2021-2022 CATALOG ADDENDUM

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

This Addendum is an addition to the Catalog and is to be used alongside the Catalog, not in isolation. Changes listed in the Catalog Addendum supersede the published Catalog.

Catalog changes included in this Addendum are listed below:

- Accreditation & Program Accreditation – Catalog page 2
- Campus Information – Catalog page 2
- Other Charges, Fines and Fees – Catalog pages 83-84
- Instructional Division – Program Listing – Catalog page 120
- Medical Assisting Technology – Catalog pages 130 – 133
- Practical Nursing Program – Prattville Location ONLY – Catalog pages 134 - 150
- Course Directory – Catalog page 215
- Personnel Listing – Catalog page 247

Program Accreditation

Catalog Page Reference: Page 2

Effective Date: January 2022 (Accreditation)
October 2021 (Program Accreditation)

Summary of Changes: *Updated the SACSCOC accreditation statement and the program accreditation status for Coosa Valley School of Nursing at Central Alabama Community College.*

ACCREDITATION

Central Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Central Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PROGRAM ACCREDITATION

The Coosa Valley School of Nursing at Central Alabama Community College at both the Childersburg (34091 US Highway 280, Childersburg, Alabama) and Alexander City (1675 Cherokee Road, Alexander City, Alabama) campuses is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Coosa Valley School of Nursing ADN nursing program has continued accreditation for good cause.

The most recent accreditation decision made by the ACEN Board of Commissioners for the License Practical Nursing nursing program is initial candidacy for accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm.

Campus Information

Catalog Page Reference: Page 2

Effective Date: Spring 2022

Summary of Changes: *Updated campus name, address, and phone number for the Prattville Campus*

CENTRAL ALABAMA COMMUNITY COLLEGE

www.cacc.edu

Alexander City Campus	Childersburg Campus	Prattville Campus	Talladega Center
1675 Cherokee Road	34091 US Highway 280	1320 Old Ridge Road	1009 South Street, E.
Alexander City, AL 35011	Childersburg, AL 35044	Prattville, AL 36066	Talladega, AL 35160
(256) 234-6346	(256) 378-5576	(334) 595-6646	(256) 480-2068

Other Charges, Fines and Fees

Catalog Page Reference: Pages 83-84

Effective Date: Spring 2022 & Summer 2022

Summary of Changes: *Previous Year Diploma fee will increase to $50 effective with Spring 2022. The Diploma Fee will increase to $25 effective with the Summer 2020.*

OTHER CHARGES, FINES AND FEES

Access Fee (per semester)	$ 5.00
Audit Fee	Same as regular tuition and fees
Community and Continuing Education Courses	Varies by course
Library Fine (per day)	$ 0.25
Diploma Fee (nonrefundable) *(Effective Summer 2022)*	$ 25.00
Manufacturing Skills Standards Council (MSSC) Application and Testing Fees	$ 60.00
Nursing Assessment Technologies Institution (ATI) Testing Fee/Resources *Insurance premiums and/or testing fees are subject to change.*	Varies by term
Nursing Malpractice Insurance *Annual premium*	$ 15.00
Official Transcript Fee *One free Alabama Community College System (ACCS) transcript*	$ 5.00
Occupational Safety and Health Administration (OSHA) Fee	$ 8.00
Previous Year Diploma (nonrefundable) *Printed diplomas are available for the previous academic year contingent upon availability of appropriate authorizing signatures for the diploma.* *(Effective Spring 2022)*	$ 50.00
Replacement Student ID Card	$ 30.00
Returned Check Fee	$ 30.00
Student Accident Insurance (per semester) *Program specific*	$ 3.30
Traffic and Parking Fines	Varies by offense

Instructional Division

Catalog Page Reference: Page 120

Effective Date: Spring 2022

Summary of Changes: *Added a stand-alone Practical Nursing Program for the Prattville Campus.*

