the first day of class. Registration hours are posted in the class schedule and are usually from 8:00 a.m. until 4:00 p.m. with at least two days of late registration until 5:30 p.m. When registration begins, eligible students may register on line and avoid long lines. Currently enrolled students should come by the Office of Student Services and obtain a personal identification number (PIN) so they may use Web registration. Pin numbers can be obtained after the Drop/Add period from the Student Services area. Students must show a picture ID in order to get their PIN.

Students should register early. As classes fill, there is less selection. Early registration is especially important for students in their last semester and those majoring in engineering, nursing, secretarial science, mathematics, chemistry, or biology.

There will be less waiting and a more relaxed atmosphere for students who can meet with a counselor in the afternoon after 1:00 p.m. or on Friday. The next best time is from 8:00 a.m. until 10:00 a.m. Counselors are especially busy and the waiting time is longest from 10:00 a.m. until 1:00 p.m.

Students who must change their schedule should do so on scheduled change days before classes fill, preferably before classes begin. Classes may be dropped or added during the first five days of classes for fall and spring semesters and first two days of summer term. This is referred to as the DROP AND ADD PERIOD. After this time, courses cannot be added to the student's schedule. See the college withdrawal policy in the "Tuition and Fees" and "General Policies" sections of the catalog for further information on withdrawal from a class or classes (pages 35 and 45).

Grades are no longer mailed. Students must have a PIN and use the Web to view and print their grades. Cumulative grade point averages do not appear on transcripts received via the Web. A transcript with cumulative grade point average must be obtained from Student Services. If students are unable to access grades on the Internet, they may go by Student Services and request a personal copy of their transcript.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded program which provides educational support to CACC students. The program provides tutors in math and English as well as counseling services for students who qualify. Student Support Services is located in the Administration Building on the Alexander City Campus and in the Bill Nichols Building on the Childersburg Campus. Each office has a special tutorial computer lab for SSS students. For further information see Student Support Services on page 43.

STUDENTS WITH DISABILITIES

Disclosure of a disability is voluntary; however, if a student with a disability has a special need related to his/her disability, he/she may contact the appropriate college official to apprise the official of his/her needs. The ADA Coordinator for the Alexander City campus is Mrs. Amanda Harkins, ADA Coordinator for the Childersburg campus is Mrs. Glenda Bland, and for Talladega is Mr. Jason Hurst. They will assist students who need accommodations due to their needs. Mrs. Harkins may be reached by calling her office in Alexander City at 256/ 215-4273. Mrs. Bland may be reached by calling her office in Childersburg at 256/378-2004. Mr. Hurst may be reached by calling his office in Talladega at 256/480-2066. Students outside the calling area may dial 1-800-643-2657 and dial Mrs. Harkins at extension 4273, Mrs. Bland at extension 2004, or Mr. Hurst at extension 5069.

If a student has a disability for which he/she wants an accommodation, he/she should fill out a *Student Special Accommodation Request* form and present it to Mrs. Harkins or Mrs. Bland. If an academic accommodation is needed in a specific class, the student should contact the instructor of the specific course. Instructors should be notified during the first week of class so that accommodations can be made as early as possible. Forms for accommodations may be obtained through the ADA Coordinator.

Before most accommodations are made, the student must present documentation of his/her disability dated within last three years. If the disability is of a physical nature, the documentation should be from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional. All requests for accommodations will be considered and a determination of a reasonable accommodation will be made. In making reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory.

A student with a disability should ask about the essential functions which have been established within various curricula. Certain types of disabilities may prohibit a student from succeeding in some majors and/or career and technical programs.

TELEPHONE MESSAGES FOR STUDENTS

The College will accept messages for students only in emergencies. In such emergencies, every effort will be made to locate the student. On the Childersburg campus students will be permitted to utilize a telephone in Student Services in the Administration Building. Students who need to place calls on the Alexander City campus should go to the office of the Dean of Instruction in the Administration Building. Calls made should be for transportation, checking on sick family members, or other emergencies. Calls should be limited to a minute.

TELEPHONES AND PAGERS

Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited.

TRANSITIONAL COURSES

During registration, students meet with a counselor or faculty member to select the appropriate courses, considering their major and their COMPASS or ACT scores. If a student places into a transitional course and he/she wishes to retest to try to improve his/her placement, retesting must be done through the Office of Student Services by the end of the DROP AND ADD PERIOD. Students may retest on each section of the COMPASS only once. A cost of \$8 per subject test is charged for retesting.

Transitional courses should be viewed in a positive light. They are meant to prepare students to succeed when they take college-level courses. The transitional courses are taught on a successful/unsuccessful basis and do not influence the student's grade point average.

