

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

It is the official policy of the Alabama Community College System Office 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:

**Dr. Sherri Taylor**  
**Dean of Students**  
**Compliance Officer**  
**Title VII and Title IX Coordinator**  
**Central Alabama Community College**  
**1675 Cherokee Road**  
**Alexander City, AL 35011**  
**(Phone) 256/215-4273; (Fax) 256/215-4244**  
**staylor@cacc.edu**

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

## **CHANGES IN PROGRAMS AND CATALOG**

Central Alabama Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College

reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog may be found on the College website, [www.cacc.edu](http://www.cacc.edu). Enrollment of all students is subject to these conditions.

## 2015-2016 General Catalog

**Central Alabama  
Community College**  
www.cacc.edu

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

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

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

Millbrook Instructional Site  
4300 Main Street  
Millbrook, AL 36054  
(256) 234-6346

### **INSTITUTIONAL MEMBERSHIPS**

Southern Association of Colleges and Schools Commission on Colleges  
Alabama Community College Association  
American Association of Community and Junior Colleges  
American Library Association  
Accreditation Commission for Education in Nursing  
Achieving the Dream  
National Junior College Athletic Association

### **ACCREDITATION**

Central Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Science degree, Associate in Applied Science degree, Associate in Occupational Technology degree, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel: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 Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, [404-975-5000](tel:404-975-5000), [www.acenursing.org](http://www.acenursing.org)).

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**Published by Central Alabama Community College**

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## 2015-2016 CALENDAR

### **Fall Semester 2015**

August 13 (Thursday)	Registration/Faculty Duty Day
August 14 (Friday)	Faculty Duty Day/Local Professional Development/ <b>Fall Seminar</b>
August 17 (Monday)	Faculty Duty Day
August 18 (Tuesday)	Classes Begin Full Fall Term & 1 <sup>st</sup> Fall Mini Term
August 18-19 (Tuesday-Wednesday)	Schedule Change Period Full Fall Term & 1 <sup>st</sup> Fall Mini Term (Drop/Add Period)
September 7 (Monday)	<b>LABOR DAY/COLLEGE CLOSED</b>
September 14 (Monday)	Mid-Term 1 <sup>st</sup> Fall Mini Term
September 18(Friday)	Staff Professional Development
September 21- October 6	Priority Registration for Currently Enrolled Students
October 2 (Friday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 1<sup>st</sup> Fall Mini Term</i>
October 6 (Tuesday)	Last day of Classes 1 <sup>st</sup> Fall Mini Term
October 7 (Wednesday)	Final Examinations 1 <sup>st</sup> Fall Mini Term Mid-Term Full Fall Term
October 8 (Thursday)	Registration 2 <sup>nd</sup> Fall Mini Term <b>ADVISING/CACC Connect - NO CLASSES</b>
October 9 (Friday)	<b>GRADES DUE 1<sup>st</sup> Fall Mini Term</b>
October 12 (Monday)	Classes Begin 2 <sup>nd</sup> Fall Mini Term
October 12-13 (Monday-Tuesday)	Schedule Change Period 2 <sup>nd</sup> Fall Mini Term (Drop/Add Period)
November 4 (Wednesday)	Mid-Term 2 <sup>nd</sup> Fall Mini Term
November 11 (Wednesday)	<b>VETERANS DAY/COLLEGE CLOSED</b>
November 23-25(Monday-Wednesday)	<b>State Professional Development No Classes/Faculty Duty Days</b>
November 26-27 (Thursday-Friday)	<b>THANKSGIVING/COLLEGE CLOSED</b>
November 28- 29 (Saturday-Sunday)	Weekend Classes Will <u>Not</u> Meet
November 30 (Monday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal Full Fall Term</i>
December 2 (Wednesday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 2<sup>nd</sup> Fall Mini Term</i>
December 7 (Monday)	Last day of Classes Full Fall Term & 2 <sup>nd</sup> Fall Mini Term Final Examinations 2 <sup>nd</sup> Fall Mini Term
December 8-14 (Tuesday-Monday)	Final Examinations Full Fall Term
December 15 (Tuesday)	Faculty Duty Day

December 16 (Wednesday)	<b>GRADES DUE Full Fall Term &amp; 2<sup>nd</sup> Fall Mini Term</b> /Faculty Duty Day
December 17 (Thursday)	Faculty Duty Day/Local Professional Development/Faculty Meeting
December 18 (Friday)	Faculty Duty Day
December 23-January 1	<b>CHRISTMAS AND NEW YEAR'S BREAK (College Closed)</b>

### **Spring Semester 2016**

January 4-6 (Monday - Wednesday)	Faculty Non Duty Days (Work Days for Administrators/Staff)
January 7 (Thursday)	Faculty Duty Day
January 8 (Friday)	Registration/Faculty Duty Day
January 11 (Monday)	Classes Begin Full Spring Term & 1 <sup>st</sup> Spring Mini Term
January 11-12 (Monday-Tuesday)	Schedule Change Period Full Spring Term & 1 <sup>st</sup> Spring Mini Term (Drop/Add Period)
January 18 (Monday)	<b>MARTIN LUTHER KING &amp; ROBERT E. LEE BIRTHDAY/COLLEGE CLOSED</b>
February 5 (Friday)	Staff Professional Development
February 8 (Monday)	Mid-Term 1 <sup>st</sup> Spring Mini Term
February 15 – March 2	Priority Registration for Summer and Fall 2016 for Currently Enrolled Students
February 26 (Friday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 1<sup>st</sup> Spring Mini Term</i>
March 1 (Tuesday)	Last day of Classes 1 <sup>st</sup> Spring Mini Term
March 2 (Wednesday)	Final Examinations 1 <sup>st</sup> Spring Mini Term Mid-Term Full Spring Term
March 3 (Thursday)	<b>ADVISING/CACC Connect - NO CLASSES</b>
March 4 (Friday)	<b>GRADES DUE 1<sup>st</sup> Spring Mini Term</b>
March 7 (Monday)	Classes Begin 2 <sup>nd</sup> Spring Mini Term
March 7-8 (Monday-Tuesday)	Registration 2 <sup>nd</sup> Spring Mini Term Schedule Change Period 2 <sup>nd</sup> Spring Mini Term (Drop/Add Period)
March 21-25 (Monday-Friday)	<b>SPRING BREAK/Faculty Non Duty Days (Work Days for Administrators/Staff)</b>
April 6 (Wednesday)	Mid-Term 2 <sup>nd</sup> Spring Mini Term
April 18 (Monday)	Honors Day – Alexander City
April 19 (Tuesday)	Honors Day – Childersburg and Talladega
April 20 (Wednesday)	Spring Fling – Alexander City
April 21 (Thursday)	Spring Fling – Childersburg <b>Junior Day 10:00 AM – 1:00 PM - Childersburg</b>
April 25 (Monday)	Last Day to Submit PARTIAL OR TOTAL Withdrawal Full Spring Term

April 26 (Tuesday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 2<sup>nd</sup> Spring Mini Term</i>
April 28 (Thursday)	Last Day of Classes 2 <sup>nd</sup> Spring Mini Term
May 2 (Monday)	Last Day of Classes Full Spring Term and Final Examinations 2 <sup>nd</sup> Spring Mini Term
May 3-9 (Tuesday - Monday)	Final Examinations Full Spring Term
May 11 (Wednesday)	Faculty Duty Day/ <b>GRADES DUE Full Spring Term &amp; 2<sup>nd</sup> Spring Mini Term</b> Faculty Duty Day/Local Professional Development/Faculty Meeting
May 12 (Thursday)	GRADUATION/Pinning Ceremony ADN and PN/Faculty Duty Day
May 13 (Friday)	Faculty Duty Day/GED Graduation
May 16-18 (Monday-Wednesday)	Faculty Non Duty Days (Work days for Administrators/Staff)

### **Summer Semester 2016**

May 19 (Thursday)	Registration/Faculty Duty Day
May 20 (Friday)	Faculty Duty Day
May 23 (Monday)	Classes Begin Full Summer Term & 1 <sup>st</sup> Summer Mini Term <b><i>Altered Four Day a Week Schedule Begins</i></b>
May 23-24 (Monday-Tuesday)	Schedule Change Period Full Summer Term & 1 <sup>st</sup> Summer Mini Term (Drop/Add Period)
May 30 (Monday)	<b>MEMORIAL DAY/COLLEGE CLOSED</b>
June 7 (Tuesday)	Mid-Term 1 <sup>st</sup> Summer Mini Term
June 13 – June 22	Priority Registration for Currently Enrolled Students
June 20 (Monday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 1<sup>st</sup> Summer Mini Term</i>
June 22 (Wednesday)	Last day of Classes 1 <sup>st</sup> Summer Mini Term
June 23 (Thursday)	Final Examinations 1 <sup>st</sup> Summer Mini Term Mid-Term Full Summer Term
June 27 (Monday)	Registration 2 <sup>nd</sup> Summer Mini Term <b><i>ADVISING/CACC Connect - NO CLASSES</i></b> <b>GRADES DUE 1<sup>st</sup> Summer Mini Term</b>
June 28 (Tuesday)	Classes Begin 2 <sup>nd</sup> Summer Mini Term
June 28-June 29 (Tuesday-Wednesday)	Schedule Change Period 2 <sup>nd</sup> Summer Mini Term (Drop/Add Period)
July 4 (Monday)	<b>4<sup>TH</sup> OF JULY HOLIDAY (COLLEGE CLOSED)</b>
July 13 (Wednesday)	Mid-Term 2 <sup>nd</sup> Summer Mini Term
July 25 (Monday)	<i>Last Day to Submit PARTIAL OR TOTAL Withdrawal Full Summer Term</i> <i>Last Day to Submit PARTIAL OR TOTAL Withdrawal 2<sup>nd</sup> Summer Mini Term</i>
July 28 (Thursday)	Last Day of Classes for 2 <sup>nd</sup> Summer Mini Term

August 1 (Monday)	Final Examinations 2 <sup>nd</sup> Summer Mini Term Last Day of Classes for Full Term
August 2-5 (Tuesday - Friday)	Final Examinations Full Summer Term
August 8 (Monday)	<b>GRADES DUE</b> /Faculty Duty Day <b><i>Return to 4 ½ Day Work Schedule</i></b>
August 9 (Tuesday)	Faculty Duty Day
August 10-12 (Wednesday - Friday)	Faculty Non Duty Days (Work days for Administrators/Staff)

# **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 Community College System Board of Trustees. 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. donated the property site valued at \$750,000. The first classes were held on September 30, 1965, in the old Russell Hospital with an opening enrollment of 442 freshmen.

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

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

The College opened an Instructional Site in Talladega in the Spring of 2006.

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 CVSN 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. The College began teaching evening classes at the Millbrook Instructional site, which is currently housed at Stanhope-Elmore High School, in the Spring of 2015.

Today, the Alexander City and Childersburg campuses, as well as the Millbrook Instructional site and Talladega Center, offer resources and expertise that address the education and training needs of Central Alabama.

At the inception of the two-year college system in Alabama, the Alabama State Board of Education functioned as the trustees for the system colleges. In the spring of 2015, the Alabama Legislature established the Alabama Community System Board of Trustees to oversee the system. On May 27, 2015, Governor Robert Bentley swore in the appointed members of the Board before their first official meeting.

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

### **GOALS**

Ongoing goals of the College are as follows:

- I. Instruction - To provide relevant quality instruction to those we serve.
- II. Technology - To maximize the utilization of technology to improve the operation of the College.
- III. Funding - To provide adequate funding to achieve goals.
- IV. Unification/Communication - To promote a unified college concept.
- V. Customer Support - To enhance customer-driven support services.

- VI. Facilities - To improve and maintain adequate facilities.
- VII. Staffing/Professional Development - To provide an appropriate level of qualified personnel.

### **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 there under, 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 at each location.

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 there under, 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 the Office of Instruction, Office of Student Services, Financial Aid Office, Office of Enrollment Services, Business Office and Student Support Services plus 3 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 the Title III Student Learning Center are provided along with fourteen classrooms.

The Thomas D. Russell Library is no longer in use. A new Library Resources Center opened in the fall of 2013. This building houses the Alabama Collection, which includes a 1<sup>st</sup> edition copy of "To Kill a Mocking Bird." The collection also houses copies of two individual cookbooks by Katherine Tucker Windham containing her favorite recipes, collections of Confederate Soldiers from Alabama, Slave Narratives, and Native American artifacts found in the Lake Martin area. In addition to the over 60,000 electronic books and over 11,000 print resources, the Library Learning Resource Center also houses four private study rooms and a meeting room that will accommodate ten students for small group sessions. It has twelve computer terminals available for student usage and one large meeting room which can be reserved for community meetings.

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 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, and the women's softball lounge is located adjacent to the golf house.

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.

The College offers technical class in welding, electronics, machining, and practical nursing in the Career Technical shops located on the Alexander City Campus.

### ***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 the administrative offices, Adult Education and Skills Training, Office of Student Services, the bookstore, the Business Office, and the WorkKeys Lab. Programs

offered in the Administration Building are computer science, office administration, and cosmetology. Faculty offices for each program are also housed here.

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 TRIO personnel offices, in addition to three classrooms.

Building D houses the Welding program.

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.

The Margie Sanford Center (Building G) contains a conference room, a kitchen and an auditorium with a seating capacity of 350 theater style and 250 banquet style.

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, the Title III Student Learning Center, and Student Support Services.

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.

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

### ***Talladega Center***

The Talladega Center includes one building unit that 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.

### ***Millbrook Instructional Site***

The Millbrook Instructional Site is located at Stanhope-Elmore High School. The College offers evening classes to adult students. The College has use of two computer labs, two science labs, and multiple classrooms.

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

The Conference Center is located on Lay Lake approximately 12 miles from the Childersburg Campus. The center has 19 bedrooms, a dining room, kitchen, den and a conference room that will seat twenty five. The Conference Center is rented to businesses, agencies, or industries who wish to hold meetings and workshops in this beautiful setting. The Heritage Trail Conference Center and the Pioneer Village were donated to Central Alabama Community College by Kimberly Clark Inc. in 1994.

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

Located near the Heritage Trail Conference Center is the Pioneer Village. Southern buildings and replicas will take you into the 1800s, combining history and education into a setting you will never forget. During a tour, one can walk through the village, hear the story of each of the buildings, and see the beauty of each one. There is a one-room school house as well as blacksmith, pottery, and carpentry shops equipped with tools that were used during the 1800s. There is also a grist mill and a country store that contains 299 items that were used during the 1800s. The store also includes a barbershop and a post office which were luxuries for life during this time period. The Pioneer Village cemetery has numerous tombstones with interesting epitaphs. There are guided weekday tours for groups of 20 or more for the general public. Educational and field trips are welcome and admission is free. The Pioneer Village also has a picnic area and modern restroom facilities. For more information contact Clay Morgan at 256- 245-0073. Hours of operation are Monday – Friday from 7:00a.m. – 3:00 p.m.

# **OFFICE OF ENROLLMENT SERVICES**

## ADMISSION REQUIREMENTS

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

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

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

All male students between the ages of 18 and 26 must 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). All applicants must meet the requirements set forth by the Alabama Community College System (ACCS), and these requirements are subject to change at the discretion of the Alabama Community College System. Central Alabama Community College will abide by the most current ACCS policy which can be found at [www.accs.cc](http://www.accs.cc), and may alter or change policies as appropriate at any given time.

Central Alabama Community College requires the Compass placement testing for all students who cannot submit official documentation of ACT (20 or higher in Math, Reading, and English) or SAT scores for exemption. The COMPASS Placement test is a computerized test for “freshman/native students” or “readmit” or “transfer” students who have not tested within the last three years. The test is untimed and assesses abilities in English, reading, and mathematics and determines appropriate class placement for these courses. With this information, students and their advisors will be able to increase chances for success by selecting appropriate classes.

The Compass test is administered at each of our four CACC locations. For a schedule of testing dates, times, and locations, please visit our website at: [www.cacc.edu](http://www.cacc.edu), click testing center tab, and then Compass. Please make sure you bring a copy to the testing center when taking the test to be exempt. Applicants MUST bring a photo ID on the day of testing. For questions about testing policies, please contact the Testing Coordinator, Karen Hayes at [khayes@cacc.edu](mailto:khayes@cacc.edu).

Upon receipt of the letter of acceptance to Central Alabama Community College, applicants will be informed by mail where to report for placement testing, CACC Connect (pre-college orientation), registration, and advising. All mail from Central Alabama Community College will be mailed to the address provided by the applicant on the application for admission, unless the applicant completes a

written request to change his/her address or completes a change of address in My CACC. My CACC is Central Alabama Community College's student information software system and can be found on the College's website at [www.cacc.edu](http://www.cacc.edu).

Central Alabama Community College **WILL NOT ACCEPT FAXED** documents for admission purposes. Falsification 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. Students must include all requested information on the Application for Admission and include all schools previously attended and provide a copy of his/her primary photo identification card.

To be accepted into a degree granting program of study, a student must be considered a high school graduate/GED recipient/equivalent (Graduate/Degree Seeking Applicant). In accordance with ACCS policy, CACC recognizes the following documents as proof of a high school diploma or the equivalent:

- I. An Alabama High School Diploma, or
- II. A high school diploma of another state, which is equivalent to the Alabama High School Diploma,
- III. An equivalent diploma issued by a non-public regionally and/or state accredited high school,
- IV. 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,
- V. A high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and a minimum ACT composite score of 16, or SAT score of 790 in Critical Reading and Math sections, AND meets the 4x4 credit hour requirements\*
- VI. The student holds the Alabama Occupational Diploma, or the equivalent from another state and has scored a minimum of 790 on the SAT Critical Reading and Math sections or a 16 composite score on the ACT,
- VII. A GED Certificate issued by the appropriate state education agency,
- VIII. A high school diploma recognized by the State of Alabama, or its equivalent from another state, as meeting the pathway requirements credentialing the pathways known as "General Education Pathway," "Essentials/Life Skills Pathway," and "Alternate Achievement Standards (AAS) Pathway" as recognized by the Alabama Department of Education.

\*The 4x4 requirements are as follows and must total a minimum of 24 credits to be considered high school diploma equivalent:

- 4 credits in the English Language Arts Curriculum to include the equivalent of English 9 (1 credit), English 10 (1 credit), English 11 (1 credit), and English 12 (1 credit)
- 4 credits in mathematics to include Algebra 1, geometry, and two elective math credits
- 4 credits in Science to include Biology (1 credit), a physical science (1 credit), and 2 elective science credits

- 4 credits in social studies to include social studies (1 credit), World History (1 credit), U.S. History (1 credit), government (.5 credit), and economics (.5 credit)
- 1 credit in physical education
- .5 credit in health education
- .5 credit in computer applications
- .5 credit in fine arts
- 5.5 elective credits

Applicants who do not meet one of the criteria above will be considered non-high school graduates (non-degree seeking) and will not be admitted into degree granting programs. Non-high school graduate applicants will be accepted to CACC as certificate seeking students when all admission requirements are met.

The following chart details admission requirements for degree seeking and non-degree seeking applicants.

<b>Graduates/GED (Degree Seeking)</b>	<b>Non-High School Graduate (Non-Degree Seeking)</b>
<ul style="list-style-type: none"> <li>• Application for Admission</li> <li>• Primary form of identification</li> <li>• Proof of graduation</li> <li>• Official high school/GED/equivalent transcript</li> <li>• Official transcripts from all other colleges attended *</li> <li>• Other documentation as required by CACC including but not limited to waivers, TB questionnaire and documentation, and Residency/Signature Form. *Students who have been awarded a Baccalaureate degree are only required to submit a transcript from the Baccalaureate degree granting institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Application for Admission</li> <li>• Primary form of identification</li> <li>• Official high school transcript (if applicable)</li> <li>• Official transcript from all colleges attended (if applicable)* *Students who have been awarded a Baccalaureate degree are only required to submit a transcript from the Baccalaureate degree granting institution.</li> <li>• Required Assessment Score</li> <li>• Other documentation as required by Central Alabama including but not limited to waivers, TB questionnaire and documentation, and Residency/Signature Form.</li> </ul>

***Admission to Courses Not Creditable Toward an Associate Degree Non-Graduate (Non-Degree Seeking) Applicants***

An applicant who does not meet the requirements to be degree eligible may be admitted on an “ability-to-benefit” status and take courses that do not result in credits toward an associate’s degree. Non-degree seeking applicants may also enroll in programs comprised exclusively of courses not creditable to an associate’s degree, provided the applicant is 1)17 years of age or older and has not been enrolled in

secondary education for a least one calendar year, or 2)17 years of age or older and has written consent from the appropriate secondary school administrator. Applicants admitted under this status will not be considered degree-seeking students, and coursework completed while under this status may not be applied toward a degree from Central Alabama Community College unless the student obtains the credentials to become a degree-seeking student. This change must be completed prior to the term in which the student plans to graduate.

**Unconditional vs. Conditional Admission for Applicants**

Unconditional admission of an applicant refers to the status that is assigned to applicants who have satisfied all admission requirements as outlined in the chart below. Conditional admission refers to the status assigned to students who have met the identification, application, residency, and TB requirements but who have not provided official transcripts from all previously attended institutions. Conditional acceptance will not be granted to dual enrollment, international, or transient students. Students who are granted conditional acceptance will be allowed to register for classes offered in the term for which they are initially applying but will be required to satisfy remaining requirements before being allowed to register for subsequent semesters. The transcripts of students that have conditional acceptance status will state “Continued Enrollment Denied Pending Receipt of Admission Records.” This notation will be removed once all required documentation has been received in the Office of Enrollment Services.

Conditional or Unconditional Acceptance status does not guarantee that a student will qualify for or be awarded financial aid. The chart below provides information on the requirements to obtain unconditional admission for “Degree Seeking” First-Time, Transfer, and Readmit Students.

Type of Applicant	Application for Admission	Final High School* Transcript or GED	Final College Transcripts with Regional Accreditation**	TB Questionnaire	Residency/ Signature Form	Copy of Photo ID
First Time in College	X	X		X	X	X
Transfer	X	X	X	X	X	X
Readmit	X	X	X	X	X	X
Transient	X		X (Transient letter)	X	X	X

\*Applicants who have been awarded a baccalaureate degree from an accepted accredited educational institution will be required to submit only the transcript from the baccalaureate degree granting

institution for admission purposes, although other transcripts may be requested or required in other departments such as Financial Aid or the School of Nursing.

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

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

## **GENERAL PRINCIPLES FOR TRANSFER OF CREDIT**

### ***Traditional Credit***

- I. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of the students enrolled in Central Alabama Community College undergraduate formal award programs.
- II. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative grade point average is 2.0 or higher at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
- III. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
- IV. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

### ***Non-Traditional Credit***

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

- I. **CLEP (College Level Examination Program- sponsored by the College Board)** – Central Alabama Community College will award credit for satisfactory performance on CLEP tests. CLEP is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement. Upon receipt of official results from a CLEP testing center, Central Alabama Community College will grant credit based on state guidelines and the American Council on Education (ACE) recommendations. ACE recommendations may be found at <http://clep.collegeboard.org/develop/ace-credit>.
- II. **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 Board Advanced Placement Program. Upon receipt of official results, Central Alabama Community College will grant credit based on state guidelines.
- III. **Credit for Experience in the Armed Services** – Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with recommendations from the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students may contact the Office of Enrollment Services.
- IV. **Statewide Articulation** – Students can receive college credit for technical high school courses listed on the statewide articulation memorandum of agreement between the Alabama Community College System and Alabama State Department of Education. Students must complete the articulation criteria as outlined by the state to receive college credit for any course.
- V. **Prior Learning Assessment (PLA)** – Credit for experiential learning through portfolio review may not be awarded for academic transfer courses and may be used only when items I-IV cannot be used. Central Alabama Community College awards credit for previous training and work experience in career and technical programs only by the student providing a portfolio with relevant materials to determine college equivalent learning. Any student interested in obtaining PLA credit should contact the appropriate college faculty member or Ms. Jane Boos in the Office of Student Services on the Alexander City Campus in order to obtain the appropriate paperwork and advisement of the PLA process. The student will be responsible for any costs associated with granting of PLA credits.

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

## ADMISSION OF HIGH SCHOOL STUDENTS

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

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

- I. The student has completed the 10<sup>th</sup> grade at an accredited high school. Non-accredited high school applicants must consult the Office of Enrollment Services.
- II. The student provides certification from the local principal and/or the principal's designee(s), certifying that the student has a minimum cumulative "B" average and that he/she recommends the student be admitted under this policy.
- III. Students must provide acceptable COMPASS placement test scores or proof of exemption. For more information about the COMPASS placement test or exemption policies, please see the catalog section detailing testing policies.
- IV. The student may enroll only in postsecondary courses for which the high school pre-requisites have been completed.
- V. A student cannot change from one program to another after the drop/add period of the term in which they are enrolled.

Accelerated students must submit a completed approval form prior to each term for which they plan to enroll as long as they enroll in consecutive terms (excluding summer term). If a student misses a consecutive term, he/she will be required to submit a new application packet for the term he/she returns. The application packets and approval forms are available through the student's high school counselor and should be submitted to CACC directly from the high school counselor.