Programs of Study	Campus/ Site Offered	Classes Only	A.A.	A.S.	A.A.S.	A.O.T.	Certificate	Short-Term Certificate
Associate in Arts Degree	AC, CB, PMC, TC ONLINE		60 - 64 hours					
Associate in Science Degree	AC, CB, PMC, TC ONLINE			60 - 64 hours				
Automotive Manufacturing Technology	AC				66 hours			
Child Development	ONLINE							12 hours
Computer Information Science	AC, CB, PMC, TC, ONLINE				60-61 hours			
Cosmetology	CB, TC					66-67 hours		
General Business	AC, CB, PMC, TC, ONLINE				60-62 hours			
Industrial Electronics Technology	AC, CB, TC				64-65 hours			
LPN to RN Mobility	AC, CB				41-51 hours			
Machine Shop	AC, CB					72 hours		
Medical Assisting Technology	AC, CB, PMC, TC				65 hours			
Nursing Program	AC, CB				66 hours			

Practical Nursing	**PMC**						**45 hours**	
Office Administration	**AC, CB, PMC, TC, ONLINE**				**60-62 hours**			
Welding—Drafting Option	**AC, CB**	**TC**				**69-70 hours**		
Welding—Machining Option	**AC, CB**	**TC**				**70-71 hours**		

Financial Aid – Satisfactory Academic Progress (SAP)

Catalog Page Reference: Pages 91-93
Effective Date: Fall 2021
Summary of Changes: *Corrected typographical errors regarding Satisfactory Academic Progress (SAP) Calculations for financial aid recipients*

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measured at the end of each semester of enrollment at Central Alabama Community College (CACC). Students are required under federal regulations to maintain certain standards of progress based on the number of hours attempted in college. It is the student's responsibility to read and become familiar with all policies associated with financial aid funding.

Qualitative Standard – Grade Point Average (GPA)
GPA requirements for degree-seeking students:

- After attempting 1-21 hours, students must maintain a 1.5 GPA.
- After attempting 22-32 hours, students must maintain a 1.75 GPA.
- After attempting 33 or more hours, students must maintain a 2.0 GPA.

Quantitative Standard – Completion Rate/Pace of Progression (PACE)
Completion Rate/Pace of Progression (PACE)* requirements for degree-seeking students:

- After attempting 1-21 hours, students must maintain a 58% Completion Rate.
- After attempting 22-32 hours, students must maintain a 62% Completion Rate.
- After attempting 33 or more hours, students must maintain a 67% Completion Rate.

**Standard rounding rules apply.*

Quantitative Standard – Maximum Timeframe
The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150% of the normal timeframe required to complete the degree program. For example, if the Associate in Science degree requires 64 credit hours to graduate, the Maximum Timeframe of completion for this degree would be 96 credit hours (64 x 150%). Students failing to complete their degree program within this timeframe will lose financial aid eligibility.

All courses attempted by the student are included in the maximum timeframe calculation including transfer hours accepted by the College. The maximum timeframe will not reset with a change of program. However, students may appeal if extenuating/mitigating circumstances or circumstances

beyond a student's control exist. Students should be aware that appeals may require supporting documentation. Students who have previously graduated (bachelors, associates, or diploma/long-term certificate) will be reviewed for maximum timeframe based on the hours attempted of the current program of study. Students who are over maximum timeframe and have earned three (3) or more degrees from CACC will lose financial aid eligibility and may appeal.

Warning Semester

If a student fails to meet the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Completion Rate/Pace of Progression (PACE) for Satisfactory Academic Progress, the student will be placed on "warning" for one semester. During this warning semester, the student will receive financial aid; however, the student must be meeting both the Qualitative Standard – Grade Point Average (GPA) and the Quantitative Standard – Completion Rate/PACE requirements at the end of the warning semester to continue to receive financial aid. There is no warning semester for maximum timeframe.

Additional Information Regarding SAP Calculation

The following information explains how repeated courses, incompletes, withdrawals, academic bankruptcies, course forgiveness, developmental courses, transfer credits, and grade changes are treated in a student's SAP calculation.