UNATTENDED MINORS/CHILDREN IN CLASS

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of your fellow classmates and staff, students should not bring children to class.

COLLEGE POLICIES

ACADEMIC DISHONESTY

Academic dishonesty is any deliberate attempt to gain an academic advantage for one's self or another through dishonest practices. Academic dishonesty is a serious offense because it undermines the bonds of trust and honesty between CACC and members of the community and defrauds those who depend upon our knowledge and integrity. Forms and examples of academic dishonesty include, but are not limited to, the ones listed below:

A. Forms:

1. Cheating -- Use or attempted use of unauthorized materials, information or study aids, or computer-related information in any academic exercise;
2. Fabrication -- Intentional and unauthorized falsification or invention of any information or citation in an academic exercise or official document;
3. Facilitating Academic Dishonesty -- Intentionally or knowingly helping or attempting to help another carry out academically dishonest practices;
4. Plagiarism -- Intentionally or knowingly representing the words, ideas, or works of another as one's own in any academic exercise;
5. Misrepresentation -- Misstating, altering or falsifying the contents of academic documents such as letters of recommendation, transcripts, and schedules;

B. Examples:

1. Examinations and Tests
 - a. Taking an exam for another student
 - b. Copying from another student, or making information available to another student during or after an exam
 - c. Submitting a take-home exam written in whole or in part by someone else
 - d. Failing to obey or comply with exam regulations or instruction of a proctor or an instructor
 - e. Looking at a cheat sheet, a book, lecture/lab notes, a lab manual, or any other form of unauthorized information during the exam
 - f. Asking another student about questions on an exam before taking the exam.
 - g. Presenting a false excuse for missing an exam or assignment
 - h. Witnessing a case of cheating in a class and not reporting it
 - i. Storing exam answers on a calculator, cell phone, or other electronic device
 - j. Changing answers on a test and claiming it was incorrectly graded
 - k. Having someone else or paying someone else to take an exam for you
 - l. Working in groups on take-home exams or web-based quizzes
 - m. Removing an exam from a classroom or office
2. Laboratories, Field Work, Essays, Research Reports, Assignments, and Presentations
 - a. Copying another student's work of any kind (e.g., old term papers or old lab reports) or allowing another student to copy your work
 - b. Using unauthorized data of any kind
 - c. Allowing someone else to perform your lab exercise, field exercise, or other exercises assigned to you
 - d. Fabricating or falsifying lab or research data of any kind
 - e. Adding false references to term papers, research reports, or other assigned works to expand a bibliography
 - f. Submitting as your own an essay written in whole or in part by someone else as your own

- g. Preparing an essay or assignment for submission by another student
- h. Copying an essay or assignment or knowingly allowing your work to be copied by someone else
- i. Using direct quotations or large sections of paraphrased material without acknowledgment
- j. Buying or selling works and submitting them for the purpose of plagiarism
- k. Submitting the same piece of work in more than one course without permission of the instructors
- l. Working in groups on reports, assignments, projects, presentations, etc.

3. Official Documents

- a. Altering transcripts or other documents relating to student records
- b. Misrepresenting ones' credentials
- c. Creating or altering letters of reference

Individual instructors may point out other examples that apply to their courses.

ATTENDANCE

Students are expected to attend all classes for which they are registered. A mature acceptance of academic responsibility contributes to a student's success in college. This applies particularly in the area of class attendance. When absences occur, it is the student's responsibility to meet with instructors and complete missed assignments. It is the decision of the instructor as to whether the student will be permitted to make up the work missed. For further information, see the extended section on attendance on page 51.

Any class session missed, regardless of cause, reduces the academic opportunities of the student. Absences could adversely affect the grade the student achieves in a course. All instructors must keep attendance records.

Students must consult with instructors about absences ahead of time if possible or immediately upon return to class.

STUDENT CODE OF CONDUCT

Central Alabama Community College recognizes that students are both citizens and members of the academic community. They do not give up any rights nor do they receive any special privileges not accorded any other citizen. Upon enrolling in the College, they do assume an obligation and are expected to conduct themselves in a manner compatible with the College's function and mission as an educational institution. Students are expected to obey the statutes of local, state, and federal government and the College's policies. The Code of Student Conduct and established disciplinary procedures apply to individual students as well as formal groups of students.