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 Office of Enrollment Services. Exceptions for admission may be granted by the Chancellor for items "I" and "III" listed above for a student documented as gifted and talented.

## DUAL ENROLLMENT/DUAL CREDIT PROGRAM

### ***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 are at the postsecondary level. The student must meet the entrance requirements established by the College including the submission of an enrollment application packet and approval forms with required signatures prior to the term for which he/she plans to enroll. A student is eligible for dual enrollment/dual credit if the following criteria are met.

- I. 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. Students must provide acceptable COMPASS placement test scores or proof of exemption. All tests must be taken within the last three years.
- II. 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.

- III. Credit hours at the postsecondary level shall be determined by the high school counselor in accordance with the Alabama Administrative Code, Rule No. 290-3-1-.02.

### ***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 Office of Enrollment Services the following:

- A signed original college application packet for admission,
- A current photo,
- A certified official English translated copy of the student's high school transcript,
- A certified official English translated copy of the student's college transcript(s),
- 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), a 5.5 on the International English Language Testing System (IELTS). The TOEFL code for Central Alabama Community College is 1157. Information about the test may be obtained by writing TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA. Information is also available on-line through the TOEFL web site at [www.toefl.org](http://www.toefl.org).
- A signed, notarized affidavit of financial support declaring that the student or his/her sponsor is able to meet the financial obligations of the student's residency, educational, and medical/general health needs while the student attends the College,
- A copy of the student's I-94 or valid passport (proper status of students who are already in the United States),
- A medical health history and immunization form (provided by the Office of Enrollment Services),
- A transfer clearance from signed by the former school's international student advisor if the applicant is transferring from an accredited postsecondary school in the United States;
- Proof of health and life insurance, including repatriation which must be maintained for all periods of enrollment.

***International Students must also provide proof of SAT, ACT, or COMPASS test scores before they are allowed to register for classes at the College.***

***Conditional Admission will not be allowed for any international student. International students will also be required to meet all federal regulations regarding admission to the college. A Form I-20 will not be issued until unconditional admission status has been granted. International students will be responsible for scheduling pickup and paying the costs of sending the Form I-20 via USPS, FedEx, or other parcel delivery company. A hold will be placed on the student in order for the international student to show proof of insurance, arrival, and registration in the Office of Enrollment Services.***

### ***Release of Transcripts***

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

***Official Admission Documents***

Central Alabama will not accept faxed documents for admission purposes.

***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 readmit student.

# **OFFICE OF STUDENT SERVICES**

In the interest of assisting each student to achieve his/her maximum potential as an individual, the College's Office 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 concern of the College 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)**

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

The Alabama Articulation Program (also called STARS for Statewide Transfer and Articulation Reporting System) is the Alabama 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 state 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 ease the transition from one institution to another. This information is available to the public via the Internet. A variety of information, including an AGSC-approved transfer guide, may be obtained by visiting the STARS website at <http://stars.troy.edu>. This site also contains information regarding transfer to four-year private institutions within the State of Alabama.

### **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 local mental health resources.

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

### ***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

### **DRUG TESTING PROGRAM FOR STUDENT ATHLETES**

The Alabama Community College System Board of Trustees 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 Alabama Community College System 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. 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 (FERPA)**

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

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

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

- I. Financial information submitted by parents,
- II. 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,
- III. 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 student admissions, application for employment or job placement, or receipt of honors, and
- IV. Educational records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student.

To review records, students and former students may go to the respective office of record (ex. Office of Enrollment Services, Office of Records, and Financial Aid Office), present a valid photo identification card and request a review of the record. Students may also complete a *Request to Review Educational Records* Form to expedite the process. The College may delay the release of the records for review for up to 45 days contingent upon the circumstances. 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 that 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:

- I. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker,
- II. Records of campus security, and
- III. 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 Record***

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be three calendar years from the term in question. This challenge must be in writing and must be submitted to the Dean of Instruction. The Dean will decide within a reasonable period of time whether corrective action will be taken, and the Dean will provide written notification to the student and the Office of Records of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their rights to a formal hearing. The grievance policy is outlined in the student handbook section of this catalog.

The final decision of Central Alabama Community College shall be in writing, shall be based solely on the evidence presented at the hearing(s), and shall include a summary of the evidence, and the reasons for the decision. The decision shall be delivered in writing via office email address and/or U.S. mail to all parties concerned who have a legitimate educational interest.

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

The College reserves the right to amend the educational record if an error was made by the College. Any exceptions must be approved by the President.

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

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

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

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

- I. To school officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise

students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and College attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her job description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students/Associate Dean of Student Services about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.

- II. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
- III. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
- IV. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- V. To organizations conducting certain studies for or on behalf of Central Alabama Community College.
- VI. To accrediting organizations to carry out their accrediting functions.
- VII. To parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form.
- VIII. To appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
- IX. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Records makes a reasonable attempt to notify students in advance of compliance.

NOTE: Central Alabama Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

- X. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

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

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

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

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

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

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

A complete copy of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in the Office of Student Services on the Alexander City and Childersburg campuses and the Talladega Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; 205/260-3887; FAX: 202/ 260-9001, website: [www2.ed.gov/policy/gen/guide/fpco/index.html](http://www2.ed.gov/policy/gen/guide/fpco/index.html), e-mail: [ferpa@ed.gov](mailto:ferpa@ed.gov).

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

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

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

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

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

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

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

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

<b>TYPE</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Admissions Records	Office of Enrollment Services, Administration Bldg., Alexander City	Admission Specialists
Cumulative Academic Records	Office of Records, Alexander City and Childersburg	Student Services Records Manager
(ACSJC records before 1975 are located at Alexander City, Nunnelley State Technical College records before 1989 are located at Childersburg; Coosa Valley School of Nursing records are located at Alexander City; all other records are accessible on the Childersburg or Alexander City campus.)		
Financial Aid Records	Financial Aid Office, Administration Bldg., Alexander City	Director of Financial Aid
Student Account Records	Business Office, Administration Bldg., Childersburg	Executive Vice President
Athletic Eligibility	Office of the Athletic Director HEA Building, Alexander City	Athletic Director
Disciplinary	Office of the Dean of Students, Administration Bldg., Alexander City	Dean of Students
Nursing Records	Office of Enrollment Services, Administration Bldg., Alexander City	Admission Specialist
Nursing Admission	Office of Enrollment Services, 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 as follows: (1) must be a resident of the state of Alabama; (2) not enrolled in school; (3) 18 years of age or older OR if 17 years of age and have officially withdrawn from public or private school must have the following two letters: 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 the Financial Aid office for information on the one-time free course.

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

### **ORIENTATION AND STUDENT SUCCESS**

All students are required to take ORI 105 unless they are transient students or only pursuing short-term certificates. Any other exceptions must be approved by the Dean of Instruction. The course is designed to introduce students to the college experience by providing students with the tools needed or academic and personal success.

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

All students seeking long term certificates or degree credentials are required to attend a pre-college orientation seminar, CACC Connect, 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 Alabama Community College system 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 non-accredited high schools. Any student who applies for admission to and enrolls in Central Alabama within three years of high school graduation/enrollment may use their ACT or SAT scores. COMPASS scores are acceptable if taken within the last three years.

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

- I. Those enrolling for four hours or less each semester in a non-degree program for recreational or health reasons in such courses as art, music, foreign language, wellness, etc.
- II. Those who are sponsored by or enroll at the request of a governmental agency or private institution for a specific short-term course or program such as Adult Skills Training Program, etc.
- III. Transient students whose courses are approved by the parent institution.
- IV. Those who have completed a college degree or college course work beyond entry-level college English and mathematics.
- V. Students who have acceptable ACT/SAT scores within three years of high school graduation/enrollment can be exempt in English, math and/or reading.

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

### **PLACEMENT SERVICE**

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

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

# **TUITION & FEES**

**2015-2016 Tuition/Fee Rates  
August 18, 2015– August 4, 2016**

<b>Credit Hours</b>	<b>In-State Tuition</b>	<b>Out-of-State Tuition</b>	<b>Technology Fee</b>	<b>Facilities Renewal Fee</b>	<b>Bond Surety Fee</b>	<b>Special Building Fee</b>	<b>In-State Total</b>	<b>Out-of-State Total</b>
1	\$ 115	\$ 230	\$ 9	\$ 9	\$ 1	\$ 10	\$ 144	\$ 259
2	\$ 230	\$ 460	\$ 18	\$ 18	\$ 2	\$ 20	\$ 288	\$ 518
3	\$ 345	\$ 690	\$ 27	\$ 27	\$ 3	\$ 30	\$ 432	\$ 777
4	\$ 460	\$ 920	\$ 36	\$ 36	\$ 4	\$ 40	\$ 576	\$1,036
5	\$ 575	\$1,150	\$ 45	\$ 45	\$ 5	\$ 50	\$ 720	\$1,295
6	\$ 690	\$1,380	\$ 54	\$ 54	\$ 6	\$ 60	\$ 864	\$1,554
7	\$ 805	\$1,610	\$ 63	\$ 63	\$ 7	\$ 70	\$ 1,008	\$1,813
8	\$ 920	\$1,840	\$ 72	\$ 72	\$ 8	\$ 80	\$1,152	\$2,072
9	\$1,035	\$2,070	\$ 81	\$ 81	\$ 9	\$ 90	\$1,296	\$2,331
10	\$1,150	\$2,300	\$ 90	\$ 90	\$ 10	\$ 100	\$1,440	\$2,590
11	\$1,265	\$2,530	\$ 99	\$ 99	\$ 11	\$ 110	\$1,584	\$2,849
12	\$1,380	\$2,760	\$ 108	\$ 108	\$ 12	\$ 120	\$1,728	\$3,108
13	\$1,495	\$2,990	\$ 117	\$ 117	\$ 13	\$ 130	\$1,872	\$3,367
14	\$1,610	\$3,220	\$ 126	\$ 126	\$ 14	\$ 140	\$2,016	\$3,626
15	\$1,725	\$3,450	\$ 135	\$ 135	\$ 15	\$ 150	\$2,160	\$3,885
16	\$1,840	\$3,680	\$ 144	\$ 144	\$ 16	\$ 160	\$2,304	\$4,144
17	\$1,955	\$3,910	\$ 153	\$ 153	\$ 17	\$ 170	\$2,448	\$4,403
18	\$2,070	\$4,140	\$ 162	\$ 162	\$ 18	\$ 180	\$2,592	\$4,662
19	\$2,185	\$4,370	\$ 171	\$ 171	\$ 19	\$ 190	\$2,736	\$4,921
20	\$2,300	\$4,600	\$ 180	\$ 180	\$ 20	\$ 200	\$2,880	\$5,180
21	\$2,415	\$4,830	\$ 189	\$ 189	\$ 21	\$ 210	\$3,024	\$5,439
22	\$2,530	\$5,060	\$ 198	\$ 198	\$ 22	\$ 220	\$3,168	\$5,698
23	\$2,645	\$5,290	\$ 207	\$ 207	\$ 23	\$ 230	\$3,312	\$5,957
24	\$2,760	\$5,520	\$ 216	\$ 216	\$ 24	\$ 240	\$3,456	\$6,216
25	\$2,875	\$5,750	\$ 225	\$ 225	\$ 25	\$ 250	\$3,660	\$6,475

In-State Tuition for **Internet** courses is \$144 per semester hour with no additional fees.

Out-of-State tuition for **Internet** courses is \$259.00 per semester hour with no additional fees.

Late Registration Fee (**incurred if registration is not completed on or before the first day of the semester**) ..... \$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
Associate Degree and Certificate Fee (non-refundable).....	\$20.00
Backdated Degree (nonrefundable) .....	\$35.00
<b><i>(Available for one calendar year previous and contingent upon availability of appropriate authorizing signatures.)</i></b>	
Graduation Expense – The cost of cap and gown depends on current rental rate <b><i>(Additional shipping fee is charged if ordered after the published deadline.)</i></b>	
Returned Check Fee .....	Maximum amount by law
Library Fine (per day) .....	\$ 0.25
Student Accident Insurance - for applicable courses (per semester)* .....	\$4.45
Malpractice Insurance - Nursing students (annual)* Renewal in July .....	\$15.00

***NOTE: Tuition and fees are subject to change without notice upon approval from the Chancellor's Office and the Alabama Community College System Board of Trustees.***

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

### PAYMENT

**All tuition and fees must be paid or confirmed by the Financial Aid Office on the day the student registers for classes; otherwise, the student's schedule will be deleted. If deleted, students may re-register for open classes. All tuition and fees for these classes must be paid or confirmed by the Financial Aid Office on the day the student reregisters; otherwise, the student's schedule will be deleted. 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 semester.

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

***Partial Withdrawal***

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

***Complete Withdrawal***

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

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

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

***Delinquent Accounts***

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold transcripts and diplomas until any indebtedness is paid. As required by the State of Alabama, the College may use any legal means to collect the amount due. Delinquent accounts will be referred to outside collection agencies and will be reported to national credit bureaus. Should it become necessary for CACC to retain an attorney or collection agency to secure payment of any amount due, the debtor is responsible for paying all attorney’s fees, court costs, and collection agency charges.

***Administrative Fee***

An administrative fee not to exceed five percent of tuition and other institutional charges or \$100.00, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending the third week of class.

### ***Withdrawal from 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 Office of Records.

## **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.

### **I. Resident Students**

A resident student is a person who:

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

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

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

- a. Is a dependent whose parent(s) or legal guardian has taken full-time permanent employment in Alabama and will commence said employment within 90 days of admission; or
- b. Is not a dependent but who holds full-time permanent employment in Alabama or whose non-estranged spouse holds permanent full-time employment in Alabama and employment will commence within 90 days of admission; or resides in Harris, Heard, or Troup County, Georgia, and attends the Alexander City campus of Central Alabama Community College.
- c. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty services of 90 days or more.
- d. Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319 who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of

his/her formal State of residence) and enrolls in the school within three years of transferor's discharge from a period of active duty service of 90 days or more.

- e. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- f. Anyone described in items "c", "d" or "e". while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using education benefits under either Chapter 30 or chapter 33, of Title 38, United States Code.

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

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

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

# **OTHER PROGRAMS & SERVICES**

## **ADULT EDUCATION & SKILLS TRAINING**

### ***Adult Education***

Central Alabama Community College Adult Education program provides community based classes offering instruction in GED Test Preparation, Basic Academic Skills, Beginning Literacy, Life skills/Work skills, 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 seventeen and older) who live in the College's service area (Coosa County, portion of Shelby County, Talladega, and Tallapoosa Counties, the City of Tallassee and a portion of Clay County).

### ***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 Driver License (CDL) test. Office careers classes prepare students 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.

## **THE ALABAMA TECHNOLOGY NETWORK CENTER**

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

## **CAPSTONE SCHOOL OF NURSING PARTNERSHIP**

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

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

### COLLEGIATE DELI

The Collegiate Deli, located adjacent to the lobby area of the W. Byron Causey Health, Education and Arts Complex on the Alexander City campus, 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. It is independently owned and operated. 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 semester 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, 256/378-5576 in Childersburg after 4:00 p.m. or 256/480-2066 in Talladega.

### DISTANCE EDUCATION COURSES

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 Central Alabama Community College issued e-mail account and have access to a personal computer. For further information, contact the Chair for Distance Education.

All online course exams are scheduled by the individual online instructor. The campus location, time and dates of all exams are the responsibility of the online instructor. All students taking an online course should get their exam information from their specific online instructor. **If a student has a conflict in taking an online exam due to a scheduled class meeting or a scheduled final exam in a traditional class, the online instructor will need to make arrangements to give the student an alternative time to take the exam.**

**Students who have failed Internet courses in the past are encouraged to take traditional classes.**

Interactive Distance Learning courses are taught from one site and remotely transmitted to another site. Through the use of the remote system, students can interact with other students and the instructor. Students registered in an Interactive Distance Learning course are required to attend the course at the designated meeting times.

## TRIO PROGRAMS

### ***Educational Talent Search***

The Educational Talent Search (ETS) project is a federally funded TRIO project, which is designed to (a) identify qualified youth with potential for education at the postsecondary level, encourage them to complete secondary education and undertake a program of postsecondary education; (b) publicize the availability of and facilitate the application for student financial assistance to persons who seek to pursue postsecondary education; and (c) encourage persons who have completed educational programs at the secondary or postsecondary level to enter or reenter and complete these programs. An individual is eligible to participate in an ETS project if the individual meets the following:

**I. Requirement # 1**

- a. Is a citizen or national of the United States;
- b. Is a permanent resident of the United States;
- c. Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident;
- d. Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands (Palau); **OR**
- e. Is a resident of the Freely Associated States—the Federates States of Micronesia or the Republic of the Marshal Islands

**II. Requirement # 2**

ETS currently serves eligible currently enrolled and reentered students in secondary education from grades 9-12, who live in target school areas of Clay, Coosa, Talladega, and Tallapoosa counties.

Services provided by the ETS program at no charge to eligible students include:

- I. Academic tutoring,
- II. Advice and assistance in secondary school course selection and, if applicable, initial postsecondary course selection,
- III. Assistance in preparing for college entrance examinations and completing college admission applications,
- IV. Financial aid assistance (through CACC Financial Aid Office)
- V. Alternative education programs for secondary school dropouts that lead to the receipts of a regular secondary school diploma,
- VI. Entry into General Educational Development (GED) programs; or entry into postsecondary education,
- VII. Educational services in financial and economic literacy,

- VIII. Admission assistance to two-year community colleges or four-year institutions,
- IX. Exposure to programs of postsecondary education,
- X. College campus visits and cultural enrichment trips,
- XI. Information, activities, and instructions of career planning service,
- XII. An array of educational services as required based upon need.

***Upward Bound***

Upward Bound (UB) is a federally funded TRIO 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:

- I. Instruction in reading, writing, study skills, science, mathematics, foreign language, etc.;
- II. Academic and social coaching/mentoring;
- III. Academic advice and assistance in secondary school course selection;
- IV. Tutorial services;
- V. Exposure to cultural events, academic programs, and other activities not usually available to youth with disadvantage, and
- VI. 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 s or the Upward Bound Office in the Administration Building on the Childersburg campus.

***Student Support Services Program***

The Student Support Services Program (SSS) is a federally funded TRIO program for college students, designed to (a) increase the college retention and graduation rates of eligible students; (b) increase the transfer rate of eligible students from two-year to four-year institutions; (c) foster an institutional climate supportive of the success of students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary, individuals with disabilities, homeless youth, foster care youth, or other disconnected students; and (d) improve the financial literacy and economic of students in areas such as—(1) basic personal income, household money management, and financial planning skills; (2) basic economic decision-making skills.

An individual is eligible to participate in Student Support Services, if the student meets all of following requirements:

- I. Is a citizen or national of the United States or meets the residency requirements for federal student assistance.
- II. Is enrolled at CACC or accepted for enrollment in the next academic term.
- III. Has a need for academic support, as determined by the SSS program, in order to pursue successfully a postsecondary program of study.
- IV. Is—(1) A low-income individual; (2) A first generation college student; or (3) An individual with disabilities.

Currently, 400 students are served at Central Alabama Community College. The SSS Program provides academic support services free of charge to eligible students.

Services provided by the SSS program at no charge to eligible students are as follows:

- I. Academic Tutoring and Success Coaching
- II. Advice and Assistance in Postsecondary Course Selection
- III. Financial Aid Assistance
- IV. Educational Services in Financial and Economic Literacy
- V. Admission Assistance to Four-Year Institutions
- VI. Exposure to a Four-Year Program of Postsecondary Education
- VII. College Campus Visits and Cultural Enrichment Trips
- VIII. Career Exploration and Planning

#### **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 Office of Student Services at 256/215-4275.

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

Central Alabama Community College is committed to providing a quality environment with opportunities for students to develop knowledge and skills. The College institutional effectiveness effort includes the collection of evaluative information to assist in identifying strengths and weaknesses of all facets of the College. Central Alabama assesses its instructional programs, surveys student perceptions and opinions, measures student intellectual growth in the general education core in degree and certificate programs, and measures growth in knowledge and skills in career and technical programs.

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.

## **DEVELOPMENTAL EDUCATION**

In order to meet the needs of under-prepared students, Central Alabama Community College offers developmental courses through its developmental 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 developmental education program is designed to assist students in becoming successful in transitioning into fully prepared college students.

## **STUDENT LEARNING CENTERS**

The College's Title III Program has Student Learning Centers in Alexander City, Childersburg, and Talladega. Learning Center services are free and available to all current CACC students. Students have access to computers, iPad, Wi-Fi, peer tutoring, technical assistance, academic resources, printing and copying, and much more. Students are required to sign in and out of each visit using their college-issued identification number. Hours are posted at the centers, and may be adjusted each semester to meet the needs of students.

### **Locations:**

Alexander City: BS 213

Childersburg: Bill Nichols Building, Rooms 3-4

Talladega: Room 110

## **WORKKEYS®**

In an effort to meet the needs of business and industry in the College's service area, Central Alabama Community College has been designated as an ACT WorkKeys Service Center. WorkKeys assesses an individual's skills through a work-related problem-solving process. Profilers have been trained to assist in identifying skill levels required for particular positions within a business or industry. The Service Center is available to assess candidates for hiring, for promotion, or to identify gaps in training.

Appropriate training can be provided at the Service Center located on the Childersburg or Alexander City campus.

# **GENERAL POLICIES**

## ACADEMIC BANKRUPTCY

- I. Academic bankruptcy occurs when a student requests the removal of one to three semester(s)/term(s) of grades from his/her cumulative GPA. 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 the Office of Student Services. The Office of Records will declare academic bankruptcy status under the following conditions:
  - a. If fewer than three calendar years have elapsed since the semester for which student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has attempted a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
  - b. If three or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during one to three semesters provided the student has attempted a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- II. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected.
- III. A student may request academic bankruptcy only once.
- IV. 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.
- V. Students will not be allowed to request bankruptcy for a term(s) for which course forgiveness was granted.

## ACADEMIC HONORS

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

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

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

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

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

The Dean's List is compiled at the close of each semester 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. Developmental courses will not count toward the minimum course load requirement.

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

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

## **ATTENDANCE**

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

It is recommended that students who are unable to attend class regularly, regardless of the reason or circumstance, withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class may affect eligibility for federal financial aid. Students should check with a financial aid officer and academic support coach before withdrawing from any class.

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 at the instructor's discretion. In all cases of absences, the student is responsible for acquiring assignment information and making up incomplete work resulting from such absences.

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

- I. The student has not attended the traditional/hybrid class.
  
- II. The student is registered in an Internet class and has not logged into the assigned Moodle account and has not completed the mandatory online orientation assignment.

- III. The student is enrolled in an online Math class and has not attended the mandatory in-person Math orientation session by the published date on the College website each semester.

Students who have been deleted from a class roster will not be reinstated unless there is a verifiable error made by the College. A student who wishes to appeal being dropped from a class due to lack of attendance should complete a "Request for Reinstatement" form available in the Office of Student Services.

#### ***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. ***Instructors are not required to implement make-up policies.***

- I. Absences that occur because of emergencies (e.g., accidents, illness, court appearance, or death of an immediate family member) may 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. The student should provide notification prior to the class that is to be missed.
- II. Absences that occur as a result of federal or state statute (e.g., military service) or jury duty/subpoena will be excused upon proper notification to the instructor. Proper notification requires documentation as determined by the instructor.
- III. At the end of the semester, the instructor for a course may assign a grade of "I" when a student's work in a course is incomplete because of circumstances beyond the student's control, or the student may withdraw according to the College withdrawal policy.

#### **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. It is the responsibility of the student to notify the instructor that the student is auditing the class and not receiving credit.***

#### **CLASSIFICATIONS OF STUDENTS**

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

Students who are registered for 12 semester hours or more are classified as full-time students by the College. However, other organizations not connected with the College, such as the Veterans

Administration, may use other classifications. In order to graduate within two years, at a minimum, student must pass 15 credit hours per semester.

### **COURSE FORGIVENESS**

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

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

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

### **CREDIT HOUR DEFINITION**

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

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

### **FINAL EXAMINATIONS**

Final examinations are held in all subjects at the close of each semester when deemed appropriate by the instructor. A final examination schedule is issued each semester by the Dean of Instruction and is posted on the College website each semester.

### **GRADE REPORTS**

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

## GRADING SYSTEM

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

- A Excellent (90-100)**
- B Good (80-89)**
- C Average (70-79)**
- D Poor (60-69)**
- F Failure (Below 60)**
- SA, SB, or SC Satisfactory**
- UD, or UF 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.

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

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

Some classes may be graded on a Satisfactory/Unsatisfactory basis. If a student receives a “SA”, “SB”, or “SC”, the grade is satisfactory and the student may progress. If the student receives an “UD”, or “UF”, the grade is unsatisfactory and the student must repeat the course.