- Repeated courses are factored into the GPA, Completion Rate/PACE and Maximum Timeframe calculations. The *first* repeat course will not be calculated into the GPA requirement; however, the course will be calculated as an attempted and unearned course for Completion Rate/PACE and Maximum Time Frame calculations. Students can only repeat a successfully passed course using federal aid one additional time. Repeats may affect a student's Completion Rate/PACE.
- Incomplete grades ("I") are factored into the Completion Rate/PACE and Maximum Timeframe requirements. When an "I" is updated to a final grade, the final grade received will be factored into the SAP calculation at the time of the next scheduled evaluation. SAP calculations for all other grade changes instituted for prior terms will be recalculated at the time of the grade change.
- Withdrawals are not factored into the GPA calculation; however, withdrawals are included in the Completion Rate/PACE and Maximum Timeframe calculations.
- Transfer credits accepted by the College will not be factored into the GPA calculation but all accepted credits are included in Completion Rate/PACE and Maximum Timeframe calculations. Following acceptance of transfer credits, an official SAP review of these transfer credits will be completed at the end of the semester of enrollment at CACC.
- Academic Bankruptcy will be factored into the GPA, Completion Rate/PACE, and Maximum Timeframe calculations.
- Developmental courses are factored into the GPA, Completion Rate/PACE, and Maximum Timeframe calculations. A student may receive federal aid for up to 30 developmental hours.
- Courses dropped during the add/drop period are not factored into GPA, Completion Rate/PACE or Maximum Timeframe calculations.

- Audit courses are not considered credits attempted or earned; therefore, students cannot receive federal aid for audited courses. Audited courses are not considered in the SAP calculation.
- Completion Rate/PACE calculations are rounded based on traditional rounding rules (e.g. 66.5% = 67%).

Medical Assisting Technology – Associate in Applied Science Degree (AAS)

Catalog Page Reference: Pages 130-133
Effective Date: Fall 2021
Summary of Changes: *Corrected Required Courses for program*

Medical Assisting Technology

Associate in Applied Science Degree (AAS)

At a Glance

The Medical Assisting Technology program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. This program includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

TERM 1		**CREDITS**
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
MAT 111	Clinical Procedures I	3
MAT 125	Lab Procedures I	3
OAD 211	Medical Terminology	3
	Total Credit Hours – Term 1	**16**

TERM 2		**CREDITS**
BIO 201	Human Anatomy and Physiology I	4
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II	3
MAT 215	Lab Procedures II	3
PSY 200	General Psychology	3
	Total Credit Hours – Term 2	**15**

TERM 3		**CREDITS**
BIO 202	Human Anatomy and Physiology II	4
MAT 218	EKG Technician	3
MAT 239	Phlebotomy Preceptorship	3
MTH 100	Intermediate College Algebra OR Higher Level	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 3	**16**

TERM 4		CREDITS
ENG 101	English Composition I	3
MAT 216	Pharmacology for the Medical Office	4
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3
MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3
PHL 206	Ethics and Society	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 4	**19**

Total Credit Hours **66**

Medical Assisting Technology
Certificate (CER)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Medical Assisting Technology Certificate will be awarded to students.

TERM 1		CREDITS
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
MAT 111	Clinical Procedures I	3
MAT 125	Lab Procedures I	3
OAD 211	Medical Terminology	3
	Total Credit Hours – Term 1	**16**

TERM 2		CREDITS
BIO 201	Human Anatomy and Physiology I	4
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II	3
MAT 215	Lab Procedures II	3
	Total Credit Hours – Term 2	**12**

TERM 3		CREDITS
BIO 202	Human Anatomy and Physiology II	4
MAT 218	EKG Technician	3
MAT 239	Phlebotomy Preceptorship	3
MTH 100	Intermediate College Algebra **OR** Higher Level	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 3	**16**

TERM 4		CREDITS
ENG 101	English Composition I	3
MAT 216	Pharmacology for the Medical Office	4
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3
MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 4	**16**

Total Credit Hours **60**

Administrative Medical Assistant
Short-Term Certificate (STC)

While pursuing the Medical Assisting Technology AAS degree and upon successful completion of the courses identified below, the stackable Administrative Medical Assistant Short-Term Certificate will be awarded to students.