PRESCRIBED CONDUCT

Generally, the College jurisdiction and discipline shall be limited to conduct which occurs on the College premises or which occurs while participating in official college sanctioned off-campus activities as part of a recognized College group. Official college sanctioned activities are those activities that have been approved by the Dean of Students. The following acts are considered serious breaches of appropriate behavior and may subject the student to formal disciplinary action:

1. Academic dishonesty;
2. Disruption or obstruction of teaching. Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is **prohibited**;
3. Failure to comply with the directives of College officials acting in performance of their duties;
4. Lewd, indecent or obscene conduct or speech;
5. Disorderly conduct;

6. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any member of the College community;
7. Unauthorized entry into College offices or buildings;
8. Coming on campus while intoxicated;
9. Forgery or alteration of College records;
10. Furnishing false information to the College;
11. Unauthorized entry into College administrative and faculty files, including computer files;
12. Malicious destruction of property or vandalism, including library materials;
13. Bringing on the campus or to a College-sponsored event firearms, knives, or other dangerous weapons;
14. The possession, use or distribution of alcoholic beverages on College property or at a student-sponsored function;
15. Theft of College property or the property of any member of the College community (student, faculty, College employee, etc.);
16. Use, possession, or distribution of narcotic or other controlled substances;
17. Theft or other abuse of computer resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read , or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another's identification and/or password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or College official;
 - e. Use of computing facilities to send obscene or abusive messages;
 - f. Use of computing facilities to view pornographic material;
 - g. Use of computing facilities to interfere with normal operation of College operation's
 - h. Disclosing data in violation of the Family Educational Rights and Privacy Act of 1974.

DEFINITIONS

1. The term "College" means Central Alabama Community College.
2. The term "student" generally includes all persons taking courses at the College, both full-time and part-time.
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "staff" means any person hired by the College to perform support activities.
5. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. The term "member of the College community" includes any person who is a student, faculty member, College official, employee of the College, or anyone having an office on campus.
7. The term "College premises" includes all land, building, facilities, and other property in the possession of or

owned by the College.

8. The term “organization” means any number of persons who have complied with the formal requirements of College recognition.
9. The term “College Conduct Committee also referred to as the Discipline Committee” means an appointed group of College representatives authorized by the Dean/Associate of Students to determine whether a student has violated the Code of Student Conduct and to impose sanctions upon students found to have violated the Code of Student Conduct.
10. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Code of Student Conduct, Student Handbook, and College Catalog.

DISCIPLINARY PROCEDURES

1. Charges

- a. Any member of the College community may file charges against any student for misconduct.
- b. Charges shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, but no later than ten days after the event.

2. Accused student’s rights

An accused student has certain rights. A written statement outlining these rights shall specify that the student shall:

- a. Have the right to remain silent.
- b. Have the right to an advisor.
- c. Have the right to summon witnesses and present evidence.
- d. Have the right to be informed that any statements the student may make, oral or written, may be presented to the College Discipline Committee.

3. Initial investigation

- a. Upon receipt of a written complaint, the Dean of Students may conduct an investigation to determine if the charge has merit. The Dean of Students may obtain documents and interview those who might have pertinent information related to the alleged misconduct. The Dean of Students may tape record any proceedings associated with the investigation of a charge. Any such recording is the sole property of the College and may not be duplicated.
- b. For some violations, the Dean of Students may agree to assume jurisdiction. In some cases, the student may choose to waive the right to a hearing before the Discipline Committee. The sanctions which may be recommended to the President by the Dean of Students are warning/reprimand, probation, and restitution.
- c. Based on the information established during the initial investigation, the Dean of Students may dismiss the case for reasons of inaccurate charges or insufficient evidence. If sufficient evidence is established, the Dean of Students shall proceed with investigation of the allegations.
- d. Upon the recommendation of the Dean of Students, the chairperson of the Discipline Committee calls for a meeting to determine if a disciplinary hearing should be held to determine the innocence or guilt of the student(s) charged with an infraction.
- e. The committee shall arrange for a swift and comprehensive investigation of the matter under consideration and decide if there is sufficient evidence to hear a case. The investigation shall include, but is not limited to, written statements by the complainant, review of evidence and discussion with the respondent and complainant if appropriate. If the committee finds insufficient grounds to hear a case and closes the case, it shall notify the complainant and respond in writing as to the reasons for its action.

4. Procedures for hearing

The committee shall establish and publish its own procedures in accordance with provisions for academic due

process and in accordance with the stipulation stated below:

The only persons present at meetings of the Discipline Committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed two), and witnesses actually testifying before the committee. The institution, complainant, and accused student(s) may have an attorney present during the hearing for advising purposes only. **The attorney may not cross examine witnesses, question, or address the committee in any way except with the consent of the committee.**

