

## **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, sex, 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 Office of Student Services. Grievance Procedure Forms are available in the Office of Student Services. 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:

Dean Amanda Harkins  
Provost/Dean of Students  
Compliance Officer  
Title VII and Title IX Coordinator  
Central Alabama Community College  
P.O. Box 699  
Alexander City, AL 35011-0699  
(Phone) 256/215-4273; (Fax) 256/215-4244  
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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](http://www.cacc.edu)

Alexander City Campus  
1675 Cherokee Road  
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 Center  
231 Haynes Street  
Talladega, AL 35160  
Telephone: (256) 480-2066  
1-800-643-2657

## Institutional Memberships

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

## Additional Accreditation

Central Alabama Community College's associate degree nursing program is accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404/975-5000, [www.nlnac.org](http://www.nlnac.org)).

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## 2009-2010 COLLEGE CALENDAR

### Fall Semester 2009

August 13	Thursday	Local Professional Development
August 12, 13, 14	Wednesday, Thursday, Friday	Registration
August 17	Monday	Classes Begin Drop/Add Period Begins
August 18	Tuesday	\$25.00 Late Registration Fee Applies
August 21	Friday	Registration Ends
September 7	Monday	Labor Day Holiday
October 7	Wednesday	Mid-Term
October 21	Wednesday	Last Day to Withdraw from a Course
November 1	Sunday	Deadline for applications for Practical Nursing Program -- Alexander City campus; Mobility Program for students needing NUR 200- Childersburg campus
November 11	Wednesday	Veteran's Day Holiday
November 23, 24, 25	Monday, Tuesday, Wednesday	State Professional Development/ Faculty Duty Days (No Classes)
November 26, 27	Thursday, Friday	Thanksgiving Holidays.
December 2	Wednesday	Web Registration Begins
December 2	Wednesday	Last Day to Submit TOTAL Withdrawal for Fall Semester
December 8	Tuesday	Dead Day - No Classes Faculty Duty Day
December 9	Wednesday	Last Day of Weekday Classes
December 10, 11, 14, 15, 16	Thursday, Friday, Monday Tuesday, Wednesday	Final Examinations

December 15	Tuesday	Open Registration for Spring Semester – Alexander City Campus
December 16	Wednesday	Open Registration for Spring Semester – Childersburg Campus
December 17	Thursday	Early Registration for Spring Semester – Talladega Center
December 17, 18	Thursday, Friday	Faculty Planning
December 21, 22, 23	Monday, Tuesday, Wednesday	Workdays for Administrators and Staff
December 24-Jan 1	Thursday-Friday	Christmas Holidays (College Closed)
<b>Spring Semester 2010</b>		
January 4, 5	Monday, Tuesday	Registration/Faculty Planning
January 6	Wednesday	Classes Begin Drop/Add Period Begins
January 7	Thursday	\$25.00 Late Registration Fee Applies
January 12	Tuesday	Registration Ends
January 18	Monday	Martin Luther King's/Robert E. Lee's Birthday Holiday
March 1	Monday	Mid-Term
March 12	Friday	Last Day to Withdraw from a Course
March 15-19	Monday-Friday	Spring Break (No Classes)
March 19	Friday	College Closed

April 15	Thursday	Deadline for applications for Mobility Program- students not needing NUR 200 - Childersburg campus
April 21	Wednesday	Last Day to Submit TOTAL Withdrawal for Spring Semester
April 28	Wednesday	Last day for Weekday Classes
April 29, 30, May 3, 4, 5	Thursday, Friday, Monday, Tuesday, Wednesday	Final Examinations
May 5	Wednesday	Web Registration Begins
May 6, 7, 10, 11, 12	Thursday, Friday, Monday, Tuesday, Wednesday	Faculty Planning/Graduation
May 18	Tuesday	Open Registration for Summer Term– Alexander City Campus
May 19	Wednesday	Open Registration for Summer Term–Childersburg Campus
May 20	Thursday	Open Registration for Summer Term– Talladega Center
<b>Summer Term 2010</b>		
May 20, 21	Thursday, Friday	Registration
May 21	Friday	Faculty Planning
May 24	Monday	Classes Begin Drop/Add Period Begins
May 25	Tuesday	\$25.00 Late Registration Fee Applies/ Drop/Add Period Ends
May 31	Monday	Memorial Day (College Closed)
June 1	Tuesday	Deadline for application for Associate Degree Nursing and Practical Nursing Program -- Childersburg Campus

June 21	Monday	Mid -Term
July 1	Thursday	Last Day to Withdraw from a Course
July 5	Monday	Independence Day Holiday (College Closed)
July 19	Monday	Web Registration Begins
July 26	Monday	Last Day to Submit TOTAL Withdrawal for Summer Term
August 2	Monday	Last day for Weekday Classes
August 3, 4	Tuesday, Wednesday	Final Examinations
August 5, 6	Thursday, Friday	Faculty Planning





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# GENERAL INFORMATION

## GENERAL INFORMATION

Central Alabama Community College is a publicly supported institution in the Alabama Community 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 communities.

## HISTORY OF THE COLLEGE

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

Prior to consolidation, the State Legislature's approval of Act No. 93 on May 3, 1963, established Alexander City State Junior College. While many organizations and individuals were responsible for the College being located in Alexander City, Russell Mills, Inc. 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, which 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 including 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.

## 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 an 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 the ADA coordinator at least 48 hours in advance at 256/215-4269, 256/378-2004, or 256/480-5069. For TDD users in Alabama, the Alabama Relay Center is available at 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, or 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 Student Services. 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. The campus is 78 miles southeast of Birmingham, 55 miles northeast of Montgomery, 123 miles southwest of Atlanta, and 70 miles northwest of Columbus, Georgia. Campus classrooms overlook a three-acre lake on the campus.

The George C. Wallace Administration Building houses offices for academic administration, admissions, financial aid, student services, business office, and student support services plus five classrooms and a computer center.

The Business, Mathematics, and Science Building houses programs in art, business, science, mathematics, and practical nursing. Laboratories for art, biology, chemistry, physics, mathematics, nursing and 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. Rockwell International has 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 multipurpose auditorium with the capability of seating 750 people, an industrial maintenance lab, multimedia classrooms, a language lab, computer labs, and administrative and faculty offices.

The 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 intercollegiate baseball field is located on the front side of the campus adjacent to Highway 63. The golf house is located on the north side of campus.

The Maintenance Building houses maintenance equipment and supplies. This building contains a two-bay garage, 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. The campus is 35 miles southeast of Birmingham, 76 miles north of Montgomery, and 42 miles southwest of Anniston. It consists of ten buildings on forty-five acres of land. The campus

was originally built in 1966 and 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, adult education and skills training, student services, the bookstore, the business office, and a work keys lab. Programs offered in the Administration Building are computer science, office administration, and cosmetology along with faculty offices for each program.

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

The Science Building (Building E) is home to mathematics and the biology department. 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.

Building G houses the maintenance department.

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

The Bill Nichols Building (Building I) houses the library and student support services. Drafting and design technology is offered in Building I.

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

## TALLADEGA CENTER

The Talladega Center includes one building unit which contains approximately 28,500 square feet of space. The center is located 50 miles east of Birmingham, 90 miles north of Montgomery, and 100 miles west of Atlanta, Georgia. The center offers four computer labs, one chemistry/biology lab, four instructional classrooms, and faculty and administrative offices.



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# 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/term for which enrollment is planned. Nursing applicants must meet earlier deadlines. See sections on nursing programs for nursing admission requirements.

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).

A newly adopted Alabama Community College board policy requires specific documentation for admission, i.e., one form of an unexpired identification such as an Alabama driver's license, identification card, passport, or permanent resident card. This documentation must be presented in person or as a notarized document in the mail. For other identification options, contact the Admissions Office. Your status will remain incomplete until the Admissions Office is in receipt of the specific documentation.

Upon receipt of the application for admission, applicants will be informed by mail where to report for 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 of 790 on the SAT's Critical Reading and Math Section; 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 of 790 on the SAT's Critical Reading and Math Section; or
5. The student holds a GED Certificate issued by the appropriate state education agency.

A student who meets one of the above criteria shall be classified as "degree eligible".

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
- Mathematics electives ..... 2

#### **Science ..... 4**

Four credits to include the equivalent of:

- Biology ..... 1
- Physical Science ..... 1
- Science electives ..... 2

#### **Social Science ..... 4**

Four credits to include the equivalent of:

Social Science .....	1
World History .....	1
U. S. History .....	1
Government .....	0.5
Economics .....	0.5
<b>Physical Education .....</b>	<b>1</b>
<b>Health Education .....</b>	<b>0.5</b>
<b>Arts Education .....</b>	<b>0.5</b>
<b>Computer Applications* .....</b>	<b>0.5</b>
<b>Electives .....</b>	<b>5.5</b>
<b>TOTAL .....</b>	<b>24</b>

\* 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.

In addition to the above requirements, a first time college student who holds a high school diploma issued by a non-public high school must meet one of the following criteria:

1. Passed the Alabama Public High School Graduation Examination; or
2. Achieved a minimum ACT score of 16 or the equivalent score of 790 on the SAT's Critical Reading and Math Section.

The admission requirements for the ADN and PN nursing education programs are discussed in the Nursing section (page 92).

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 recom-

mendation 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 Central Alabama Community College 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, specific I.D. documentation, and official documents from at least one of the items 1-5 listed under Section I.A. (Page 16).

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 a documented ability-to-benefit and a Central Alabama 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 the items 1-5 listed under Section I.A. (Page 16).

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 the College 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 transcripts from the institution granting the baccalaureate degree for admission purposes only. Additional information may be necessary for other departments, i.e. Financial Aid, nursing.
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 the College 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 Central Alabama. 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 the College prior to registration for the second semester.

If all required admissions 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.

#### **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 trans-

fer 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 College'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 at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students. See graduation requirements for clarification.
3. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
4. 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(s). Before receiving credit for a course, a student must meet enrollment requirements for the course.

Students may not earn credit through nontraditional academic work for any course in which a grade has previously been received. Appli-

cants must have official documents sent directly to the College Admissions Office from the appropriate agency.

- a. CLEP – Central Alabama Community College will award credit for satisfactory performance on CLEP tests (College-Level Examination Program sponsored by the College Entrance Examination Board). CLEP 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 Central Alabama.

For course equivalencies related to CLEP and AP see Credit for Non-Traditional Academic Work on page 24.

- c. Certified Professional Secretary – Credit will be awarded toward an associate degree based upon the American Council on Education recommendations and upon Southern Association of Colleges and Schools requirements that credit be awarded only in areas offered within the current curriculum of Central Alabama. 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 educa-

tional 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 Central Alabama 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 4 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 the 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 Central Alabama Community College 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 College Office of Admissions.
- b. The student provides 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 for which they plan to enroll. Accelerated high school students 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 College Admissions Office.

Exceptions for admissions may be granted by the Chancellor for a student documented as gifted and talented. Exceptions apply only to requirements a and c above.

### 2. Dual Enrollment/ Dual Credit

Central Alabama Community College is authorized to establish dual enrollment/dual credit program contracts with local boards of education in its service area. Courses offered by postsecondary institutions shall be at the postsecondary level. The student must meet



the entrance requirements established by the College including the submission of a 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. Transcripts must be provided as documentation of the student’s cumulative grade point average.
  - b. The student must be in grade 10, 11, or 12, or have an exception granted by the College upon the written recommendation of the student’s principal and superintendent or church/private school administrator and counselor/private tutor in accordance with Alabama Administrative Code §290-8-9.17 regarding gifted and talented students.
  - c. Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.
3. Early College Enrollment Program (ECEP)  
Central Alabama Community College is authorized to establish ECEP programs with local board of education in its service area. ECEP is a type of Dual Enrollment/Dual Credit for high school students. For complete detailed guidelines, contact the College’s ECEP coordinator.

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

- a. The student has completed the 10th grade;
- b. The student has a minimum cumulative 2.5 average for technical programs or 3.0 average for health programs as identified in guidelines;
- c. The student obtains written approval of his/her principal and the local superintendent of education.

The purpose of the Early College Enrollment Program (ECEP) is to provide an opportunity for qualifying high school students to earn the Alabama High School Diploma with an Ad-

vanced Career and Technical Education Endorsement and college credits toward an approved career/technical or health certificate or degree that meets local, regional, or state high-skill, high-wage, and high-demand critical workforce training needs.

4. Students may enroll in academic, career/technical, or health courses/programs in accordance with guidelines of the Department of Postsecondary Education.
5. 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/or superintendent or the church/private school administrator and counselor/private tutor.
6. 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.

#### **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 College Admissions Office the following:

1. A signed original college application for admission.
2. A small recent photograph of the applicant.
3. An official English translated copy of the student’s high school transcript (and college transcript, if applicable). College transcripts must include a course by course evaluation.
4. An official transcript from ETS reflecting a minimum score of 500 (paper-based) or 173 (computer based) or 61 Internet 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. In-

formation is also available on-line through the TOEFL web site at [www.toefl.org](http://www.toefl.org).

5. A signed, notarized affidavit of financial support declaring that the student will be fully responsible for his/her financial obligations while attending the College.
6. A copy of the students I-94 or valid passport (proper status of students who are already in the United States). Students are responsible for obtaining and maintaining a valid passport and proper status with the Immigration Office.
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.
9. TB and MMR immunizations are required of international students.

Conditional enrollment will not be allowed for any international student.

#### **L. Release of Transcripts**

Central Alabama transcripts 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 Central Alabama and copies cannot be released.

#### **M. Official Admission Documents**

Central Alabama will not accept a faxed transcript as an official document for admission purposes.

## **II. READMISSIONS 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. Students readmitting after suspension are 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 Central Alabama will re-enter 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 Central Alabama Community College.

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# STUDENT SERVICES



## GENERAL INFORMATION

In the interest of assisting each student to achieve his/her maximum potential 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 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. Students 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 Central Alabama equivalents are:

Subject Examination	Central Alabama Equivalent	Semester Hours Awarded
<b>Composition &amp; Literature</b>		
American Literature	ENG 251, 252	6
English Comp w/Essay	ENG 101, 102	6
English Literature	ENG 261, 262	6
Freshman College Humanities	Humanities Electives	3
<b>Science &amp; Mathematics</b>		
Algebra, College	MTH 112	3
Precalculus	MTH 113	3
Biology	BIO 103	4
<b>Social Sciences &amp; History</b>		
American Government	POL 211	3
History of U.S. I	HIS 201	3
History of U.S. II	HIS 202	3
Human Growth & 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
<b>Business</b>		
Business Law Intro	BUS 261	3
Information Systems & Computer Applications	CIS 130	3
<b>Foreign Languages</b>		
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. Central Alabama recognizes the following Advanced Placement courses and examinations:

Subject Examination	Semester	
	Central Alabama Equivalent	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 nontraditional academic work by Central Alabama does not guarantee that other institutions will accept such work. Students are responsible for verifying acceptable course work by contacting 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 within the two-week period prior to eligibility determination and prior to the beginning of each year thereafter. 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 Rights and Privacy Act of 1974

Central Alabama Community College complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) which provides that all students and former students of Central Alabama Community College have the right to inspect and review their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.) Responsibility for protection of the privacy of student education records rests primarily with the Registrar. **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.** Records may be released to parents only if one of the following conditions have been met: (1) through the written consent of the students, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. Outlined below are four

limitations which exist on students' rights to inspect and review their 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 Educational 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 Educational Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be **three calendar years** from the term in question. This challenge must be in writing and must be submitted to the appropriate Instructional Dean. 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 Registrar 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.

A complete view of FERPA guidelines is available in the Offices of Dean of Students and Registrar.