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

### ***Quality Points***

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

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

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

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

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

The quality point average of the student is determined by multiplying the number of quality points for each grade received by the number of semester hours for that course. The total number of quality

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

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

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

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

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

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

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

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

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

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

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

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

- IV. If a student has a) been suspended for ONE semester, b) is on Academic Probation, c) has not achieved CLEAR academic standing, and d) has a cumulative GPA that falls below the required level for the total number of semester hours attempted at the College, but e) has a semester GPA of 2.0, the student will remain on Academic Probation until the required GPA for the total

number of hours has been achieved regardless of whether the student has served the suspension or been readmitted upon appeal.

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

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

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

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

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

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

- I. Programs within the College which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the College standards of progress.
- II. Transfer students admitted on academic probation must follow the standards of academic progress of Central Alabama Community College.
- III. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV federal financial aid.

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

### **GRADES OF INCOMPLETE ("I")**

At the end of the semester/term, the instructor for a course may assign a grade of "I" when a student's work in a course is incomplete because of circumstances beyond his/her control, but is otherwise of passing quality. Unless the deficiency is made up by the midterm of the following semester/term, the grade of "I" automatically becomes "F." It is the student's responsibility to arrange with the instructor the satisfactory completion of the course requirements. If the course requirements are met, the instructor submits a grade change to the Dean of Instruction with the appropriate grade assigned.

### **INDEPENDENT STUDY**

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

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

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

The course load for a first-time student will be 12 to 19 credit hours per semester. The minimum course load required to be classified as a regular full-time student is 12 semester hours. The most typical load is 16 to 19 credit hours, which result in normal progress toward graduation within two years.

A student 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 advisor. A student may take no more than 24 semester hours in any one term for any reason.

A student on academic probation is restricted to no more than 12 semester hours.

### **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 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.

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

Central Alabama Community College is pleased to provide the following information regarding the institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2011-2012 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2011, 587 first-time, full-time certificate or degree-seeking Undergraduate students entered Central Alabama Community College. After three years, 9% of these students had graduated from our institution or completed their programs and 29% had transferred to other higher education institutions. Questions related to this report should be directed to Dr. Sherri Taylor, Dean of Students at 256-234-4273.

### **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. Nursing students should refer to the section on Nursing Transfer Policy.

## WITHDRAWAL

A student who wishes to partially or totally withdraw from a course(s) must report to the Office of Student Services to complete official withdrawal forms. A student who stops attending class(es) without formally completing an official withdrawal is considered absent and will receive the grade earned according to the requirements of the course syllabus for that class at the end of the semester/term. These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) up to the date published 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. Administrative withdrawal by instructors is not allowed.

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.

# **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 Calculation. Financial aid workshops are offered at area high schools and at Central Alabama Community College locations each year to assist students and parents in understanding financial aid options.

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

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

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

- I. ***Federal Pell Grants*** are awarded to students who need money to pay for their education after high school. A Pell Grant is not a loan, 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). 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. In accordance with federal regulations, a student will only be eligible to receive 12 full-time semesters of Pell Grant funding during the student's lifetime. For more information about Pell Grants, contact the Financial Aid Office.
  
- II. ***Federal Supplemental Educational Opportunity Grant (FSEOG)***  
FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFC's) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a bachelor's degree. Also, the student must be enrolled in at least six credit hours each semester. Financial need is determined by the Free Application for Federal Student Aid. Students need only to complete the FAFSA to receive consideration. Since funds are limited, not all eligible students will receive this grant. For additional information about the SEOG grant, contact the Financial Aid Office.

**III. Direct Stafford Loans**

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

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

**IV. Federal College Work Study**

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

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

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

**FEDERAL AND/OR STATE AID**

***Applying for Financial Aid***

Students applying for financial aid must complete the following steps:

- I. Students must apply for admission to Central Alabama Community College and complete all enrollment requirements prior to receiving financial aid awards. This process includes submission of official high school **transcripts**, GED scores and certificates, and official transcripts from all previously attended colleges to the Office of Enrollment Services. Transient students are not eligible to receive federal financial aid.
- II. Students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and list the Central Alabama federal school code (001007) on their applications. This application should be completed as soon as the student and/or the parents of a dependent student

complete their Federal Income Tax Returns each year. Students are responsible for checking their MyCACC accounts frequently to determine if any additional documentation is required to complete the processing of their financial aid awards.

- III. Approximately one-third of all financial aid applications are selected by the Department of Education for a process called verification. Documentation requirements will be posted to the student's MyCACC account. Students are responsible for checking their CACC e-mail account and their MyCACC account frequently.
- IV. Once all required paperwork has been received and verified, financial aid awards will be posted to the student's MyCACC account. Financial aid payment is prorated based on student enrollment status and program of study. The LPN program is paid based on clock hour conversions. Questions regarding the conversion process should be addressed to the Financial Aid Office. To be considered for a Federal Direct Stafford Loan, the student must be enrolled for at least six semester hours.

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

#### ***Disbursement of Financial Aid Funds***

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

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

***IMPORTANT NOTICE: Students ARE NOT eligible to receive financial aid for classes they have not attended or for audit courses.***

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

Central Alabama is required by the Higher Education Act of 1965, as amended, to establish standards of satisfactory academic progress (SAP) for students receiving financial aid under the Title IV Programs (Pell Grant, Supplemental Educational Opportunity Grant, Work Study, and Direct Loans). Central Alabama students receiving financial aid from a Pell grant, the Federal College Work Study Programs, a Federal Supplemental Educational Opportunity Grant, or any other Title IV Program must comply with the following standards of satisfactory progress:

- I. ***Program of Study***

Students receiving financial aid must be enrolled as a regular student in a program of study leading to a degree or eligible certificate at the College. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College. Some programs offered by the College are not

federal aid approved. Inquiries about eligible programs should be directed to the Financial Aid Office. In order to receive federal financial assistance, all coursework must be required for the student's declared program of study at Central Alabama. It is the responsibility of the student to make sure his or her declared program of study is accurate at all times in the Office of Enrollment Services. Students are responsible for meeting with advisors for guidance in course selection. Identification of courses not required for the student's declared program of study at Central Alabama will result in cancellation or reduction of the student's financial aid award.

**II. Program Completion**

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. All hours attempted, including transfer hours, will be included in the maximum time frame calculation. For example, a student in General Studies, which is 64 semester hours in length, may attempt a maximum of 96 hours. The lifetime limit for Pell Grant funding is 12 full-time semesters. Students are responsible for making sure their declared program of study is accurate at all times in the Office of Enrollment Services.

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

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

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

Students enrolled in short-certificate programs (24 – 29 credit hours) must achieve the following:

After Attempting:	Minimum Cumulative GPA	Completion Rate
0-12 semester credit hours	1.5	58%
12 or more semester credit hours	2.0	67%

All hours attempted, including transfer hours, passed courses, failed courses, incomplete courses, developmental courses and withdrawn courses, will be counted as credit hours attempted in determining completion rates and maximum time frame requirements.

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

**IV. Financial Aid Warning**

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning. Students on warning will be allowed to receive aid and will be notified of their warning status on their MyCACC account. Warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours for

the next term. If the student successfully completes his/her first warning semester, the student will be allowed to continue until he/she falls below the overall standards.

**V. *Financial Aid Suspension***

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

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

**VI. *Monitoring Progress***

Academic progress will be monitored at the end of each semester, even at the end of a semester during which financial aid was not received. Students who do not meet the SAP guidelines at the time of the review will not be eligible for federal aid.

**VII. *Developmental Courses***

A student may receive financial aid for up to 30 attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental courses. Students may not enroll in the same developmental course more than three times and continue to receive financial assistance for those courses. If a student needs to register for a developmental course more than three times, the student will be required to pay for the course.

**VIII. *Repeated Courses***

Courses assigned a grade of A, B, C, or D may be repeated with financial aid eligibility one additional time, assuming all other eligibility provisions are being met. Course assigned a grade of S, SA, SB, SC, U, UD or UF may be repeated up to three times. Courses assigned a grade of F may be repeated an unlimited number of times. However, all hours will be included in the satisfactory academic progress calculations.

**IX. *Incompletes***

For financial aid purposes, a grade of I (Incomplete) is calculated the same as a grade of F (Failure) in determining grade point averages and in determining the minimum number of hours earned for completion of the program.

**X. *Audit Courses***

Audit courses are not considered credits attempted or earned. A student WILL NOT be paid financial aid for audit courses.

**XI. *Transient Students***

A transient student is a student who attends another college and seeks credit for transfer back

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

**XII. *Transfer Credit***

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

**XIII. *Official and Unofficial Withdrawals***

Students who receive federal financial aid (Pell Grant, SEOG, and Direct Loans) may have their financial aid adjusted if they have a complete withdrawal during the semester. In addition, students who have a complete withdrawal status prior to the disbursement of aid for the semester may also result in an adjustment. This adjustment would be made based on assistance earned up to the point of withdrawal. Once a student has completed more than 60 percent of the semester, the student is considered to have earned all of their federal aid.

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

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

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

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

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

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

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

- Receiving failing grades,
- Repeating courses;
- Officially or unofficially withdrawing from courses or withdrawing completely, and/or
- Taking courses not applicable to their declared program of study. *(It is the student's responsibility to make sure his/her program of study is reflected correctly in the Office of Enrollment Services.)*

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

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

If a student receiving federal financial aid completely withdraws or stops attending school prior to completing 60% of the length of the term, financial aid monies will be due back to the College and/or the Department of Education based on the formula calculated by the Financial Aid Office in accordance with the Title IV Refund calculation. These monies may be charged back to the student's account and the student will be responsible for the repayment of these funds. A student who fails to earn a passing grade during the semester will be assumed to have unofficially withdrawn. For Title IV purposes, the student's withdrawal date will be considered to be the last date of attendance as recorded by the instructor and the Title IV refund calculation will be performed accordingly.

**XVII. *Scholarship Appeals Process***

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

The Scholarship and Financial Aid Committee will meet monthly, or as needed, to address any written appeals. Only completed appeals will be considered. In order to be considered a complete appeal, the appeal must be written and be accompanied by supporting documentation. Applicants will receive notification of the decision via email and/or letter. The decision of the Scholarship and Financial Aid Committee is considered final with no further appeal process available.

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

Students have the right to ask Central Alabama Community College:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadlines for submitting applications for each financial aid program;
- What are the procedures and deadlines for submitting applications for each financial aid program;
- What criteria are used to select financial aid recipients;

- How financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- What special facilities and services are available to persons with disabilities.

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

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

***NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Financial Aid Offices at the Alexander City campus, the Childersburg campus or the Talladega Center and the Millbrook CACC office.***

### **SCHOLARSHIPS**

Central Alabama Community College offers competitive scholarships to qualified students. Scholarship applications are available in the Financial Aid Office, Central Alabama's web site ([www.cacc.edu](http://www.cacc.edu)), or from high school counselors. Application must be on Central Alabama Scholarship Application form and be accompanied by all required documents as listed on the application. Properly completed applications should be submitted to the appropriate address listed on the scholarship application by the announced deadline. The deadline for applying for institutional scholarships at the College is March of each year, and awards are announced by May 1.

Institutional scholarships include the following scholarships:

### ***Academic Scholarships***

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

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

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

Performing Arts scholarships are available to students who portray talent in specified 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.

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

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

## **OTHER FORMS OF FINANCIAL ASSISTANCE**

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

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

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

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

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

This program covers tuition only. The waiver does not cover additional expenses such as fees, books, and supplies. This program is designed for all full-time and Salary Schedule H-35 employees of the Alabama Community College System and the Alabama Community System Office and their dependents.

### ***GED Scholarship Program***

GED recipients may qualify for one free class (up to 3 credit hours) at Central Alabama following receipt of official scores verifying successful completion of the GED after July 2002. Eligibility is determined by the Alabama Community System Office, which is the State Office for the GED Testing Program. 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 (excluding fees) during the term of the activation. Tuition scholarships shall be available only after all other forms of federal financial assistance have been exhausted. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Documentation required includes official copies of military orders, marriage licenses, birth certificates, and IRS tax returns. Certification from the appropriate military office should be obtained each semester to verify continued activation. For additional information, contact the Financial Aid Office.

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

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

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

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

### ***Student Activity Scholarships***

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

- I. Circle K
- II. Cultural Unity Organization
- III. Phi Theta Kappa
- IV. Student Government Association
- V. Alabama Association of Nursing Students

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

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

### ***Transfer Scholarships***

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

### ***Additional Scholarships***

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

### ***Vocational Rehabilitation***

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

### ***Workforce 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.

## **VETERAN BENEFITS**

Veteran students and/or their dependents may qualify for VA educational benefits. The Financial Aid Office is the certifying authority for veterans, service members and their dependents. The Financial Aid Office serves as a link between the Regional Veterans Affairs Office and the VA benefit recipient. Veterans or their dependents seeking assistance under the various Federal and State programs should, if possible, make initial application for such programs at least four weeks prior to enrollment. The Financial Aid Office has application forms for most veteran programs and will offer assistance to the student in completing these forms and forwarding them to the proper 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, Alabama 36102-1509.

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

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

***Tuition Assistance (TA)***

Tuition Assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) online, anytime, anywhere, for classroom and distance education. It allows soldiers to manage their educational records, including college classes, testing, on-duty classes, and Army education counselor support. Soldiers must request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) at least 14 days prior to the start of a semester for TA approval.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- I. Certification will be granted for only those courses that are applicable to the declared program of study. Any deviation must be approved by the VA Certifying Official located in the College Financial Aid Office.
- II. Certification will not be granted for audited courses or courses in which a veteran has received a grade of "D" or higher.

- III. The veteran or eligible person who has received credit at other institutions will be certified only for those courses necessary to complete the declared program of study at the College. Payments will be made to the student from the Department of Veteran Affairs based on the following payment schedule:
- a. Full-time payment (12 credit hours or more)
  - b. Three-fourths payment (9-11 credit hours)
  - c. One-half payment (6-8 credit hours)
  - d. Reimbursement for tuition and fees (5 or fewer credit hours)

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

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

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

***Change in Enrollment Status***

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

***Academic Standards of Progress***

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

***Additional VA Information***

Additional Information regarding benefits available to veterans and their dependents is available by calling the Department of Veteran Affairs at 1-888-442-4551 (toll free) or by reviewing the Department of Veteran Affairs’ website at [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.*

**STUDENT ACTIVITIES,  
CLUBS,  
&  
ORGANIZATIONS**

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. Social functions such as dances, parties, activities, or other entertainment must be sponsored by officially recognized College organizations. College facilities will be made available to organizations for such activities when possible. Approval for activities should follow normal approval procedures (see Procedures for Approval of Campus Activities). Any student who brings a guest or visitor to the campus or any College-sponsored activity will be responsible for the conduct of the guest or visitor.

### **GENERAL POLICIES FOR CLUBS AND ORGANIZATIONS**

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, sexual orientation, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College Board of Trustees, Central Alabama Community College, and the Student Government Association.

No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes for campus activities without prior consent of proper College officials. No club or organization will encourage any action that might cause disrepute to a student, instructor, or College activity.

#### ***Athletics***

Central Alabama Community College participates in varsity competition in baseball, 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 performs on and off campus throughout the academic year at community and school events.

### **HONORS AND RECOGNITION**

#### ***National Technical Honor Society***

This organization 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. To be eligible for membership: one must have completed at least 12 hours of coursework that may be applied to an associate degree; must have the required grade point average; must receive an invitation to membership from the chapter at the College, and must adhere to the moral standards of the society. There is a membership fee to join.

### ***Who's Who Among Students in American Universities and Colleges***

Students are selected by faculty and administrators based on academic achievement, community service, and leadership. The names of honorees are included in the national organization publication, Who's Who Among Students in American Universities and Colleges.

## **CAMPUS ORGANIZATIONS**

### ***Ambassadors***

Central Alabama Ambassadors are students who serve as hosts and hostesses for the College. These students, who are selected through an application and interview process, assist various educational, community, service and corporate entities as a goodwill gesture on behalf of the College. Students may receive a scholarship based on their service.

### ***AWS (American Welding Society)***

AWS is a multi-faceted, non-profit organization whose major goal is advancing the science, technology, and application of welding and related joint disciplines. AWS has led the way in supporting welding education and technology development to ensure a strong, competitive, and comfortable way of life for America and its people. Membership included a subscription to the Welding Journal, the most current welding handbook, discounts on AWS technical publications and educational programs, membership in a local AWS Section, membership certificate, card and insignia, electronic forums, and computer-based research.

### ***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. There is a membership fee to join.

### ***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 National Student Nurses' Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership

opportunities, and career guidance. The local organization participates in several community service projects and charitable drives.

The Licensed Practical Nursing Association of Alabama Student Organization is the student organization of the Practical Nursing program. Students become members of the State Association, have the opportunity to attend the annual State Convention, and participate in various community health-related projects.

### ***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***

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

### ***Scholars Bowl***

The purpose of the Scholars' Bowl Team shall be to represent Central Alabama Community College in college bowl competitions held by the Alabama College Bowl League and other colleges and universities across the Southeast. The Scholars' Bowl Team will also help facilitate competitions sponsored by the Childersburg Campus among high schools in the East Alabama region.

### ***Student Government Association***

The Student Government Association (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, Vice President, Secretary, and Treasurer are elected in the spring of each year to serve in the following academic year. On the Childersburg campus and at the Talladega site, 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 the College.

## **OFFICIAL RECOGNITION OF CLUBS AND ORGANIZATIONS**

### ***Formation of New Clubs and Organizations***

Any group desiring to organize on campus must request permission by submitting Request for Official Recognition of Student Organization form to Office of Student Services. With this form, the requesting organization must also draft and submit three copies of a governing constitution containing the following information:

- Name
- Statement of purpose
- Membership eligibility requirements

- List of promoting students
- List of officers by title and any special function of the officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization
- Provision for club advisors and name of club advisor (must have been employed at least one year at Central Alabama Community College in a full-time capacity)
- Statement of any national, state, or regional affiliation, if applicable (a copy of the affiliation's constitution must be attached)

#### ***Approval Process***

- The Office of Student Services will review the documents to ensure that all requirements have been met and will forward the request to the Student Government Association Executive Council.
- The Student Government Association Executive Council will review the documents and forward them to the Dean of Students or his/her designee with a recommendation.
- The Dean of Students will review the request and governing constitution and forward the constitution to the Central Alabama Community College Executive Committee for approval.
- After approval by the Executive Committee, the Dean of Students will forward the request to the President of Central Alabama Community College for final approval.
- Upon final approval, the requesting organization will identify its organization representative to the Student Government Association. This individual will serve as the organization's liaison to the SGA.
- Any change or amendment affecting the nature or purpose of the organization as originally approved must be approved by the Dean of Students.

#### ***Annual Recognition Procedures of Clubs and Organizations***

A student organization must follow the process below to continue receiving official recognition:

- Submit an annual report to the Student Government Association and the Student Activities Coordinator.
- The annual report (due two weeks before the end of spring term) must reflect how the organization has continued to fulfill the original purpose, goals, etc. of its charter, constitution,

and bylaws and shall include a financial statement. Other information deemed necessary may be requested.

- Complete and submit a *Registration of Student Organization* form to the Office of Student Services no later than October 1 of each fall semester.
- Maintain an up-to-date copy of the constitution on file with the Office of Student Services.

### ***Rights and Privileges of Official Recognition***

Organizations that are recognized officially by the College are entitled to the following rights and privileges:

- Sponsor College-endorsed student events and fundraising activities:
- Maintain a student organization funding account.
- Publicize organization and organization-related activities on campus.
- Use campus facilities for organization meetings and activities.
- Receive event planning and promotional support from the Office of Student Services.

### **RESPONSIBILITY OF CLUB/ORGANIZATION SPONSOR(S)**

All student organizations must have a minimum of one qualified sponsor. When membership exceeds 50, organizations are urged to obtain an additional faculty or staff sponsor.

Any full-time faculty or professional staff member with at least one year of experience at Central Alabama Community College may, with the approval of the employee's supervising Dean and Dean of Students serve as an advisor to a student organization. The supervising Dean and Dean of Students must approve any change in club advisor. Any employee of the College may serve as assistant advisor; however, the designated faculty or professional staff sponsor serves as the primary contact for the organization and is the individual responsible for the conduct of the organization.

An employee who agrees to serve as a club sponsor accepts the responsibility of encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors are responsible for being familiar with and operating within the following parameters:

- The Student Handbook, College Catalog, and other College regulations pertaining to the students, fundraising, and speakers
- The constitution and purposes of the student organization they are advising
- The activities and projects of their respective student organizations

No meeting or other activity is authorized or recognized unless attended by the approved sponsor. Proceedings of meetings held with a substitute sponsor must be reviewed by the sponsor. Sponsors

must attend club-sponsored activities, with the exception of routine meetings. This includes on and off campus activities as well as in-state and out-of-state activities.

Advisors must obtain emergency contact information on all students participating in any off-campus activity and distribute to the Student Activities Coordinator and Dean of Students.

Sponsors must take all appropriate steps necessary to resolve any conflicts while supervising student activities at the time of occurrence. Sponsors must review the Code of Student Conduct with students and obtain and maintain *Acknowledgement of Code of Student Conduct* forms from all student participants. Advisors are responsible for making appropriate notifications, using an *Incident Report* form to the Dean of Students immediately when accidents, illnesses, conflicts, or other unusual circumstances arise.

### **MEETINGS**

Recognized student organizations are required to hold meetings on campus, and College facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings and/or for activities outside of the traditional meeting format.

### **PROCEDURES FOR CONDUCTING CAMPUS ACTIVITIES**

Speakers and special programs sponsored by student organizations must have the formal approval of a club sponsor, the Student Activities Coordinator, and the Dean of Students in accordance with the standards set forth by the College. Requests for activities (other than normal meetings) must be made in writing at least 10 working days prior to the event.

A request for outside speakers must be made in writing a minimum of 10 days prior to issuing an invitation. Forms are available in the Office of Student Services.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A *Student Activity Request Form* must be submitted to the Office of Student Services.
- The *Student Activity Request* must be submitted a minimum of 10 business days prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of 10 business days prior to the issuance of an invitation by the student organization.
- The activity is considered approved once the student Organization Sponsor receives a return copy of the *Student Activity Request* with all required signatures. If the Organization Advisor does not receive the submitted *Student Activity Request* within 10 days of submission, the student organization is not authorized to move forward.
- If an activity is not approved, the Office of Student Services will notify the club sponsor and will present a copy of the *Student Activity Request* with an attached explanation of the disapproval.

- If the activity requires students to miss class in order to participate, the Organization Sponsor must obtain permission for the excused absence by completing a *Request For Excused Absence—College Function* form and submitting it to the Office of Student Services. This form should be submitted at least three working weeks in advance.
- Students must ride in College approved transportation for off-campus activities when College transportation is provided or sign an official College Transportation Waiver form and submit to the Office of Student Services.

### **VISITING SPEAKER/PERFORMER/PROGRAM POLICY**

In the interest of orderly administration, effective public relations, adequate preparation and reservation of facilities, and proper maintenance of the campus, the following procedures have been established by the College:

- An outside speaker (one who is not a registered member of the student body or the faculty and staff of this College) may be invited to speak on campus only by an officially recognized student organization, faculty organization, or staff organization.
- The officers and the faculty sponsor of the student organization sponsoring an outside speaker/program shall assume full responsibility for making the necessary arrangements, paying all expenses, and preserving the peace and dignity of participants in the scheduled event. Any responsible officer or sponsor who willfully violates this policy will be subject to appropriate disciplinary actions as outlined in the *Student Handbook* or *Personnel Handbook*.
- Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a *Student Activity Request* to Office of Student Services in accordance with the procedures outlined for the Approval of Campus Activities.
- Upon receipt of the properly completed *Student Activity Request*, the sponsor of the organization shall contact the Dean of Students and Dean of Instruction to identify any scheduling conflicts and the Administrative Assistant to the President to determine the availability of adequate facilities for the proposed event.
- When deemed necessary, the deans shall review the proposal to determine whether College regulations have been fulfilled.

Notices and printed material pertaining to the speaker or scheduled event shall:

- Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the College.
- Be posted only at locations approved by the Dean of Students, who shall be primarily concerned with the prevention of any temporary or permanent damage to College property or the appearance thereof.
- Be distributed on campus only at tables or booths provided for such purpose inside campus buildings. Any location for distributing such material other than the customary places must be

approved by the Dean of Students, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.

- Be removed by the sponsoring organization within 24 hours following the scheduled event, should such organization desire to preserve the material for some future use.

The sponsoring organization shall make it clear, at the time the speaker is introduced at the event, that views expressed by the speaker are not necessarily those of the College or the organization.

### **STUDENT CLUB/ORGANIZATION FUNDRAISING POLICY**

All fundraising projects conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising projects conducted by any College club, organization, or department must be approved in advance by appropriate administrators.

The approval process should be initiated by submitting a *Request to Conduct Fundraising Activities* to the Office of Student Services for signatures, approval, and appropriate routing.

When raffle tickets are used in fundraising projects, only pre-numbered tickets may be used. All tickets must be accounted for by the organization conducting the event.