5. Formal hearing

- a. In the event the Discipline Committee finds for a formal hearing the Dean/Associate of Students shall provide the accused student a written statement of the charges. This statement provides reasonable notice of the circumstances on which the alleged violation is based. Said notice shall include the date, time, and place of the hearing. The statement shall advise the accused student that he/she may appear alone or with an advisor. The statement shall also set out that the accused student will be provided the opportunity to present evidence in his/her own behalf.
- b. At the hearing, the students involved in the incident under investigation may testify and be questioned by the opposite party and committee members. The committee shall not act in such a manner as to favor any party with respect to its questions, requests for evidence, rulings of evidence, or general conduct of the hearings.
- c. Written statements by witnesses in lieu of personal appearances shall be allowed if both parties agree to their admission or the committee determines that to exclude such statements would result in an injustice to either party and where the personal appearance of a witness is impossible or would be unreasonable.
- d. The complainant, the accused student, and the Discipline Committee shall have the privilege of presenting witnesses, subject to the right of reasonable cross-examination by all parties.
- e. The complainant and the accused student may be assisted by one advisor each, at their own expense. An advisor may be an attorney. The complainant and the accused student are responsible for presenting their own cases. Therefore, advisors are not permitted to speak or to participate directly in the hearing before the Discipline Committee. Advisors they select may also assist the Discipline Committee.
- f. The Discipline Committee shall not have the power to require sworn testimony of witnesses. A requested witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Discipline Committee at the discretion of the chairperson. The Discipline Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including testimony of witnesses, at the discretion of the chairperson.
- h. All procedural questions are subject to the final decision of the chairperson of the Discipline Committee.
- i. A record of the hearing, tape-recorded or otherwise preserved, will be made by the committee and will be the only such recording. It will be preserved for reference and review until the case has finally been resolved and may not be duplicated. Outside recordings are not allowed.
- j. The hearing before the Discipline Committee shall be scheduled as soon as practical, but not sooner than seven college working days nor later than fourteen college working days from the date of the written complaint. The office of the Dean of Students makes itself available to help in the location of all witnesses to the circumstances that prompted the hearing.
- k. Hearings normally shall be closed to the public. At the request of the accused student and subject to the discretion of the chairperson, the public may be admitted, but shall not have the privilege of participating in the hearing.
- l. After the hearing, the Discipline Committee shall determine by majority vote of the members present, excluding the chairperson, whether the student has violated each section of the Code of Student Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
- m. In the event an accused student fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Discipline Committee. In the absence of the accused student, the Committee's determination shall be based on the evidence and testimony presented. If

the accused student is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the Dean of Students. The chairperson of the Discipline Committee shall review the request and determine if an extension will be granted. If approved by the chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the chairperson does not approve the request, the accused student shall be notified of the chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted, thereafter, the accused student has forfeited the right to present a defense and the Committee may proceed with the hearing.

- n. The faculty/student committee makes a recommendation to the President for an appropriate sanction based upon its findings in conjunction with precedent cases.
- o. Sanctions which may be imposed are informal reprimand, formal reprimand, probation, suspension, expulsion, restitution, and punitive grade.
 - (1) Informal Reprimand --- A reprimand to the student by the President or Dean of Students.
 - (2) Formal Reprimand -- A written reprimand to the student by the President or Dean of Students.
 - (3) Probation -- Probation may be sanctioned by the President on the recommendation of the Discipline Committee or in specific cases, the Dean of Students. Probation is for a specified period of time and may include loss of privilege, restrictions, and the performance of additional public service assignment.
 - (4) Suspension -- Suspension excludes a student from the campus for a stated period of time.
 - (5) Expulsion -- Student is dismissed from the College for an indefinite period. The student must apply to the Discipline Committee for readmission.
 - (6) Restitution -- The student may be required to compensate the injured party for damaged, lost, or destroyed property.
 - (7) Punitive Grade -- In instances of alleged academic dishonesty an instructor may assign a failing grade (F) for all or a portion of the course work and/or may refer the student to the College Discipline Committee. The Discipline Committee may impose a grade sanction and/or other sanction authorized by the committee. A student assigned a failing grade by the instructor for alleged academic dishonesty may appeal the instructor's decision to the Discipline Committee. The request for appeal must be made in writing and received within ten class days (excluding days the College is not in session) of notification of the failing grade.

6. Recording Disciplinary Action of Student Records

The College does not record the results of disciplinary action on a student's permanent record. Files are maintained to indicate the student is not in good standing for a stated period of time. This status reverts to good standing on a specific date.

7. Provision for Appeal

The purpose of appellate proceedings is to determine whether or not there is substantial evidence to affirm the decision of the Discipline Committee, and second, to determine to his/her own satisfaction that appropriate safeguards were guaranteed to insure the disciplined student a fair and impartial hearing. The student has seven days from the date of the President's letter of notification of her decision in which to appeal the recommendation of the Discipline Committee. The appeal must be in writing and addressed to the President. The appellate body is composed of the Dean of Instruction, the chairperson of a division, and the president of the Student Government Association. By a majority vote, it may (a) affirm the decision of the Discipline Committee (b) offer an amended verdict subject to the approval of the President of the College, or (c) recommend a new hearing before the Discipline Committee. The meeting of the appellate body is not a hearing and neither the student or his/her legal counsel may be present during the appellate proceedings.