#### 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 Central Alabama will accept FAX transcripts for advising purposes **only**. **An official transcript is required for admission purposes.**

#### 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 Central Alabama uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

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

Central Alabama Community College will maintain a record of all requests for and/or disclosure of information from a student's 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 Rights and Privacy 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, 400 Maryland Avenue, SW, Washington, DC 20202-5920; 205/260-3887; FAX: 202/ 260-9001, website: [www.ed.gov/policy/gen/guide/fpco/index.html](http://www.ed.gov/policy/gen/guide/fpco/index.html), e-mail [ferpa@ed.gov](mailto:ferpa@ed.gov).

## 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 the Dean of Students Administration Bldg Alexander City	Dean of Students
Disciplinary	Office of the Dean of Students Administration Bldg Alexander City	Dean of Students
Nursing Records	Admissions Office Administration Bldg Alexander City	Admission Specialist
Nursing Admission	Admissions Office Administration Bldg Alexander City	Admission Specialist

## **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 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 at an institution under the control of the Alabama Community College System. 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.

### **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. During the seminar, students must provide COMPASS test scores or acceptable ACT or SAT scores for appropriate placement in English, reading, and mathematics. The State Board of Education has adopted the COMPASS test as a 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 nonaccredited high schools. Any student who applies for admission to and enrolls in Central Alabama within three years of high school graduation/enrollment 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 COMPASS 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 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.
5. Students who have acceptable ACT/SAT scores within three years of high school graduation/enrollment can be exempt in English, math and/or reading.

### **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.

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# 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 Fee .....Maximum amount by law

Library Fine (per day) ..... 0.25

Student Accident Insurance -  
for applicable courses (per term)\*..... 4.10

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

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 course(s). 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 re-register 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 Office of Student Services. The refund of tuition and fees is rounded to the nearest dollar and is computed according to the student's last date of attendance. 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.

If a National Guard student is receiving Title IV funding, a re-calculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

### PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the drop/add period will be refunded the difference in the tuition paid and the 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 in-state 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.**

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

For further information, call 256/215-4306.

## **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. The 18,000 square-foot facility includes treadmills, stair climbers, recumbent bikes, tanning beds, a massage chair, a per-

sonal 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**

Central Alabama 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 the College. Students receive a scholarship based on their service.

For further information, contact the sponsor on either campus.

## **INSTITUTIONAL RESEARCH, PLANNING AND ASSESSMENT**

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. Central Alabama assesses its instructional programs, surveys student perceptions and opinions, measures student intellectual growth in the general education core in degree and certificate programs, and measures growth in knowledge and skills in career and technical programs.

Standardized testing instruments such as the Collegiate Assessment of Academic Proficiency (CAAP), COMPASS, and Work Keys may be utilized to gather pre- and post- measures on student achievement. Other instruments, developed by the College under the direction of the Planning and Assessment Committee, are utilized for opinion surveys and evaluations of departments, services, personnel, instructional programs, and student and community perceptions and opinions. Data collected from other institutions on the success of Central Alabama transfer students and data collected from employer surveys is reviewed by the College. Results of research projects, surveys, testing, and/or evaluation data are published periodically. These combined processes offer a broad base of assessment and evaluation data on all facets of the

College. Summaries and results from these types of institutional effectiveness efforts are utilized by the administration, faculty, and staff in identifying strengths and weaknesses and aiding in the continuous improvements of the College.

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

### **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. For further information, call 256/215-4007.

### **COMMUNITY SERVICE COURSES**

Professional development and special interest courses include noncredit learning experiences offered by the College. Courses may be 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.

### **COURSES OFFERED VIA INTERNET**

Central Alabama Community College offers various opportunities for students to take courses in nontraditional settings including courses via the Internet. Students enrolling in Internet classes are required to have a working e-mail account and have access to a personal computer. For further information, contact the Director of Distant Education.

### **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 re-enter 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 re-entry 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.

### **HEALTH LINKAGE PROGRAM**

The Health Linkage Program with Wallace State in Hanceville enables students to complete their general education core courses at Central Alabama 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 the Director of Nursing and Allied Health at 256/378-2045.

### **SKILLS TRAINING**

Central Alabama's Skills Training program offers short-term, non-credit training courses for non-traditional 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 (non-credit) provide students the welding skills needed for entry-level employment. Additional skills training courses may be offered to meet local workforce demands.

In the summer of 2009, an Electrical Lineworker Program was started at the Talladega Center. The program is designed to prepare students for entry-level employment as a Pre-Apprentice Electrical Lineworker. The Lineworker Program is seven weeks of intense instruction covering the fundamentals of the following: lineworker fitness, safety, CPR/first aid, electrical fundamentals, ratios and proportions, AC theory, lineworker tools, map reading, pole climbing, measurements, line hardware, CDL training and preparation for certification, and lineworker field observations.

### **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 Central Alabama 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 careers, applying for financial aid, and transferring to other colleges. The SSS counselors also orchestrate tutorial needs, work as counselor liaisons for SSS students with faculty, and provide personal counseling if needed.

**USE OF COMPUTERS** - Upon acceptance into the program, students have access to the SSS Computer Lab for computer orientation, for assistance with their

course work, for academic and career tutorials, and for performing research on the Internet.

**VISIT TO FOUR-YEAR UNIVERSITIES/COLLEGES** -Student tours are provided to nearby four-year university/college campuses where students can gather information about each university/college in order to 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.

## **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 becoming successful 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 the College's service area, Central Alabama Community College has been designated as an ACT Work Keys Service Center. Work Keys assesses an individual's skills through a work-related problem-solving process. Profilers have been trained to assist in identifying skill levels required for particular positions within a business or industry. The Service Center is available to assess candidates for hiring, for promotion, or to identify gaps in training. Appropriate training can be provided at the Service Center located on either campus. Career/technical students are evaluated with Work Keys.





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# 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

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](http://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 semester/term, the grade of "I" automatically becomes "F." (See Incomplete Policy on page 46)

**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

The required grade point average (GPA) levels for students according to the number of hours attempted at Central Alabama:

1. Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 cumulative grade point average.
2. Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 cumulative grade point average.
3. Students who have attempted 33 or more semester credit hours at the College 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 the College, 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 the College, the student is placed on Academic Probation.

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

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 the College and the semester GPA is below 2.0, the student is suspended for one semester.

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

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

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

The student who serves the calendar year suspension reenters the College 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 Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, limiting the student's 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.

Equity, reasonableness, and consistency should be the standard by which such decisions are measured. Exceptions are the following:

1. Programs within the College which are subject to external licensure, certification and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the College's standards of progress.
2. Transfer students admitted on academic probation must transition to these standards of academic progress.
3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV federal financial aid.

**Note: The College reserves the right to cancel the registration of any student who fails to meet the required academic standard upon posting of semester 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 the College. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College, the cumulative GPA is below 1.5, the student is suspended for one semester.

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

Grades accrued at other regionally accredited postsecondary institutions including other Alabama Community Colleges are not included in GPA calculation.

## ACADEMIC BANKRUPTCY

1. Academic bankruptcy occurs when a student requests the removal of one-three semester(s)/term(s) of grades from his/her cumulative GPA (based on 1 a and 1 b below). The grade(s) will remain on the transcript but will not be counted in the student's cumulative GPA and will not count toward degree requirements for graduation. A student must complete the "Request for Academic Bankruptcy" form located in Student Services. The Dean of Students/Registrar will declare academic bankruptcy status under the following conditions:
  - a. If fewer than three calendar years have elapsed since the semester/term for which student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during the semester/term 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 semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during semester/term 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 semester/term affected.
3. A student may declare academic bankruptcy only once.

4. Implementation of academic bankruptcy at the College 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 the College. Students must complete the “Request for Course Forgiveness” form located in student services. The Dean of Students/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 semester/term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.
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 was enrolled.

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

## REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

The following report is to comply with the Federal *Crime Awareness and Campus Security Act* of 1990 (Title II of Public Law 101-542) which amended the *Higher Education Act of 1965* (HEA). The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

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 the Provost/Dean of Students, phone number 256/215-4273; Office of the Dean of Instruction, phone number 256/215-4260; or after 4:00 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 Provost/Dean of Instruction, phone number 256/378-2047; 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 .

At the Talladega Center the report should be made to the Office of Director. The number is 256/480-2066 ext. 5069

Any person who witnesses any situation which fits the above described categories shall make herself/himself 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 as required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, for the period of January 1, 2006, through December 31, 2006, are zero in the following categories: criminal homicide, sex offenses, arson, aggravated assault, robbery, motor vehicle theft, hate crimes, arrests, disciplinary referrals for illegal weapon possession, drug law violations, and liquor law violations. There was one report of burglary. Crime statistics for January 1, 2007, through December 31, 2007, are zero in all

categories listed above with the exception of one report of burglary. Crime statistics for January 1, 2008, through December 31, 2008, are zero in all categories listed above with the exception of two reports of burglary, two reports of aggravated assault, and one report of motor vehicle theft.

Information on registered sex offenders in Alabama can be obtained at <http://www.dps.state.al.us/>. The National/State Sex Offender Registry can be accessed at <http://www.fbi.gov/hq/cid/cac/registry.htm>.

## WITHDRAWAL

A student who wishes to partially or totally withdraw from a course(s) 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. **If the instructor does not administratively withdraw the student, he/she will receive the grade earned in the course(s) at the end of the semester/term.** These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) within the first two-thirds of the semester/term. The dates are listed in the class schedule each semester/term for partial or total class withdrawal. The grade of “W” will appear on the permanent record and the credit hours will not be averaged into the grade point average.

Withdrawal from a course(s) after two-thirds of the semester/term up to the last five days before the last of class will only be granted in extreme circumstances. These circumstances include but are not limited to hospitalization, 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 instructor and final approval will be given by the 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.

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

## 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 completion 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 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 once the first official day of class has started for the semester/term.

## INDEPENDENT STUDY

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 the College. Courses which require laboratories may 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 2.0 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 posted 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 the 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 semester/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. Transitional courses will not count toward the minimum course load requirement.

## DEAN'S LIST

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

## ACADEMIC HONORS

Superior academic achievement by graduating students receiving degrees is recognized by the following designations: Graduation with Honors (or *Cum Laude*) -- 3.5 to 3.69 GPA; Graduation with High Honors (or *Magna Cum Laude*) -- 3.7 to 3.89 GPA; Graduation with Highest Honors (or *Summa Cum Laude*) -- 3.9 to 4.0 GPA.

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

Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned (calculation of GPA discussed on page 42). In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the College.



## 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/term.

## ATTENDANCE

Class attendance is critical for ensuring academic success; therefore, students are expected to attend all classes for which they are registered. 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.

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, make-up assignments may be given at the instructor’s discretion. However, there is no requirement that the instructor provide the opportunity for a make-up. If the student was scheduled to make a presentation to the class, the opportunity to make the presentation at a later date or to the instructor outside the scheduled class time, is at the instructor’s discretion. There is no requirement that the instructor provide a make-up opportunity for students who miss 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.

A student desiring to appeal the Attendance Policy should follow the Student Grievance Policy in the Student Handbook section (page 198).

### Guidelines for Determining Make-up Work:

The following guidelines are provided for instructors who wish to implement policies for make-up 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 in an Internet Course

The student must make initial contact via e-mail within fourteen calendar days from the first official day of class (no later than noon on the 14th day). Contact is made via **e-mail with no exceptions**.

## 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)].

Central Alabama Community College uses the “Fall Term disclosure method”. Of the 473 students enrolled during Fall Semester, 2005 as full-time, first-time students, 19% are known to have graduated and 2% are known to have transferred to another Alabama college or university within a three-year period. Such percentages are also calculated by race and gender, and also by athletic scholarship. Central Alabama Community College’s 4-year average graduation rate within 150% of normal time is 20%. For further information, contact Ms. Amanda Harkins, Provost/Dean of Students.



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# FINANCIAL AID

## FINANCIAL AID OVERVIEW

The Financial Aid Office administers student financial aid programs which provide financial assistance for students who, without such aid, would be unable to attend Central Alabama Community College. Financial Aid is designed to assist in the financing of the student's educational expenses. Eligibility for assistance is based primarily on financial need. Need may be defined as the difference between the total cost of education (expenses such as tuition, fees, room, board, books, supplies, 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, Central Alabama also participates in institutional scholarships, privately sponsored scholarships, and benefits for veterans and dependents of veterans.

A brief overview of the basic programs administered by the Financial Aid Office 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 as long as all requirements are being met. The award of a Pell Grant is calculated using the Department of Education's Federal Methodology Calculation. The award is dependent upon the student's and/or family of the student's financial circumstances, the student's cost of attendance, and whether the student is attending full-time or part-time. To be considered for a Pell Grant, a student must be an undergraduate student who

does not already have a bachelor's degree. Application is made directly to the Department of Education by completing the Free Application for Federal Student Aid (FAFSA). The Pell Grant is awarded for the fall semester and spring semester of each academic year. Pell Grant eligibility for the summer term is available only if the student has remaining eligibility after the fall and spring semesters have been paid. This eligibility will be determined by the Financial Aid Office at the end of each spring semester. Pell Grants are not automatically renewed from one academic year to the next. Therefore, all Pell Grant recipients must reapply each year after completion of the Federal Income Tax Returns. For more information about Pell Grants, contact the Financial Aid Office.

2. Federal Supplemental Educational Opportunity Grant (FSEOG):

FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFC's) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a bachelor's degree. Also, the student must be enrolled in at least six credit hours each semester. Financial need is determined by the Free Application for Federal Student Aid. Students need only to complete the FAFSA to receive consideration. Since funds are limited, not all eligible students will receive this grant.

3. FFEL Stafford Loans:

The Department of Education administers the FFEL program and are generally known as Stafford loans (for students) and PLUS loans (for parents). Subsidized loans are awarded on the basis of financial need. Interest is deferred prior to repayment beginning and during authorized periods of deferment. Unsubsidized loans are not awarded on the basis of need. Interest is charged from the date the loan is disbursed until the loan is paid. Parents can borrow a PLUS loan to help pay the educational expenses of their dependent undergraduate student who is enrolled at least half time in an eligible program. Parents must have an ac-

ceptable credit history to receive a PLUS loan.

Interested students must complete the Free Application for Federal Student Aid (FAFSA), complete a Loan Information Sheet that is available from the Financial Aid Office, and return the Loan Information Sheet to the Financial Aid Office before receiving consideration for a Stafford Loan. Borrowers at Central Alabama Community College (Central Alabama) are required to complete an on-line entrance counseling session ([www.kheaa.com](http://www.kheaa.com)) before loan certification will be completed. Upon approval, the Stafford and/or PLUS loan will be certified by the Financial Aid Office and a promissory note must be completed by the student. This promissory note may be completed on-line at [www.kheaa.com](http://www.kheaa.com). Funds are sent directly to Central Alabama and posted to the student's account. Balances due to the student will be disbursed by the College after all institutional charges have been paid. Students will receive written notification by the Financial Aid Office when funds will be available. Students must be enrolled for a minimum of six semester hours to be eligible for loans.

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):

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

#### *Applying for Financial Aid:*

Students applying for financial aid must complete the following steps:

1. Students must apply for admissions to Central Alabama 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 completed as soon as Federal Income Tax

Returns are 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 should complete the FAFSA on-line at [www.fasfa.ed.gov](http://www.fasfa.ed.gov) and list Central Alabama's federal school code (001007) on their application. Completion of the FAFSA is only one step in the financial aid process. The Financial Aid Office will contact each student upon receipt of their information from the Department of Education identifying the additional steps required for completion of the financial aid process.

3. Approximately one-third of all financial aid applications are selected by the Department of Education 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.

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

#### *Disbursement of Financial Aid Funds*

When the student receives a financial aid award letter, it is his/her indication that the financial aid award has been established through Central Alabama. 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. Funds remaining after the student's charges have been deducted will be disbursed by mail to the student. 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 completing 60% of the length of the term, federal financial aid monies will be due back to the Department of Education in accordance with the Title IV Refund calculation.

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

#### *Standards of Satisfactory Progress for Financial Aid Recipients*

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

1. Program of study:  
Students receiving financial aid must be enrolled in a program of study leading to a degree or eligible certificate at the College.
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 half-time, 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 Central Alabama 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 Central Alabama.
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 Central Alabama.
 