All funds collected from institutional fundraising projects will be processed through the Business Office and deposited into College accounts. **It is illegal to deposit any funds into personal accounts.** Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. **Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors.**

Each contribution must be recorded on the *Activity Receipt* form. **Activity Receipt forms and corresponding cash should only be collected, totaled, and submitted to the Business Office each day as funds are collected. Each club or organization must submit the name of the individual who will be responsible for submitting funds to the Business Office Cashier to the Director of Student Engagement for approval in the fall of each academic year. Submitting funds must ONLY be conducted by the pre-approved individual for the club or organization.** The cashier will prepare a separate receipt for each day's deposit. The Organization Sponsor is responsible for maintaining these receipts. The Business Office will maintain all completed *Activity Receipt* forms as documentation for review by the Examiners of Public Accounts.

When the fundraising activity is concluded, the *Fundraising Activity Final Report* form must be completed by the sponsor and distributed by the Director of Accounting as indicated on the form.

#### ***Purchasing Procedures***

Organization and clubs sponsors must submit requests to purchase items at least 20 working days in advance. Failure to do so may result in purchase orders not being approved in time for your purchase.

Clubs and organizations may not pay for student memberships out of agency (college) funds. Fund raising funds may be used for student memberships only when approved and included in the bylaws of the club or organization.

Generally, fund raising funds are allowed to pay for the following items and services:

- Educational and service leadership trips and projects
- Club and organization t shirts, hats, and accessories
- Advertising and promotional products of the club or organization
- Guest speakers or professional development workshops and events
- Pre-approved entertainment events e.g. dances, competitions, etc.
- Refreshments, meals, and drinks for meetings and events and activities (with the exception of alcohol and products that are prohibited on campus)

All fund raising expenditures must be approved prior to purchase by the Dean of Students and must follow all CACC and State of Alabama Department of Postsecondary purchasing policies and procedures.

### **GENERAL POLICIES FOR CLUBS AND ORGANIZATIONS**

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, sexual orientation, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College System, Central Alabama Community College, and the Student Government Association.

No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes for campus activities without prior consent of proper College officials. No club or organization will encourage any action that might cause disrepute to a student, instructor, or College activity.

### **[CLICK HERE TO ACCESS FORMS FOR CLUBS AND ORGANIZATIONS](#)**

- ACKNOWLEDGEMENT OF CODE OF STUDENT CONDUCT FORM
- REQUEST FOR OFFICIAL RECOGNITION OF A STUDENT CLUB OR ORGANIZATION
- REGISTRATION OF STUDENT CLUB OR ORGANIZATION FORM
- STUDENT ACTIVITY REQUEST FORM
- REQUEST FOR CLUB OR ORGANIZATION - EXCUSED ABSENCE FORM
- CLUB OR ORGANIZATION REQUEST TO CONDUCT FUNDRAISING ACTIVITIES FORM
- FUND RAISING ACTIVITY RECEIPT FORM
- CLUB OR ORGANIZATION - EMERGENCY CONTACT FORM
- ACTIVITY CHECKLIST

# **PROGRAMS OF STUDY**

## DEGREE & CERTIFICATE AWARDS

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

- I. The ***Associate in Science*** degree is designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field. The AS degrees shall be comprised of at least 60 semester credit hours but no more than 64 semester credit hours.
- II. The ***Associate in Applied Science*** degree program is designed for students who plan to seek employment based upon the competencies and skills attained through a specific program of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may transfer. The AAS degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours.
- III. The ***Associate in Occupational Technology*** degree program is designed for students seeking a combination of technically oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing the general education requirements, students will also complete course work in primary and secondary technical specialties. The AOT degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours.
- IV. The ***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.
- V. The ***Short-term Certificate*** program is designed for students seeking entry level employment in a technical field. Short-term certificate programs equal to or less than 29 semester hours shall be comprised of at least 9 semester credit hours but no more than 29 semester credit hours.

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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

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

## ASSOCIATE DEGREE REQUIREMENTS & CERTIFICATE REQUIREMENTS

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

A student will be considered a graduate and awarded the Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees, certificate and/or short-term certificate upon satisfactory completion of the requirements of the specific program as specified by Central Alabama Community College and the Alabama Community College System. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the College. The chief academic officer will approve the formal award when the student meets all requirements for graduation.

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

A student must:

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

## PROGRAM COMPLETION

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

### *Programs of Study Listing*

Programs of Study	Campus/Site Offered	Classes Only	Associate in Science	Associate in Applied Science	Associate in Occupational Technology	Certificate	Short-Term Certificate
Associate in Science Degree – Transfer	AC, CB, TC		60 - 64 hours				
Associate Degree Nursing	CB			72 hours			
Child Development (Begins January 2016)	AC, CB, TC						15 hours
Computer Science	AC, CB, TC	EC		61-64 hours		60 hours	9-21 hours
Cosmetology	CB, TC				73 hours	48 hours	9-18 hours
Drafting and Design Technology	TC			60-61 hours		39 hours	9-18 hours
General Business	AC, CB, TC	EC		67 hours		36 hours	12 hours
Heating & Air Conditioning	INACTIVE						
Industrial Electronics Technology	AC, CB	SYL, EC, SC		66 hours		60 hours	
• Biomedical Technology	AC						28 hours
Machine Shop							
• Machine Shop	AC, CB	SYL			76 hours	60 hours	12-29 hours
• Computerized Numerical Control	AC, CB						15-24 hours
• Tool & Die	AC, CB						27 hours
Manufacturing Technology							
• Automotive Manufacturing Technology	AC	SYL, EC, SC		67 hours		45 hours	9 hours
• Industrial Maintenance	AC			76 hours		51 hours	21 hours
• Robotics and PLC Technology	AC						21 hours
• Manufacturing Technology	AC	SYL, EC, SC					18 hours
Office Administration	AC, CB, TC			61 hours		48 hours	12-15 hours
• Health Information Technology	AC, CB, TC						27 hours
Practical Nursing	AC, CB					49 hours	
Welding	AC, CB	SC, EC, CC			75 hours	60 hours	12-27 hours

AC – Alexander City Campus, CB – Childersburg Campus, TC – Talladega Center, SYL – Sylacauga High School, EC – Elmore County Technical, SC – Shelby County Technical, CC – Central High School of Clay County

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

# **ACADEMIC TRANSFER**

## Associate in Science

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. Students do, however, identify a pre-major to help students and advisors in schedule planning.

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.**

Act 94-202 of the Alabama Legislature created the Articulation and General Studies Committee (AGSC) which has developed a statewide general studies curriculum of a maximum of 41 semester hours (Areas I-IV) for the transfer of credit among all public two-year and public and private 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 listed below:

	<b>SEMESTER HOURS</b>
<b>AREA I Written Communications .....</b>	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>AREA II Humanities &amp; Fine Arts .....</b>	<b>12</b>
SPH 106 Fundamentals of Oral Communication .....	3
Must complete 3-6 semester hours in Literature* .....	3
ENG 251 American Literature I	
ENG 252 American Literature II	
ENG 261 English Literature I	
ENG 262 English Literature II	
ENG 271 World Literature I	
ENG 272 World Literature II	
Must complete 3 semester hours in the Arts .....	3
ART 100 Art Appreciation	
ART 203 Art History	
MUS 101 Music Appreciation	

Remaining semester hours to be selected from Humanities and/or Fine Arts.....	3
ART 100 Art Appreciation	
ART 203 Art History	
HUM 299 PTK Honors Course I, II, III	
MUS 101 Music Appreciation	
PHL 106 Introduction to Philosophy	
PHL 206 Ethics and Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
SPA 101 Introductory Spanish	
SPA 102 Introductory Spanish II	

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

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

Must complete 8 semester hours in the Natural Sciences which must include	
Laboratory Experiences .....	8
AST 220 Introduction to Astronomy	
BIO 101 Introduction to Biology I	
BIO 102 Introduction to Biology II	
BIO 103 Principles of Biology I	
BIO 104 Principles of Biology II	
CHM 104 Introduction to Inorganic Chemistry	
CHM 105 Introduction to Organic Chemistry	
CHM 111 College Chemistry I	
CHM 112 College Chemistry II	
PHS 111 Physical Science I	
PHS 112 Physical Science II	
PHY 201 General Physics I-Trig Based	
PHY 202 General Physics II-Trig Based	
PHY 213 General Physics with Cal I	
PHY 214 General Physics with Cal II	

Must complete 3 semester hours in Mathematics at the Pre-calculus or Finite Math Level ...	3
MTH 110 Finite Mathematics	
MTH 112 Pre-calculus Algebra	
MTH 113 Pre-calculus Trigonometry	
MTH 125 Calculus I	
MTH 126 Calculus II	
MTH 227 Calculus III	
MTH 237 Linear Algebra	

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

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

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

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

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

- ANT 200 Introduction to Anthropology
- ECO 231 Principles of Macroeconomics
- ECO 232 Principles of Microeconomics
- GEO 100 World Regional Geography
- POL 200 Introduction to Political Science
- POL 211 American National Government
- PSY 200 General Psychology
- PSY 210 Human Growth and Development
- SOC 200 Introduction to Sociology

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

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

- CIS 146 (Must complete 3 semester hours in Computer Science)..... 3
- ORI 105 Orientation and Student Success ..... 3
- Courses appropriate to degree requirements of the individual student and electives. .... (13-17)

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

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

- \* 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 hours).

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

# **CAREER AND TECHNICAL PROGRAMS**

## **CAREER TECHNICAL PROGRAMS**

Career Technical programs are designed to prepare the student for a technical or semiprofessional field. Students enrolled in Associate in Applied Science degree, Associate in Occupational Technologies, and certificates programs receive a balance of general education and specialized training. Certificate programs in the Career Technical division require a minimum of 30 semester hours and a maximum of 60 semester hours; short-term certificate programs require a minimum of 9 semester hours and a maximum of 29 semester hours. Depending on the short-term certificate program, general education courses may not be required.

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

Central Alabama Community College awards credit for previous training and work experience in career and technical programs of study through evaluation of a portfolio with relevant materials to determine college equivalent learning. Additional information concerning portfolio review is located on page

## CHILD DEVELOPMENT – Short Certificate

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
CHD 100	Introduction of Early Care and Education of Children .....	3
CHD 204	Methods and materials for Teaching Children .....	3
CHD 206	Children’s Health and Safety .....	3
CHD 211	Child Development Seminar.....	1
CHD 219	Supervised Practical Experience.....	2
<b>Total Credit Hours in the Short-term Certificate – Child Development .....</b>		<b>12</b>

## COMPUTER SCIENCE – Associate in Applied Science Degree

<b>GENERAL EDUCATION</b>		<b>SEMESTER HOURS</b>
ENG 101	English Composition I .....	3
CIS 146	Microcomputer Applications.....	3
MTH 100	Intermediate College Algebra .....	3
MTH 112	Pre-calculus Algebra .....	3
Natural Science Elective*	.....	4
Humanities Electives	.....	3
PSY 200	General Psychology or History, Social and Behavior Sciences Elective* .....	3
SPH 107	Fundamentals of Public Speaking .....	3
or SPH 106	Fundamentals of Oral Communication	
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 25**

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 130	Intro to Information Systems .....	3
CIS 150	Introduction to Computer Logic and Programming .....	3
CIS 199	Network Communications.....	3
CIS 268	Software Support .....	3
CIS 269	Hardware Support .....	3
Computer Science Electives (From CIS prefix listed in catalog)	.....	15-18
Electives***	.....	6

**Total General Education, Technical Concentration & Elective Courses Credit Hours ..... 36-39**

**Total Credit Hours in the Associate in Applied Science – Computer Science..... 61-64**

\*Refer to pages 91, 92 & 93 for general education electives

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

\*\*\*Electives may come from any area

## COMPUTER SCIENCE – Certificate

<b>GENERAL EDUCATION COURSES</b>	<b>SEMESTER HOURS</b>
CIS 146      Microcomputer Applications.....	3
ENG 101      English Composition I.....	3
MTH 100      Intermediate College Algebra .....	3
MTH 112      Pre-calculus Algebra .....	3
SPH 106      Fundamentals of Oral Communication .....	3
ORI 105      Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 18**

### **GENERAL EDUCATION, TECHNICAL CONCENTRATION & ELECTIVE COURSES**

	<b>SEMESTER HOURS</b>
BUS 241      Principles of Accounting I.....	3
CIS 130      Intro to Information Systems .....	3
CIS 150      Introduction to Computer Logic and Programming .....	3
CIS 191      Intro to Computer Programming Concept .....	3
CIS 199      Network Communications.....	3
CIS 207      Introduction to Web Development .....	3
CIS 268      Software Support .....	3
CIS 269      Hardware Support.....	3
CIS 281      Systems Analysis and Design.....	3
Computer Science Electives (From CIS prefix listed in catalog) .....	15

**Total General Education, Technical Concentration &  
Elective Courses Credit Hours ..... 43**

**Total Credit Hours in the Certificate – Computer Science ..... 60**

**COMPUTER SCIENCE – Short Certificate**

**COMPUTER CYBERSECURITY – Short Certificate**

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 246	Ethical Hacking .....	3
CIS 280	Network Security.....	3
CIS 282	Computer Forensics .....	3
<b>Total Short Certificate Credit Hours .....</b>		<b>9</b>

**COMPUTER SCIENCE – Short Certificate**

**COMPUTER NETWORK AND SUPPORT – Short Certificate**

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 199	Network Communications.....	3
CIS 268	Software Support .....	3
CIS 269	Hardware Support.....	3
	Computer Science Elective .....	3
<b>Total Short Certificate Credit Hours .....</b>		<b>12</b>

## COMPUTER SCIENCE – Short Certificate

### COMPUTER GRAPHICS AND WEB DESIGN – Short Certificate

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 150	Introduction to Computer Logic and Programming .....	3
CIS 160	Multimedia for World Wide Web.....	3
CIS 199	Network Communications.....	3
CIS 207	Introduction to Web Development .....	3
CIS 208	Intermediate Web Development .....	3
CIS 209	Advanced Web Development.....	3
Computer Science Electives (From CIS prefix listed in catalog) .....		3
<b>Total Short Certificate Credit Hours .....</b>		<b>21</b>

## COSMETOLOGY – Associate in Occupational Technology

GENERAL EDUCATION COURSES	SEMESTER HOURS
CIS 146      Microcomputer Applications.....	3
ENG 131      Applied Writing I.....	3
History, Social and Behavior Sciences Elective*	3
Humanities and Fine Arts Elective** .....	3
MTH 116      Mathematical Applications .....	3
Natural Science or Mathematics Elective* .....	3
SPH 106      Fundamentals of Oral Communication .....	3
ORI 105      Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 24**

TECHNICAL CONCENTRATION	SEMESTER HOURS
<b>Major Courses</b>	
COS 111      Introduction to Cosmetology .....	3
COS 112      Introduction to Cosmetology Lab.....	3
COS 113      Theory of Chemical Services.....	3
COS 114      Chemical Services Lab .....	3
COS 115      Hair Coloring Theory .....	3
COS 116      Hair Coloring Lab .....	3
COS 117      Basic Spa Techniques.....	3
COS 118      Basic Spa Techniques Lab.....	3
COS 119      Business of Cosmetology.....	3
COS 123      Cosmetology Salon Practices.....	3
COS 158      Employability Skills .....	3
<b>Total Technical Concentration Major Credit Hours .....</b>	<b>33</b>

<b>Minor Courses</b>	
BUS 215      Business Communications.....	3
OAD 101      Beginning Keyboarding.....	3
OAD 131      Business English .....	3
OAD 135      Financial Record Keeping <b>OR</b> BUS 241 Accounting I .....	3
<b>Total Technical Concentration Minor Credit Hours .....</b>	<b>12</b>

Electives\*\*\* ..... 4

**Total General Education, Technical Concentration & Elective Courses Credit Hours ..... 49**

**Total Credit Hours in the Associate in Occupational Technology - Cosmetology ..... 73**

\*Refer to pages 91, 92 & 93 for general education electives

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

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

## COSMETOLOGY – Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications .....	3
ORI 105	Orientation and Student Success .....	3
PH 106	Fundamentals of Oral Communication .....	3

**Total General Education Credit Hours ..... 15**

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
COS 111	Introduction to Cosmetology .....	3
COS 112	Introduction to Cosmetology Lab.....	3
COS 113	Theory of Chemical Services.....	3
COS 114	Chemical Services Lab .....	3
COS 115	Hair Coloring Theory .....	3
COS 116	Hair Coloring Lab .....	3
COS 117	Basic Spa Techniques.....	3
COS 118	Basic Spa Techniques Lab .....	3
COS 119	Business of Cosmetology.....	3
COS 123	Cosmetology Salon Practices.....	3
COS 158	Employability Skills .....	3

**Total General Education & Technical Concentration Credit Hours ..... 33**

**Total Credit Hours in the Certificate - Cosmetology ..... 48**

**DRAFTING AND DESIGN TECHNOLOGY – Associate in Applied Science**

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I .....	3
PHL 206	Ethics & Society .....	3
MTH 100	Intermediate College Algebra .....	3
Math or Natural Science Elective*	.....	3/4
PSY 200	General Psychology .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3
<b>Total General Education Credit Hours .....</b>		<b>24/25</b>

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
DDT 104	Intro to Computer Aided Drafting and Design .....	3
DDT 111	Fundamentals of Drafting and Design Technology .....	3
DDT 116	Blueprint Reading for Construction.....	3
DDT 124	Intro to Technical Drawing .....	3
DDT 125	Surface Development.....	3
DDT 128	Intermediate Technical Drawing .....	3
DDT 132	Architectural Drafting.....	3
DDT 144	Basic 3D Modeling .....	3
DDT 150	Theory of Residential Drawing and Design .....	3
DDT 233	Intermediate 3D Modeling .....	3
DDT 234	3D Graphics & Animation .....	3
Drafting Electives (From DDT prefix listed in catalog).....		3
<b>Total Technical Concentration &amp; Elective Courses Credit Hours .....</b>		<b>36</b>

**Total Credit Hours in the Associate in Applied Science – Drafting and Design Technology .....** **60/61**

\*Refer to pages 91, 92 & 93 for Math & Natural Science electives

## DRAFTING AND DESIGN TECHNOLOGY – Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 15**

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSE</b>		<b>SEMESTER HOURS</b>
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 144	Basic 3D Modeling .....	3
DDT 125	Surface Development.....	3
DDT 233	Three-Dimensional Modeling.....	3

**Total Technical Concentration Credit Hours ..... 18**

**Total Credit Hours in the Certificate – Drafting and Design Technology ..... 33**

## **DRAFTING AND DESIGN TECHNOLOGY – Short Certificate**

### **GENERAL DRAFTING AND DESIGN TECHNOLOGY – Short Certificate**

<b>TECHNICAL CONCENTRATION</b>	<b>SEMESTER HOURS</b>
DDT 104      Intro to Computer Aided Drafting and Design .....	3
DDT 111      Fundamentals of Drafting and Design Technology .....	3
DDT 144      Basic 3D Modeling .....	3
<b>Total Credit Hours in the General Short-term Certificate – Drafting .....</b>	<b>9</b>

## DRAFTING AND DESIGN TECHNOLOGY – Short Certificate

### ARCHITECTURAL DRAFTING AND DESIGN TECHNOLOGY – Short certificate

TECHNICAL CONCENTRATION		SEMESTER HOURS
DDT 104	Intro to Computer Aided Drafting and Design .....	3
DDT 111	Fundamentals of Drafting and Design Technology .....	3
DDT 116	Blueprint Reading for Construction.....	3
DDT 132	Architectural Drafting.....	3
DDT 144	Basic 3D Modeling .....	3
DDT 150	Theory of Residential Drawing and Design .....	3
<b>Total Credit Hours in the Architectural Short-term Certificate - Drafting .....</b>		<b>18</b>

## GENERAL BUSINESS – Associate in Applied Science

<b>GENERAL EDUCATION COURSES</b>	<b>SEMESTER HOURS</b>
CIS 146      Microcomputer Applications.....	3
ENG 101      English Composition I.....	3
MTH 100      Intermediate College Algebra .....	3
SPH 106      Fundamentals of Oral Communication .....	3
History, Social and Behavior Sciences Elective* .....	3
Humanities & Fine Arts Elective* .....	3
Natural Science Elective* .....	4
ORI 105      Orientation and Student Success .....	3
<b>Total General Education Credit Hours .....</b>	<b>25</b>

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>	<b>SEMESTER HOURS</b>
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
BUS 271      Business Statistics I.....	3
ECO 231      Principles of Macroeconomics .....	3
ECO 232      Principles of Microeconomics .....	3
OAD 101      Beginning Keyboarding.....	3
Business Electives (from BUS or OAD).....	12
Electives** .....	3
<b>Technical Concentration &amp; Elective Courses Credit Hours .....</b>	<b>42</b>

**Total Credit Hours in the Associate in Applied Science – General Business ..... 67**

\*Refer to pages 91, 92 & 93 for general education electives

\*\*Electives may come from any area

## GENERAL BUSINESS – Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra.....	3
SPH 106	Fundamentals of Oral Communications.....	3
ORI 105	Orientation and Student Success.....	3

**Total General Education Credit Hours ..... 15**

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
BUS 150	Business Math.....	3
BUS 215	Business Communication.....	3
BUS 241	Principles of Accounting I.....	3
BUS 263	The Legal and Social Environment of Business.....	3
ECO 232	Principles of Microeconomics.....	3
OAD 101	Beginning Keyboarding.....	3
Business Electives (from BUS or OAD).....		3
<b>Technical Concentration &amp; Elective Courses Credit Hours.....</b>		<b>21</b>

**Total Credit Hours in the Certificate – General Business ..... 36**

## GENERAL BUSINESS – Short Certificate

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
BUS 150	Business Math .....	3
BUS 215	Business Communication .....	3
BUS 241	Principles of Accounting I .....	3
BUS 263	The Legal and Social Environment of Business .....	3
<b>Total Credit Hours in the Short-term Certificate – General Business.....</b>		<b>12</b>

## HEATING & AIR CONDITIONING – Short Certificate – Currently Inactive

<b>TECHNICAL CONCENTRATION</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 150	Basic Sheet Metal Processes .....	6
ILT 117	Principles of Construction Wiring .....	3
<b>Total Credit Hours in the Short-term Certificate – Heating and Air Conditioning .....</b>		<b>4</b>

**INDUSTRIAL ELECTRONICS TECHNOLOGY – Associate in Applied Science**

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English f Composition I.....	3
MTH 100	Intermediate College Algebra .....	3
	Natural Science/Math Elective .....	3
PHL 206	Ethics & Society .....	3
PSY 200	General Psychology .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours .....24**

<b>INDUSTRIAL ELECTRONICS TECHNOLOGY CORE COURSES</b>		<b>SEMESTER HOURS</b>
ILT 160	DC Fundamentals .....	3
ILT 161	AC Fundamentals .....	3
ILT 162	Solid State Fundamentals.....	3
ILT 163	Digital Fundamentals.....	3

**Total Industrial Electronics Technology Core Credit Hours .....12**

<b>INDUSTRIAL ELECTRONICS/ INSTRUMENTATION COURSES</b>		<b>SEMESTER HOURS</b>
ILT 108	Introduction to Instruments and Process Control.....	3
ILT 117	Principles of Construction Wiring.....	3
ILT 165	Industrial Electronic Controls I.....	<b>3</b>
ILT 166	Motors and Transformers I .....	3
ILT 169	Principles of Hydraulics/Pneumatics (INT 118 or AUT 130) .....	3
ILT 194	Introduction to Programmable Logic Controllers (AUT 114) .....	3
ILT 209	Motor Controls I.....	3
ILT 231	National Electric Code (ILT 118) .....	3
INT 127	Principles of Industrial Pumps and Piping Systems .....	3
WKO 110	NCCER Core .....	3

**Total Technical Concentration Course Credit Hours .....30**

**Total Credit Hours in the Associate in Applied Science - Industrial Electronics Technology .....66**

## INDUSTRIAL ELECTRONICS TECHNOLOGY CERTIFICATE

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra.....	3
SPH 106	Fundamentals of Oral Communication.....	3
ORI 105	Orientation and Student Success.....	3

**Total General Education Credit Hours ..... 15**

<b>INDUSTRIAL ELECTRONICS TECHNOLOGY CORE COURSES</b>		<b>SEMESTER HOURS</b>
ILT 160	DC Fundamentals.....	3
ILT 161	AC Fundamentals.....	3
ILT 162	Solid State Fundamentals.....	3
ILT 163	Digital Electronics.....	3

**Total Industrial Electronics Technology Core Credit Hours ..... 12**

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
AUT 102	Manufacturing Fundamentals.....	3
ILT 108	Introduction to Instruments and Process Control.....	3
ILT 117	Introduction to Construction Wiring.....	3
ILT 148	Automatic Control Systems (ILT 229).....	3
ILT 149	Automatic Control Systems Lab (ILT 230).....	2
ILT 164	Circuit Fabrication I.....	1
ILT 166	Motors and Transformers I.....	3
ILT 194	Introduction to Programmable Logic Controllers (AUT 114).....	3
ILT 209	Motor Controls I.....	3
ILT 239	Certification Preparation.....	3
Electives (From AUT, ILT, and INT prefixes).....		6