COPYRIGHTED, TRADEMARKED, OR PATENTED MATERIALS

Any copyrighted or trademarked materials or patented inventions developed wholly or in part on college time with the use of college materials, equipment, or facilities or with college funding shall be owned by the College. Any copyrighted or trademarked materials or patented inventions or technologies developed by students with the use of college materials, equipment, or facilities or with college funding shall be owned by the College.

A student shall be entitled to all profits earned from copyrighted or trademarked materials, patented inventions, or technologies developed without the use of college funds, equipment, material, or facilities. This entitlement extends to materials, inventions, or technologies developed as a result of class assignments unless the student signs a waiver.

For copyright policies related to employees see the *Personnel Handbook and Policy Manual*.

STUDENT GRIEVANCE POLICY

A. POLICY

These policies and procedures are established to resolve grievances of students which result from acts or omissions of faculty or administrators and to resolve student conflicts. Resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

B. PROCEDURES

When a student believes he/she has a grievance, an effort should be made to resolve the grievance by discussion with the faculty member, staff member, or appropriate administrator involved. If these discussions do not lead to a satisfactory result, the complaint may then be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation the student should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contract, no later than within the first twelve calendar days from the date the grievance occurred.
2. If agreement on or a compromise of the problem is not achieved, take a written statement to the division chairperson. (A written grievance should include a description of the effort made to resolve the grievance at the previous level.)
3. If the grievance does not arise from a classroom/instructional issue, a complaint should be made to the appropriate administrator within the first 12 calendar days from the date of the grievance.
4. If the student is still not satisfied that a fair and equitable solution has been found, the student should take a written grievance to the appropriate instructional dean.
5. The student should read "The Judgment" section (Section D) of this policy carefully before contacting the Dean of Students for a hearing before the Conduct and Discipline Committee.
6. As a last resort and only after steps 1 through 4 have been carried out or conscientiously attempted, the student should take the grievance in writing to the Dean of Students and the chairperson of the Conduct and Discipline Committee. The grievance must be filed within twenty class days of the semester following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within five instructional days of the initial request. Normally such consultation should occur immediately after receipt of the student request unless bona fide reasons such as illness, personal emergency, classes not in session, or absences for professional reasons make this time limit unreasonable.

In instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

C. ROLE OF THE CONDUCT AND DISCIPLINE COMMITTEE

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include arranging for appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing in writing all interested parties of the times and places of committee hearings which they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written materials appropriate for its consideration; arranging for the recording of committee proceedings; maintaining committee records which are to be kept on permanent file in the Office of the Dean of Students (or Provost if complaint involves nonacademic administrators or staff); and informing, in writing, the appropriate persons of the decision of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of the chairperson that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and be brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

D. JUDGMENTS

Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony related to the alleged grievance may vote on the case.

A majority vote of such qualified members shall constitute a judgment.

A decision of the committee relating to redress of grievances is final insofar as the student is concerned.

The committee has the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College. The appeal must be made in writing to the President no later than seven calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days after receipt by the President.

If a redress requires a policy change or administrative directive, the committee shall refer its recommendations to the President of the College or appropriate administrator.

HARASSMENT AND DISCRIMINATION

Central Alabama Community College is committed to providing a positive, discrimination-free educational and working environment. CACC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in its programs and activities.

I. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or

educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity;
- E. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;
- F. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
 - 1. Touching, patting, pinching, hugging, or brushing against another's body;
 - 2. Commentary of a sexual nature about an individual's body or clothing; or
 - 3. Remarks about sexual activity or speculations about previous sexual experience(s);
- G. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- H. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

II. Complaint Resolution

A. Procedures for Reporting Complaints

1. Any member of the institution community who believes that he or she has been the victim of sexual harassment, as defined in Section I, may bring the matter to the attention of any academic or administrative officer, Dean, Associate Dean, Director, supervisor, or advisor within 30 calendar days following the date of alleged violation(s). When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Compliance Officer (Dr. Betty Carol Graham, Vice-President), who has been designated by the President to coordinate the investigation of such complaints. The President and the Vice Chancellor for Legal and Human Resources of the Department of Postsecondary Education shall be promptly notified of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.
2. The complainant should present the complaint as promptly as possible, but within 30 calendar days following the date of alleged violation(s). The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.
3. It is the intention of this policy to resolve complaints of sexual harassment as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within 45 days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties.
4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the Compliance Officer to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

B. Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may within 30 calendar days of the alleged violation(s) file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.
2. The Compliance Officer will notify the accused in writing of the decision to take formal action. Formal action will consist of the Title IX procedures set forth in State Board of Education Policy Number 620.01 for complaints against institution employees.
3. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College.
4. It is the intent of the policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

C. Appeal

The accused or the complainant may, by written request, appeal the decision to the Chancellor within fifteen (15) calendar days of notification of a decision. The Chancellor shall use the appeal process for Title IX complaints set forth in State Board of Education Policy Number 620.01.