	Minimum
After Attempting:	Cumulative GPA
12-21 semester credit hours	1.5
22-32 semester credit hours	1.75
33 or more semester credit hours	2.0

Academic Probation and Academic Suspension are determined by the policies and procedures located on page 43.
5. **Suspension:**  
A student IS NOT eligible to receive financial aid when a student is suspended until the student serves the suspension and then attends Central Alabama at his/her own expense for at least 12 semester credit hours and makes the cumulative GPA required for the number of credit hours attempted at Central Alabama or makes a semester GPA of at least 2.0 or above. A suspended student who is readmitted upon appeal is required to attend for at least 12 semester credit hours and make the cumulative GPA required for the number of credit hours attempted or make a semester GPA of at least 2.0 or above before financial aid consideration will be given.  
  
A transfer student who has been suspended from another institution is not eligible for student financial aid in his/her first semester of enrollment at Central Alabama. Eligibility of any subsequent semester must be based on at least 12 cumulative semester hours completed at Central Alabama.
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. **Transient Students:**  
A transient student is a student who attends another college and seeks credit for transfer

back to that parent institution. Transient students are not eligible to receive financial aid at Central Alabama.

12. Transfer Credit:

Grades accrued at other regionally accredited postsecondary institutions are not included in grade point average calculations, but courses passed ARE counted in completion of the program requirements. (See the Transfer Student section under Academic Policies and Regulations for additional information applicable to all students enrolled at Central Alabama.)

13. Extenuating Circumstances and Withdrawals: Students who withdraw or are administratively withdrawn from all classes will lose eligibility for additional financial assistance and may be required to repay all or part of any financial aid awarded for that term as determined by the Title IV refund calculation. If the student feels that his/her withdrawal was due to extenuating circumstances, the student may write a letter of appeal to the Director of Financial Aid explaining the circumstances that necessitated the withdrawal. This appeal should include the student's name, address, phone number, student ID, and should explain in detail the reason for the withdrawal. In addition, this written request should outline the student's plan for the prevention of future withdrawals. Circumstances that warrant consideration include, but are not limited to, an excessive number of years since last attending college (generally two or three years), death of a family member, loss of transportation, loss of child care, etc. The Director of Financial Aid will carefully review the student's appeal, transcript, and the student's academic progress in reaching a decision regarding the appeal. Appeals are generally only granted once for extenuating circumstances and do not override whether a student must repay all or part of the financial aid awarded for that term as determined by the Title IV refund calculation.

14. Financial Aid Probation Period:

In evaluating the eligibility of a student for federal financial aid assistance, students must be making satisfactory academic progress, which is determined by reviewing the student's cumu-

lative GPA and successful completion of at least 66% of all hours attempted at the College. Failure to meet one or both of these requirements may constitute the granting of a financial aid probation period. If denied assistance, the student may submit a letter of appeal, in writing, to the Director of Financial Aid. This appeal should include the student's name, address, phone number, student ID, and should explain in detail the reason(s) for failing to meet the requirements for academic progress. Circumstances that warrant consideration include, but are not limited to, an excessive number of years since last attending college (generally two or three years), death of a family member, loss of transportation, loss of child care, etc. The Director of Financial Aid will carefully review the student's appeal, transcript, and the student's academic progress in reaching a decision regarding the appeal. If granted, a Financial Aid Probation Letter will be issued to the student outlining the guidelines for the period of probation. Failure to abide by the financial aid probation guidelines will result in the loss of future financial assistance. The granting of a financial aid probation period will not override whether a student must repay all or part of the financial aid awarded as a result of a Title IV refund calculation.

15. Title IV Refunds:

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

If a student receiving federal financial aid completely withdraws or stops attending school prior to completing 60% of the length of the term, financial aid monies will be due back the College or the Department of Education based on the formula calculated by the Financial Aid Office in accordance with the Title IV Refund calculation. A student who fails to earn a passing grade during the semester will be assumed to have unofficially withdrawn. For Title IV purposes, the student's withdrawal date will be considered to be the midpoint of the semester

and the Title IV refund calculation will be performed accordingly.

16. **Appeal Process:**

Students who believe that they have received unfair suspension of financial aid may appeal to the Financial Aid Appeals Committee. 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 Central Alabama 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 institutional scholarships at the College is March 1 of each year and awards are announced by May 1.

**Institutional scholarships include the following:**

### **Academic Scholarships**

Academic Scholarships recognize outstanding high school seniors who have excelled in academics. Students must have a minimum of a 3.0 GPA in addition to involvement in extracurricular activities.

### **Ambassador Scholarships**

Ambassador Scholarships are awarded to high school seniors who have excelled in leadership. Students must have a minimum of a 2.5 GPA.

### **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, women's tennis, and managers. 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 students who portray talent in these areas. Students must have a minimum of a 2.5 GPA.

### **Technical Scholarships**

Technical scholarships are awarded to high school students enrolling in technical programs of study. Students must have a minimum of a 2.5 GPA in addition to involvement in extracurricular activities.

## OTHER FORMS OF FINANCIAL ASSISTANCE

### **Alabama Automotive Manufacturing Association (AAMA) Scholarship Information**

AAMA Manufacturing Scholarships are intended to encourage Alabama students to pursue careers in manufacturing sectors. Consideration will be given to students that have demonstrated an interest in a career in automotive manufacturing or automotive manufacturing maintenance. Preference will be given to recent high school graduates or GED recipients who are planning to enroll in an automotive manufacturing program at a two-year college in Alabama. Additional information and scholarship applications can be printed from AAMA's website at <http://resadmin.uah.edu/aama/scholarship>.

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

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

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

This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama Community College System and the Alabama Department of Postsecondary Education and their dependents. An application form for the tuition assistance program and the guidelines associated with this program are available from the Financial Aid Office and should be completed and returned to the Financial Aid

Office prior to registration for classes.

### **GED Scholarship Program**

GED recipients may qualify for one free class at Central Alabama following receipt of official scores verifying successful completion of the GED after July 2002. Upon registering for college courses at the College, GED recipients should contact the Financial Aid Office regarding this scholarship.

### **Operation Family Shield Scholarship Program**

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

### **Police Officer's and Firefighter's Survivor's Educational Assistance Program**

Students who are dependents or spouses of police officers or firefighters killed in the line of duty in Alabama are eligible to apply for this scholarship program. Student must be enrolled in an undergraduate program at a public postsecondary educational institution in Alabama. Other special eligibility criteria apply. Application forms may be obtained from the Alabama Commission on Higher Education, P.O. Box 302000, Montgomery, AL 36130-2000, phone 334/242-2273.

### **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 Activity Scholarships**

Student Activity scholarships are available on an annual basis for Presidents of the following organizations:

- Circle K
- Cultural Unity Organization
- Phi Theta Kappa
- Student Government Association

### **Trade Adjustment Act**

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

### **Transfer Scholarships**

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

### **Additional Scholarships**

Should additional scholarships become available, notices will be posted on the Financial Aid Office bulletin boards and flyers will be posted throughout the campuses. Scholarship notices will also be posted on the College's website at [www.cacc.edu](http://www.cacc.edu).

### **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 work 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 county. Eligibility for this program is determined through the Career Link Office.



*NOTE: The Financial Aid Office customarily receives scholarship information from various organizations throughout the year. As information is received, announcements will be posted on the College website ([www.cacc.edu](http://www.cacc.edu)) and the Financial Aid Bulletin Boards.*

## VETERANS' BENEFITS

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

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

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

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

ANGEAP is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. ANGEAP applications and additional information regarding this pro-

gram are available from the National Guard benefits administrator at the National Guard Unit.

### **The Post 9/11 GI Bill**

The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. This benefit provides up to 36 months of education benefits. Generally benefits are payable for 15 days following release from active duty. This program is also commonly referred to as Chapter 33. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

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

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

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

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

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

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared

by the President or Congress. This new program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits. This program is commonly referred to as Chapter 1607. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

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

VEAP is available if you first entered active duty between January 1, 1977, and June 30, 1985, and you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. This program is commonly referred to as Chapter 32. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

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

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

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

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

semester in order to notify the College's Certifying Official of enrollment and request certification of enrollment for that semester.

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

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

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

1. Certification will be granted for only those courses that are applicable to the declared program of study. Any deviation must be approved by the VA Certifying Official located in the College's Financial Aid Office.
2. Certification will not be granted for audited courses or courses in which a veteran has received a grade of "D" or higher.
3. The veteran or eligible person who has received credit at other institutions will be certified only for those courses necessary to complete the declared program of study at the College.
4. Payments will be made to the student from the Department of Veteran Affairs based on the following payment schedule:
  - Full-time payment (12 credit hours or more)
  - Three-fourths payment (9-11 credit hours)
  - One-half payment (6-8 credit hours)
  - Reimbursement for tuition and fees (5 or fewer credit hours)

Required Verification of Enrollment by Student:

Students receiving MGIB-Active Duty (Chapter 30), REAP (Chapter 1607), or MGIB-Selected Reserve (Chapter 1606), must verify their enrollment\* each month to receive payment for that month. Your enrollment can be verified starting on the **last calendar day of the month** by using the Department of Veteran Af-

fairs **Web Automated Verification of Enrollment (WAVE)** at <https://www.gibill.va.gov/wave> or by calling the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. Students receiving benefits under DEA (Chapter 35) or VEAP (Chapter 32) do NOT need to verify their attendance in this manner.

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

Change in Enrollment Status:

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

Academic Standards of Progress:

Students should follow the required academic standards of progress as outlined under the Section entitled “Standards of Satisfactory Progress for Financial Aid Recipients” located on page 54.

Additional VA Information:

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

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





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# 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. The College encourages and supports the participation of students 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 2.5 overall average and attend Central Alabama.

### *Athletics*

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

### *Jazz Ensemble*

The 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.

### *Show Choir*

The 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 events.

## HONORS AND RECOGNITION

### *National Technical Honor Society*

This is a national society for recognizing superior academic and lab performance in technical programs. Students achieving a superior level of performance are invited to join. Consideration for membership includes grade point average, program of study, credit hours, and recommendation of faculty.

### *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, half-time 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-Student Organization*

The associate degree nursing students and the 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 organization works to recognize and encourage leadership, service, and character. Its purpose is to encourage and foster unity among all students enrolled at the College. Recruitment programs and activities are held throughout the year.

#### *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.

#### *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 Science Team works with third graders on a bi-monthly basis to promote an interest in science by performing experiments and providing hands-on experiences.

#### *Young Democrats/Central Alabama Community College Chapter*

The 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 held for democratic candidates over the state. Members go to other college and university campuses and socialize with other chapter members. This organization meets monthly on campus. Members are 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, and retreats are just some of the activities students enjoy.



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# 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.

- 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 transfer. The AAS degree shall be comprised of at least 60 semester credit hours, but no 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 no 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 will be considered a graduate and 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. 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 the College. 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.
4. 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 the College's degree programs. Guides utilized include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
5. Comply with formal procedures for graduation in accordance with institutional policy at the College. (The student must complete an application for graduation the semester prior to completion of requirements.)
6. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the College.
7. 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 a 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.

8. The chief academic officer shall approve the formal award when the student meets all requirements for graduation.

### **Certificate Requirements**

A student will be considered a graduate and awarded a certificate upon satisfactory completion of the requirements of the specific program as specified by Central Alabama.

A student must:

1. Complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of the semester credit hours at Central Alabama.
4. Provide transcripts from all colleges previously attended. Transferred course work accepted for credit toward an undergraduate award, must represent equivalent collegiate course work relevant to the award.
5. Comply with formal procedures for graduation in accordance with Central Alabama. (The student must complete an application for graduation.)
6. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the College.
7. 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 a 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.

8. 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  
Central Alabama Community College**

**SEMESTER HOURS**

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

- 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 (Lab based) ..... 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**  
**Core Requirements**

**SEMESTER HOURS**

**AREA I**

**Written Composition I & II ..... 6**

**AREA II**

**Humanities & Fine Arts ..... 12**

- Must complete 3-6 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 major/and or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year public colleges and universities.*

**Semester Credit Hour Range**

**by Award ..... 60-64\*\*\***

\* 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 Community 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 Central Alabama, 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 the 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 hour 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 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 from Central Alabama Community College. **Students are responsible for knowing the particular requirements of the institution to which they plan to transfer.**

**ASSOCIATE IN APPLIED SCIENCE  
DEGREE**

**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 or 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 Community 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.

**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

*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 Central Alabama Community College, 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 or fine arts.

Humanities and Fine Arts discipline 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**

- Must complete a minimum of 3 semester hours in mathematics.
- One course in computer science 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 Community 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 and Data Processing/Word Processing.

**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 Central Alabama Community College, 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**

**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), 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.*

**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.

**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.

<b>Associate in Applied Science</b>	<b>Certificate</b>	<b>Short-Term Certificate</b>
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
		Biomedical Technology
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 Technology Manufacturing Technology
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

<b>COURSES</b>	<b>SEMESTER HOURS</b>
BUS 241 Principles of Accounting I .....	3
CIS 130 Intro to Information Systems .....	3
CIS 146 Microcomputer Applications .....	3
CIS 150 Introduction to Computer Logic and Programming .....	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) .....	18
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
CIS 130	Intro to Information Systems .....	3
CIS 146	Microcomputer Applications .....	3
CIS 150	Introduction to Computer Logic and Programming .....	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) .....	18
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) .....	<u>3</u>
	Total hour for a Certificate in Computer Science .....	60

## DRAFTING AND DESIGN TECHNOLOGY

### Associate in Applied Science Degree

COURSES	SEMESTER HOURS	
DDT 104	Intro to Computer Aided Drafting and Design .....	3
DDT 111	Fundamentals of Drafting and Design Technology .....	3
DDT 124	Intro to 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	Precalculus Algebra .....	3
	Natural Science Elective .....	4
PSY 200	General Psychology .....	3

SPH 106	Fundamentals of Oral Communication (SPH 107) .....	3
Electives*	.....	<u>6</u>
	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	The Legal and 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*	.....	<u>6</u>
	Total hours for an Associate in Applied Science degree in General Business .....	67

\* Electives shall come from any area.