**Total Industrial Electronics and Instrumentation Technical Concentration & Elective Credit Hours ..... 33**

**Total General Education, Technical Concentration & Elective Credit Hours ..... 60**

## INDUSTRIAL ELECTRONICS TECHNOLOGY – Short Certificate

### INDUSTRIAL ELECTRONICS and INSTRUMENTATION – Short Certificate

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>	<b>SEMESTER HOURS</b>
AUT 102      Manufacturing Fundamentals .....	3
ILT 108      Introduction to Instruments and Process Controls .....	3
ILT 160      DC Fundamentals .....	3
ILT 161      AC Fundamentals .....	3
ILT 162      Solid State Fundamentals.....	3
ILT 163      Digital Electronics .....	3
ILT 209      Motor Controls I .....	3
ILT 239      Certification Preparation .....	3
Electives (From ILT and INT prefixes) .....	2
 <b>Total Credit Hours in the Short-term Certificate – Industrial Electronics Technology &amp; Instrumentation.....</b>	 <b>26</b>

## **INDUSTRIAL ELECTRONICS TECHNOLOGY – Short Certificate**

### **GENERAL INDUSTRIAL ELECTRONICS – Short Certificate**

<b>TECHNICAL CONCENTRATION</b>	<b>SEMESTER HOURS</b>
ILT 160      DC Fundamentals .....	3
ILT 194      Introduction to Programmable Logic Controllers (AUT 114) .....	3
ILT 218      Industrial Robotics Concepts.....	3
<b>Total Credit Hours in the Short-term Certificate –General Industrial Electronics.....9</b>	

## INDUSTRIAL ELECTRONICS TECHNOLOGY – Short Certificate

### BIOMEDICAL TECHNOLOGY – Short Certificate

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
AUT 136	Principles of Refrigeration (ASC 111) .....	3
ILT 109	Electrical Blueprint Reading I .....	3
ILT 164	Circuit Fabrication I .....	1
ILT 169	Principles of Hydraulics/Pneumatics (INT 118 or AUT 130) .....	3
ILT 203	Biomedical Electronics I.....	3
ILT 204	Biomedical Electronics II.....	3
ILT 239	Certification Preparation.....	3
ILT 281	Special Topics .....	3
ILT 294	Biomedical Electronics Clinical I .....	3
ILT 295	Biomedical Electronics Clinical II .....	3
<b>Total Credit Hours in the Short-term Certificate – Industrial Electronics Technology (Biomedical Technology Option) .....</b>		<b>28</b>

## MACHINE SHOP – Associate in Occupational Technology

<b>GENERAL EDUCATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 131	Applied Writing I.....	3
	History, Social and Behavior Sciences Elective*.....	3
	Humanities & Fine Arts Electives**.....	3
MTH 116	Mathematical Applications.....	3
	Natural Science or Mathematics Elective*.....	3
SPH 106	Fundamentals of Oral Communication.....	3
ORI 105	Orientation and Student Success.....	3

**Total General Education Credit Hours ..... 24**

<b>MAJOR TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
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 (CNC 111).....	2
MSP 112	Basic Computer Numerical Control Turning (CNC 112).....	3
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
MSP 131	Introduction to Metrology.....	2
MSP 132	Grinding Machines.....	3
MSP 142	Advanced Machining Calculation (CNC 142).....	2
MSP 171	Intermediate Blueprint Reading.....	2

**Total Technical Concentration Major Credit Hours ..... 39**

**MINOR TECHNICAL COURSES (Computer Numerical Control – 13 hours required from the list below)**

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

		<b>SEMESTER HOURS</b>
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

**Total Technical Concentration Minor Credit Hours ..... 13**

**Total Credit Hours in the Associate in Occupational Technology –  
Machine Shop Technology..... 76**

\*Refer to pages 91, 92 & 93 for general education electives

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

## MACHINE SHOP – Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 15**

<b>MAJOR TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
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 (CNC 111) .....	2
MSP 112	Basic Computer Numerical Control Turning (CNC 112) .....	3
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
MSP 131	Introduction to Metrology .....	2
MSP 132	Grinding Machines .....	3
MSP 142	Advanced Machining Calculation (CNC 142).....	2
MSP 171	Intermediate Blueprint Reading .....	2

**Total Technical Concentration Major Credit Hours ..... 39**

**MINOR TECHNICAL COURSES (Computer Numerical Control – 6 hours required from the list below)**

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

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

**Total Technical Concentration Minor Credit Hours ..... 6**

**Total Credit Hours in the Certificate – Machine Shop ..... 60**

**MACHINE SHOP – Short Certificate**

**BASIC MACHINE OPERATION – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
MSP 101	Basic Machining Technology .....	5
MSP 102	Intermediate Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 111	Introduction to Computer Numerical Control (CNC 111) .....	2
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
<b>Total Credit Hours in the Short-term Certificate - Basic Machine Operation .....</b>		<b>16</b>

## **MACHINE SHOP – Short Certificate**

### **BASIC MACHINIST – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
MSP 101	Basic Machining Technology .....	5
MSP 102	Intermediate Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 111	Introduction to Computer Numerical Control (CNC 111) .....	2
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
MSP 132	Grinding Machines .....	3
MSP 142	Advanced Machining Calculation (CNC 142) .....	2
MSP 171	Intermediate Blueprint Reading .....	2
<b>Total Credit Hours in the Short-term Certificate - Basic Machinist.....</b>		<b>23</b>

**MACHINE SHOP – Short Certificate**

**CNC OPERATOR – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
CNC 111	Introduction to Computer Numerical Control (MSP111).....	2
CNC 112	Computer Numeric Control Turning (MSP112).....	3
CNC 113	Computer Numeric Control Milling.....	3
CNC 121	Basic Blueprint Reading for Machinists (MSP121).....	2
CNC 142	Applied Geometry for CNC Machine.....	2
CNC 223	Computer Numerical Control Graphics Programming: Milling.....	3
<b>Total Credit Hours in the Short-term Certificate – CNC Operator .....</b>		<b>15</b>

## **MACHINE SHOP – Short Certificate**

### **CNC SPECIALIST - Short Certificate**

<b>TECHNICAL CONCENTRATION</b>	<b>SEMESTER HOURS</b>
CNC 111      Introduction to Computer Numerical Control (MSP111) .....	2
CNC 112      Computer Numeric Control Turning (MSP112) .....	3
CNC 113      Computer Numeric Control Milling .....	3
CNC 121      Basic Blueprint Reading for Machinists (MSP121) .....	2
CNC 142      Applied Geometry for CNC Machine .....	2
CNC 213      Advanced Computer Numerical Control Milling .....	3
CNC 215      Quality Control and Assurance .....	3
CNC 223      Computer Numerical Control Graphics Programming: Milling .....	3
CNC 230      Computer Numerical Control Special Projects .....	3
<b>Total Credit Hours in the Short-term Certificate – CNC Specialists .....</b>	<b>24</b>

## **MACHINE SHOP – Short Certificate**

### **MANUAL LATHE OPERATOR – Short Certificate**

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
MSP 101	Basic Machining Technology .....	5
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
<b>Total Credit Hours in the Short-term Certificate – Manual Lathe Operator .....</b>		<b>12</b>

**MACHINE SHOP – Short Certificate**

**MANUAL MILLING MACHINE OPERATOR – Short Certificate**

<b>TECHNICAL CONCENTRATION</b>		<b>SEMESTER HOURS</b>
MSP 101	Basic Machining Technology .....	5
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2
MSP 104	Basic Machining Calculations .....	2
MSP 107	Milling Machines .....	3
<b>Total Credit Hours in the Short-term Certificate – Manual Milling Machine Operator.....</b>		<b>12</b>

**MACHINE SHOP – Short Certificate**

**TOOL AND DIE – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>	<b>SEMESTER HOURS</b>
CNC/MSP 181 Special Topics in Computerized Numerical Control.....	3
CNC/MSP 215 Quality Control and Assurance .....	3
CNC/MSP 218 Programming and Set-up Electrical Discharge Machine .....	6
CNC/MSP 221 Advanced Blueprint Reading for Machinists .....	3
CNC/MSP 232 Basic Tool and Die .....	4
CNC/MSP 235 Basic Die Construction .....	5
CNC/MSP 281 Special Topics .....	3
<b>Total Credit Hours in the Short-term Certificate Tool and Die .....</b>	<b>27</b>

## MANUFACTURING TECHNOLOGY – Associate in Applied Science

### Automotive Manufacturing Technology

<b>GENERAL EDUCATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
	Natural Science/Mathematics Elective* .....	3
	Humanities and Fine Arts Elective** .....	3
PSY 200	General Psychology .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 24**

<b>MANUFACTURING TECHNOLOGY CORE COURSES</b>		<b>SEMESTER HOURS</b>
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 197	Special Topics (Machining).....	2
ILT 160	DC Fundamentals (AUT 110, INT 101).....	3
ILT 161	AC Fundamentals (AUT 111, INT 103).....	3
MSP 101	Basic Machining Technology .....	5

**Total Manufacturing Technology Core Credit Hours ..... 28**

#### **AUTOMOTIVE MANUFACTURING TECHNOLOGY OPTION**

**(Choose 15 hours from list below)**

**SEMESTER HOURS**

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 136	Principles of Refrigeration (ASC 111) .....	3
AUT 138	Principles of Industrial Mechanics (INT 117).....	3
AUT 154	Metallurgy .....	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 198	Special Topics (Machining).....	3
AUT 206	Quality Technician Fundamentals .....	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 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 273	Injection Mold Processing .....	3
AUT 278	Robotic Programming and Welding (WDT 160) .....	3
AUT 280	Consumable Welding Process .....	3
AUT 282	Consumable Welding Process 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
ILT 163	Digital Fundamentals.....	3
ILT 209	Motor Controls I .....	3

**Total Automotive Manufacturing Technology Option Credit Hours..... 15**

**Total Credit Hours in the Associate in Applied Science - Manufacturing Technology (Automotive Manufacturing Technology Option)..... 67**

\*Refer to pages 91, 92 & 93 for general education electives

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

## MANUFACTURING TECHNOLOGY – Associate in Applied Science

### Industrial Maintenance Option

GENERAL EDUCATION & ELECTIVE COURSES	SEMESTER HOURS
CIS 146      Microcomputer Applications.....	3
ENG 101      English Composition I .....	3
MTH 100      Intermediate College Algebra .....	3
Math/Science Elective* .....	3
Humanities and Fine Arts Elective** .....	3
PSY 200      General Psychology .....	3
SPH 106      Fundamentals of Oral Communication .....	3
ORI 105      Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 24**

MANUFACTURING TECHNOLOGY TECHNICAL CORE COURSES	SEMESTER HOURS
AUT 130      Fundamentals of Industrial Hydraulics and Pneumatics (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
AUT 197      Special Topics (Machining) .....	2
ILT 160      DC Fundamentals (AUT 110, INT 101) .....	3
ILT 161      AC Fundamentals (AUT 111, INT 103) .....	3
MSP 101      Basic Machining Technology .....	5

**Total Manufacturing Technology Core Credit Hours ..... 28**

INDUSTRIAL MAINTENANCE OPTION COURSES	SEMESTER HOURS
AUT 136      Principles of Refrigeration (ASC 111) .....	3
AUT 138      Principles of Industrial Mechanics (INT 117) .....	3
AUT 219      PLC Application .....	3
AUT 230      Preventive and Predictive Maintenance (INT 126) .....	3
AUT 250      Introduction to Process Control (ILT 108, INT 105) .....	3
ILT 166      Motor and Transformers I .....	3
WDT 108      SMAW Fillet/OFC .....	3
WDT 122      SMAW Fillet/OFC Lab .....	3

**Total Industrial Maintenance Option Credit Hours ..... 24**

**Total Credit in the Associate in Applied Science – Manufacturing Technology (Industrial Maintenance Option) ..... 76**

\*Refer to pages 91, 92 & 93 for general education electives

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

## MANUFACTURING TECHNOLOGY – Certificate

### AUTOMOTIVE MANUFACTURING - Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 12**

<b>MANUFACTURING TECHNOLOGY CORE COURSES</b>		<b>SEMESTER HOURS</b>
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 111, INT 103) .....	3

**Total Manufacturing Technology Core Credit Hours ..... 18**

<b>AUTOMOTIVE MANUFACTURING TECHNOLOGY COURSES</b>		<b>SEMESTER HOURS</b>
<b>(Choose 12 hours from the list below)</b>		
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 136	Principles of Refrigeration (ASC 111) .....	3
AUT 138	Principles of Industrial Mechanics (INT 117).....	3
AUT 154	Metallurgy .....	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 198	Special Topics (Machining) .....	3
AUT 206	Quality Technician Fundamentals .....	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 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 273	Injection Mold Processing .....	3
AUT 278	Robotic Programming and Welding (WDT 160) .....	3
AUT 280	Consumable Welding Process .....	3
AUT 282	Consumable Welding Process 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
ILT 163	Digital Fundamentals.....	3
ILT 209	Motor Controls I .....	3

**Total Automotive Manufacturing Technology Option Credit Hours ..... 12**

**Total Credit Hours in the Certificate - Manufacturing  
Technology (Automotive Manufacturing Technology Option)..... 45**

## MANUFACTURING TECHNOLOGY – Certificate

### INDUSTRIAL MAINTENANCE - Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3
<b>Total General Education Credit Hours .....</b>		<b>15</b>

<b>MANUFACTURING TECHNOLOGY CORE COURSES</b>		<b>SEMESTER HOURS</b>
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 111, INT 103) .....	3
<b>Total Manufacturing Technology Core Credit Hours .....</b>		<b>18</b>

<b>INDUSTRIAL MAINTENANCE OPTION COURSES</b>		<b>SEMESTER HOURS</b>
AUT 138	Principles of Industrial Mechanics (INT 117).....	3
AUT 230	Preventive and Predictive Maintenance (INT 126) .....	3
AUT 250	Introduction to Process Control (ILT 108, INT 105).....	3
ILT 166	Motor and Transformers I .....	3
WDT 108	SMAW Fillet/OFC.....	3
WDT 122	SMAW Fillet/OFC Lab .....	3
<b>Total Industrial Maintenance Option Credit Hours .....</b>		<b>18</b>

<b>Total Credit Hours in the Certificate - Manufacturing Technology (Industrial Maintenance Option) .....</b>		<b>51</b>
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## MANUFACTURING TECHNOLOGY – Short Certificate

### INDUSTRIAL MAINTENANCE – Short Certificate

TECHNICAL CONCENTRATION COURSES		SEMESTER HOURS
AUT138	Principles of Industrial Mechanics (INT117).....	3
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
WDT 108	SMAW Fillet/OFC.....	3
WDT 122	SMAW Fillet/OFC Lab .....	3
<b>Total Credit Hours in the Short-Term Certificate – Manufacturing Technology (Industrial Maintenance Option) .....</b>		<b>21</b>

## MANUFACTURING TECHNOLOGY – Short Certificate

### MANUFACTURING TECHNOLOGY – Short Certificate

TECHNICAL CONCENTRATION COURSES		SEMESTER HOURS
AUT 104	Blueprint Reading for Manufacturing (DDT 114, MSP 121) .....	3
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 118	Introduction to Engineering Technology.....	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
<b>Total Credit Hours in the Short Term Certificate - Manufacturing Technology (Manufacturing Technology Option).....</b>		<b>18</b>

## **MANUFACTURING TECHNOLOGY – Short Certificate**

### **AUTOMOTIVE MANUFACTURING TECHNOLOGY – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>	<b>SEMESTER HOURS</b>
AUT 110 or ILT 160 DC Fundamentals .....	3
AUT 114 or ILT 194 Intro to Programmable Logic Controllers.....	3
AUT 116 or ILT 218 Introduction to Robotics .....	3
<b>Total Credit Hours in the Short-Term Certificate – Manufacturing .....</b>	<b>9</b>

**MANUFACTURING TECHNOLOGY – Short Certificate**

**ROBOTICS AND PLC TECHNOLOGY – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
AUT 114	Introduction to Programmable Logic Controllers (ILT 194, INT 184) .....	3
AUT 116	Introduction to Robotics .....	3
AUT 251	Introduction to Servo Control .....	3
AUT 212	Robot Operation and Programming .....	3
AUT 219	PLC Applications .....	3
AUT 232	Sensors Technology and Applications (ILT 165) .....	3
AUT 278	Robotic Programming and Welding (WDT 160) .....	3
<b>Total Credit Hours in the Short Term Certificate - Manufacturing Technology (Robotics and PLC) .....</b>		<b>21</b>

## OFFICE ADMINISTRATION – Associate in Applied Science

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

<b>GENERAL EDUCATION &amp; ELECTIVE COURSES</b>	<b>SEMESTER HOURS</b>
CIS 146      Microcomputer Applications.....	3
ENG 101      English Composition I .....	3
MTH 100      Intermediate College Algebra .....	3
SPH 106      Fundamentals of Oral Communication .....	3
ORI 105      Orientation and Student Success .....	3
History, Social and Behavior Sciences Elective* .....	3
Humanities & Fine Arts Elective* .....	3
Natural Science Elective* .....	4
<b>Total General Education Credit Hours .....</b>	<b>25</b>

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>	<b>SEMESTER HOURS</b>
BUS 150      Business Math .....	3
BUS 241      Principles of Accounting I .....	3
OAD 101      Beginning Keyboarding.....	3
OAD 103      Intermediate Keyboarding .....	3
OAD 125      Word Processing.....	3
OAD 131      Business English.....	3
OAD 138      Records/Information Management .....	3
OAD 243      Spreadsheet Applications.....	3
Business Electives (From BUS, OAD, or HIT prefix) .....	12

**Technical Concentration & Elective Courses Credit Hours ..... 36**

**Total Credit Hours in the Associate in Applied Science - Office Administration ..... 61**

\*Refer to pages 91, 92 & 93 for general education electives

## OFFICE ADMINISTRATION - Certificate

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

<b>GENERAL EDUCATION COURSES</b>	<b>SEMESTER HOURS</b>
CIS 146      Microcomputer Applications.....	3
ENG 101      English Composition I .....	3
MTH 100      Intermediate College Algebra .....	3
SPH 106      Fundamentals of Oral Communication .....	3
ORI 105      Orientation and Student Success .....	3
<b>Total General Education Credit Hours .....</b>	<b>15</b>

<b>TECHNICAL CONCENTRATION &amp; ELECTIVE COURSES</b>	<b>SEMESTER HOURS</b>
BUS 150      Business Math .....	3
BUS 241      Principles of Accounting I .....	3
OAD 101      Beginning Keyboarding.....	3
OAD 103      Intermediate Keyboarding .....	3
OAD 125      Word Processing.....	3
OAD 131      Business English.....	3
OAD 138      Records/Information Management .....	3
OAD 243      Spreadsheet Applications.....	3
Business Electives (From BUS, OAD, or HIT prefix) .....	9

**Technical Concentration & Elective Courses Credit Hours ..... 33**

**Total Credit Hours in the Certificate – Office Administration ..... 48**

## OFFICE ADMINISTRATION – Short Certificate

### GENERAL OFFICE ADMINISTRATION – Short Certificate

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

TECHNICAL CONCENTRATION COURSES		SEMESTER HOURS
BUS 150	Business Math .....	3
CIS 146	Microcomputer Applications.....	3
OAD 101	Beginning Keyboarding.....	3
OAD 131	Business English.....	3
<b>Total Credit Hours in the Short Certificate – Office Administration .....</b>		<b>12</b>

**OFFICE ADMINISTRATION –Short Certificate**

**HEALTH INFORMATION TECHNOLOGY – Short Certificate**

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

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
BUS 215	Business Communication .....	3
BUS 241	Principles of Accounting I .....	3
HIT 254	Organizational Improvement .....	3
HIT 296	Professional Practices Simulations (Internship) .....	3
OAD 101	Beginning Keyboarding.....	3
OAD 211	Medical Terminology.....	3
OAD 215	Health Information Management .....	3
OAD 216	Advanced Health Information Management .....	3
OAD 243	Spreadsheet Applications.....	3
<b>Technical Concentration Credit Hours.....</b>		<b>27</b>
<b>Total Credit Hours in the Office Administration Short Certificate – Health Information Technology .....</b>		<b>27</b>

**OFFICE ADMINISTRATION Short Certificate**

**BUSINESS COMMUNICATIONS – Short Certificate**

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

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
OAD 101	Beginning Keyboarding.....	3
OAD 125	Word Processing.....	3
OAD 131	Business English.....	3
OAD 246	Office Graphics and Presentation .....	3
<b>Technical Concentration Credit Hours.....</b>		<b>12</b>
<b>Total Credit Hours in the Office Administration Short Certificate – Business Communications.....</b>		<b>12</b>

## OFFICE ADMINISTRATION – Short Certificate

### MICROSOFT OFFICE – Short Certificate

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

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
OAD 101	Beginning Keyboarding.....	3
OAD 125	Word Processing.....	3
OAD 243	Spreadsheet Applications.....	3
OAD 244	Database Applications.....	3
OAD 246	Office Graphics and Presentation .....	3

**Total Credit Hours in the**

**Office Administration Short Certificate – Microsoft Office ..... 15**

## WELDING – Associate in Occupational Technology

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 131	Applied Writing I.....	3
	History, Social and Behavioral Science Elective* .....	3
	Humanities and Fine Arts Elective** .....	3
MTH 116	Mathematical Applications .....	3
	Natural Science Elective* .....	3
SPH 106	Fundamentals of Oral Communication .....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 24**

<b>TECHNICAL MAJOR CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>	<b>CONTACT HOURS</b>
WDT 108	SMAW Fillet/OFC.....	3	4
WDT 109	SMAW Fillet PAC/CAC .....	3	4
WDT 110	Industrial Blueprint Reading.....	3	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory.....	3	4
WDT 120	Shielded Metal Arc Welding Groove .....	3	4
WDT 122	SMAW Fillet/ OFC Lab .....	3	6
WDT 123	SMAW Fillet PAC/CAC Lab.....	3	6
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab .....	3	6
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3	6
WKO 110	NCCER Core .....	3	4
WDT Electives (Choose from below)	.....	<b>6</b>	
	WDT 115/155 GTAW Carbon Pipe/Lab <b>OR</b> .....	6	10
	WDT 217/257 SMAW Carbon Pipe/Lab <b>OR</b> .....	6	10
	WDT 228/268 GAS Tungsten Arc Welding/Lab .....	6	10
	WDT 182 Special Topics.....	3	6

**Total Technical Concentration Major Credit Hours ..... 36**

<b>TECHNICAL MINOR CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>
MSP 101	Basic Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
MSP 107	Milling Machines .....	3
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2

**Total Technical Concentration Minor Credit Hours ..... 15**

**Total Credit Hours in the Associate in Occupational Technology – Welding ..... 75**

\*Refer to pages 91, 92 & 93 for general education electives

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

## WELDING – Certificate

<b>GENERAL EDUCATION COURSES</b>		<b>SEMESTER HOURS</b>
CIS 146	Microcomputer Applications.....	3
ENG 131	Applied Writing I.....	3
MTH 116	Mathematical Applications .....	3
SPH 106	Fundamentals of Oral communication.....	3
ORI 105	Orientation and Student Success .....	3

**Total General Education Credit Hours ..... 15**

<b>TECHNICAL MAJOR CONCENTRATION &amp; ELECTIVE COURSES</b>		<b>SEMESTER HOURS</b>	<b>CONTACT HOURS</b>
WDT 108	SMAW Fillet/OFC.....	3	4
WDT 109	SMAW Fillet PAC/CAC .....	3	4
WDT 110	Industrial Blueprint Reading.....	3	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory.....	3	4
WDT 120	Shielded Metal Arc Welding Groove .....	3	4
WDT 122	SMAW Fillet/ OFC Lab .....	3	6
WDT 123	SMAW Fillet PAC/CAC Lab.....	3	6
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab .....	3	6
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3	6
WDT Electives (Choose from below) .....		6	
	WDT 115/155 GTAW Carbon Pipe/Lab <b>OR</b> .....	6	10
	WDT 217/257 SMAW Carbon Pipe/Lab <b>OR</b> .....	6	10
	WDT 228/268 GAS Tungsten Arc Welding/Lab .....	6	10

**Total Technical Concentration Major Credit Hours ..... 33**

**Technical Minor Courses (Machine Shop)**

MSP 101	Basic Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 107	Milling Machines .....	3
MSP 121	Basic Blueprint Reading for Machinists (CNC121).....	2

**Total Technical Concentration Minor Credit Hours ..... 12**

**Total General Education, Technical Concentrations & Elective Courses Credit Hours ..... 60**

**WELDING - Short Certificate**

**BASIC WELDING – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>	<b>CONTACT HOURS</b>
WDT 110	Industrial Blueprint Reading.....	3	3
WDT 108	SMAW Fillet/OFC.....	3	4
WDT 122	SMAW Fillet/OFC Lab .....	3	6
WDT 109	SMAW Fillet/PAC/CAC.....	3	4
WDT 123	SMAW Fillet PAC/CAC Lab.....	3	6
<b>Total Credit Hours in the Short Certificate - Basic Welding.....</b>		<b>15</b>	

**WELDING - Short Certificate**

**ADVANCED WELDING – Short Certificate**

<b>TECHNICAL CONCENTRATION COURSES</b>		<b>SEMESTER HOURS</b>	<b>CONTACT HOURS</b>
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory.....	3	4
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab .....	3	6
WDT 120	Shielded Metal Arc Welding Groove .....	3	4
WDT 125	Shielded Metal Arc Welding Groove Lab .....	3	6
<b>Total Credit Hours in the Short Certificate -Advanced Welding .....</b>		<b>12</b>	

# NURSING PROGRAM

## **APPROVAL AND ACCREDITATION**

Central Alabama Community College's associate degree nursing program is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, [404-975-5000](tel:404-975-5000), [www.acenursing.org](http://www.acenursing.org)) and approved by the Alabama Board of Nursing. The practical nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical sites are approved/accredited by an appropriate organization.