D. Remedial Action

Based on the findings of the hearing panel and the decision of the President of the institution and the Chancellor, disciplinary action will be imposed as appropriate depending on the severity of the findings.

III. Education

A sexual harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

The following statement is to comply with the Federal Campus Security Act of 1990 (Title II of Public Law 101-542). Any criminal act, act or threat of violence, injury, destruction of property, traffic accident, or other situation which occurs on a Central Alabama Community College Campus or Center should be reported to the College officials. An act or emergency that poses a danger to the health, safety or property of any person, or a threat to the public order should also be reported immediately. The report should be made to the following campus officials.

On the Alexander City campus the report may be made to Dr. Amelia Pearson, Provost, phone number 256/215-4261; Mrs. Amanda Harkins, Dean of Students, phone number 256/ 215-4273; or after 4:30 p.m. to John Wynn, Office of the Evening Division, phone 256/215-4302. All of the above offices are located in the Administration Building.

On the Childersburg campus the report should be made to Dr. Melenie Bolton, Provost, phone number 256/378-2047; Mr. Lynn Spraggins, Dean of Business Operations, phone number 256/378-2022; or after 4:00 p.m. to James Littleton, Office of the Evening Division, phone number 256/ 378-2002. All offices with the exception of the Provost's office are located in the Administration Building. The Provost's office is located in the Jim Preuitt Nursing and Allied Health Building.

At the Talladega Center the report should be made to Jason Hurst, Director, phone number 256/480-5069.

Any person who witnesses a situation which fits the above described categories shall make himself/herself available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for a Central Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described above.

STUDENT RECORDS, POLICIES AND PROCEDURES

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 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 Dean of Students . Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. For further information, see the extended section on FERPA guidelines on page 27.

TEMPORARY SUSPENSION

The President of the College or Dean of Students or designated administrator in charge may at any time suspend a student pending formal procedures when these officials find and believe that the presence of a student on campus, because of allegations or facts coming to their attention, would seriously disrupt the College or constitute a danger to the health, safety, and/or welfare of students and personnel at the College. The Dean of Students will initiate appropriate formal disciplinary action immediately.

DIRECTORY

Alexander City Campus

Location	Telephone Extension
Academic Advisor, A 110	4269, 4271
Admissions, A 102	4255
ADN (Associate Degree in Nursing)	2045
Athletic Department, HEA Building	4320
Biology, BS Building	4340, 4341
Bookstore, HEA Building	256/215-4315
Business Affairs	4355, 2026
Business, Math, Science, Division, BS Building	4333
Coach – Baseball, HEA 200	4320
Coach -- Golf, ACA 110	4242, 4272
Coach – Softball, HEA 200	4324
Coach – Tennis, HEA	4332
Coach -- Volleyball, HEA	4323
Community Services, A 108	4302
Computer Science, A 212	4278, 4277
Counselors, A 110	4269, 4271
Dean of Instruction, A 108	4261
Dean of Students, A 110	4273
Deli	256/215-4007
EMS	2045
English	4294, 4295, 4348
FAX Machine	253/215-????
Financial Aid, A 106	4250, 4251
GED Classes, Adult Learning Center	256/329-1600, 4499
GED Test, GED Grades, A 110	4270
Grades, Registrar’s Office, A 110	4266, 2003
Health Center	215/234-0499
Liberal Arts, HPED Division, Administration Building	4283
Library, Learning Resources Center	4290, 4291, 4292
LPN, BS Building	4345
Maintenance, Maintenance Building	4259, 4357
Mathematics, BS Building	4332, 4336, 4337, 4338
Music Department, HEA Building	4326
Office Administration Classes, BS Building	4330, 4331
Phi Theta Kappa Office, BS Building	4270
Physics, BS Building	4343
President’s Office, A 101	4301
Public Relations 2nd Floor Library	4254
Records/Registration, A 110	4275
Registrar, (Childersburg Campus)	2003
Student Services, A 110	4275
Student Support Services	4270
Switchboard, A 102	0, 4240
Toll-Free Number (Alexander City Campus)	1/800/643-2657
Transcripts, A 110	4266
Transitional Studies	4295
Veterans Affairs, A 106	4250
Vice President’s Office, A 104	4253