## INDUSTRIAL ELECTRONICS TECHNOLOGY

### Associate In Applied Science Degree

COURSES	SEMESTER HOURS	
<b>General Education Courses</b>		
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
PHL 206	Ethics and Society or ENG 102 .....	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 Fundamentals .....	3

**OPTION I - Industrial Electronics**

AUT 102	Manufacturing Fundamentals .....	3
ILT 108	Introduction to Instruments and 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 and Transformers I .....	3
ILT 169	Hydraulics/Pneumatics .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	3
ILT 209	Motor Controls I .....	3
Industrial Electronics Electives (From ILT prefix) .....		<u>15</u>
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 and 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 and Transformers I .....	3
ILT 180	Special Topics .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	3
ILT 196	Advanced Programmable Logic Controllers .....	3
ILT 201	Industrial Electronics (ILT 269) .....	3
ILT 202	Industrial Electronics Lab (ILT 270) .....	2
ILT 209	Motor Controls I .....	3
ILT 227	National Electric Code .....	2
Industrial Electronics Electives (From ILT prefix) .....		<u>6</u>
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 and 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 and Transformers I .....	3
INT 117	Principles of Industrial Mechanics .....	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
INT 119	Principles Mechanical Measurements and Technical Drawing .....	3
INT 121	Industrial Hydraulics Troubleshooting .....	3
INT 126	Preventive Maintenance .....	3
INT 127	Principles of Industrial Pumps and Piping Systems .....	3

INT 134	Principles of Industrial Maintenance Welding and 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**

AUT 102	Manufacturing Fundamentals .....	3
ILT 108	Introduction to Instruments and 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 and Transformers I .....	3
ILT 169	Hydraulics /Pneumatics .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	3
ILT 209	Motor Controls I .....	3
	Industrial Electronics Electives (From ILT prefix) .....	12
	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 and 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 and Transformers I .....	3
ILT 180	Special Topics .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	3
ILT 196	Advanced Programmable Logic Controllers .....	3
ILT 201	Industrial Electronics (ILT 269) .....	3
ILT 202	Industrial Electronics Lab (ILT 270) .....	2
ILT 209	Motor Controls I .....	3
ILT 227	National Electric Code .....	2
	Industrial Electronics Electives* (From ILT prefix) .....	3
	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 and 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 and Transformers I .....	3
INT 117	Principles of Industrial Mechanics .....	3
INT 118	Principles of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
INT 119	Principles Mechanical Measurement and Technical Drawing .....	3
INT 121	Industrial Hydraulics Troubleshooting .....	3
INT 126	Preventive Maintenance .....	3
INT 127	Principles of Industrial Pumps and Piping Systems .....	3
INT 134	Principles of Industrial Maintenance Welding and 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

### Biomedical Technology - Short-term Certificate

ACS 111	Principles of Refrigeration .....	3
ILT 109	Electrical Blueprint Reading I .....	3
ILT 164	Circuit Fabrication I .....	1
ILT 169	Hydraulics/Pneumatics .....	3
ILT 180	Special Topics .....	3
ILT 203	Biomedical Electronics I .....	3
ILT 204	Biomedical Electronics II .....	3
ILT 226	BMET Certification Preparation .....	3
ILT 294	Biomedical Electronics Clinical I .....	3
ILT 295	Biomedical Electronics Clinical II .....	<u>2</u>
Total credit hours for a Short-Term Certificate in Biomedical Technology .....		28

### Industrial Electronics Technology - Short-term Certificate

AUT 102	Manufacturing Fundamentals .....	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 and Transformers I .....	3
ILT 169	Hydraulics/Pneumatics .....	3
ILT 209	Motor Controls I .....	3

Choose one of the following:

ILT 108	Introduction to Instruments and Process Controls .....	3
ILT 117	Principles of Construction Wiring .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	<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 and 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 and Transformers I .....	3
ILT 180	Special Topics .....	3
ILT 194	Introduction to Programmable Logic Controllers .....	3
ILT 209	Motor Controls I .....	3
	Total credit hours for a Short-Term Certificate in Industrial Electronics and Instrumentation .....	27
<b>Industrial Maintenance - Short-term Certificate</b>		
INT 101	DC Fundamentals (ILT 160) .....	3
INT 103	AC Fundamentals (ILT 161) .....	3
INT 112	Industrial Maintenance Safety Procedures .....	3
INT 113	Industrial Motor Control I (ILT 209) .....	3
INT 117	Principles of Industrial Mechanics .....	3
INT 118	Principles of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
INT 126	Preventive Maintenance .....	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
INT 153	Precision Machining Fundamentals I .....	3
	Total hours for a Short-Term Certificate in Industrial Maintenance .....	27

## MANUFACTURING TECHNOLOGY

### Associate in Applied Science

COURSES	SEMESTER HOURS	
<b>General Education Courses</b>		
CIS 146	Microcomputer Applications .....	3
ENG 101	English Composition I .....	3
PHL 206	Ethics and Society .....	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
<b>Core Manufacturing Technology Courses</b>		
AUT 100	Introduction to Automotive Concepts [Option I] or .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics [for Option II and III] (ILT 169) .....	3
AUT 102	Manufacturing Fundamentals (Lean Manufacturing & OSHA) .....	3
AUT 104	Blueprint Reading for Manufacturing (DDT 114, MSP 121) .....	3
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
ILT 160	DC Fundamentals (AUT 101, INT 101) .....	3
ILT 161	AC Fundamentals (AUT 111, INT 103) .....	3
MSP 101	Basic Machining Technology .....	5
<b>OPTION I - Automotive Manufacturing Technology</b>		
(select 17 hours from courses below)		
AUT 106	Quality Control and Inspection Techniques .....	3
AUT 118	Introduction to Engineering Technology (ILT 100) .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
AUT 134	Industrial Motors (INT 206) .....	3

AUT 136	Principles of Refrigeration (ASC 111)	3
AUT 138	Principles of Industrial Mechanics (INT 117)	3
AUT 145	Introduction to Injection Molding	3
AUT 154	Metallurgy	3
AUT 157	Toolmakers Technology	3
AUT 158	Die Fundamentals	3
AUT 160	Die Construction and Tryout	3
AUT 161	Die Maintenance and Repair (CNC 161)	3
AUT 169	Basic CAD (DDT 104)	3
AUT 190	Special Topics (Welding)	1
AUT 191	Special Topics (Welding)	2
AUT 192	Special Topics (Welding)	3
AUT 193	Special Topics (Electrical/Electronic)	1
AUT 194	Special Topics (Electrical/Electronic)	2
AUT 195	Special Topics (Electrical/Electronic)	3
AUT 196	Special Topics (Machining)	1
AUT 197	Special Topics (Machining)	2
AUT 198	Special Topics (Machining)	3
AUT 206	Quality Technician Fundamentals	2
AUT 210	Industrial Robotics	3
AUT 211	Industrial Robotics Lab	2
AUT 212	Robot Operation and Programming	3
AUT 213	Robotics Project	3
AUT 217	Elements of Industrial Control II	3
AUT 219	PLC Application	3
AUT 221	Advanced Programmable Logic Controllers (ILT 196)	3
AUT 224	Digital Circuits	3
AUT 230	Preventive and Predictive Maintenance (INT 126)	3
AUT 232	Sensors Technology and Applications (ILT 165)	3
AUT 234	Industrial Motor Controls I (ILT 209)	3
AUT 250	Introduction to Process Control (ILT 108, INT 105)	3
AUT 251	Introduction to Servo Control	3
AUT 253	Introduction to Computer Numerical Control	3
AUT 254	CNC Programming	3
AUT 278	Robotic Programming and Welding (WDT 160)	3
AUT 280	Consumable Welding Process	3
AUT 282	Consumable Welding Process Lab	3
AUT 284	Robotic MIG Welding	3
AUT 285	Robotic Welding Lab	3
AUT 286	SMAW Fillet/OFC (WDT 108)	3
AUT 287	SMAW Fillet/OFC Lab (WDT 122)	3
AUT 291	Automotive Cooperative Education	1
AUT 292	Automotive Cooperative Education	2
AUT 293	Automotive Cooperative Education	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
AUT 219	PLC Application	3



AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
ILT 166	Motor and Transformers I .....	3
INT 117	Principles of Industrial Mechanics (AUT 138) .....	3
INT 126	Preventive Maintenance .....	3
WDT 108	SMAW Fillet/OFC .....	3
WDT 122	SMAW Fillet/OFC Lab .....	3
	Total credit hours for Associate in Applied Science - Manufacturing Technology - Option II - Industrial Maintenance .....	75

### **OPTION III - Industrial Automation Technology**

CNC 111	Introduction to Computer Numerical Control* .....	2
AUT 134	Industrial Motors (INT 206) .....	3
AUT 195	Special Topics (Electrical/Electronic) .....	3
AUT 219	PLC Applications .....	3
AUT 232	Sensors Technology and Applications .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
AUT 251	Introduction to Servo Control .....	3
AUT 284	Robotic MIG Welding .....	3
	Total credit hours for Associate in Applied Science - Manufacturing Technology - Option III - Industrial Automation Technology .....	71

\* 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
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics [for Option II and III] (ILT 169) .....	3
AUT 102	Manufacturing Fundamentals (Lean Manufacturing & OSHA) .....	3
AUT 104	Blueprint Reading for Manufacturing (DDT 114, MSP 121) .....	3
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
ILT 160	DC Fundamentals (AUT 110, INT 101) .....	3
ILT 161	AC Fundamentals (AUT 112, INT 103) .....	3
MSP 101	Basic Machining Technology .....	5

### **OPTION I - Automotive Manufacturing Technology**

**(select 21 hours from courses below)**

AUT 106	Quality Control and Inspection Techniques .....	3
AUT 118	Introduction to Engineering Technology (ILT 100) .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
AUT 134	Industrial Motors (INT 206) .....	3
AUT 136	Principles of Refrigeration (ASC 111) .....	3
AUT 138	Principles of Industrial Mechanics (INT 117) .....	3
AUT 154	Metallurgy .....	3
AUT 157	Toolmakers Technology .....	3

AUT 158	Die Fundamentals .....	3
AUT 160	Die Construction and Tryout .....	3
AUT 161	Die Maintenance and Repair .....	3
AUT 169	Basic CAD (DDT 104) .....	3
AUT 190	Special Topics (Welding) .....	1
AUT 191	Special Topics (Welding) .....	2
AUT 192	Special Topics (Welding) .....	3
AUT 193	Special Topics (Electrical/Electronic) .....	1
AUT 194	Special Topics (Electrical/Electronic) .....	2
AUT 195	Special Topics (Electrical/Electronic) .....	3
AUT 196	Special Topics (Machining) .....	1
AUT 197	Special Topics (Machining) .....	2
AUT 198	Special Topics (Machining) .....	3
AUT 206	Quality Technician Fundamentals .....	2
AUT 210	Industrial Robotics .....	3
AUT 211	Industrial Robotics Lab .....	2
AUT 212	Robot Operation and Programming .....	3
AUT 213	Robotics Project .....	3
AUT 217	Elements of Industrial Control I .....	3
AUT 219	PLC Application .....	3
AUT 221	Advanced Programmable Logic Controller (ILT 196) .....	3
AUT 224	Digital Circuits .....	3
AUT 230	Preventive and Predictive Maintenance (INT 126) .....	3
AUT 232	Sensors Technology and Applications (ILT 165) .....	3
AUT 234	Industrial Motor Controls I (ILT 209) .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
AUT 251	Introduction to Servo Control .....	3
AUT 253	Introduction to Computer Numerical Control .....	3
AUT 254	CNC Programming .....	3
AUT 278	Robotic Programming and Welding (WDT 160) .....	3
AUT 280	Consumable Welding Process .....	3
AUT 282	Consumable Welding Process Lab .....	3
AUT 284	Robotic Mig Welding .....	3
AUT 285	Robotic Welding Lab .....	3
AUT 286	SMAW Fillet/OFC (WDT 108) .....	3
AUT 287	SMAW Fillet/OFC Lab (WDT 122) .....	3
AUT 291	Automotive Cooperative Education .....	1
AUT 292	Automotive Cooperative Education .....	2
AUT 293	Automotive Cooperative Education .....	3
	Total credit hours for a Certificate - Manufacturing Technology - Option I - Automotive Manufacturing Technology .....	59

#### **OPTION II - Industrial Maintenance**

ASC 111	Principles of Refrigeration .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
ILT 166	Motor and Transformers I .....	3
INT 117	Principles of Industrial Mechanics (AUT 138) .....	3

INT 126	Preventive Maintenance .....	3
WDT 108	SMAW Fillet/OFC .....	3
WDT 122	SMAW Fillet/OFC Lab .....	3
	Total credit hours for a Certificate -- Manufacturing Technology - Option II - Industrial Maintenance .....	59

**OPTION III - Industrial Automation Technology**

CNC 111	Introduction to Computer Numerical Control* .....	2
AUT 134	Industrial Motors (INT 206) .....	3
AUT 193	Special Topics (Electrical/Electronic) .....	1
AUT 219	PLC Applications .....	3
AUT 232	Sensors Technology and Applications .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
AUT 251	Introduction to Servo Control .....	3
AUT 284	Robotic MIG Welding .....	3
	Total credit hours for a Certificate - Manufacturing Technology - Option III - Industrial Automation Technology .....	59

\* Prerequisites MSP 101 and 104.

**Automotive Manufacturing Technology - Short-term Certificate**

AUT 100	Introduction to Automotive Concepts .....	3
AUT 102	Manufacturing Fundamentals (Lean Manufacturing & OSHA) .....	3
AUT 104	Blueprint Reading for Manufacturing (DDT 114, MSP 121) .....	3
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
ILT 160	DC Fundamentals (AUT 110, INT 101) .....	3
ILT 161	AC Fundamentals (AUT 112, INT 103) .....	3
MSP 101	Basic Machining Technology .....	5
	Total credit hours for a Short-Term Certificate - Automotive Manufacturing .....	29

**Industrial Maintenance - Short-term Certificate**

AUT 219	PLC Application .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105) .....	3
ILT 160	DC Fundamentals .....	3
ILT 161	AC Fundamentals .....	3
ILT 166	Motor and Transformers I .....	3
INT 117	Principles of Industrial Mechanics (AUT 138) .....	3
INT 126	Preventative Maintenance .....	3
WDT 108	SMAW Fillet/OFC .....	3
WDT 122	SMAW Fillet/OFC Lab .....	3
	Total credit hours for a Short-Term Certificate - Industrial Maintenance .....	27

**Industrial Automation Technology - Short-term Certificate**

AUT 114	Intro to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotic .....	3
AUT 134	Industrial Motors (INT 206) .....	3
AUT 219	PLC Applications (ILT 196, INT 288) .....	3
AUT 232	Sensors Technology and Applications .....	3

AUT 251	Introduction to Servo Control .....	3
ILT 117	Principles of Construction Wiring (INT 158) .....	3
ILT 160	DC Fundamentals (INT 221) .....	3
ILT 161	AC Fundamentals .....	3
INT 180	Special Topics .....	<u>2</u>
	Total credit hours for a Short Term Certificate - Automated Process Technology .....	29

#### **Robotics and PLC Technology - Short-term Certificate**

AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotic .....	3
AUT 134	Motor Technology and Applications (INT 206) .....	3
AUT 194	Special Topics .....	2
AUT 212	Robot Operation and Programming .....	3
AUT 219	PLC Applications .....	3
AUT 221	Advanced Programmable Logic Controllers (ILT 196) .....	3
AUT 232	Sensors Technology and Applications (ILT 165) .....	3
AUT 284	Robot MIG Welding .....	3
	Elective any AUT or ILT approved by Instructor .....	<u>3</u>
	Total credit hours for a Short Term Certificate - Robotics and PLC Technology .....	29

#### **Manufacturing Technology - Short-term Certificate**

AUT 102	Manufacturing Fundamentals (Lean Manufacturing & OSHA) .....	3
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics (ILT 169) .....	3
AUT 134	Industrial Motors (INT 206) .....	3
AUT 194	Special Topics (Electrical/Electronic) .....	2
AUT 219	PLC Applications .....	3
AUT 251	Introduction to Servo Control .....	3
ILT 160	DC Fundamentals (AUT 110, INT 101) .....	3
ILT 161	AC Fundamentals (AUT 112, INT 103) .....	3
	Elective any AUT or ILT approved by Instructor .....	<u>3</u>
	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 Central Alabama 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. If an applicant wishes to apply to more than one program, they must submit completed application for each program.
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 Community 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 Community 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 Coordinators of ADA: Glenda Bland Childersburg Campus or Diann Tippins, 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 Central Alabama 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 assessment/achievement examinations throughout the nursing program as scheduled. The student will be responsible for the cost of these.
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 1** 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 Alabama Community 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.
5. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline.
6. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
7. 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.
8. Upon admission and by the dates specified by the Division of Nursing and Allied Health, students must:
  - a. Purchase regulation college 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 assessment/achievement examinations.
9. 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 semester/term.

### **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; 3343 Peachtree Road N. E., Suite 500; Atlanta, GA, 404/975-5000; [www.nlnac.org](http://www.nlnac.org). The PN program is approved by the Alabama Board of Nursing. All agencies used as clinical sites for students are approved/accredited by an appropriate 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](http://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 Center.

### **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; Sylacauga Health and Rehabilitation, Sylacauga; \*Citizens, Talladega; Hill Crest Hospital, Birmingham; Children’s Hospital of Alabama, Birmingham; St. Vincent, Birmingham; Brookwood Medical Center, Birmingham; Trinity Medical Center, Birmingham; Russell Medical Center, Alexander City; Bill Nichols State Veteran’s Home, 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. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

### **Admission Procedures and Criteria**

Applicants 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 NUR 200 (refer to page 103). 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.