## **DEGREE AND LICENSURE**

The Division of Nursing and Allied Health offers two programs of study in nursing: an associate degree nursing program (ADN) and practical nursing program (PN). 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 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.

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.

- I. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing 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:

**a. Sensory Perception**

**1. Visual**

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

**2. Auditory**

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

**3. Tactile**

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

**4. Olfactory**

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

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

9. Function with hands free for nursing care and transporting items
  10. Transport self and client without the use of electrical devices
  11. Flex, abduct, and rotate all joints freely
  12. Respond rapidly to emergency situations
  13. Maneuver in small areas
  14. Perform daily care functions for the client
  15. Coordinate fine and gross motor hand movements to provide safe effective nursing care
  16. Calibrate/use equipment
  17. Execute movement required to provide nursing care in all health care settings (Note: too much space prior to the word settings)
  18. Perform CPR and physical assessment
  19. Operate a computer
- e. Professional Behavior
1. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
  2. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  3. Handle multiple tasks concurrently
  4. Perform safe, effective nursing care for clients in a caring context
  5. Understand and follow the policies and procedures of the College and clinical agencies
  6. Understand the consequences of violating the student code of conduct
  7. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  8. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
  9. Not to pose a threat to self or others

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

Upon admission, an individual who discloses a disability 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. The ADA Coordinator for the Alexander City campus is Tiffanie Character, who may be reached at 256/215-4269, and the ADA Coordinator for the Childersburg campus and the Talladega Center is the Associate Dean of Students, Glenda Bland who may be reached at 256/378-2004.

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

- IV. Maintain current health insurance and current nursing student liability insurance.
- V. Submit completed medical forms, with required immunizations including Hepatitis B, by the required date.
- VI. Abide by the policies, procedures, regulations, and guidelines set forth by the College, Division of Nursing and Allied Health, and affiliated clinical agencies.
- VII. 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.**
- VIII. During clinical experiences in the affiliated health care agencies, students must abide by the same policies, procedures, regulations, and guidelines as employees of those agencies. These policies, procedures, regulations, and guidelines are in addition to those of Central Alabama Community College and the Division of Nursing and Allied Health. Students are responsible for providing their own transportation to clinical agencies.
- IX. Maintain current certification in cardiopulmonary resuscitation at the health care provider level. Students are responsible for obtaining and maintaining CPR certification at the health care provider level. Certification must be current and verified by the presentation of a CPR card. **Online CPR certifications are not accepted.**
- X. Abide by the regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain and safeguard the privacy, security, and confidentiality of protected health information. Students violating HIPPA will be subject to dismissal from the program.
- XI. Refrain from conduct that violates the Administrative Code of the Alabama Board of Nursing. Students should refer to the Alabama Board of Nursing website [www.abn.state.al.us](http://www.abn.state.al.us) for “Grounds for Denial of a License”. Failure to comply with the Administrative Code of the Alabama Board of Nursing may constitute grounds for dismissal from the nursing program with a grade of “F” for any nursing course(s) in which the student is enrolled at the time of the noncompliance regardless of one’s academic standing. The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure. The review includes nine regulation questions on the application for licensure:
  - a. “Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a pleas of nolo contendere or no contest to, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect of a criminal offense other than a minor moving traffic violation?”

- b. "In the past five years have you abused alcohol, drugs (whether legal or illegal, prescribed or authorized) and or other chemical substances or been treated for or recommended for treatment for dependency to alcohol, drugs or other chemical substances? "
  - c. "Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?"
  - d. "In the past five years have you had or do you now have a physical or mental health problem that may impair your ability to provide safe nursing care?"
  - e. "Has any licensing authority disciplined your nursing and/or occupational license, certification, registration or approval?"
  - f. "Are you currently under investigation?"
  - g. "Is disciplinary action pending against you?"
  - h. "Have you ever been placed on a state and/or federal abuse registry?"
  - i. "Has any branch of the armed services ever administratively discharged you with any characterization other than "honorable" or have you ever been court martialled?"  
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.
- XII.** Students enrolled in the nursing programs will be required to purchase selected standardized testing and resources which are utilized throughout the nursing program. Certain dress code requirements: These requirements will be explained to students upon entry into the program.
- XIII.** Comply with all progression requirements in order to graduate from the respective program.
- XIV.** 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.
- XV.** **Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program. Orientation is typically held one to two weeks prior to the beginning of each term.**
- XVI.** **Students enrolled in the nursing program must have access to a computer in order to access Moodle, the College's learning platform.**

## **FACILITIES**

The nursing programs are housed in the Jim Preuitt Nursing and Allied Health Building on the Childersburg Campus. Instructional facilities include a large lecture hall, a conference room, one classroom, a nursing skills laboratory, a nursing simulation lab, and a computer lab. The PN program is also offered on the Alexander City campus. A classroom, 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, the Division of Nursing and Allied Health utilizes the following health care settings for clinical: \*Coosa Valley Medical Center, Sylacauga; \*Sylacauga Health and Rehabilitation, Sylacauga; Citizens Baptist Medical Center, Talladega; Hill Crest Hospital, Birmingham; Trinity Medical Center, Birmingham; \*Russell Medical Center, Alexander City; \*Bill Nichols State Veteran's Home, Alexander City; Shelby Baptist Medical Center, Alabaster; Northeast Alabama Regional Medical Center, Anniston; various school systems, and other facilities used to provide preceptorship. (\*Clinical sites are 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 who wish to major in nursing should first complete the application and admission procedures required by the College, take the TEAS V test, and then contact an academic advisor to develop a plan to meet the admission requirements for the nursing program. Information regarding the TEAS V test is located on the College's website ([www.cacc.edu](http://www.cacc.edu)) in the menu on the left under Testing Center.

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 a nursing program. Prior credit for general education courses does not shorten the length of the nursing curriculum due to the required sequencing of nursing courses.

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

Applicants are admitted to the Associate Degree nursing program annually in the fall on the Childersburg Campus. Applicants are admitted to the Practical Nursing program in the fall on the Alex City Campus and in the summer on the Childersburg Campus, with an option of attendance on either the Alex City or Childersburg campus. LPN to 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. Applicants should consult an academic advisor well ahead of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

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

***Requirements for Application to the Nursing Program***

**[\(CLICK HERE FOR ADDENDUM TO NURSING ADMISSION POLICY STARTING FALL 2016\)](#)**

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 below. Admission to the College does not imply admission to the nursing program. A complete admission file must include:

- I. Application for admission to Central Alabama.
- II. Appropriate Application for admission to the nursing program.
- III. Official high school transcript or GED certificate. If an applicant has a GED certificate, the applicant must also submit his/her official high school transcript.
- IV. Official transcripts from all colleges attended.
- V. Official TEAS V scores within the past three years.
- VI. Verification of CPR certification at the health care provider level.
- VII. Additional documents as needed to meet minimal requirements below.

***Minimum admission requirements for the Associate Degree Nursing program include:***

- I. Unconditional admission to the College.
- II. Receipt of completed application for the Associate Degree Nursing program; deadline April 1st, or first official College work day, thereafter for deadlines falling on weekend or College recognized holiday.

- III. 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.
- IV. 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.*
- V. Eligibility for:
  - a. ENG 101 and MTH 100 and
  - b. BIO 201 during the first term of nursing courses as determined by college policy.
- VI. Good standing with the College.
- VII. Meeting the essential functions required for nursing.
- VIII. Official TEAS V score within the past three years.

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

**Calculation of Points for Applicants (ADN) Meeting Minimum Admission Standards:**

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

- I. Score from official TEAS V test (total percent correct, as shown on test score summary, maximum points 100)  
*The TEAS V test must have been taken within the past 3 years for consideration. A student may repeat the TEAS V once during any semester admission time frame. The student must wait at least 6 weeks between taking each exam. The official TEAS V score must be submitted prior to the application deadline for consideration.*
- II. 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);

**Points for Grades in Selected College Courses – Maximum points 90**

	A	B	C
BIO 201	30	20	10
BIO 202	30	20	10
BIO 220	30	20	10

OR

**Points for Grades in Selected High School Courses – Maximum points 90**

	A	B	C
Highest Level Biology (includes A&P)	30	20	10
Algebra II or higher level math	30	20	10
Chemistry	30	20	10

- III. Additional points (Maximum 11)** Students may be awarded up to 11 points as determined by the College policy and procedures. Points will be awarded as follows:
- If the student has completed all required general education courses at Central Alabama Community College in the curriculum prior to application to the program, 11 points will be awarded.
  - If the student has completed all required general education courses at Central Alabama Community College in the first and second semesters of the curriculum (English, Math, Anatomy and Physiology I & II with appropriate grades) prior to application to the program, 5 points will be awarded.

**A total of 201 points are possible with these selection criteria.**

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

- Unconditional admission to the College.
- Receipt of completed application for the Practical Nursing Program; deadline February 1<sup>st</sup> for summer admission on the Childersburg campus and April 1<sup>st</sup> for fall admission on the Alexander City campus or first official College work day, thereafter for deadlines falling on weekend or College recognized holiday.
- 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).
- Eligibility for ENG 101, BIO 201, and MTH 116 as determined by college policy.
- Good standing with the College.
- Meeting the essential functions required for nursing.
- Official TEAS V score within the past three years.

**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 Nursing Program Applicants (PN) Meeting Minimum Admission Standards:**  
 After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

- I. Score from official TEAS V test (total percent correct, as shown on test score summary, maximum points 100)  
***The TEAS V test must have been taken within the past 3 years for consideration. A student may repeat the TEAS V once during any semester admission time frame. The student must wait at least 6 weeks between taking each exam. The official TEAS V score must be submitted prior to the application deadline for consideration.***

**II. Points for Grades in Selected College Courses–Maximum points 60**

	A	B	C
ENG 101	30	20	10
MTH 116 or higher	30	20	10

OR

**Points for Grades in selected High School Courses–Maximum 60 points**

	A	B	C
Highest Level Biology (includes A&P)	30	20	10
Algebra II or higher level math	30	20	10

- III. **Additional points (Maximum 11)** Students may be awarded up to 11 points as determined by the College policy and procedures. Points will be awarded as follows:
  - a. If the student has completed all required general education courses at Central Alabama Community College in the curriculum prior to application to the program, 11 points will be awarded.
  - b. If the student has completed all required general education courses) at Central Alabama Community College in the first semester of the curriculum Math, Anatomy and Physiology I with appropriate grades) prior to application to the program, 5 points will be awarded.

**A total of 171 points are possible with these selection criteria.**

**Selection and Notification**

- I. 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.
- II. Applicants who have met all admission requirements and completed the admission procedure by the deadlines are eligible to be considered for admission. **Documents received after the deadline will not be accepted.**

- III. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted.
- IV. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline, if the application is received early enough to provide such notification
- V. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
- VI. Applicants who do not respond as prescribed above will forfeit their place in the class and will have to request admission for the next class if they desire to be admitted. All vacancies in a new class will be filled by qualified applicants who have met the admission requirements. Individuals admitted/reinstated that do not attend the semester for which they are admitted/reinstated will have to reapply for admission/reinstatement in order to be considered for the next admission/reinstatement semester. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.
- VII. Upon admission and by the dates specified by the Division of Nursing and Allied Health, students must:
  - a. Submit a change of major to Student Services Pay required annual premiums for nursing student liability insurance.
  - b. Submit annual medical examination forms, which evidence a satisfactory level of health, including freedom from chemical dependency. Agreements with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients. **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.**
  - c. 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.
  - d. Pay required fees for standardized testing and resources. .
- VIII. Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program.

**All nursing applications should be renewed annually. If the student is not accepted for the semester/term 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.**

### **PROGRESSION POLICY**

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

- I. Achieve a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at Central Alabama Community College.
- II. 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 Associate Dean of Health Science.
- III. Be acceptable by clinical agencies for clinical experiences.
- IV. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- V. Maintain current CPR at the health care provider level. Online CPR is not acceptable.
- VI. A student that has an unsuccessful attempt in a nursing course ("W", "D", or "F") cannot progress until the course is completed successfully. If eligible for reinstatement, the student can apply for reinstatement.
- VII. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.

### **REINSTATEMENT POLICY**

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

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

- I. Space unavailability;
- II. Failure to meet the Criteria for Reinstatement

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

***Criteria for Reinstatement:***

- I. Students who experience non- progression through the nursing program and who desire reinstatement in the program, must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
- II. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations of clinical spaces. All nursing program admission standards must be met.
- III. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission 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 acceptable 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 CPR at the health care provider level. Online CPR is not acceptable.
- X. 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 and Allied Health to discuss eligibility for reinstatement.
- II. Students must apply for reinstatement to the nursing program within one year from the term of non-progression by submitting the Nursing Program Reinstatement Application. The deadline for submitting the Nursing Program Reinstatement Application for the fall semester is June 1<sup>st</sup>, spring semester is October 1<sup>st</sup>, and summer term is March 1<sup>st</sup>.
- III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.
- IV. Update applicable Nursing Program Requirements including health forms and drug and background screening.

## 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 Division of Nursing and Allied Health to ensure content consistency.

Individuals wishing to transfer must:

- I. meet minimum admission standards for the nursing program. The deadline for submitting the Nursing Program Transfer Application for the fall semester is June 1<sup>st</sup>, spring semester is October 1<sup>st</sup>, and summer term is March 1<sup>st</sup>.
- II. possess a grade of “C” or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.
- III. be a student in good standing and eligible to return to the previous nursing program. The Dean/Director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.
- IV. comply with all program policy requirements at accepting institution.
- V. complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.
- VI. meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transfer students into the 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 nursing. . Four-year colleges and universities determine which credits will be transferred from two-year programs. Academic Advisors are available to assist students who plan to continue their education after graduation. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

## 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 utilizing a variety of methods of evaluation including, but not limited to, examinations, clinical performance evaluations, assignments, and standardized assessments/achievement examinations,

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

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

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

A	90- 100
B	80 - 89
C	75 - 79
D	60 - 74
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 agencies 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 agencies. A student who rides with another to the assigned clinical agencies is to provide his/her own liability insurance.

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

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

Students have a responsibility to provide care to all the patients assigned to them, including AIDS patients. Refusal to care for any patient will subject the student to dismissal from the program. However, neither Central Alabama Community College nor any member of the Division of Nursing 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 NURSING DEGREE - RN

The Associate Degree Nursing Program supports the mission of the College. Graduates of the associate degree program may be eligible to take the National Council Licensure Examination for Registered Nurses. After successful completion of the associate degree nursing program and the licensure examination, the graduate is prepared for entry-level employment in a variety of health care settings. The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, [404-975-5000](tel:404-975-5000), [www.acenursing.org](http://www.acenursing.org)) and approved by the Alabama Board of Nursing. The agencies used for clinical experiences are approved/ accredited by an appropriate organization.

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

<b>ACCS One Plus One Curriculum</b>	<b>SEMESTER HOURS</b>
Required ADN Courses .....	39
Required General Education Courses.....	30
 <b>FIRST TERM</b>	
BIO 201      Human Anatomy and Physiology I .....	4
MTH 100*    Intermediate College Algebra* or higher level .....	3
NUR 112      Fundamental Concepts of Nursing .....	7
PSY 200      General Psychology .....	3
 <b>SECOND TERM</b>	
BIO 202      Human Anatomy and Physiology II .....	4
ENG 101      English Composition I .....	3
NUR 113      Nursing Concepts I.....	8
PSY 210      Human Growth and Development .....	3
 <b>THIRD TERM</b>	
NUR 114      Nursing Concepts II.....	8
NUR 115      Evidenced Based Clinical Reasoning.....	2
SPH 106      Fundamentals of Oral Communication <b>OR</b>	
SPH 107      Fundamentals of Public Speaking .....	3
 <b>FOURTH TERM</b>	
NUR 211      Advanced Nursing Concepts.....	7
BIO 220      General Microbiology.....	4
 <b>FIFTH TERM</b>	
Humanities & Fine Arts Elective ** (Ethics (PHL 206) Preferred).....	3
NUR 221      Advanced Evidenced Based Clinical Reasoning.....	7

**Total Credit Hours in the Associate in Applied Science –  
Associate Degree Nursing.....69**

- \* MTH 100 is NOT a transferable math course to a four-year institution.
- \*\* Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective

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

**PRACTICAL NURSING - PN**

The Practical Nursing Program supports the mission of the College. Graduates of the program may be eligible to take the National Council Licensure Examination for Practical Nurses. After successful completion of the practical nursing program and the licensure examination, the graduate is prepared for entry-level employment in a variety of health care settings. The PN program is approved by the Alabama Board of Nursing.

Students who successfully complete the first three semesters (48 semester hours) of the ACCS one plus one curriculum will receive a certificate in practical nursing and will be eligible to apply to sit for the licensure examination for practical nurses.

<b>ACCS ONE PLUS ONE CURRICULUM</b>		<b>SEMESTER HOURS</b>
Required PN Course.....		25
Required General Education Courses.....		23
 <b>FIRST TERM</b>		
BIO 201	Human Anatomy and Physiology I .....	4
MTH 100*	Intermediate College Algebra* or higher level .....	3
NUR 112	Fundamental Concepts of Nursing .....	7
PSY 200	General Psychology .....	3
 <b>SECOND TERM</b>		
BIO 202	Human Anatomy and Physiology II .....	4
ENG 101	English Composition I .....	3
NUR 113	Nursing Concepts I.....	8
PSY 210	Human Growth and Development .....	3
 <b>THIRD TERM</b>		
NUR 114	Nursing Concepts II.....	8
NUR 115	Evidenced Based Clinical Reasoning.....	2
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking .....	3
<b>Total Credit Hours in the Certificate – Practical Nursing.....</b>		<b>48</b>

\* MTH 100 is NOT a transferable math course to a four-year institution.

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

## LPN to RN MOBILITY 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 for Registered Nurses.

Once applicants are admitted into NUR 211, the program may be completed in two semesters. 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.

Based upon space available, Licensed Practical Nurses may be admitted to the LPN to RN Mobility Program if all requirements for admission have been met. Students accepted into the mobility program will enter the existing cohort and have class with the generic students. The same policies and procedures will be effective for all nursing students. (Refer to the previous sections on the Nursing Programs).

**NUR 200** is a prerequisite to the program unless the applicant graduated from the Alabama Community College System One Plus One Curriculum within the last two years. Those students requiring NUR 200 will begin in the summer term; all others will begin in the fall term. NUR 200 will be offered only if funding and a sufficient number of qualified applicants are available.

### ADMISSION REQUIREMENTS FOR THE LPN TO RN MOBILITY PROGRAM

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

- I. Completion of all the admission requirements delineated for the generic ADN students by October 1, or first official college work day, thereafter for deadlines falling on weekend or College recognized holiday.
- II. Submission of verification of an unencumbered Alabama LPN license (licensure by waiver not accepted) with graduation from an approved PN program.
- III. Completion of the prerequisite courses (BIO 201, BIO 202, ENG 101, MTH 100, PSY 200, PSY 210, SPH 106 or 107) with grades of "C" or better.

Licensed Practical Nurses who meet the criteria for admission can enter the Associate Degree Nursing Program at Central Alabama Community College as a part of the generic program or as part of the LPN to RN Mobility 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.

**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.

**LPN TO RN MOBILITY CURRICULUM COURSES**

**SEMESTER HOURS**

Required Nursing Courses.....	14-19
Required General Education Courses.....	30

**PREREQUISITE COURSES**

BIO 201	Human Anatomy and Physiology I .....	4
BIO 202	Human Anatomy and Physiology II .....	4
ENG 101	English Composition I .....	3
MTH 100*	Intermediate college Algebra or higher level math course.....	3
PSY 200	General Psychology .....	3
PSY 210	Human Growth and Development.....	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking .....	3

**FIRST TERM**

NUR 200**	Nursing Career Mobility Assessment .....	5
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**SECOND TERM**

BIO 220	General Microbiology .....	4
NUR 211	Advanced Nursing Concepts.....	7

**THIRD TERM**

Humanities & Fine Arts Elective *** (Ethics (PHL 206) Preferred).....	3	
NUR 221	Advanced Evidence Based Clinical Reasoning .....	7

**Total Credit Hours in the Associate in Applied Science Associate Degree Nursing (LPN to RN Mobility) .....**

**49**

\* MTH 100 is NOT a transferable math course to a four-year institution.

\*\*NUR 200 is a prerequisite to the program unless the applicant graduated from the Alabama College System one plus one curriculum within the last two years.

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

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

# **COURSE DESCRIPTIONS**

## **COURSE ABBREVIATIONS**

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

<b>ANT</b>	-	<b>Anthropology</b>
<b>ART</b>	-	<b>Art</b>
<b>ASC</b>	-	<b>Heating and Air Conditioning</b>
<b>ASL</b>	-	<b>American Sign Language</b>
<b>AST</b>	-	<b>Astronomy</b>
<b>AUT</b>	-	<b>Automotive Manufacturing Technology</b>
<b>BIO</b>	-	<b>Biology</b>
<b>BUS</b>	-	<b>Business</b>
<b>CHD</b>	-	<b>Child Development</b>
<b>CHM</b>	-	<b>Chemistry</b>
<b>CIS</b>	-	<b>Computer Science</b>
<b>CNC</b>	-	<b>Computerized Numerical Control</b>
<b>COS</b>	-	<b>Cosmetology</b>
<b>CRJ</b>	-	<b>Criminal Justice</b>
<b>DDT</b>	-	<b>Drafting and Design Technology</b>
<b>DNC</b>	-	<b>Dance</b>
<b>ECO</b>	-	<b>Economics</b>
<b>EMS</b>	-	<b>Emergency Medical Technology</b>
<b>ENG</b>	-	<b>English</b>
<b>GEO</b>	-	<b>Geography</b>
<b>HED</b>	-	<b>Health Education</b>
<b>HIS</b>	-	<b>History</b>
<b>HIT</b>	-	<b>Health Information Technology</b>
<b>HUM</b>	-	<b>Humanities</b>
<b>IDS</b>	-	<b>Interdisciplinary Studies</b>
<b>ILT</b>	-	<b>Industrial Electronics Technology</b>
<b>INT</b>	-	<b>Industrial Maintenance Technology</b>
<b>MSP</b>	-	<b>Machine Shop Technology</b>
<b>MTH</b>	-	<b>Mathematics</b>

<b>MUL</b>	-	<b>Music Ensemble</b>
<b>MUS</b>	-	<b>Music</b>
<b>NAS</b>	-	<b>Nursing Assistant</b>
<b>NUR</b>	-	<b>Nursing</b>
<b>OAD</b>	-	<b>Office Administration</b>
<b>ORI</b>	-	<b>Orientation</b>
<b>PED</b>	-	<b>Physical Education</b>
<b>PHL</b>	-	<b>Philosophy</b>
<b>PHS</b>	-	<b>Physical Science</b>
<b>PHY</b>	-	<b>Physics</b>
<b>POL</b>	-	<b>Political Science</b>
<b>PSY</b>	-	<b>Psychology</b>
<b>RDG</b>	-	<b>Reading</b>
<b>REL</b>	-	<b>Religion</b>
<b>SOC</b>	-	<b>Sociology</b>
<b>SPA</b>	-	<b>Spanish</b>
<b>SPH</b>	-	<b>Speech</b>
<b>THR</b>	-	<b>Theater Arts</b>
<b>WDT</b>	-	<b>Welding</b>
<b>WKO</b>	-	<b>Workplace Skills Enhancement</b>

## 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 co-requisite requirements of courses are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The Dean of Instruction or the appropriate Associate Dean must approve any waiver of these requirements.

A complete list of the courses being offered is published each semester/term.

## ANT - ANTHROPOLOGY

### **ANT 200 Introduction to Anthropology: 3 credits**

Prerequisite: None

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: None

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art. Code A

### **ART 113 Drawing I: 3 credits**

Prerequisite: None

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. Code B

### **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: None

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

### **ART 204 Art History II: 3 credits**

Prerequisite: None.

This course covers a study of 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 time period and Chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. Code A

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

Prerequisite: None

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

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: None

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: None

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: None

The 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: None

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 HVACR circuits and circuit components.