DIRECTORY

Childersburg Campus

Location	Telephone Extension
Admissions/Switchboard	2000
Adult Education	2016, 2017
Associate Dean of Instruction/Provost	2047
Associate Degree Nursing	2045
Bookstore	256/378-2007
Business Affairs	2022, 2026
Business, Computer Science & Technology Division Chair	2030
Computer Science	2033
Cosmetology	2029
Counselor	2004
Dean of Students	2002
Drafting & Design	2043
Electronics/Electricity	2074
EMS	2045
English	2055, 2056
FAX Machine	256/378-2034
Financial Aid	2008, 2009
GED Classes	2017
GED Test/GED Grades	4270
Grades, Registrar's Office	2003
Heating & Air Conditioning	2073
Human Resource Office	2010
Liberal Arts, Math & Science Division Chair	2080
Library	2041
LPN	2045
Machine Shop	2071
Maintenance	2073
Nursing and Allied Health Chair	2060
Payroll	2020
Phi Theta Kappa	2063
President's Office	2012
Records/Registration	2003, 2000
Research, Planning & Assessment	2038
Registrar's Office	2003
Student Support Services/Counselors & Tutors	2039, 2042
Student Support Services/Administration	2037
Switchboard	2000
Talent Search	2076, 2077
Toll-Free Number (connects from AC campus)	1/800/643-2657
Transcripts	2003
Transitional Studies	4295
Upward Bound	2005
Veterans Affairs	2008, 2009
Welding	2072

DIRECTORY

Talladega Center

Location	Telephone Extension
Administrative Assistant/Switchboard	5066
Adult Basic Education Office	5085
CARCAM, Director	5078
CAR CAM, Administrative Assistant	5076
CARCAM, Assistant Director	5075
CareerLink Center, Main Number	5125
CareerLink FAX Number	5140
C.I.T.Y. Program, Director	5063
C.I.T.Y. Program, Receptionist	5061
C.I.T.Y. Program, Office A Barbara Creel	5062
C.I.T.Y. Program, Office C Lynne Kurtz	5064
C.I.T.Y. Program, Office D Covella Birt	5065
C.I.T.Y. Program, Office G, Faculty Suite, Carol Dotson	5077
C.I.T.Y. Program FAX Number	5087
Counselor	5068
Director	5069
Evening Coordinator	5066
Faculty Suite, Office A	5071
Faculty Suite, Office B	5072
Faculty Suite, Office C	5073
Faculty Suite, Office D	5074
Financial Aid	5067
I-Can-Learn-Lab	5079
Mail Room/ICL Server	5083
Office A (work study)	5070
Talladega Center FAX Number	5081

EMERGENCY PHONE NUMBERS

CENTRAL ALABAMA COMMUNITY COLLEGE ADMINISTRATORS

Linda McGuirt
Interim President
256/825-8942

Dr. Betty Carol Graham
Vice President
256/234-7068

Dr. Amelia Pearson
Provost/Dean of Instruction
256/825-9628

Dr. Melenie Bolton
Provost/Associate Dean of Instruction
256/245-2005

Amanda Harkins
Dean of Students
256/825-8942

Lynn Spraggins
Dean of Business Operations
256/329-9652

Jason Hurst
Director of Workforce Development and Talladega
256/268-0924

EMERGENCY NUMBERS FOR ALEXANDER CITY AND CHILDERSBURG

Alexander City
911 Ambulance
256/234-2521 Fire
256/234-3421 Police

Childersburg
911 Ambulance
256/378-7861 Fire
256/378-5568 Police

Talladega
911 Ambulance
256/362-2211 Fire
256/362-4162 Police

NATIONAL TOLL-FREE HOTLINES

National Institute on Drug Abuse Information and Referral Line
1-800-662-HELP (M-F, 8:30 a.m. – 4:30 p.m.)

Parents' Resource Institute for Drug Education (PRIDE)
1-800-241-9746 (M-F, 8:30 a.m. – 5:00 p.m.)