**NOTE: The admission procedures and criteria are currently undergoing revisions at the state level. The revised admission procedures and criteria will be effective for applicants applying for the 2010 fall semester. The revised criteria will be available on the College website ([www.cacc.edu](http://www.cacc.edu)), at the School of Nursing, and in Student Services once the admission procedures and criteria are finalized.**

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 90. Admission to the College does not imply admission to the nursing program. A complete admission file must include:
  - a. Application for admission to Central Alabama.

- 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 101.
  - c. A minimum of 2.5 (without rounding) GPA on the last 24 credit hours 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 2.5 (without rounding) high school GPA on a 4 point scale for students without prior college work (GED acceptable in lieu of high school transcript). However, applicants are still required to submit a high school transcript to have a complete file.
  - e. Eligibility for:
    - (1) ENG 101 and MTH 116 (MTH 100 required beginning fall semester 2010) 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. 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. For example ,if an applicant does not have the BIO 201 but has Algebra II at the high school level and college level math courses at the 100 and/or 200 level, the college level math course with the best grade will be utilized in the calculation of points, 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 Selected College Courses–Maximum points 90	And/Or			Points for Grades in Selected 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. To receive additional points, applicants must have courses at Central Alabama. If the applicant does not have courses at Central Alabama, no points will be awarded. The cumulative GPA at Central Alabama will be utilized. Additional points are awarded as delineated:

Grade Point Average	
2.5 - 2.75	1 point
2.76 - 3.0	3 points
3.01 - 3.25	5 points
3.26 - 3.5	7 points
3.51 - 3.75	9 points
3.76 - 4.0	11 points

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

3. Minimum admission standards for the **Practical Nursing Program** include:
- Unconditional admission to the College.
  - Receipt of completed application for the Practical Nursing Program as delineated on page 105.
  - A minimum of 2.5 (without rounding) GPA on the last 24 credit hours 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.
  - A minimum of 2.5 (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. 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. For example, if an applicant does not have the BIO 201 but has Algebra II at the high school level and college level math courses at the 100 and/or 200 level, the college level math course with the best grade will be utilized in the calculation of points, 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 COM-PASS
17	76
18	80
19	83
20	85
21	88
22	90
23	91
24	92
25	94

ACT READING	Related COM-PASS
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**

	A	B	C
ENG 101	30	20	10
MTH 116 or Higher Level Math	30	20	10

**And/Or Points for Grades in Selected High School Courses—Maximum points 90**

	A	B	C
Highest Level Biology (including A&P)	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. To receive additional points, applicants must have courses at Central Alabama. If the applicant does not have courses at Central Alabama, no points will be awarded. The cumulative GPA at Central Alabama will be utilized. Additional points are awarded as delineated:

Grade Point Average

2.5 - 2.75	1 point
2.76 - 3.0	3 points
3.01 - 3.25	5 points
3.26 - 3.5	7 points
3.51 - 3.75	9 points
3.76 - 4.0	11 points

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

3. Applicants scoring less than 76 on the COMPASS Reading Examination may re-take 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.
4. 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.
5. Applicants must submit verification of current certification in cardiopulmonary resuscitation at the health care provider or professional rescuer level.
6. Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, may contact the Board of Nursing ([www.abn.state.al.us](http://www.abn.state.al.us)) for additional information. According to legal 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.
7. 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 87 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 college 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 assessment/achievement 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](http://www.abn.state.al.us) for “Grounds for Denial of a License”. Failure to comply with the *Administrative Code* of the Alabama Board of Nursing, may constitute grounds for dismissal from the nursing program with a grade of “F” for any nursing course(s) in which the student is enrolled at the time of the noncompliance regardless of one’s academic standing. The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure. 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 87)
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 a “F” for the nursing course.
9. 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.**
10. Abide by the policies, procedures, rules of behavior, and course requirements of the Division of Nursing and Allied Health, Central Alabama, and affiliated agencies.
11. Perform satisfactory on assessment/achievement examinations as outlined in course syllabi.
12. Comply with all progression requirements in order to graduate from the respective program.
13. 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 Central Alabama.
2. Unless previously completed, students must complete all required general education courses according to the Alabama Community 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/PN Mobility 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 90;
  - 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 Central Alabama;
  - 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 Community 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 the College to ensure content consistency.

Students wishing to transfer must:

1. Must meet minimum admission standards for nursing program by the deadlines delineated on page 90.
2. Must possess a grade of “C” or better in all general education taken at another institution and possess a minimum of 2.5 GPA on the last 24 hours of college credit 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 Central Alabama.

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 the College’s nursing programs.

Graduates of Central Alabama 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 37 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.

A student's progress through the nursing curriculum is evaluated by written tests, clinical performance evaluations, written assignments, standardized assessment/achievement 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 Central Alabama:

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 Central Alabama 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/ accredited by an appropriate organization.

The division’s director, division chair, 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**

<b>COURSES</b>	<b>SEMESTER HOURS</b>
Required ADN Courses .....	42
Required General Education Courses .....	30

**First Term**

BIO 201	Human Anatomy and 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 and Physiology II .....	4
ENG 101	English Composition I .....	3
NUR 105	Adult Nursing .....	8
NUR 106	Maternal and 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 and 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. MTH 100 will be required beginning fall semester 2010.

\*\* Refer to page 70.

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
<b>First Term</b>		
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
<b>Second Term</b>		
BIO 202	Human Anatomy & Physiology II .....	4
NUR 102	Fundamentals of Nursing .....	6
<b>Third Term</b>		
ENG 101	English Composition I .....	3
NUR 105	Adult Nursing .....	8
<b>Fourth Term</b>		
BIO 220	General Microbiology .....	4
PSY 200	General Psychology .....	3
NUR 106	Maternal & Child Nursing .....	5
<b>Fifth Term</b>		
NUR 201	Nursing Through the Lifespan I .....	5
PSY 210	Human Growth & Development .....	3
SPH 106	Fundamentals of Oral Communication (SPH 107) .....	3
<b>Sixth Term</b>		
	Humanities Elective ** .....	3
NUR 202	Nursing Through the Lifespan II .....	6
<b>Seventh Term</b>		
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. MTH 100 will be required beginning fall semester 2010.

\*\* Refer to page 70.

### 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, Licensed Practical Nurses 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)

**NOTE: The admission procedures and criteria are currently undergoing revisions at the state level. The revised admission procedures and criteria will be effective for applicants applying for the 2010 fall semester. The revised criteria will be available on the College website ([www.cacc.edu](http://www.cacc.edu)), at the School of Nursing, and in Student Services once the admission procedures and criteria are official.**

### **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 86, Selection and Notification page 90, and Admission Procedures and Criteria pages 16 and 92.
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 104 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 Alabama Community 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 Central Alabama 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 101 and 103 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 98.

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
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#### 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 and 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 Alabama College System Practical Nursing curriculum within the last two years.

\*\*\* Refer to page 70.

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 86) 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
<b>First Term</b>		
BIO 201	Human Anatomy and 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
<b>Second Term</b>		
BIO 202	Human Anatomy and Physiology II .....	4
ENG 101	English Composition I .....	3
NUR 105	Adult Nursing .....	8
NUR 106	Maternal and Child Nursing .....	5
<b>Third Term</b>		
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. MTH 100 will be required for the ADN program beginning fall semester 2010.

## 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
<b>First Term</b>		
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
<b>Second Term</b>		
BIO 202	Human Anatomy & Physiology II .....	4
NUR 102	Fundamentals of Nursing .....	6
<b>Third Term</b>		
ENG 101	English Composition I .....	3
NUR 105	Adult Nursing .....	8
<b>Fourth Term</b>		
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. MTH 100 will be required for the ADN program beginning fall semester 2010.

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 with regard to the suggested sequence for scheduling courses.

<b>COURSES</b>		<b>SEMESTER HOURS</b>
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	Computerized 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. Students should consult the Office Administration faculty with 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	Computerized Financial Recordkeeping .....	3
OAD 138	Records and 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, and/or 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 and 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 and Presentations .....	3
<b>Total 39</b>	
<b>Minor Courses (Computer Science)</b>	
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 .....	3
<b>Total 15</b>	
<b>General Education Core</b>	
CLR 133 Business Communications .....	3
MTH 116 Mathematical Applications .....	3
<b>Total 6</b>	

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** .....	4
<b>Total 16</b>	
<b>Total Credit Hours in the Associate in Occupational Technology-</b>	
Computerized Information Processing .....	<b>76</b>

\* Refer to pages 70, 73.

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

## COSMETOLOGY

### Associate in Occupational Technology

Major Courses	SEMESTER HOURS
COS 111 Introduction to Cosmetology .....	3
COS 112 Introduction to Cosmetology Lab .....	3
COS 113 Theory of Chemical Services .....	3
COS 114 Chemical Services Lab .....	3
COS 115 Hair Coloring Theory .....	3
COS 116 Hair Coloring Lab .....	3
COS 117 Basic Spa Techniques .....	3
COS 118 Basic Spa Techniques Lab .....	3
COS 119 Business of Cosmetology .....	3
COS 123 Cosmetology Salon Practices .....	3
COS 158 Employability Skills .....	3
	Total 33
 <b>General Education Core</b>	
ENG 131 Applied Writing I .....	3
MTH 116 Mathematical Applications .....	3
SPH 106 Fundamentals of Oral Communication .....	3
	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 .....	3
	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* .....	3
Area III: Natural Science and/or Mathematics Electives* .....	6
Area IV: History, Social and Behavior Sciences Elective* .....	3
Electives** .....	6
	Total 18
Total Credit Hours in the Associate in Occupational Technology -Cosmetology .....	
	72

\* Refer to pages 70, 73.

\*\* 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 107	Milling Machines ..... 3
MSP 111	Introduction to Computer Numerical Control ..... 2
MSP 112	Basic Computer Numerical Control Turning ..... 3
MSP 121	Basic Blueprint Reading for Machinists ..... 2
MSP 131	Introduction to Metrology ..... 2
MSP 132	Grinding Machines ..... 3
MSP 142	Advanced Machining Calculation ..... 2
MSP 171	Intermediate Blueprint Reading ..... 2
<b>Total 39</b>	
<b>Minor Courses (Computer Numerical Control)*</b>	
CNC 112	Computer Numeric Control Turning ..... 3
CNC 113	Computer Numeric Control Milling ..... 3
CNC 115	Basic Math for Computerized Numerical Control ..... 3
CNC 143	Applied Trigonometry for CNC Machining ..... 3
CNC 181	Special Topics in Computerized Numerical Control (Form Grinding) ..... 3
CNC 213	Advanced Computer Numerical Control Milling ..... 3
CNC 215	Quality Control and Assurance ..... 3
CNC 218	Programming and Set-up Electrical Discharge Machine ..... 6
CNC 221	Advanced Blueprint Reading for Machinists ..... 3
CNC 223	Computer Numerical Control Graphics Programming: Milling ..... 3
CNC 230	Computer Numerical Control Special Projects ..... 3
CNC 232	Basic Tool and Die ..... 4
CNC 235	Basic Die Construction ..... 5
CNC 281	Special Topics In Computerized Numerical Control (Heat Treatment) ..... 3
<b>Total 13*</b>	

\* Student must consult with instructor for approval of CNC courses in the minor area.

#### General Education Core

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

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.

#### Additional General Education Courses (Required for the AOT degree)

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

\* Refer to pages 70, 73.

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

### **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 107	Milling Machines	3
MSP 121	Basic Blueprint Reading for Machinist	2
MSP 131	Introduction to Metrology	2
MSP 142	Advanced Machining Calculations	2
MSP 171	Intermediate Blueprint Reading for Machinists	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	3
CNC 121	Basic Blueprint Reading for Machinists	3
CNC 143	Applied Trigonometry for CNC Machining	3
CNC 213	Advanced Computer Numerical Control Milling	3
CNC 215	Quality Control and Assurance	3
CNC 223	Computer Numerical Control Graphics Programming: Milling	3
CNC 230	Computer Numerical Control Special Projects	3
	Total credit hours for a Short-term Certificate - Computerized Numerical Controls	29

### **Tool and Die- Short-term Certificate**

CNC 181	Special Topics in Computerized Numerical Control (Form Grinding)	3
CNC 215	Quality Control and Assurance	3
CNC 218	Programming and Set-up Electrical Discharge Machine	6
CNC 221	Advanced Blueprint Reading for Machinists	3
CNC 232	Basic Tool and 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

<b>Major Courses</b>	<b>SEMESTER HOURS</b>
WDT 108 SMAW Fillet/OFC .....	3
WDT 109 SMAW Fillet PAC/CAC .....	3
WDT 110 Industrial Blueprint Reading .....	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory .....	3
WDT 120 Shielded Metal Arc Welding Groove .....	3
WDT 122 SMAW Fillet/ OFC Lab .....	3
WDT 123 SMAW Fillet PAC/CAC Lab .....	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab .....	3
WDT 125 Shielded Metal Arc Welding Groove Lab .....	3
WDT 182 Special Topics .....	3
WDT 217 SMAW Carbon Pipe .....	3
WDT 257 SMAW Carbon Pipe Lab .....	3
	Total 36

<b>Minor Courses (Machine Shop)</b>	
MSP 101 Basic Machining Technology .....	5
MSP 104 Basic Machining Calculations .....	2
MSP 105 Lathes .....	3
MSP 107 Milling Machines .....	3
MSP 171 Basic Blueprint Reading for Machinists .....	2
	Total 15

<b>General Education Core</b>	
ENG 131 Applied Writing I .....	3
MTH 116 Mathematical Applications .....	3
	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.

<b>Additional General Education Courses (Required for the AOT degree)</b>	
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** .....	6
	Total 18
Total Credit Hours in the Associate in Occupational Technology - Welding .....	75

\* Refer to pages 70, 73.

\*\* 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 .....	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
	Total Credit Hours for a Short-term Certificate - Welding .....	27

### **SHORT-TERM CERTIFICATES**

The short-term 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**

<b>COURSES</b>	<b>SEMESTER HOURS</b>	
CHD 100	Introduction to Early Care and Education of Children .....	3
CHD 201	Child Growth and Development Principles .....	3
CHD 202	Children’s Creative Experiences .....	3
CHD 203	Children’s Literature and Language Development .....	3
CHD 204	Methods and Materials for Teaching Children .....	3
CHD 206	Children’s Health and Safety .....	3
CHD 217	Math and 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**

<b>COURSES</b>	<b>SEMESTER HOURS</b>	
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 and Deviant Behavior .....	3
CRJ 208	Introduction to Criminology .....	3
CRJ 216	Police Organization and 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.

## HEATING & AIR CONDITIONING – Short-term Certificate

<b>COURSES</b>		<b>SEMESTER HOURS</b>
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 .....	
	Total credit hours for Short-term Certificate in .....	27
	Heating and Air Conditioning	

*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 advisor in planning your schedule and program.*



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# COURSE DESCRIPTIONS



## ABBREVIATIONS

The following are the official catalog course abbreviations used by Central Alabama Community College.

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
ENG	-	English
EMS	-	Emergency Medical Technology
HED	-	Health Education
HIS	-	History
HUM	-	Humanities
IDS	-	Interdisciplinary Studies
ILT	-	Industrial Electronics Technology
INT	-	Industrial Maintenance Technology
MSP	-	Machine Shop Technology
MTH	-	Mathematics
MUL	-	Music Ensemble
MUS	-	Music
NAS	-	Nursing Assistant
NUR	-	Nursing
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

## 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 the impact of society on the arts. Code A

### **ART 204 Art History II: 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 Baroque to the present. Upon completion, students should be able to communicate a knowledge of the time period and chronological sequence, including a knowledge of themes, styles, and 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: 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.