TERM 1		CREDITS
MAT 111	Clinical Procedures I	3
MAT 200	Management of Office Emergencies	2
MAT 216	Pharmacology for the Medical Office	4
OAD 211	Medical Terminology	3
MAT 120	Medical Administrative Procedures I ***OR*** Medical Office Procedures (OAD 214)	3
	Total Credit Hours – Term 1	**15**

TERM 2		CREDITS
MAT 121	Medical Administrative Procedures II ***OR*** Health Information Management (OAD 215)	3
MAT 128	Medical Law and Ethics for the Medical Assistant ***OR*** Advanced Health Information Management (OAD 216)	3
SPH 106	Fundamentals of Oral Communication **OR** Fundamentals of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 2	**9**

Total Credit Hours **24**

Practical Nursing Program *(Prattville Campus only)*

Catalog Page Reference: Pages 134 - 150

Effective Date: Spring 2022

Summary of Changes: *Added a stand-alone Practical Nursing Program for the Prattville Campus.*

Practical Nursing Program
Certificate (CER) – *Prattville Campus Only*

At a Glance

The Practical Nursing program prepares individuals to assist in providing general nursing care under the direction of a registered nurse or physician. Licensed Practical Nurses (LPNs) provide bedside patient care, perform basic duties such as assessment of patient health problems and needs, implementation of nursing care plans, medication administration, and documentation of medical records. Licensed Practical Nurses (LPNs) also administer nursing care to ill, injured, convalescent, or disabled patients, as well as promoting health maintenance and disease prevention.

Requirements for Application

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

I. Application for Admission to Central Alabama Community College

II. Application for admission to the Practical Nursing program

III. Official high school transcript or GED certificate if required by Central Alabama Community College for unconditional admission

IV. Official transcripts from all colleges attended

V. Official ACT composite or TEAS score, less than three (3) years old

VI. Letter of good standing if applicant has previously been enrolled in a nursing program at another institution

VII. Additional documents as needed to meet the minimal requirements below.

Admission Requirements

Requirements for admission into the Practical Nursing program are as follows:

I. Unconditional admission to the College

II. Receipt of completed application for the Practical Nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission

III. A minimum of 18 ACT composite score National or Residual or a minimum of 58% on the TEAS test

IV. A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at regionally accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program

V. A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable)

VI. Meet the essential functions for nursing

VII. Eligible for ENG 101, BIO 201 and MTH 100

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

Calculation of Points for Applicants Meeting Minimum Admission Standards

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

1. ACT score. Possible of 36 points. TEAS scores are calculated to provide an equivalent ACT score.

2. Points for grades in ENG 101, MTH 100 or higher, BIO 201, and BIO 202. Twelve points possible. Points for grades are delineated below:

   - A=3 points
   - B=2 points
   - C=1 point

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

   - AP Examination score of 3=1 point
   - AP Examination score of 4=2 points
   - AP Examination score of 5=3 points

3. Possible ten additional points awarded as delineated below:

- Up to four points awarded for the applicant's GPA on the nursing required general education courses
- Three points awarded if the applicant has never been enrolled in a nursing program.
- One point five (1.5) points awarded for each required BIO course (BIO 201 and BIO 202) completed with a "B" or higher on the first attempt

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

Progression Policy

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

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

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

Reinstatement Policy

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

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

I. Unavailability of faculty and clinical sites;

II. Failure to meet the Criteria for Reinstatement.

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

Criteria for Reinstatement:

I. Students who experience non-progression through the Practical Nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the Practical Nursing program.

II. A student may be **reinstated** to the Practical Nursing program only one time. The **reinstatement** is not guaranteed. All Practical Nursing program admission standards must be met.

III. If a student has a documented extenuating/mitigating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the nursing faculty committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

IV. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

V. Student has had no more than one non-progression since program admission. Reinstatement to the program will only be allowed one time.