National Council on Alcoholism and Drug Dependency, Inc.
1-800-622-2255

AIDS Crisis Line
1-800-342-AIDS

WHERE TO GO AND WHO TO SEE

Alexander City Campus

ILLNESS/INJURY ON CAMPUS: A faculty member, staff member, or Student Services (ext. 4275) should be contacted

NEED INFORMATION, GET LOST, ETC.: Go to Student Services Office, Administration Building Room 110

PERSONAL COUNSELING: Contact a counselor, Administration Building Room 112

FINANCIAL AID: Administration Building Room 106

ADD/DROP CLASS: See a counselor, Administration Building Room 112

VETERANS INFORMATION: See Financial Aid Office, Administration Building Room 106

TRANSFER INFORMATION: See a counselor or advisor, Student Services, Administration Building Room 112

TRANSCRIPTS: Registrar's Office, Administration Building Room 110

PAYMENTS TO THE COLLEGE: The Cashier's Office in the HEA Building

PARTICIPATION IN INTERCOLLEGIATE SPORTS: Contact Athletic Director, HEA Building Room 200

TO RESERVE A MEETING ROOM: President's Office, Administration Building Room 101

STUDENT GOVERNMENT REPRESENTATIVE: See SGA President or Sponsor, SGA Office, Business & Science Building Room 103A, or Sponsor, Administration Building Room 112

CAREER COUNSELING OR CAREER INFORMATION: See a counselor, Student Services, Administration Building Room 112

TO PURCHASE BOOKS: The College Bookstore, HEA Building

TO RUN FOR A POSITION OF SGA: See SGA President or Sponsor, SGA Office, Business & Science Building Room 103A or Sponsor, Administration Building Room 112

TO ENROLL IN CONTINUING EDUCATION CLASSES: Register, Administration Building Room 108

CONFERENCE WITH INSTRUCTOR: Instructor's office hours are posted on instructor's office door

COPIES: Photocopies may be made in library for 10 cents. Color copies are 30 cents and computer copies are 20 cents.

TO WORK OUT: Students may gain access to the Alex City Health Club, located in the HEA Building, by enrolling in appropriate courses or by obtaining a community membership

WHERE TO GO AND WHO TO SEE

Childersburg Campus

ILLNESS/INJURY ON CAMPUS: A faculty member, staff member, or Student Services (ext. 2000) should be contacted.

NEED INFORMATION, GET LOST, ETC.: Go to Student Services Office , Administration Building

PERSONAL COUNSELING: Contact a counselor or the Dean of Students for referral or assistance, Administration Building

TRANSFER INFORMATION: See a counselor, Student Services, Administration Building

FINANCIAL AID: Administration Building Room 102

ADD/DROP CLASS: See a counselor, Student Services, Administration Building

FIRST AID KITS: Student Services, Nursing Department and/or Technical Departments

VETERANS INFORMATION: See Financial Aid, Administration Building Room 102

TRANSCRIPTS: See Receptionist, Administration Building

PAYMENTS TO THE COLLEGE: The Cashier, Administration Building Business Office

TO RESERVE A MEETING ROOM: President's Office, Administration Building, ext. 2010

STUDENT GOVERNMENT REPRESENTATIVE: See SGA President or Sponsor, Student Services, Administration Building

CAREER COUNSELING OR CAREER INFORMATION: Student Services, Administration Building

TO PURCHASE BOOKS: College Bookstore, Administration Building Cafetorium

TO RUN FOR A POSITION OF SGA: See Sponsor of SGA, Student Service, Administration Building

CONFERENCE WITH INSTRUCTOR: Instructor's office hours are posted on the instructor's office door

COPIES: Photocopies may be made in Library for 10 cents per copy. Color Copies are 30 cents and computer copies are 20 cents.

TO WORK OUT: Students may gain access to the Wellness Center by enrolling in the appropriate courses. See a counselor in Student Services for information.

WHERE TO GO AND WHO TO SEE

Talladega Center

ILLNESS/INJURY ON CAMPUS: A faculty member, staff member, or Student Services should be contacted

INFORMATION: Visit the Main Office for assistance

PERSONAL COUNSELING: Contact a counselor during registration in the Administrative Office, or contact a counselor at the Childersburg or Alex city locations or the Dean of Students

FINANCIAL AID: Financial Aid counselor is available bi-weekly in the Administrative Office

ADD/DROP CLASS: Administrative Office

VETERANS INFORMATION: Financial Aid Office bi-weekly

TRANSCRIPTS: For official copies- see Lisa, for unofficial copies- see Lisa or Leslie

TRANSFER INFORMATION: See a counselor or advisor, Student Services, Administrative Office

PAYMENTS TO COLLEGE: Tuition payments are accepted at time of registration, other payments are accepted during posted Business Office hours

TO RESERVE THE CONFERENCE OR MEETING ROOM: See Lisa or Leslie in the Administrative Office

CAREER COUNSELING OR CAREER INFORMATION: See Jason Hurst or Counselor during registration process

TO PURCHASE BOOKS: Books will be available during the registration process in the Conference room

CONFERENCE WITH INSTRUCTOR: Instructors hours are posted on each of the instructors' syllabi

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