### **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: As determined by college

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 determined 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 concepts is the focus of this course. This course reviews the history of 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 multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

**AUT 106 Quality Control and Inspection Techniques: 3 credits**

Prerequisite: As determined by college

This course provides the student with a basic understanding of quality assurance including the history of the quality movement in the United States; national and international standards for quality management systems; the impact of quality on an organization's performance; group problem solving; and statistical methods such as statistical process control (SPC); process capability studies, quality tools, idea generating tools, and corrective and preventive actions.

**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 111 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 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.

**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 Introduction to Programmable Logic Controllers: 3 credits**

Prerequisite: As determined by college

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**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, 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.

**AUT 150 Introduction to Machine Shop I: 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 I 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 154 Metallurgy: 3 credits**

Prerequisite: As determined by college

This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, sensing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

**AUT 157 Toolmakers Technology: 3 credits**

Prerequisite: As determined by college

This course covers 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 158 Die Fundamentals: 3 credits**

Prerequisite: As determined by college

The purpose of this course is to teach the general fundamentals of stamping. Topics include the dangers of a press operation, the primary components of presses and their functions, the operation of various types of dies, various stamping production methods, and the numerous components used to make-up various dies. Upon completion students should be completely familiar with stamping operations and have a fundamental knowledge of how dies are constructed and how they shape material.

**AUT 160 Die Construction and Tryout: 3 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/AUT 160

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 190 Special Topics (Welding): 1 credit**

Prerequisite: As determined by college

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.

**AUT 191 Special Topics (Welding): 2 credits**

Prerequisite: As determined by college

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.

**AUT 192 Special Topics (Welding): 3 credit**

Prerequisite: As determined by college

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.

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

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 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 196 Special Topics (Machining): 1 credit**

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 197 Special Topics (Machining): 2 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 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. The course provides both classroom and performance based hands on training to inform personnel on measuring aides and mechanical drawings.

**AUT 210 Industrial Robotics: 3 credits**

Prerequisite: As determined by college

The course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, student should be able to apply the principles of electro-mechanical devices.

**AUT 211 Industrial Robotics Lab: 2 credits**

Prerequisite: As determined by college

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.



**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 213 Robotics Project: 3 credits**

Prerequisite: As determined by college  
In this course, students apply skills learned to design, fabricate, analyze, program, and/operate a robotics system under faculty supervision.

**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 Applications: 3 credits**

Prerequisite: As determined by college  
This course introduces advanced PLC programming techniques. Topics include tags parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able to utilize advanced instructions to control PLC functions.

**AUT 221 Advanced Programmable Logic Controllers: 3 credits**

Prerequisite: As determined by college  
This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**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 230 Preventive and Predictive 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.

**AUT 232 Sensors Technology and Applications: 3 credits**

Prerequisite: As determined by college

This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

**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 (CNC) machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This aligned with NIMS certification standards.

**AUT 254 CNC Programming: 3 credits**

Prerequisite: As determined by college

This course covers basic computer numeric control (CNC) turning machine set-up and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and set-up and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**AUT 255 Basic CNC Milling Programming I: 3 credits**

Prerequisite: As determined by college

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, work holding devices, set-up documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

**AUT 278 Robotic Programming and Welding: 3 credits**

Prerequisite: As determined by college

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to set-up and program a robot to weld parts in an efficient and safe manner.

**AUT 280 Consumable Welding Process: 3 credits**

Prerequisite: As determined by college

Corequisite: AUT 282

This course provides instruction and demonstration with the consumable processes to produce groove and fillet welds in all positions, according to applicable welding

codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the consumable welding processes, according to AWS Codes and Standards.

**AUT 282 Consumable Welding Process Lab: 3 credits**

Prerequisite: As determined by college

Corequisite: AUT 280

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the consumable welding processes, according to AWS Codes and Standards.

**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 inter-relationship with welding principles, programmed safety precautions utilized in robotic welding, robotic weld controls systems, troubleshooting, and utilization of multi-functional 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 285 Robotic Welding Lab: 3 credits**

Prerequisite: As determined by college

This course is the application portion of AUT 278 and AUT 284. Students will perform more complex programming and troubleshooting functions including linear weaving and circular weaving. Upon completion students should be able to perform complex welding operations with industrial robots and understand how to correct programming problems.

**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,

set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**AUT 287 SMAW Fillet/OFC Lab: 3 credits**

Prerequisite: As determined by college

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 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.

**AUT 291 Automotive Cooperative Education: 1 credit**

Prerequisite: As determined by college

This course is designed to give students practical, on-the-job experience in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

**AUT 292 Automotive Cooperative Education: 2 credits**

Prerequisite: As determined by college

This course is designed to give students practical, on-the-job experience in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

**AUT 293 Automotive Cooperative Education: 3 credits**

Prerequisite: As determined by college

This course is designed to give students practical, on-the-job experience in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

## 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 covers 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: ENG 101 and/or OAD 131

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 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 concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing. Code B

**BUS 272 Business Statistics II: 3 credits**

Prerequisite: BUS 271

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

**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 will 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 will 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 will 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 will be able to demonstrate basic methods of creating learning experiences using developmentally 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 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 will 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 materials. Emphasis is placed on positive ways to support an infant or toddler’s social, emotional, physical and intellectual development. Upon completion, students will 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 will 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 after school 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 will 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 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 college 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 150 Introduction to Computer Logic and Programming: 3 credits**

Prerequisite: As required by college

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 161 Introduction to Networking Communications: 3 credits**

Prerequisite: As required by college

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This

course further helps prepare students for certification.  
Code C

**CIS 171 Fundamentals of Unix/Linux I: 3 credits**  
Prerequisite: As required by college

This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and set-up, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. Code C

**CIS 172 Fundamentals of Unix/Linux II: 3 credits**  
Prerequisite: As required by college

This course is a continuation CIS 171 and includes advanced features of Unix/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, iptables/firewall to secure Unix/Linux systems, and strategic user-group applications specific to administrative network control. Code C

**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 203 Introduction to the Information Highway: 3 credits**

Prerequisite: As required by college

This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services and the use of appropriate editors or software to introduce construction of Web environments. 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 209 Advanced Web Development: 3 credits**

Prerequisite: As required by college

This is an advanced Web design course emphasizing the

use of scripting languages to develop interactive Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. Upon completion students will be able to create data driven websites. Code C

**CIS 212 Visual Basic Programming: 3 credits**

Prerequisite: As required by college

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. 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 213 Advanced Visual Basic Programming: 3 credits**

Prerequisite: As required by college

This course is a continuation of CIS 212, Visual Basic Programming. Code C

**CIS 222 DataBase Management Systems: 3 credits**

Prerequisite: As required by college

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

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 251 C++ Programming: 3 credits**

Prerequisite: As required by college

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Code B

**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 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 276 Server Administration: 3 credits**

Prerequisite: As required by the college

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. Code C

**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 set-up, 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, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning center.

### **CNC 113 Computer Numeric Control Milling: 3 credits**

Prerequisite: CNC 111

This course introduces the manual programming, set-up, 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: 3 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: 3 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.

### **CNC 142 Applied Geometry for CNC Machine: 3 credits**

Prerequisite: As required by program

This course introduces the concepts of applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion students should be able to solve problems required for planning, making, and checking of machined 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 Numerical Control: 3 credits**

Prerequisite: As required by program

This course provides 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 set-up 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 set-up, 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 218 Programming and Setup for Electrical Discharge Machining: 6 credits**

Prerequisite: As required by program

This course introduces the student to the concept of EDM (Electrical Discharge Machining). Topics include principles, programming techniques, set-up and operation. Students will learn to produce basic machine parts.

**CNC 221 Advanced Blueprint Reading for Machinists: 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 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.

**CNC 235 Basic Die Construction: 5 credits**

Prerequisite: As determined by program

This course is designed to teach construction, maintenance, operation and safety as related to tool and die construction. Topics include blanking, piercing, bending. Upon completion, students should be able to design and building blanking dies and bending dies.

**CNC 281 Special Topics in Computerized Numerical Control: 3 credits**

Prerequisite: As required by program

This course provides specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.

**COS - COSMETOLOGY**

**COS 111 Introduction to Cosmetology: 3 credits**

Prerequisite: As required by program

Corequisite: COS 112

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on applications performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**COS 112 Introduction to Cosmetology Lab: 3 credits**

Prerequisite: As required by program

Corequisite: COS 111

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hair styling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

**COS 113 Theory of Chemical Services: 3 credits**

Prerequisite: As required by program

Corequisite: COS 114

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and



electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction of these topics.

**COS 114 Chemical Services Lab: 3 credits**

Prerequisite: As required by the program

Corequisite: COS 113

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

**COS 115: Hair Coloring Theory: 3 credits**

Prerequisite: As required by program

Corequisite: COS 116

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all classifications of hair coloring and the effects of the hair.

**COS 116 Hair Coloring Lab: 3 credits**

Prerequisite: As required by program

Corequisite: COS 115

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.

**COS 117 Basic Spa Techniques: 3 credits**

Prerequisite: As required by program

Corequisite: COS 118

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, function, disorders of the skin, and nail care.

**COS 118 Basic Spa Techniques Lab: 3 credits**

Prerequisite: As required by program

Corequisite: COS 117

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial makeup, hair removal and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions and nail care.

**COS 119 Business of Cosmetology: 3 credits**

Prerequisite: As required by program

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**COS 123 Cosmetology Salon Practices: 3 credits**

Prerequisite: As required by program

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**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 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 Intro to 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 multi-view 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 multi-view 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 Intro to 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, climate, 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.

**DDT 155 Drawing for Residential Construction: 3 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 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, rood, 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: 3 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 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 is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

**DDT 237 Current Topics in CAD: 3 credits**

Prerequisite: As required by college

This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving CAD proficiency.

**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. Code B

**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 microeconomics theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Code A

**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.

**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 English 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

**ENG 277 Classical Mythology: 3 credits**

Prerequisite: ENG 102 or equivalent

This course is a study of Greek and Roman mythology and the influence of classical mythology on Western literature. Emphasis is placed on various classical myths and on the influence on Western literature of these myths. Students will demonstrate through tests and paper an understanding of classical myths and their relationship to Western literature. Code C

## 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

## 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

## 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

## 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. Code C

### **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**

Prerequisite: As required by program

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 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.

### **ILT 109 Electrical Blueprint Reading I: 3 credits**

Prerequisite: As required by program

This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

### **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 set-up 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 AC such as RLC impedance, phase relationships and power factor, This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and trouble shoot AC circuits to prove the theories taught.

**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 179 Wireless Communication Devices: 3 credits**

Prerequisite: As required by program

This course is an introduction course to wireless communication technologies and applications in support of networked structures. Wireless device specification, integration, configuration, and utilization of IEEE 802.11x compliant communication equipment and their integration into the support of WAN and LAN structures commonly found in corporate, industrial automotive (telematics), or commercial platforms will be the main emphasis of this course. Specific wireless communication theory concerning wireless boundaries, security and encryption methods, and quality of service measurements will be discussed along with WAN/LAN expansion and limitations from a system design prospective.

### **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 181 Special Topics in ILT: 3 credits**

Prerequisite: As required by program.

This course provides a guided independent study of special topics in ILT. The student and instructor designs



the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.

**ILT 192 Co-Op In ILT: 3 credits**

Prerequisite: As required by program

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary to entry level employment.

**ILT 192 Co-Op In ILT: 3 credits  
3 credits**

Prerequisite: As required by program

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary to entry level employment.

**ILT 194 Introduction to Programmable Logic  
Controllers: 3 credits**

Prerequisite: As determined by college

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ILT 196 Advanced Programmable Logic Con-  
trollers: 3 credits**

Prerequisite: As determined by college

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ILT 201 Industrial Electronics: 3 credits**

Prerequisite: As determined 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 determined by college

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 203 Biomedical Electronics I: 3 credits**

Prerequisite: As determined by college

This course includes the technical information necessary in learning to repair biomedical equipment. Topics include: the human body, electrodes and transducers, bioelectric amplifiers, physiological pressure measurements, and electrical and patient safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**ILT 204 Biomedical Electronics II: 3 credits**

Prerequisite: As determined by college

This course combines theory gained from Biomedical Electronics I for a deeper understanding of biomedical equipment troubleshooting. Topics include: respiratory therapy instrumentation, intensive and coronary care unit instrumentation, operating room instrumentation, medical laboratory instrumentation, and electrical safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**ILT 209 Motor Controls I: 3 credits**

Prerequisite: As determined by college

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and

understanding complex motor control diagrams.

**ILT 226 BMET Certification Preparation: 3 credits**

Prerequisite: As determined by college

This course includes the information necessary for the successful completion of the Technician certification examination given by the International Certification Commission for biomedical equipment technology. Upon completion of this course, students should understand the preparation necessary to successfully complete the exam process.

**ILT 227 National Electric Code: 2 credits**

Prerequisite: As determined by college

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 determined by college

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 determined by college

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 determined by college

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 set-up.

**ILT 280 Special Topics: 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.

**ILT 289 Cooperative Education: 1 credit**

Prerequisite: As determined by college

This course provides student work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 290 Cooperative Education: 2 credits**

Prerequisite: As determined by college

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on

integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 291 Cooperative Education: 3 credits**

Prerequisite: As required by program

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 292 Cooperative Education: 3 credits**

Prerequisite: As required by program

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 293 Cooperative Education: 3 credits**

Prerequisite: As required by program

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 294 Biomedical Electronics Clinical I: 3 credits**

Prerequisite: As required by program

Student will be assigned to a local hospital facility, working in the technical capacity as a biomedical electronic technician trainee. Upon completion of this course, students have gained experience as a biomedical equipment technician.

**ILT 295 Biomedical Electronics Clinical II: 3 credits**

Prerequisite: As required by program

Continuation of Clinical On-site Study I. Student will be assigned to local hospital facility, working in the technical

capacity as a biomedical electronic technician trainee. Upon completion of this course, students have gained experience as a biomedical equipment technician.

**INT - INDUSTRIAL MAINTENANCE TECHNOLOGY**

**INT 101 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 103 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 describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**INT 105 Introduction to Process Technology: 3 credits**

Prerequisite: As required by program

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 lock-out 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 and safety practices in an industrial production setting.

**INT 113 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 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 134 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 set-up, 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 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 required 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 184 Introduction to Programmable Logic Controllers: 3 credits**

Prerequisite: As required by college

This course provides an introduction to programmable

logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**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 288 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.

**MSP - MACHINE SHOP TECHNOLOGY**

**MSP 101 Basic Machining Technology: 5 credits**

Prerequisite: As determined by college

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 set-up and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolant. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**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 set-ups. Upon completion, students should be able to produce a part to specifications.

**MSP 104 Basic Machining Calculations: 2 credits**

Prerequisite: As determined by college

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 determined by college

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 107 Milling Machines: 3 credits**

Prerequisite: MSP 101

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

**MSP 111 Introduction to Computer Numerical Control: 2 credits**

Prerequisites: MSP 101, MSP 104

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

**MSP 112 Basic Computer Numerical Control Turning: 3 credits**

Prerequisite: As determined by college

This course introduces the programming, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon

completion, students should be able to manufacture simple parts using CNC turning centers.

**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 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 emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine set-up and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment set-up and planning.

**MSP 171 Intermediate Blueprint Reading: 2 credits**

Prerequisite: As determined by college

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

**MSP 181 Special Topics in Machine Shop****Technology: 2 credits**

Prerequisite: As determined by college

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 182 Special Topics in Machine Shop****Technology: 2 credits**

Prerequisite: As determined by college

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 281 Special Topics in Machine Shop****Technology: 2 credits**

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 282 Special Topics in Machine Shop****Technology: 2 credits**

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 292 Co-Op in Machine Shop Technology:  
2 credit**

Prerequisite: As required by program

Student works 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 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 184, 185 Jazz/Show Choir I, II  
284, 285 Jazz/Show Choir 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**

**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

## 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, and endocrine. 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 LPN 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 Intro to Keyboarding and Technology: 3 credits**

Prerequisite: As required by college

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 college

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 college.