**ASC 122 HVACR Electric Circuits: 3 credits**

Prerequisite: None

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: None

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: None

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 student should be able to install and service heat pumps.

**ASC 150 Basic Sheet Metal Processes: 6 credits**

Prerequisite: None

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: None

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.

**ASL – AMERICAN SIGN LANGUAGE****ASL 101 American Sign Language I: 3 credits**

Prerequisite: None

This course is an introduction to American Sign Language. Students will learn the basis of nonverbal communication skills as a foundation for learning American Sign Language. Upon course completion, students should be able to introduce themselves, exchange personal information, talk about one's family activities, give directions, and describe others utilizing sign language. Code C

**ASL 102 American Sign Language II: 3 credits**

Prerequisite: ASL 101

This course is part two of a five part sequence and allows students the opportunity to practice sign language skills. In addition, the course provides students with instruction on how to make requests, talk about family, occupation, and daily routines in sign language. Upon course completion, students

should be able to conduct a basic conversation utilizing sign language. Code C

**ASL 103 American Sign Language III: 3 credits**

Prerequisite: ASL 102

This course is part three of a five part sequence which allows students to continue improving their sign language skills. This course provides students with instruction on locating items in the household, making suggestions and requests. Upon completion, students should be able to conduct an intermediate conversation utilizing sign language. Code C

**ASL 104 American Sign Language IV: 3 credits**

Prerequisite: ASL 103

This course is part four of a five part sequence which allows students the opportunity to practice their sign language skills. This course provides students with instruction on how to exchange personal information in ASL. Upon completion, students should be able to describe and identify items, use non-manual markers, and topic-comment structure. Code

## **AST – ASTRONOMY**

**AST 220 Introduction to Astronomy: 4 credits**

Prerequisite: None

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

## **AUT – AUTOMOTIVE MANUFACTURING TECHNOLOGY**

**AUT 100 Introduction to Automotive Concepts: 3 credits**

Prerequisite: None

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 sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally the electro-mechanical systems and body components of a typical vehicle will be examined.

**AUT 102 Manufacturing Fundamentals: 3 credits**

Prerequisite: None

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/ Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

**AUT 103 Occupational Health and Safety: 2 credits**

Prerequisite: None

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: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

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

Prerequisite: None

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: None

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: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**AUT 111 AC Fundamentals: 3 credits**

Prerequisite: None

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of

circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**AUT 112 Principles of Industrial Electricity: 3 credits**

Prerequisite: None

This course provides instructions in the fundamentals of electricity from electron theory through poly-phase electrical power. Topics include basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of alternating current, poly-phase 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: None

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

**AUT 116 Introduction to Robotics: 3 credits**

Prerequisite: None

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

**AUT 118 Introduction to Engineering Technology: 3 credits**

Prerequisite: None

This course is designed to introduce the student to the basic concepts, terminology, procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculator, basic algebra, triangulation methods, basic geometry, and basic laws of electricity.

**AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics: 3 credits**

Prerequisite: None

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

**AUT 134 Industrial Motors: 3 credits**

Prerequisite: None

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: None

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: None

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**AUT 145 Introduction to Injection Molding: 3 credits**

Prerequisite: None

Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup 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: None

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

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

Prerequisite: None

Co-requisite: 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: None

Co-requisite: 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: None

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, senescing, 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: None

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, datums, 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: None

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 operations 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: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

**AUT 161 Die Maintenance and Repair: 3 credits**

Prerequisite: None/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: None

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

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

Prerequisite: None

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 technique for job specific applications.

**AUT 190 Special Topics (Welding): 1 credit**

Prerequisite: None

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

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

Prerequisite: None

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

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

Prerequisite: None

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

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

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**AUT 194 Special Topics (Electrical/Electronic): 2 credits**

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**AUT 195 Special Topics (Electrical/Electronic): 3 credits**

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**AUT 196 Special Topics (Machining): 1 credit**

Prerequisite: None

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**AUT 197 Special Topics (Machining): 2 credits**

Prerequisite: None

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**AUT 198 Special Topics (Machining): 3 credits**

Prerequisite: None

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**AUT 200 Total Productive Maintenance: 2 credits**

Prerequisite: None

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: None

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: None

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

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

Prerequisite: None

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

**AUT 212 Robot Operation and Programming: 3 credits**

Prerequisite: None

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

**AUT 213 Robotics Project: 3 credits**

Prerequisite: None

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: None

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: None

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

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

Prerequisite: None

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

**AUT 224 Digital Circuits: 3 credits**

Prerequisite: None

This course covers digital logic and digital networks. Topics include introductory concepts, number systems, codes, logic gates, Boolean algebra, combinational 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 Introduction to Networking: 3 credits**

Prerequisite: None

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.

**AUT 226 Introduction to Networking – Lab: 2 credits**

Prerequisite: None

This course provides students the working knowledge of networks by installing a LAN including cables and other hardware, as well as software. Planning and implementation of the network will be documented using current networking standards. This is designed to introduce students to the hands-on procedures for basic network setup.

**AUT 228 Digital Communications Lab: 2 credits**

Prerequisite: None

This course provides experimentation to verify theories of digital communication. Upon completion of this course and Digital Communications, 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: None

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

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

Prerequisite: None

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors.

**AUT 234 Industrial Motor Controls I: 3 credits**

Prerequisite: None

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

**AUT 240 Mechanical and Electrical Maintenance Troubleshooting: 3 credits**

Prerequisite: None

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: None

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 Variable Frequency Drives (VFD) Servo Control: 3 credits**

Prerequisite: None

This course provides an introduction to variable frequency drives (VFD) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The Lab enables students to program, test, and run drives and motors. The removal and replacement of servo drives will also be discussed. Upon completion students will be able to apply principles of VFD and servo drives.

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

Prerequisite: None

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

**AUT 254 CNC Programming: 3 credits**

Prerequisite: None

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup 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: None

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup 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 273 Injection Mold Processing: 3 Credits**

Prerequisite: None

This course is designed to teach student basic injection mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls.

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

Prerequisite: None

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

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

Prerequisite: None

Co-requisite: 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: None

Co-requisite: 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: None

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: None

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: None

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment

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

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

Prerequisite: None

This course is designed 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: None

This course is designed to give students practical, on-the-job experiences 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: None

This course is designed to give students practical, on-the-job experiences 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: None

This course is designed to give students practical, on-the-job experiences 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: None

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: None

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required. Code A

**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 110 Biology of Human Concern: 4 credits**

Prerequisite: None.

This course is designed to give the non-science major an understanding of humans as biological organisms and as members of ecosystems. Emphasis is placed on biological implications of man's activities. Laboratory is required.

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

**BIO 250 Directed Studies in Biology I: 2 credits**

Prerequisite: None

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. Code C

**BIO 251 Directed Studies in Biology II: 2 credits**

Prerequisite: BIO 250

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. Code C

**BUS - BUSINESS**

**BUS 100 Introduction to Business: 3 credits**

Prerequisite: None

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. Code C

**BUS 150 Business Math: 3 credits**

Prerequisite: None

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value. Code C

**BUS 215 Business Communication: 3 credits**

Prerequisite: ENG 101 and/or OAD 131

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Code C

**BUS 241 Principle of Accounting I: 3 credits**

Prerequisite: None

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis. Code B

**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: BUS 241 and BUS 242

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Code B

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

Prerequisite: None

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. Code B

**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: None

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Code B

## CHD – CHILD DEVELOPMENT

### **CHD 100 Introduction of Early Care and Education of Children: 3 credits**

Prerequisite: None

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. **Code C**

### **CHD 204 Methods and materials for Teaching Children: 3 credits**

Prerequisite: None

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. **Code C**

**NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.**

### **CHD 206 Children's Health and Safety: 3 credits**

Prerequisite: None

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

### **CHD 211 Child Development Seminar: 1 credit**

Prerequisite: None

This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development. **Code C**

### **CHD 219 Supervised Practical Experience: 2 credits**

Prerequisite: None

This course provides hands-on, supervised experience 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 childcare setting. **Code C**

## 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 reactions. 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**

Co-requisite: MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Code A

### **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, semi-metals, 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: None

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. Code C

**CIS 115 Presentations Graphics Software Applications: 3 credits**

Prerequisite: None

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. Code C

**CIS 117 Database Management Software Applications: 3 credits**

Prerequisite: None

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Code C

**CIS 130 Intro to Information Systems: 3 credits**

Prerequisite: None

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

**CIS 146 Microcomputer Applications: 3 credits**

Prerequisite: None

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing,

spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. Code B

**CIS 150 Introduction to Computer Logic and Programming: 3 credits**

Prerequisite: None

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

Code C

**CIS 160 Multimedia for the World Wide Web: 3credits**

Prerequisite: None

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Code C

**CIS 161 Introduction to Networking Communications: 3 credits**

Prerequisite: None

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: None

This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and setup, 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: CIS 171

This course is a continuation of DPT171 and includes advanced features of Unix/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/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: None

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and

simple data structures are introduced. Students are expected to write programs as part of this course. Code B

**CIS 192 Advanced Computer Programming Concepts: 3 credits**

Prerequisite: CIS 191

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: None

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications. Code C

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

Prerequisite: None

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: None

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: None

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

**CIS 208 Web Authoring Software: 3 credits**

Prerequisite: None

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance Web sites. Code C

**CIS 209 Advanced Web Development: 3 credits**

Prerequisite: CIS 207

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

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

Prerequisite: None

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 214 Security Analysis: 3 credits**

Prerequisite: None

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Code C

**CIS 213 Advanced Visual Basic Programming: 3 credits**

Prerequisite: CIS 212

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

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

Prerequisite: None

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: CIS 241

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 245 Cyber Defense: 3 credits**

Prerequisite: None

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. Code: C

**CIS 246 Ethical Hacking: 3 credits**

Prerequisite: None

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. Code C

**CIS 251 C++ Programming: 3 credits**

Prerequisite: None

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

**CIS 255 JAVA Programming: 3 credits**

Prerequisite: None

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

**CIS 256 Advanced JAVA: 3 credits**

Prerequisite: CIS 255

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: None

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: Cis 261

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: None

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

**CIS 269 Hardware Support: 3 credits**

Prerequisite: None

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Code C

**CIS 275 Workstation Administration: 3 credits**

Prerequisite: None

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. Code C

**CIS 276 Server Administration: 3 credits**

Prerequisite: None

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 277 Network Services Administration: 3 credits**

Prerequisite: None

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. Code C

**CIS 278 Directory Services Administration: 3 credits**

Prerequisite: None

This course provides a study of planning, implementing, and maintaining a network directory services. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and user environment. Code C

**CIS 279 Network Infrastructure Design: 3 credits**

Prerequisite: None

This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server variability security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. Code C

**CIS 280 Network Security: 3 credits**

Prerequisite: None

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. Code C

**CIS 281 System Analysis and Design: 3 credits**

Prerequisite: CIS 191 or higher

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C

**CIS 282 Computer Forensics: 3 credits**

Prerequisite: None

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification. Code C

**CIS 288 Networking Applications: 3 credits**

Prerequisite: None

This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor. Code C

**CIS 289 Wireless Networking: 3 credits**

Prerequisite: None

The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology. Code C

**CIS 294 Special Topics: 3 credits**

Prerequisite: None

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

**CIT – COSMETOLOGY INSTRUCTOR TRAINING****CIT 211 Teaching and Curriculum Development**

Prerequisite: None

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. **CORE**

**CIT 212 Teacher Mentorship**

Prerequisite: None

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. **CORE**

**CIT 213 Lesson Plan Development**

Prerequisite: None

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills. **CORE**

**CIT 221 Lesson Plan Implementation**

Prerequisite: None

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method. **CORE**

**CIT 222 Audio Visual Materials and Methods**

Prerequisite: None

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use. **CORE**

**CIT 223 Audio Visual Materials and Methods Applications**

Prerequisite: None

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan. **CORE**

## **CNC – COMPUTERIZED NUMERICAL CONTROL**

### **CNC 111 Introduction to Computer Numerical Control: 2 credits**

Prerequisite: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

### **CNC 112 Computer Numeric Control Turning: 3 credits**

Prerequisite: None

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

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

Prerequisite: None

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

### **CNC 115 Basic Math for Computerized Numerical Control: 3 credits**

Prerequisite: None

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: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

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

Prerequisite: None

This course introduces 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: None

This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projection of auxiliary lines to solve two or more right triangles as it relates to CNC programming and precision machining. Upon completion students should be able to analyze and make computations in orderly steps to make and inspect parts.

**CNC 181 Special Topics in Computerized Numerical Control: 3 credits**

Prerequisite: None

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

**CNC 213 Advanced Computer Numerical Control Milling: 3 credits**

Prerequisite: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

**CNC 215 Quality Control and Assurance: 3 credits**

Prerequisite: None

This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.

**CNC 218 Programming and Setup for Electrical Discharge Machining: 6 credits**

Prerequisite: None

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

**CNC 221 Advanced Blueprint Reading for Machinists: 3 credits**

Prerequisite: CNC 121 or MSP 121

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

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

Prerequisite: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion,

students should be able to develop a complete job plan using CAMM software to create a multi-axis CNC program.

**CNC 230 Computer Numerical Control Special Projects: 3 credits**

Prerequisite: None

This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

**CNC 232 Basic Tool & Die: 4 credits**

Prerequisite: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

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

Prerequisite: None

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

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

Prerequisite: None

These courses provided 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: None

Co-requisite: COS 112

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

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

Prerequisite: None

Co-requisite: COS 111

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for

various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

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

Prerequisite: None

Co-requisite: COS 114

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

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

Prerequisite: None

Co-requisite: COS 113

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

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

Prerequisite: None

Co-requisite: COS 116

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

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

Prerequisite: None

Co-requisite: COS 115

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

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

Prerequisite: None

Co-requisite: COS 118

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

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

Prerequisite: None

Co-requisite: COS 117

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

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

Prerequisite: None

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

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

Prerequisite: None

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

**COS 158 Employability Skills: 3 credits**

Co-requisite or Prerequisite: COS 111, 112, 113, 114, 115, 116, 117, 118, 119, 123

This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

**CRJ – CRIMINAL JUSTICE****CRJ 100 Introduction to Criminal Justice: 3 credits**

Prerequisite: None

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. Code B

**CRJ 110 Introduction to Law Enforcement: 3 credits**

Prerequisite: None

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. Code B

**CRJ 150 Introduction to Corrections: 3 credits**

Prerequisite: None

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. Code B

**DDT – DRAFTING AND DESIGN TECHNOLOGY**

**DDT 104 Intro to Computer Aided Drafting and Design: 3 Credits – 5 Contact Hours per week**

Prerequisite: None

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**DDT 111 Fundamentals of Drafting and Design Technology: 3 Credits – 5 Contact Hours per week**

Prerequisite: None

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.

**DDT 114 Industrial Blueprint Reading: 3 Credits – 3 Contact Hours per week**

Prerequisite: None

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 – 3 Contact Hours per week**

Prerequisite: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the 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 – 3 Contact Hours per week**

Prerequisite: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction trades.

**DDT 117 Manufacturing Processes: 3 Credit Hours – 3 Contact Hours per week**

Prerequisite: None

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 – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

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 124 Intro to Technical Drawing: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**DDT 125 Surface Development: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**DDT 127 Intermediate Computer Aided Drafting and Design: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**DDT 128 Intermediate Technical Drawing: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, 111, DDT 144, DDT 124 or permission of instructor

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

**DDT 131 Machine Drafting Basics: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course in machine drafting and design provides instruction in the largest specialty 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 – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

**DDT 134 Descriptive Geometry: 3 Credits – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course is designed to teach the fundamental concepts of descriptive geometry with an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plan representation, intersecting, non-intersecting lines, piercing and intersecting planes, plane development and calculations. Upon completion students should be able to project and intersect points, lines, and planes with their relationships in space.

**DDT 144 Basic 3D Modeling: 3 Credit Hours - 5 Contact Hours**

Prerequisite: None

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a “design intent” plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

**DDT 150 Theory of Residential Drawing and Design: 3 Credit Hours – 3 Contact Hours per week**

Prerequisite: None

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design..

**DDT 155 Drawing for Residential Construction: 4 Credit Hours – 8 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144 or Permission of Instructor

This course is an applications lab for the theory of residential drawing and design. Topics include house design, site and space planning, construction materials and process, terminology, and specific types of drawings required to complete a set of construction documents. Introductory and intermediate level topics are covered. Upon completion, students should be able to produce drawings to convey the various issues and requirements essential to the field of residential drawing and design.

**DDT 181 Special Topics in Drafting: 3 Credit Hours - 5 Contact Hours per week**

Prerequisite: Permission of Instructor

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

**DDT 193 Drafting Internship: 3 Credit Hours**

Prerequisite: Permission of Instructor

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 212 Intermediate Architectural Drafting: 3 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, DDT 132 or Permission of Instructor

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 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

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 220 Advanced Technical Drawing: 3 Credit Hours – 5 Contact Hours**

Prerequisite: DDT 128 or Permission of Instructor

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 ANSI 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 drawings using and specifying common threads and various fasteners, including welding methods.

**DDT 222 Advanced Architectural Drafting: 3 Credit Hours – 5 Contact Hours**

Prerequisite: DDT 212 or Permission of Instructor

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT 224 Structural Concrete Drafting: 3 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144

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 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144

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 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144, or permission of instructor

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

**DDT 227 Strength of Materials: 4 Credit Hours – 4 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144

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 non-concurrent 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 231 Advanced CAD: 3 Credit Hours – 5 Contact Hours per week**

**Prerequisite: DDT 127 or Permission of Instructor**

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor

**DDT 232 CAD Customization: 3 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104, DDT 111, DDT 144

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 Intermediate 3D Modeling: 3 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 144 or permission of instructor

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.

**DDT 234 3D Graphics and Animation: 3 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 144 or Permission of Instructor

This course is designed to challenge the imagination of the student in a computer generated three-dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, and then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**DDT 235 Specialized CAD: 3 Credit Hours – 5 Contact per Week**

Prerequisite: None

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 Credit Hours – 5 Contact Hours per week**

Prerequisite: Permission of instructor

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 Credit Hours – 5 Contact Hours per week**

Prerequisite: DDT 104 or permission of instructor

This course allows the student to plan, execute, and present results of individual projects relating to the Current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor.

**DDT 244 Advanced 3D Modeling: 3 Credit Hours – 5 Contact Hours per week**

**Prerequisite: DDT 233**

This course is designed to challenge the imagination of the student in a three dimensional problem-solving environment using solids modeling software. Upon completion, a student should be able to create parts in 3D models, produce working drawings and understand basic simulations.

## **DNC - DANCE**

### **DNC 110 Introduction to Dance Styles: 2 credits**

Prerequisite: None

Introduction to dance styles. Code B

### **DNC 111 Elementary Modern Dance I: 2 credits**

Prerequisite: None

A studio course in modern dance technique at the elementary level. Code B

### **DNC 112 Elementary Modern Dance II: 2 credits**

Prerequisite: DNC 111

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: None

This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade. Code A

### **ECO 232 Principles of Microeconomics: 3 credits**

Prerequisite: None

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

## **EMS – EMERGENCY MEDICAL TECHNOLOGY**

### **EMS 100 Cardiopulmonary Resuscitation I: 1 credit**

Prerequisite: None

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

## ENG - ENGLISH

### **ENG 080 English Laboratory: 1 Institutional credit**

Prerequisite: None

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

### **ENG 092 Basic English I: 3 Institutional credits**

Prerequisite: None

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 "SC" (Satisfactory C) or higher 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

**GEO - GEOGRAPHY**

**GEO 100 World Regional Geography: 3 credits**

Prerequisite: None.

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. Code A

**HED – HEALTH EDUCATION**

**HED 221 Personal Health: 3 credits**

Prerequisite: None

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development; psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying. Code B

**HED 224 Personal and Community Health: 3 credits**

Prerequisite: None

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: None

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: None

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.) The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross cards are given upon successful completion of the American Red Cross requirements. Code B

**HED 231 First Aid: 3 credits**

Prerequisite: None

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included. Code B

## **HIS - HISTORY**

**HIS 101 Western Civilization I: 3 credits**

Prerequisite: None

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. Code A

**HIS 102 Western Civilization II: 3 credits**

Prerequisite: None

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present. Code A

**HIS 121 World History I: 3 credits**

Prerequisite: None

This course surveys social, intellectual, economic, and political developments, which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Code A

**HIS 122 World History II: 3 credits**

Prerequisite: None

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Code A

**HIS 201 United States History I: 3 credits**

Prerequisite: None

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

**HIS 202 United States History II: 3 credits**

Prerequisite: None

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. Code A

**HIS 220 Contemporary Studies: 3 credits**

Prerequisite: None

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World Society. Code A

**HIT – HEALTH INFORMATION TECHNOLOGY****HIT 254 Organizational Improvement: 3** Prerequisite: OAD 215 and OAD 216

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards. Code C

**HIT 296 Professional Practices Simulations (Internship): 3 credits**

Prerequisite: OAD 215, OAD 216, and HIT 254

This course allows students to correlate the experience of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes. Code C

**HUM - HUMANITIES****HUM 299-01 PTK Honors Course I: 1 credit**

Prerequisite: None

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: None

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: None

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: None

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: None

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 TECHNOLOGY****ILT 100 Applied Electronic Computation: 3 credits**

Prerequisite: None

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: None

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

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

Prerequisite: None

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: None

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: None

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

**ILT 118 Construction Wiring NEC: 3 credits**

Prerequisite: None

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial, and industrial applications.

**ILT 127 Microcomputer Fundamentals: 3 credits**

Prerequisite: None

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: None

This lab focuses on the installation of basic assemblies in microcomputer systems. Topics include DOS, hard drives and floppy drives, dipswitches, 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: None

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: None

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: None

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: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**ILT 161 AC Fundamentals: 3 credits**

Prerequisite: None

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC impedance, phase relationships and power factor, This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and trouble shoot AC circuits to prove the theories taught.

**ILT 162 Solid State Fundamentals: 3 credits**

Prerequisite: None

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistor, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid -state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

**ILT 163 Digital Fundamentals: 3 credits**

Prerequisite: None

This course provides instruction on basic logic gates, flip-flops, registers, counter, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and trouble shoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

**ILT 164 Circuit Fabrication I: 1 credit**

Prerequisite: None

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout fabrication, and repair as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

**ILT 165 Industrial Electronic Controls I: 3 credits**

Prerequisite: None.

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

**ILT 166 Motors and Transformers I: 3 credits**

Prerequisite: None

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types, and testing for input and output voltage. Upon completion students should be able to test motors, transformer types, and testing for input and output voltage.

**ILT 169 Hydraulics/Pneumatics: 3 credits**

Prerequisite: None

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/pneumatics.

**ILT 179 Wireless Communication Devices: 3 credits**

Prerequisite: None

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: None

This course is designed to allow students an opportunity to study directly related topics of particular interest, which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

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

Prerequisite: None

This course provides a guided independent study of special topics in ILT. The student and instructor design the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.

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

Prerequisite: None

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

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

Prerequisite: None

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

**ILT 196 Advanced Programmable Logic Controllers: 3 credits**

Prerequisite: None

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: None

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: None

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: None

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

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

Prerequisite: None

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

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

Prerequisite: None

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

**ILT 218 Industrial Robotics Concepts: 3 credits**

Prerequisite: None

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

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

Prerequisite: None

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: None

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: None

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: None

Co-requisite: 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 231 National Electric Code: 3 credits**

Prerequisite: None.

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**ILT 239 Certification Preparation: 3 credits**

Prerequisite: None

This course includes the review necessary before attempting technician certification examinations given by various non-government certifying organizations and pre-employment tests given by employers. Upon completion of this course students should understand the preparations necessary to successfully complete the exam process.

**ILT 269 Introduction to Networking: 3 credits**

Prerequisite: Permission of Instructor

Co-requisite: 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

Co-requisite: 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: None

This course is designed to allow students an opportunity to study directly related topics of particular interest, which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**ILT 281 SPECIAL TOPICS FOR INDUSTRIAL ELECTRONICS I: 3 credits**

Prerequisite: None

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**ILT 289 Cooperative Education: 1 credit**

Prerequisite: None

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: None

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: None

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: None

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: None

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: None

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

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

Prerequisite: None

This course is a continuation of Clinical On-site Study I. Student will be assigned to local hospital facility, working in the technical capacity as a biomedical electronic technician trainee. Upon completion of this course, students have gained experience as a biomedical equipment technician.