VI. Demonstrate satisfactory nursing skills.

VII. Meet acceptability criteria for placement at clinical agencies for clinical experiences.

VIII. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.

IX. Demonstrate current American Heart Association Basic Life Support Provider CPR certification. Online CPR certification is not acceptable.

X. Maintain program health requirements including health insurance.

XI. Orientation is required for students seeking reinstatement who are not in continuous progression prior to registration for nursing courses.

Process for Reinstatement

I. Students should contact the Division of Nursing to discuss eligibility for reinstatement.

II. Students must apply for reinstatement to the Practical Nursing program within one year from the term of non-progression by submitting the Practical Nursing Program Reinstatement Application and updated admission criteria if applicable. The deadline for submitting the Practical Nursing Program Reinstatement Application

for the fall and summer semesters is February 1st, spring semester is September 15th.

III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.

IV. Update applicable Practical Nursing Program Requirements including health requirements, immunizations, CPR, and drug and background screening.

Transfer Policy

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

Individuals wishing to transfer must:

I. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.

II. Be a student in good standing and eligible to return to the previous nursing program. The Dean/Director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.

III. Comply with all program policy requirements at accepting institution.

IV. Complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.

V. Meet acceptability criteria for placement at clinical agencies for clinical experience.

VI. The last nursing courses in which the student was enrolled cannot be more than twelve (12) months old.

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

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

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program who wish to transfer to another institution to complete the Associate in Applied Science Degree must meet the requirement for 25% course completion at the college awarding the degree. Students

who cannot meet the 25% course requirement must apply to the LPN to RN Mobility option and take the transition course to meet the 25% course requirement.

Practical Nursing (PN) students completing NUR 112, 113, 114, and 115 in the stand-alone PN program must apply to the LPN to RN Mobility program at the Childersburg or Alexander City locations if they desire to pursue the Associate Degree Nursing program. Associate Degree Nursing admission and progression policies will apply.

Program Completion

Students completing NUR 112, 113, 114, and 115 and the required academic courses will be awarded the Practical Nursing certificate. Students are responsible for meeting all the progression and graduation requirements.

TERM 1		**CREDITS**
NUR 112	Fundamental Concepts of Nursing	7
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra ***OR*** a higher MTH	3
	Total Credit Hours – Term 1	**14**

TERM 2		**CREDITS**
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	Total Credit Hours – Term 2	**18**

TERM 3		**CREDITS**
NUR 114	Nursing Concepts II	8
NUR 115	Evidenced Based Clinical Reasoning	2
SPH 106	Fund. of Oral Communication **OR** Fund. of Public Speaking (SPH 107)	3
	Total Credit Hours – Term 3	**13**

Required Nursing Credits	**25**
Required General Education Credits	**20**
Total Credit Hours	**45**

Course Descriptions

Catalog Page Reference: Page 215

Effective Date: Fall 2021 & Spring 2022

Summary of Changes: *Added additional course offerings to the Catalog Course Directory. MAT 121 - Medical Administrative Procedures II and MAT 128 - Medical Law and Ethics for the Medical Assistant were added effective Fall 2021. ORI 101 – Orientation to College was added effective Spring 2022.*

MAT 121 Medical Administrative Procedures II
Prerequisite: As required by college
This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.
Lecture: 2 hours Lab: 1 hour Contact Hours: 5 Credit Hours: 3

MAT 128 Medical Law and Ethics for the Medical Assistant
Prerequisite: As required by college
This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.
Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

ORI 101 Orientation to College
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 Lecture: 1-2 hours Lab: 0 hours Credit Hours: 1-2

Personnel Directory

Catalog Page Reference: Pages 247

Summary of Changes: *Corrected Short-Term Certificate credential for Michael White, Electronics Instructor*

White, Michael — **Electronics Technology Instructor**

A.A.S., Central Alabama Community College
(Industrial Electronics - Implementation)
A.A.S., Central Alabama Community College
(Auto Manufacturing Technology)
Short-Term Certificate, Central Alabama Community College (Automotive Manufacturing Technology)