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 college

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 college

This course is designed to introduce the student to the MS 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 college

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 college

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 college

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 college

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 college

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 135 and/or BUS 241

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data. Code C

**OAD 138 Records/Information Management: 3 credits**

Prerequisite: As required by college

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 200

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 error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. Code C

**OAD 211 Medical Terminology: 3 credits**

Prerequisite: As required by college

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 and OAD 200

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 college

This course is designed to develop skills 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: OAD 125 and/or as required by college

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and lab exercises. 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: 3 credits**

Prerequisite: As required by college

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 exercises. 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 college

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercise. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Code C

**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 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 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

**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 include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Code A

**PHY 205 Recitation in Physics I: 1 credit**

Prerequisite: As required by program

One hour weekly purely for problem solving.

**PHY 206 Recitation 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

waves, sound, light, optics, electricity and magnetism. Laboratory is required. Code A

**PHY 216 Recitation In Physics with Cal I: 1 credit**

Prerequisite: As required by program  
One hour weekly purely for problem solving. Code C

**PHY 217 Recitation in Physics with Cal II: 1 credit**

Prerequisite: As required by program  
One hour weekly purely for problem solving. Code C

## 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

**PSY 230 Abnormal Psychology: 3 credits**

Prerequisite: PSY 200  
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. Code C

## 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 100 History of World Religions: 3 credits**

Prerequisite: As required by program

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world. Code B

### **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 of 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 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, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**WDT 109 SMAW Fillet/PAC/CAC: 3 credits**

Prerequisite: As required 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, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

**WDT 110 Industrial Blueprint Reading: 3 credits**

Prerequisite: As required by college

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: 3 credits.**

Prerequisite: As required by college

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: 3 credits**

Prerequisite: As required by college

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 college

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion students should be able to make fillet welds in all positions using electrodes in the F3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123 SMAW Fillet/PAC/CAC Lab: 3 credits**

Prerequisite: As required by the college

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc

welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab: 3 credits**

Prerequisite: As required by the college

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included as safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 Shielded Metal Arc Welding Groove Lab: 3 credits**

Prerequisite: As required by college

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 college

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: 3 credits**

Prerequisite: As required by college

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 college

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.





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# 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

Mrs. Joan Davis -- Interim Chancellor

<u>Member</u>	<u>Town</u>	Congressional <u>District</u>
Mr. Randy McKinney, <i>Vice President</i>	Mobile	First
Mrs. Betty Peters	Dothan	Second
Mrs. Stephanie Wolfe Bell	Montgomery	Third
Dr. Ethel H. Hall	Fairfield	Fourth
Mrs. Ella B. Bell	Montgomery	Fifth
Mr. David F. Byers, Jr.	Birmingham	Sixth
Mr. Gary Warren	Tuscaloosa	Seventh
Dr. Mary Jane Caylor, <i>President ProTempore</i>	Huntsville	Eighth

## ADMINISTRATION

- Franks, Stephen B. .... President  
B.S., University of Alabama  
M.S., University of Alabama  
Ed.D., Oklahoma State University
- Bolton, Melenie C. .... Provost/Interim Dean of Instruction  
B.S.N., Jacksonville State University  
M.S.N., University of Alabama Birmingham  
Ph.D., University of Alabama
- Harkins, Amanda L. .... Provost/Dean of Students  
B.S., Jacksonville State University  
M.S., Troy State University in Montgomery
- Spraggins, William Lynn .... Dean of Business Operations  
A.S., Alexander City State Junior College  
B.S., Auburn University Montgomery  
M.S.P.A., Troy University Montgomery

## 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 Birmingham
- Brackeen, G. Nathan .... English/Speech,  
Chair, Liberal Arts, Math and Science,  
Childersburg Campus  
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. .... English,  
 B.S., Auburn University Chair, Transitional Education  
 M.A., University of Alabama Birmingham
- Carr, Scotty ..... Machine Shop/Tool & Die  
 A.A.S., Central Alabama Community College
- Cline, James Ralph ..... 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 and Technology Chair, Business, Computer Science,  
 B.S., University of Alabama Birmingham Childersburg Campus  
 M.B.A., Jacksonville State University
- Davis, Sharon ..... Clinical Nursing  
 Diploma, Sylacauga School of Nursing  
 B.S.N., Auburn University Montgomery
- Duck, Barry G. .... Electronics Technology  
 A.A.S., Central Alabama Community College  
 B.S., Faulkner University
- Fuller, Crystal Dee ..... Nursing  
 A.D.N., Gadsden State Community College  
 B.S.N., Jacksonville State University  
 M.S.N., University of Alabama Birmingham  
 D.N.P., University of South Alabama
- Grice, Cynthia B. .... Nursing  
 B.S.N., Jacksonville State University  
 M.S.N., University of Alabama 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 Birmingham  
 Ed.S., University of Alabama 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

Hunnicut, Tanya L ..... Nursing  
 B.S.N., University of Alabama  
 M.S.N., Troy University

James, Joseph Daniel ..... Welding  
 Certificate, Southern Union State Community College  
 A.O.T., Central Alabama Community College

Jones, Johnny T. .... Welding  
 Certificate, Nunnelley State Technical College  
 A.A.S., Central Alabama Community College

Kelley-Sargent, Kristine ..... English  
 B.A., University of Alabama  
 M.A., University of Montevallo

Kelly, Donald L. .... Accounting/Business  
 B.S., Auburn University  
 M.B.A., Auburn University Montgomery  
 C.P.A., State of Alabama

Kilgore, Susan F. .... Nursing  
 B.S.N., University of Alabama  
 M.S.N., Troy State University

Kornman, Paul T. .... Mathematics  
 B.S., Auburn University  
 M.S., Auburn University  
 Ph.D., Auburn University

Kretschmann, Tamra Dawn ..... Counselor/ Student Support Services  
 A.S., Central Alabama Community College  
 B.S., Faulkner University  
 M.S., Troy State University Montgomery

Lilly, Nancy N. .... Office Administration/Computer Science  
 B.S., University of Montevallo  
 M.Ed., Auburn University

Maddox, Jeffrey P. .... Computer Science  
 A.A., Alabama Aviation and Technical College  
 B.S., Troy State University Dothan  
 B.S., Athens State University  
 M.S., Nova Southeastern University

- Mitchell, Anne-Marie ..... Psychology  
 B.S., Auburn University Montgomery  
 M.S., Auburn University 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
- Nicholson, King Walker ..... Physics/Mathematics  
 B.S., Oklahoma State University  
 M.S., Oklahoma State University
- Nix, Jr., James M ..... Business,  
 B.S., Auburn University Chair, Business, Math, and Science  
 M.B.A., Auburn University Alexander City Campus
- Norman, Bettie J. .... Nursing , Assistant Director /Chair,  
 A.S., Troy State University Nursing and Allied Health  
 B.S., Troy State University  
 M.S., University of Alabama Birmingham
- Pasley, Denita P. .... Librarian  
 A.S., Central Alabama Community College  
 B.B.A., Faulkner University  
 M.L.I.S., University of Alabama
- Pinson, Adam ..... History  
 A.A., Beville State Community College  
 B.A., University of Alabama Birmingham  
 M.A., University of Alabama Birmingham
- Prochaska, Ronald J ..... Speech  
 B.S., Bowling Green State University  
 M.A., Bowling Green State University  
 Ed.D., Auburn University
- Pullium, Ray C ..... History/Philosophy  
 A.B., Western Carolina State College  
 M.A., Auburn University  
 Ed.D., Auburn University



- Sherrer, Pamela S. .... English  
 A.A., Alexander City State Junior College  
 B.S., Auburn University  
 M.Ed., Auburn University Montgomery
- Shivers, Gregory R. .... Health, Physical Education/  
 Softball Coach  
 B.S., Faulkner University  
 M.Ed., Auburn University Montgomery
- Strange, Cynthia V. .... English  
 B.A., University of Montevallo  
 M.A., University of Montevallo
- Thompson, Kathleen. .... Mathematics/Tennis Coach  
 B.A., Nazareth College  
 M.Ed., Auburn University
- Thompson, Wynelle ..... Office Administration  
 A.S., Alexander City State Junior College  
 B.S., Jacksonville State University  
 B.S., Auburn University  
 M.Ed., Auburn University
- Van Houten, Vyron ..... Biology  
 B.S., Auburn University  
 Ph.D., Auburn University
- Waites, Amy G. .... Biology  
 B.S., Auburn University  
 M.Ed., Auburn University
- Waller, Deborah B. .... Librarian  
 B.A., Birmingham Southern College  
 M.L.S., Emory University
- Wheeler, Levetta M. .... Computerized Information Processing  
 B.S., Alabama State University  
 M.Ed., Auburn University
- Wilmarth, Richard R ..... Psychology, Chair, Liberal Arts, Health and Physical  
 Education, Alexander City Campus  
 B.A., Auburn University  
 M.A., Auburn University  
 Ed.D., Auburn University
- Wood, Shelley W. .... Biology/Physical Science  
 B.S., Jacksonville State University  
 M.S., Jacksonville State University  
 Ed.S., University of Montevallo

## ADMINISTRATIVE AND SUPPORT STAFF

Ankton, Almitra ..... Admissions Assistant  
B.S.W., Jacksonville State University

Arrington, Gary ..... Security Guard

Baker, Gregory L. .... Supervisor of Maintenance

Baker, Ronnie ..... Truck Driving Instructional Assistant

Baxley, Joyce W. .... Payroll Specialist  
Diploma, Nunnelley State Technical College  
A.A., Central Alabama Community College

Benton, Sharon A. .... Accounting Associate  
A.S., Central Alabama Community College

Blankenship, John ..... General Laborer

Boos, Jane O. .... Transcript Evaluator/Admissions  
A.S., Alexander City State Junior College  
B.S., Judson College  
B.S., Auburn University

Bowden, Dolores J. .... Computer Technician  
A.A.S., Central Alabama Community College

Bozeman, Kathy ..... Computer Analyst/Programmer  
B.S., Auburn University  
C.P.A., State of Alabama

Brasher, Demareth J ..... Administrative Secretary to the Provost/Associate Dean of  
Instruction/ Division of Nursing and Allied Health

Brooks, Willie F. .... Truck Driver Training, Skills Training

Cook, Tammy ..... Receptionist/Switchboard Operator

Cream, Rita Yarbrough ..... Adult Education Aide  
A.A., Central Alabama Community College

Croley, Brenda P. .... Secretary to the President  
A.A.S., Alexander City State Junior College  
A.S., Alexander City State Junior College

Embry, LaResea C ..... Secretary, Talladega Center  
B.S., Tuskegee University

Entrekin, Cynthia W. .... Director of Financial Aid  
A.A.S., Alexander City State Junior College  
B.B.A., Faulkner University  
M.S.P.A., Troy University Montgomery

Fleming, Sherie ..... Director of Institutional Research, Planning and Assessment  
A.A.S., Beville State Community College  
B.S., University of Alabama, Birmingham  
M.B.A., University of Alabama, Birmingham

Fletcher, Thomas Wynn ..... Athletic Director/Head Baseball Coach  
B.S., Faulkner University

Fuller, Nancy W. .... Accounts Payable Specialist

Giddens, Amy ..... Office Careers, Skills Training  
A.A., Central Alabama Community College  
B.S., Auburn University

Giddens, L. Joyce ..... Director of Upward Bound  
B.S., University of Alabama Birmingham  
M.A., University of Alabama Birmingham  
C.A.S.E., University of Alabama Birmingham

Gray, Patsy S. .... Secretary, Educational Talent Search  
Diploma, Nunnelley State Technical College

Griffin, Joan C. .... Administrative Assistant to the  
A.A.S., Central Alabama Community College Dean of Students

Hall, Trina ..... Counselor for Student Support Services/Tech Prep Coordinator  
B.S., Alabama State University  
M.S., Alabama State University

Hammonds, Jeannie M ..... Administrative Assistant

Harris, Joseph O. .... General Laborer  
Heritage Trail Conference Center/Pioneer Village

Hatch, Annette M. .... Receptionist/Switchboard Operator  
A.S., Central Alabama Community College  
B.S., Faulkner University

Hayes, Karen N. .... Secretary to Student Support Services/  
B.S., Troy State University Testing Coordinator

Hunter, April D. .... Human Resources Director  
B.S., Auburn University Montgomery  
M.P.A., Auburn University Montgomery

Hurst, Jason B. .... Director of Workforce Development  
 and Talladega Center  
 A.A.S., Ayers State Technical College  
 B.S., Athens College  
 M.S., Auburn University  
 Ph.D., Mississippi State 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

Jennings, David M. .... Golf Coach/Institutional Development Assistant

Jews, Phyllis Y. .... Administrative Secretary for Adult Education  
 and Skills Training  
 B.A., Huntingdon College  
 M.B.A., Jacksonville State University

Landers, Charles Seth Michael ..... Building Technician  
 Certificate, Central Alabama Community College

Lewis, Steve J. .... Recruiter/Assistant Baseball Coach  
 B.A. & B.S., Auburn University  
 M.A., Trevecca Nazarene University

Lovett, Michael A. .... Advancement Officer  
 B.B.A., University of Alabama  
 M.S.P.A., Troy University Montgomery

Madison, Jimmy H. .... Custodian

Mahaffey, Anita K. .... Counselor/Coordinator, Educational Talent Search  
 B.S., University of Alabama Birmingham  
 M.Ed., University of Montevallo

Mahaffey, Steven D. .... Director, Heritage Trail Conference Center/  
 Governmental Relations

Mann, Michael G. .... Industry Training Specialist/Chair of Technical Division  
 B.E.E., Georgia Institute of Technology  
 M.E.E., Georgia Institute of Technology

Mayes, Robert K. .... Transportation Coordinator/ Technician

McLain, Eric D ..... Supervisor of Maintenance  
 A.S., Alexander City State Junior College

McLain, Michael ..... Maintenance Technician

Mitchell, Sheila F. .... Interim Director of Accounting  
 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

Reeves, Leslie J. .... Information Systems Secretary for Adult Education/  
 Skills Training  
 A.A., Central Alabama Community College  
 B.S., Faulkner University  
 M.Ed., University of Montevallo

Rich, Gwen ..... Maintenance Specialist

Roseman, Mike ..... Security Guard

Sims, Jr. Herbert D. .... Director, Adult Education/Skills Training  
 A.B., Jacksonville State University  
 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 Montgomery  
 M.S., Troy State University Montgomery

Swain, Marvin ..... Custodian

Thomas, Dana ..... Financial Aid Clerk  
A.A.S., Central Alabama Community College  
B.S., Faulkner University

Tippins, Dorothy Diann ..... Academic Advisor  
B.S., Jacksonville State University  
M.S., Troy University

Townsend, Precious ..... Talent Search Secretary/Evening Secretary  
A.S., Central Alabama Community College

Veazey, Melanie M. .... Adult Education  
B.S., Judson College

Walker, David R. .... Purchasing Agent  
B.S., Jacksonville State University

Walker, James Lynn ..... Maintenance Technician

Watkins, Albert W. .... Math Tutor/Student Support Services  
B.S., West Texas State University  
M.A., University of Phoenix

Watson, Katrina W. .... Adult Education

Weeks, Beth R. .... Library Assistant

Whaley, Donna M. .... Admissions Specialist  
A.A.S., Central Alabama Community College  
B.S., Troy University  
M.S., Capella University

Williams, Linda W. .... Cashier  
B.B.A., Faulkner University

Wilson, Sandra R. .... Director of Federal Programs  
Diploma, Nunnelley State Technical College  
A.A.S., Central Alabama Community College  
A.S., Central Alabama Community College  
B.S., Faulkner University  
M.S., Southern Christian University

Wynn, John M. .... Evening Program Supervisor  
B.A., Mississippi College  
M.Ed., Auburn University



**Alabama Technology Network**

Barnett, Greg ..... Industrial Coordinator

Carden, Kelly ..... Office Manager

Crews, Michael ..... Principal Engineer

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 ..... Project Engineer

B.S., Auburn University  
M.A., Ball State University

Jackson, Wayne ..... Project Engineer

B.A., University of North Carolina



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# 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, ACT testing services, and registration of students.

### **ACT TESTING**

The Alexander City campus is an approved test center for the ACT. To register to take the test or check testing dates, etc. check their website [www.actstudent.org](http://www.actstudent.org). 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 64). Central Alabama 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 the Coordinator of Student Activities.

### **ALCOHOLIC BEVERAGES, 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 and/or illegal drugs by students or their guests on Central Alabama Community College property or at an official college 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. Littering of the grounds with discarded tobacco products is not permitted.

### **ALERT SYSTEM AND E-MAIL**

Information needed to access the College's alert system will be provided to the student through the College e-mail system. Alerts are sent to notify students of adverse conditions, college closures for weather, holidays, and other emergencies at the College. The College may also remind students of important dates and activities during the semester/term. Alerts can be sent via college e-mail, cell phone, work phone, home phone, and text messaging capabilities.

Central Alabama provides e-mail access to enrolled students to facilitate a more efficient and faster means of communication both internally and externally. Users should adhere to all college policies regarding computer and internet usage as stated in "Student Code of Conduct" section of the college catalog. The College recommends that a student check his/her e-mail frequently. Information needed to access your e-mail account can be obtained from a counselor. It is the responsibility of the student to check the e-mail system for information.

## **BOOKSTORE**

College students are required to furnish their own textbooks and general supplies. The college bookstores are out-sourced to Nebraska Book Company. 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 has 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. Students are encouraged to schedule an appointment with a counselor prior to registration each semester to discuss his/her concerns.

The counseling staff is available to assist students in planning transitional, career/technical, and colleges/transfer programs and to render assistance through financial aid sources to students seeking loans and scholarships. Central Alabama 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. Computers are available for student use in the libraries of the Alexander City and Childersburg campuses and the computer lab at the Talladega Center. Students needing assistance with obtaining a transfer guide are encouraged to see a counselor.

Students enrolled in career/technical programs are encouraged to seek information and assistance from the career/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. 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 parent(s) or guardian. Then report the incident to the Dean of Students. If this is not possible, the incident should be reported to the Dean of Instruction or the Supervisor of the Evening Division.

### *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. Central Alabama does not require this vaccine nor does the College provide administration of the vaccine. The vaccine may be obtained through the student's personal physician.

## **LIBRARY**

There are two campus libraries at Central Alabama; 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 30,000 books, 154 current periodical titles, 3,054 E-Books, and 12,006 bound periodicals. 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 Monday through Friday with hours and necessary changes posted each semester.

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 either library 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 at the Talladega Center 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. Students also have the Alabama Virtual Library's resources available on computers on campus.

Reference books, magazines, periodicals, pictures, records, tapes, video film strips, 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 REGULATIONS**

Any student who drives a car or other motorized vehicle on any campus or center, day or evening, must secure and display a parking decal. Parking decals are issued at no cost to students registered at Central Alabama. To obtain a parking decal the student must register each vehicle (up to three vehicles) in the Library on the Alexander City and Childersburg campuses and in the administrative office at the Talladega Center within five days after the beginning of the semester/term. Information needed to register a vehicle is a current class schedule, *Decal*



*Request Form*, make and model of vehicle, vehicle tag number, owner's/student's license number, and student's social security number/alternate ID number. The *Decal Request Form* may be accessed on-line at [www.cacc.edu/vehicle](http://www.cacc.edu/vehicle). Parking permits expire at the end of summer term each year. It is the student's responsibility to obtain a new parking decal for the fall semester each year. Only current decals should be displayed.

Parking decals must be affixed to the rear windshield, lower left side facing the rear of the vehicle. By registering a vehicle, the student agrees to abide by the following parking regulations:

1. Speed limit is not to exceed 10 miles per hour (mph) on campus or at the center;
2. The registered driver with the College is responsible for the automobile regardless of driver;
3. Students experiencing car trouble or other extenuating circumstances that necessitate an unregistered vehicle on campus or at the center, may qualify for a Visitor Parking Permit. A Visitor Parking Permit may be picked up in the library or administrative office at the Talladega Center;
4. No vehicle may be parked in a "No Parking" zone;
5. Unauthorized vehicles parked in handicap parking spaces will be towed at the expense of the owners.
6. Reckless driving, running a stop sign, or no decal for registered vehicles will be subjected to a citation and /or a fine.

Violating parking regulations will result in a fine assessed to the student to whom the vehicle is registered. Unpaid fine(s) will result in a hold on the student's college records and registration until the fine is paid. Unregistered vehicles parked improperly with no decal affixed will be towed from the campus or the center at the owner's expense. Fines can be paid in the cashier's office on the Alexander City and Childersburg campuses and the administrator's office at the Talladega Center. The College assume no responsibility for damage to any vehicle brought on any campus, center or instructional site.

### **REGISTRATION**

Currently enrolled students or students readmitting should come by the Office of Student Services and obtain a personal identification number (PIN) so they may use Web registration. New students can receive a Pin number 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 to secure class seating. As classes fill, there is less selection. Early registration is especially important for students in their last semester.

Classes may be dropped or added during the first five days of classes for fall and spring semesters and the 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 31 and 41).

Grades are no longer mailed. Students must have a PIN and use the Web to view and print their grades. If students are unable to access grades on the Internet, they may go to 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 Central Alabama 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 38.

## **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 and would like to request assistance for accommodations, 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. Diann Tippins (phone 256/215-4269), ADA Coordinator for the Childersburg campus is Mrs. Glenda Bland (phone 256/378-2004), and for the Talladega Center is Dr. Jason Hurst (256/480-2069).

Before most accommodations are made, the student must present documentation of his/her disability dated within the 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 or medical physician. 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. Once the proper documentation has been received, students will receive forms to request special accommodations which must be completed by the student and instructor/counselor and returned to the ADA Coordinator. Instructors should receive the accommodation forms and complete during the first week of class so that accommodations can be made as early as possible. Required forms should be returned to the ADA Coordinator.

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. Students needing to place a call from the Talladega Center should go to the Administrative Office of the College. Calls made should be for transportation, checking on sick family members, or other emergencies. Calls should be limited to one minute.

## **TELEPHONES AND PAGERS**

Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited.

## **TRANSITIONAL COURSES**

During registration, students should meet with a counselor 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. Students may retest on each section of the COMPASS only once within a three year period. A cost of \$8 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 evaluated 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 Central Alabama 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 one's 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 49.

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.

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 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 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 his 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.

## GRADE-CHALLENGE POLICY

The assignment of grades is the sole responsibility of the course instructor. The grade assigned will stand unless (1.) *the instructor agrees to change the grade*, or (2.) *the instructor is proven to have violated the grading standards set forth in the syllabus for that course*. **With the exception of the grade of “I”, if a student wishes to challenge the final grade assigned in a course, he/she must follow these steps (for grade of “I” see information at end of Step 8):** If a student wishes to challenge the final grade assigned in a course, he/she must follow these steps:

1. Student presents his/her challenge informally (*using Grade-Challenge Form obtained from Academic Administration*) to instructor who assigned the grade within **12 work days** of grade posting on website. No further step will be considered until Step 1 is completed. If no agreement is reached in Step 1, student may proceed to Step 2.
2. Using the same grade-challenge form as in Step 1, student must present a written explanation of his/her challenge to the instructor’s division chair within **7 work days** of the informal meeting with the instructor. The explanation should include the following:
  - Specific course title being challenged
  - Instructor name
  - Justification of the grade challenge
  - Student contact information.
3. Division chair will contact student within **7 work days** to arrange a mandatory meeting with the instructor and student, which will be mediated by the division chair.
4. If no agreement is reached, the student may request that his/her written explanation be forwarded to the Dean of Instruction. If the Dean does not deem further discussion necessary, he/she will issue a ruling to both student and instructor within **7 work days**. If the Dean concludes that further discussion is warranted, he/she will enact one of the following: (1) arrange a meeting with student and instructor to attempt resolution, or (2) appoint a three-member Grade-Review Committee consisting of two full-time college instructors and one full-time college administrator.
5. The Grade-Review Committee will review the student’s written explanation of the challenge and allow opportunity for both student and instructor to present oral information to the committee.
6. The Grade-Review Committee will discuss the case in a closed session and issue a decision to both instructor and student concerning the grade’s standing as is, or recommending grade change.
7. If the instructor has proven to be in violation of his/her stated grading standards, the committee’s decision will be final. If the instructor has not been proven to be in violation of grading standards, the committee’s opinion will be considered; however, the final decision will be left to the instructor.
8. A student may appeal the final decision in writing to the College president, no later than **7 work days** after the date the committee’s decision is announced. The president will issue his/her ruling within **30 calendar days** after receipt of the written appeal.

**In the event that a student wishes to challenge the final grade replacing an “I”, the student must follow the above process, with the time line beginning in Step 1 at the posting date of the grade replacing the “I”. As noted in the catalog, the incomplete work that resulted in the grade of “I” must be completed by mid-term of the semester following the assignment of the grade “I”.**

## **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.

## **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 relates to the challenge of a grade the student should follow the Grade-Challenge Policy on page 197. 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. Central Alabama 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, 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 (Mrs. Amanda Harkins, Provost/Dean of Students), 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 Mrs. Amanda Harkins, Provost/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 the Evening Division, phone number 256/378-2002. All offices are located in the Administration Building.

At the Talladega Center the report should be made to Dr. 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 Ala-

bama 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 or Registrar . Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's education records unless one of the conditions are not listed on page 27. The right to inspect is limited solely to the student. For further information, see the extended section on FERPA guidelines on page 25.

### **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 106 .....	4255, 4415
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
Cashier/Printing A 110 .....	4525
Coach – Baseball, HEA 200 .....	4320
Coach -- Golf, L 2nd Floor .....	4242
Coach – Softball, HEA 200 .....	4324
Coach – Tennis, BS Building .....	4332
Community Services, A 108 .....	4302
Computer Dept, A 212 .....	4278, 4277
Dean of Instruction, A 108 .....	4261
Dean of Students, A 104 .....	4273
Deli, HEA Building .....	256/215-4007
English, 3rd Floor Library .....	4294, 4295, 4348
FAX Machine, Administration Building .....	256/215-4244
Financial Aid, A 102 .....	4248, 4250, 4251
GED Classes, GED Tests, Adult Learning Center .....	4286, 4347, 4286
GED Scores, A 110 .....	4270
Grades, Registrar’s Office, A 104 .....	4275, 2003
Health Center, HEA Building .....	256/234-0499
Liberal Arts, HPED Division, A 208 .....	4283
Library, Learning Resources Center .....	4290, 4291, 4292, 4293
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 .....	4337
Physics, BS Building .....	4343
Practical Nursing, BS Building .....	4328
President’s Office, A 101 .....	4301
Public Relations, 2nd Floor Library .....	4254
Records/Registration, A 104 .....	4275
Registrar, (Childersburg Campus) .....	2003
Student Services, A 104 .....	4275
Student Support Services, A 212 .....	4270
Switchboard, Administration Building Lobby .....	0, 4240
Toll-Free Number (Alexander City Campus) .....	1/800/643-2657
Transcripts, A 104 .....	4275
Transitional Studies .....	4295
Veterans Affairs, A 102 .....	4250

## DIRECTORY

### Childersburg Campus

<b>Location</b>	<b>Telephone Extension</b>
Admissions/Switchboard .....	2000
Adult Education .....	2016, 2017
Interim Dean of Instruction/Provost .....	2047
Associate Degree Nursing .....	2045
Bookstore .....	256/378-2007
Business Affairs .....	2022, 2026
Business, Computer Science & Technology Division Chair .....	2043
Computer Science .....	2033
Cosmetology .....	2029
Counselor .....	2004, 2042
Dean of Students .....	4273
Drafting & Design .....	2043
Electronics/Electricity .....	2074
EMS .....	2045
English .....	2055, 2056
FAX Machine .....	256/378-2034
Financial Aid .....	2008, 2009, 2087
GED Classes, GED Tests .....	2017
GED Grades .....	4270
Grades, Registrar's Office .....	2003
Heating & Air Conditioning .....	2072
Human Resource Office .....	2010
Liberal Arts, Math & Science Division Chair .....	2080
Library .....	2041
Machine Shop .....	2071
Maintenance .....	2070
Nursing and Allied Health .....	2045
Payroll .....	2020
Phi Theta Kappa .....	2075
Practical Nursing .....	2045
President's Office .....	2012
Records/Registration .....	2003, 2000
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

<b>Location</b>	<b>Telephone Extension</b>
Secretary/Switchboard .....	5090
Adult Basic Education Office .....	5085
CareerLink Center, Main Number .....	5125
CareerLink FAX Number .....	5140
Counselor .....	5068
Director .....	5069
Evening Coordinator .....	5090
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
Talladega Center FAX Number .....	256/480-2081

## EMERGENCY PHONE NUMBERS

### CENTRAL ALABAMA COMMUNITY COLLEGE EMERGENCY CONTACT

Dr. Stephen B. Franks  
President  
256/596-1699

Dr. Melenie Bolton  
Provost/ Interim Dean of Instruction  
256/245-2005

Amanda Harkins  
Provost/Dean of Students  
256/825-8942

Lynn Spraggins  
Dean of Business Operations  
256/329-9652

Dr. Jason Hurst  
Director of Workforce Development  
and Talladega Center  
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

National/State Sex Offender Registry  
[www.fbi.gov/hq/cid/cac/registry.htm](http://www.fbi.gov/hq/cid/cac/registry.htm)



## **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 104

**PERSONAL COUNSELING:** Contact a counselor, Administration Building Room 110

**FINANCIAL AID:** Administration Building Room 102

**ADD/DROP CLASS:** See a counselor, Administration Building Room 112

**VETERANS INFORMATION:** See Financial Aid Office, Administration Building Room 102

**TRANSFER INFORMATION:** See a counselor or advisor, Student Services, Administration Building Room 110

**TRANSCRIPTS:** Registrar's Office, Administration Building Room 104

**PAYMENTS TO THE COLLEGE:** The Cashier's Office, Administration Building Room 110

**PARTICIPATION IN INTERCOLLEGIATE SPORTS:** Contact Athletic Director, HEA Building Room 200

**TO RESERVE A MEETING ROOM:** President's Office, Administration Building Room 101

**TO RESERVE A ROOM IN BETTY CAROL GRAHAM TECHNOLOGY CENTER:** Betty Carol Graham Technology Building Room 222

**STUDENT GOVERNMENT REPRESENTATIVE:** See SGA President or Sponsor, SGA Office, Business & Science Building Room 103A

**CAREER COUNSELING OR CAREER INFORMATION:** See a counselor, Student Services, Administration Building Room 110

**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

**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 for referral or assistance, Administration Building

**TRANSFER INFORMATION:** See a counselor, Student Services, Administration Building

**FINANCIAL AID:** Administration Building Room 109

**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 109

**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:** See Counselor, Student Services, Administration Building

**TO PURCHASE BOOKS:** The College Bookstore, Administration Building

**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 Director's office should be contacted

**NEED INFORMATION:** Visit the Administrative Office for assistance

**PERSONAL COUNSELING:** Contact a counselor during registration in the Administrative Office, or contact a counselor at the Childersburg or Alexander City locations

**FINANCIAL AID:** Financial Aid counselor is available every third Thursday in the Administrative Office

**ADD/DROP CLASS:** Administrative Office

**VETERANS INFORMATION:** Financial Aid Office every third Thursday

**TRANSCRIPTS:** See secretary in the Administrative Office

**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:** Contact secretary in the Administrative Office

**CAREER COUNSELING OR CAREER INFORMATION:** See Director or Counselor during registration process or contact a counselor at the Childersburg or Alexander City locations

**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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