**INT – INDUSTRIAL MAINTENANCE TECHNOLOGY****INT 101 DC Fundamentals: 3 credits**

Prerequisite: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**INT 103 AC Fundamentals: 3 credits**

Prerequisite: None

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factor. This course also

provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

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

Prerequisite: None

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: None

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lockout procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**INT 113 Industrial Motor Control I: 3 credits**

Prerequisite: None

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

**INT 117 Principles of Industrial Mechanics: 3 credits**

Prerequisite: None

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**INT 118 Fundamentals of Industrial Hydraulics and Pneumatics: 3 credits**

Prerequisite: None

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: None

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: None

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: None

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**INT 127 Principles of Industrial Pumps and Piping Systems: 3 credits**

Prerequisite: None

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: None

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: None

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: None

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: None

This course is designed to allow students an opportunity to study directly related topics of particular interest, which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**INT 184 Introduction to Programmable Logic Controllers: 3 credits**

Prerequisite: None

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

**INT 206 Industrial Motors I: 3 credits**

Prerequisite: None

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: None

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: None

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 101

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: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, should be able to perform basic shop calculations.

**MSP 105 Lathes: 3 credits**

Prerequisite: None

This course covers the operations and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments.

**MSP 107 Milling Machines: 3 credits**

Prerequisite: None

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

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

Prerequisite: None

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

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

Prerequisite: None

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

**MSP 121 Basic Blueprint Reading for Machinists: 2 credits**

Prerequisite: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon

completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MSP 131 Introduction to Metrology: 2 credits**

Prerequisite: None

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: None

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: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

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

Prerequisite: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

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

Prerequisite: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

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

Prerequisite: None

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**MSP 292 Co-Op in Machine Shop Technology: 2 credits**

Prerequisite: None

Student works on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

**MTH - MATHEMATICS****MTH 080 Mathematics Laboratory: 1 Institutional credit**

Prerequisite: None

This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students.

**MTH 090 Basic Mathematics: 3 Institutional credits**

Prerequisite: None

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

**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.

**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. Code B

**MTH 103 Introduction to Technical Mathematics: 3 credits**

Prerequisite: MTH 098 or appropriate mathematics placement score

This course is designed for the student in technology who needs basic arithmetic and algebraic skills. Right triangle trigonometric skills and applications will also be a focus. Code C

**MTH 104 Plane Trigonometry: 3 credits**

Prerequisite: MTH 100 or MTH 103 or appropriate mathematics placement score

This course is designed for the student in technology who needs an emphasis on solution of triangles, basic geometric and vector concepts, and complex numbers. Applications are emphasized. Code C

**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 Pre-calculus 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 Pre-calculus 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 115 Precalculus Algebra & Trigonometry: 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 MTH 100 with a C or higher and receive permission from the department chairperson.

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and

inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

**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. 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: None

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. Code B

**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, Eigen values and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. Code A

**MTH 238 Applied Differential Equations I: 3 credits**

Co-requisite: MTH 227

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. Code A

## **MUL – MUSIC ENSEMBLE**

**MUL 170, 171 Music Workshops I, II**

**MUL 270, 271 Music Workshop III, IV: 1-3 credits**

Prerequisite: None

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble. Code C

**MUL 184, 185 Jazz/Show Choir I, II**

**MUL 284, 285 Jazz/Show Choir III, IV: 1-2 credits Code B**

**MUL 196, 197 Jazz/Show Band I, II**

**MUL 296, 297 Jazz/Show Band III, IV: 1-2 credits Code B**

## **MUS – MUSIC**

**MUS 101 Music Appreciation: 3 credits**

Prerequisite: None

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Code A

## **NAS – NURSING ASSISTANT**

Prerequisite: None

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**

### **NUR 112 Fundamental Concepts of Nursing: 7 credits**

This course provides foundational knowledge of nursing concepts and incorporates clinical decision-making to provide evidence based nursing care. Content includes but is not limited to: nursing domain, health care domain, individual domain, assessment, and pharmacological concepts.

### **NUR 113 Nursing Concepts I: 8 credits**

This course reinforces foundational knowledge of nursing concepts across the lifespan and incorporates clinical decision making to provide evidence based nursing care. Content includes but is not limited to: homeostasis; perioperative care; oxygenation and infection; nutrition and inflammation; perfusion; metabolism; and mobility.

### **NUR 114 Nursing Concepts II: 8 credits**

This course reinforces concepts of nursing and incorporates clinical decision making across the lifespan to provide evidence based nursing care. Content includes but is not limited to: sensory perception, intracranial regulation, sexuality, reproduction, elimination, perfusion, oxygenation, elimination/nutrition/inflammation, metabolism, immunity, cellular regulation, and basic concepts of emergent care.

### **NUR 115 Evidence Based Clinical Reasoning: 2 credits**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

### **NUR 200 Nursing Career Mobility Assessment: 5 credits**

Prerequisite: As required by program (See page 167)

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 211 Advanced Nursing Concepts: 7 credits**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context.

### **NUR 221 Advanced Evidence Based Clinical Reasoning: 7 credits**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content includes various topics within the nursing and health care domains.

## **OAD – OFFICE ADMINISTRATION**

### **OAD 100 Intro to Keyboarding and Technology: 3 credits**

Prerequisite: None

This course is designed to enable the student to develop navigating windows and touch keyboarding skills for efficient use of microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying technique and basic computer skills. Code C

### **OAD 101 Beginning Keyboarding: 3 credits**

Prerequisite: None

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business document such as memoranda, letters, reports, etc. Code C

### **OAD 103 Intermediate Keyboarding: 3 credits**

Prerequisite: OAD 101

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Code C

### **OAD 104 Advanced Keyboarding: 3 credits**

Prerequisite: OAD 103

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 125 Word Processing: 3 credits**

Prerequisite: OAD 101

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. Code C

**OAD 126 Advanced Word Processing: 3 credits**

Prerequisite: OAD 125

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: None

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively. Code C

**OAD 135 Financial Record Keeping: 3 credits**

Prerequisite: None

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Code C

**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: None

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the students should be able to perform basic filing procedures. Code C

**OAD 200 Machine Transcription: 3 credits**

Prerequisite: OAD 101

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: None

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology. Code C

**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. Code C

**OAD 215 Health Information Management: 3 credits**

Prerequisite: None

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Code C

**OAD 216 Advanced Health Information Management: 3 credits**

Prerequisite: OAD 215

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Code C

**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. Code C

**OAD 230 Computerized Desktop Publishing: 3 credits**

Prerequisite: OAD 101

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: Instructor Recommendation

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 243 Spreadsheet Applications: 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 spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. Code C

**OAD 244 Database Applications: 3 credits**

Prerequisite: OAD 101

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. Code C

**OAD 246 Office Graphics and Presentations: 3 credits**

Prerequisite: OAD 101

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

## **ORI - ORIENTATION**

**ORI/ORT 105 Orientation and Student Success: 3 credits**

Prerequisite: None

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond. The course must be taken during the first or second academic semester that the student enrolls in the college. Code C

## **PED – PHYSICAL EDUCATION**

### **PED 100 Fundamentals of Fitness: 3 credits**

Prerequisite: None

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. Code B

### **PED 101 Slimnastics (Beginning): 1 credit**

Prerequisite: None

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: None

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: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. Code C

### **PED 104 Weight Training (Intermediate): 1 credit**

Prerequisite: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. Code C

### **PED 105 Personal Fitness: 1 credit**

Prerequisite: None

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition. Code C

**PED 106 Aerobics: 1 credit**

Prerequisite: None

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: None

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. Code C

**PED 119 General Conditioning (Intermediate): 1 credit**

Prerequisite: PED 118

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. Code C

**PED 120 Techniques of Dual and Individual Sports: 2 credits**

Prerequisite: None.

This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. Code C

**PED 200 Foundations of Physical Education: 3 credits**

Prerequisite: None

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Code B

**PED 252 Varsity Baseball: 1 credit**

Prerequisite: None

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Code C

**PED 253 Varsity Golf: 1 credit**

Prerequisite: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf. Code C

**PED 254 Varsity Softball: 1 credit**

Prerequisite: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Code C

**PED 255 Varsity Tennis: 1 credit**

Prerequisite: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, and paced strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Code C

**PHL - PHILOSOPHY**

**PHL 106 Introduction to Philosophy: 3 credits**

Prerequisite: None

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: None

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The students should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

**PHS – PHYSICAL SCIENCE**

**PHS 111 Physical Science: 4 credits**

Prerequisite: None

This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Code A

**PHS 112 Physical Science II: 4 credits**

Prerequisite: None

This course provides the nontechnical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. Code A

**PHS 120 Environmental Science: 4 credits**

Prerequisite: None.

This course is an interdisciplinary course designed to give the non-science major an introductory survey of the environment. The environment will be studied with an emphasis on topics such as air, soil, water, wild life, forestry and solid waste pollution. Laboratory is required and will emphasize field studies and experimentation.

**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: None

One hour weekly purely for problem solving. Code C

**PHY 206 Recitation in Physics II: 1 credit**

Prerequisite: None

One hour weekly purely for problem solving. Code C

**PHY 213 General Physics with Calculus I: 4 credits**

Prerequisite: MTH 125

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. A lab is required. Code A.

**PHY 214 General Physics with Calculus II: 4 credits**

Prerequisite: PHY 213

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Code A

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

Prerequisite: None

One hour weekly purely for problem solving. Code C

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

Prerequisite: None

One hour weekly purely for problem solving. Code C

**POL – POLITICAL SCIENCE**

**POL 200 Introduction to Political Science: 3 credits**

Prerequisite: None

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. Code A

**POL 211 American National Government: 3 credits**

Prerequisite: None

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Code A

**POL 220 State and Local Government: 3 credits**

Prerequisite: None

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: None

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Code A

### **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 080 Developmental Reading III: 1 Institutional credit**

Prerequisite: None

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those other reading courses in which the student is enrolled.

### **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: None

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

**REL 151 Survey of the Old Testament: 3 credits**

Prerequisite: None

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Code A

**REL 152 Survey of the New Testament: 3 credits**

Prerequisite: None

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Code A

**SOC - SOCIOLOGY**

**SOC 200 Introduction of Sociology: 3 credits**

Prerequisite: None

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: None

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A

**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: None

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. Code A

**SPH 107 Fundamentals of Public Speaking: 3 credits**

Prerequisite: None

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundation, communication theories and student performances are emphasized. Code A

**SPH 116 Introduction to Interpersonal Communication: 3 credits**

Prerequisite: None

This course is an introduction to the basic principles of interpersonal communication. Code A

**THR – THEATER ARTS**

**THR 120 Theater Appreciation: 3 credits**

Prerequisite: None

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. Code A

**THR 126 Introduction to Theater: 3 credits**

Prerequisite: None

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: None

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

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

Prerequisite: None

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

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

Prerequisite: None

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

### **WDT 115 Gas Tungsten Arc Welding Carbon Pipe: 3 credits**

Prerequisite: None

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

### **WDT 119 Gas Metal Arc/Flux Cored Arc Welding: 3 credits.**

Prerequisite: None

This course introduces the student to the gas metal arc and flux core arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

### **WDT 120 Shielded Metal Arc Welding Groove: 3 credits**

Prerequisite: None

This course provides the student with instruction on joint design, joint preparation, and fit-up groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**WDT 122 SMAW Fillet/OFC Lab: 3 credits**

Prerequisite: None

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

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

Prerequisite: None

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

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

Prerequisite: None

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

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

Prerequisite: None

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 155 Gas Tungsten Arc Welding Carbon Pipe Lab: 3 credits**

Prerequisite: WDT 115

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 182 Special Topics: 3 credits**

Prerequisite: None

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**WDT 217 SMAW Carbon Pipe: 3 credits**

Co-requisite: WDT 257

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on the pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 228 Gas Tungsten Arc Welding: 3 credits**

Prerequisite: None

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 257 SMAW Carbon Pipe Lab: 3 credits**

Co-requisite: WDT 217

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe-welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.

**WDT 268 Gas Tungsten Arc Lab: 3 credits**

Prerequisite: WDT 228

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

## **WKO - WORKPLACE SKILLS ENHANCEMENT**

### **WKO 110 NCCER Core: 3 credits**

Prerequisite: None

Note: There is an approved plan of instruction for this course.

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

# PERSONNEL

## ADMINISTRATION AND CONTROL

Central Alabama Community College is a member of the Alabama Community College System under the control of the Alabama Community College System Board of Trustees through the Chancellor, and is operated in accordance with approved standards.

Governor Robert Bentley – President  
Al Thompson – Vice President  
Dr. Mark Heinrich – Chancellor

<b>Trustees</b>	<b>Town</b>	<b>District</b>
Mr. Al Thompson	Mobile	District
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Mr. Chuck Smith	Demopolis	Sixth
Mr. Blake McAnally	Decatur	Seventh
Ms. Mary Scott Hunter	Huntsville	At Large
Dr. Robert J. Bentley	Montgomery	Ex Officio

## ADMINISTRATION

Burrow, Susan L.P.C., Northwest Alabama State Technical College B.S.N., University of North Alabama M.S.N., University of Alabama Birmingham Post Graduate Work, University of Alabama at Birmingham Ph.D., University of Mississippi	Interim President
Hawkshead, Richard A.A., Pensacola State College B.S., University of West Florida Certificate, University of Kentucky, College Business Managers Institute Certified Public Accountant – Florida	Executive Vice President
Pearson, Amelia B.A., University of Tennessee M.Ed., Auburn University Ed.D., Auburn University	Provost
Spears, Barbara Anne B.A., University of Alabama Birmingham M.A., Auburn University Post Graduate Work, Mississippi Community College Fellowship Program	Dean of Instruction
Taylor, Sherri B.S., Auburn University M.S., Troy State University Ed.D., Nova Southeastern University	Dean of Students
Bolton, Melenie C. B.S.N., Jacksonville State University M.S.N., University of Alabama Birmingham Ph.D., University of Alabama	Associate Dean of Health Sciences
Bland, Glenda M. B.B.A., University of Montevallo M.Ed., University of Montevallo Ed.S., University of Alabama Birmingham	Associate Dean of Student Services
Gallagher, Helen A.A., Mater Dei College B.A., State University of New York – Postdam, NY M.S., National-Louis University	Associate Dean of Institutional Effectiveness & Compliance

## COUNSELORS, INSTRUCTORS, AND LIBRARIANS

Amberson, Benjamin L. Diploma, Wallace College A.A.S., Central Alabama Community College	Machine Shop
Bass, Patrick B.S. Embry-Riddle Aeronautical University M.E. University of Colorado, Colorado Springs A.B.D. Auburn University	Physics/Physical Science
Belyeu, Dwight A.S., Central Alabama Community College B.S., Brigham Young University	Manufacturing Technology
Carr, Jeremy B.A, Assumption College M.Ed., Auburn University Ph.D., University of Alabama	Chemistry/Physical Science
Carr, Scotty A.A.S., Central Alabama Community College	Machine Shop/Tool & Die
Cherwa, Jr., James A.A., Scottsdale Community College B.S., University of Arizona Ph.D., University of Arizona	Biology
Coleman, Charles Daniel Diploma, Nunnelley State Technical College B.S., University of Alabama Birmingham M.B.A., Jacksonville State University	Drafting and Design Technology Chair – Business, Office & Service Professions
Collins, Amanda B.S., Auburn University M.Ed., Auburn University	Mathematics
Davis, Robert A.S., Calhoun State Community College B.S., Athens State University M.S., Florida Institute of Technology M.S., Florida Institute of Technology Ph.D., University of Alabama	Computer Science Chair – Distance Education

Davis, Sharon Diploma, Sylacauga School of Nursing B.S.N., Auburn University Montgomery M.S.N., Auburn University	Nursing
Farr, Maribeth B.S., Auburn University M.Ed., Auburn University	English
Harrison, Vernon Ray B.A., University of Alabama M.A., University of Alabama Ph.D., University of Alabama	Speech
House, Christopher B.B.A., University of Montevallo M.B.A., Samford University	Computer Science
Hunnicutt, Tanya L. B.S.N., University of Alabama M.S.N., Troy University D.N.P., Samford University	Nursing
Hurst, James A.S., Central Alabama Community College B.A., University of Alabama at Birmingham M.A., University of Alabama at Birmingham	History
James, Joseph Daniel Certificate, Southern Union State Community College A.O.T., Central Alabama Community College	Welding Chair - Manufacturing & Construction Division
Johnson, Heather B.A., Wheaton College M.A., University of Alabama	English
Johnson, Ronald B. B.S.B.A., Auburn University M.B.A., Jacksonville State University	Office Administration
Jones, Johnny T. Certificate, Nunnelley State Technical College A.A.S., Central Alabama Community College	Welding
Kelley-Sargent, Kristine B.A., University of Alabama M.A., University of Montevallo	English

Kilgore, Susan F. B.S.N., University of Alabama M.S.N., Troy State University	Nursing
Kornman, Paul T. B.S., Auburn University M.S., Auburn University Ph.D., Auburn University	Mathematics
Lilly, Nancy N. B.S., University of Montevallo M.Ed., Auburn University	Office Administration
Maddox, Jeffrey P. A.A., Alabama Aviation and Technical College B.S., Troy State University Dothan B.S., Athens State University M.S., Nova Southeastern University	Computer Science
Merrill, John B.A., University of Alabama Birmingham M.A., University of Alabama Birmingham	English
Mitchell, Anne-Marie B.S., Auburn University Montgomery M.S., Auburn University Montgomery	Psychology Chair –Liberal Arts, Health Psychology & Communications Division
Mitchell, Brandy L. B.A., Mississippi State University M.A., Mississippi State University	English QEP Director
Motley, Nan M. A.A., Southern Union State Community College A.S., Southern Union State Community College	Cosmetology
Pasley, Denita P. A.S., Central Alabama Community College B.B.A., Faulkner University M.L.I.S., University of Alabama	Librarian Alexander City Campus
Pierce, John A.A.S., Central Alabama Community College B.S., University of Missouri	Manufacturing Technology/Electronics

<p>Pinson, Adam  A.A., Beville State Community College  B.A., University of Alabama Birmingham  M.A., University of Alabama Birmingham</p>	<p>History  Chair, Social Science  Division</p>
<p>Schlenker, Katherine  B.S., University of North Alabama  M.A., University of Alabama</p>	<p>Speech</p>
<p>Scott, Stephanie Paige  B.S., Jacksonville State University  M.S., Jacksonville State University</p>	<p>Mathematics</p>
<p>Shivers, Gregory R.  B.S., Faulkner University  M.Ed., Auburn University Montgomery</p>	<p>Health, Physical Education/  Softball Coach</p>
<p>Stark, John David  B.S., Auburn University  M.Ed., Alabama State University</p>	<p>Mathematics  Chair – Mathematics &amp;  Technology Division</p>
<p>Therrien, Nancy  B.S., University of Alabama  M.A., University of Alabama</p>	<p>Biology</p>
<p>Thomas, Karen  B.S., Athens University  M.L.S., University of Alabama</p>	<p>Librarian  Childersburg Campus</p>
<p>Thompson, Kathleen  B.A., Nazareth College  M.Ed., Auburn University</p>	<p>Mathematics  Chair – Student Success  Title III Director</p>
<p>Tippins, Dorothy Diann  B.S., Jacksonville State University  M.S., Troy University</p>	<p>Psychology</p>
<p>Vickery, Robert  B.A., Auburn University Montgomery  M.A., Auburn University Montgomery</p>	<p>English</p>
<p>Van Houten, Vyron  B.S., Auburn University</p>	<p>Biology  Chair – Science Division</p>
<p>Waites, Amy G.  B.S., Auburn University  M.Ed., Auburn University</p>	<p>Biology</p>

White, Michael  
A.S., Central Alabama Community College

Electronics Technology

Williams, Justin H.  
B.A., Jacksonville State University  
M.A., Jacksonville State University

History/Political Science

Wood, Shelley W.  
B.S., Jacksonville State University  
M.S., Jacksonville State University  
Ed.S., University of Montevallo

Biology/Physical Science

Yarbrough, Mandy C.  
B.S., Auburn University  
M.S., Troy University

Mathematics

#### **ADMINISTRATIVE AND SUPPORT STAFF**

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

Admissions Assistant

Arrington, Gary

Security Guard

Baker, Gregory L.

Supervisor of Maintenance

Bailey, Pattie  
B.S., University of Montevallo

Library Assistant

Baker, Ronnie  
C.D.L.

Truck Driving Instructional Assistant

Barlow, Christy  
B.B.A., Faulkner University

Cashier

Belyeu, Anitra  
A.S., Central Alabama Community College  
B.S., Faulkner University

Career Coach

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

Transcript Evaluator/Admissions

Borden, Melody Wilson  
B.A., University of Montevallo

Administrative Assistant  
for Instructional Services

Bradford, Christopher	Modeling & Simulation Developer
Brooks, Willie F.	Truck Driver Training, Skills Training
Canfield, Nancy A.A., Edison Community College B.S., Faulkner University	Accounting Associate
Character, Tiffanie B.S., Jacksonville State University	Student Affairs Specialist
Cook, Martha B.S., Troy University	Learning Resources Assistant
Crapps, Kristi A.S., Central Alabama Community College	Financial Aid Secretary
Cream, Rita Yarbrough A.A., Central Alabama Community College	Adult Education Aide
Croley, Brenda P. A.A.S., Alexander City State Junior College A.S., Alexander City State Junior College	Administrative Assistant to the President
Embry, LaResea C B.S., Tuskegee University M.S., Troy University	Administrative Coordinator, Talladega Center
Entrekin, Cynthia W. A.A.S., Alexander City State Junior College B.B.A., Faulkner University M.S.P.A., Troy University Montgomery	Director of Financial Aid
Fuller, Nancy W.	Accounts Payable Specialist
Giddens, Amy A.A., Central Alabama Community College B.S., Auburn University	Office Careers, Skills Training
Glasscock, John B.S., Troy University M.Ed., Auburn University Montgomery	Title III Researcher
Groce, Shanna B.S., Jacksonville State University M.Ed. Troy University	Director of Upward Bound
Hall, Trina	Counselor for Student Support

A.S., Central Alabama Community College B.S., Alabama State University M.S., Alabama State University Ed.S., Alabama State University	Services
Hamby, Hester A.S., Central Alabama Community College B.A., Auburn University M.P.A., Troy University	Admissions Specialist
Howle-Hurst, Karen B.S., Jacksonville State University	Title III Secretary
Hammonds, Jeannie M	Assistant to the Dean of Students
Harris, Joseph O.	General Laborer Heritage Trail Conference Center/ Pioneer Village
Hatch, Annette M. A.S., Central Alabama Community College B.S., Faulkner University	Project Secretary, Student Support Services
Hayes, Karen N. B.S., Troy State University	Secretary to Student Support Services Testing Coordinator
Heath, Kevin	Buildings Technician
Holt, Will A.A.T., Trenholm State Technical College	Custodian
Jackson, Hazel D. A.A., Central Alabama Community College B.S., Faulkner University	Administrative Assistant Business Office
Jackson, Stacy A.O.T., Central Alabama Community College	Payroll Specialist
Jennings, David M.	Golf Coach Institutional Development Assistant
Jews, Phyllis Y. B.A., Huntingdon College M.B.A., Jacksonville State University	Administrative Secretary for Adult Education and Skills Training

Kretschmann, Tamra Dawn A.S., Central Alabama Community College B.S., Faulkner University M.S., Troy State University Montgomery	Counselor/ Student Support Services
Lee, Cheryl A.S., University of West Alabama	Administrative Secretary/Division of Nursing & Allied Health
Leonard-Young, Shannon A.S., Central Alabama Community College B.S., Faulkner University	Cashier
Lewis, Steve J. B.A. & B.S., Auburn University M.A., Trevecca Nazarene University	Interim Baseball Coach Interim Athletic Director
Lovett, Michael A. B.B.A., University of Alabama M.S., Troy University	Help Center Coordinator/ Student Services Specialists
Mahaffey, Anita K. B.S., University of Alabama Birmingham M.Ed., University of Montevallo	Counselor/Coordinator, Educational Talent Search
Mahaffey, Steven D.	Director, Heritage Trail Conference Center/Governmental Relations
Mann, Michael G. B.E.E., Georgia Institute of Technology M.E.E., Georgia Institute of Technology	Director of Industry Training
Martin, Marian A.S., Central Alabama Community College B.S., Faulkner University	Records Manager
Mask, Russell A.A., Central Alabama Community College B.S., University of Montevallo M.S., Troy University	PAVES Career Transition Specialist
McLain, Eric D A.S., Alexander City State Junior College	Supervisor of Maintenance
McLain, Michael	Maintenance Technician
McPherson, William	Building Technician

Mitchell, Sheila F. B.S., Jacksonville State University	Coordinator of Restricted Funds
Morgan, William Clay	Manager, Heritage Trail Conference Center
Morris, Loretta A.S., Central Alabama Community College B.S., Troy State University M.S., South University	Financial Aid Assistant
Mitchell, Leslie M. B.S., Faulkner University	Academic Advisor/Student Activities Coordinator
Nelson, Mitchell B	General Laborer, Heritage Trail Conference Center
Pitts, Ronny L.	Grounds Technician
Pritchard, Brett H. B.A., Auburn University M.Ed., Alabama State University	Recruiter/Coordinator of High School and Public Relations
Rich, Gwen	Maintenance Specialist
Shaw, Tina B.S. Jacksonville State University B.S. Faulkner University Additional Studies, University of North Alabama	Human Resources Director
Smith, Precious A.S., Central Alabama Community College B.B.A, Faulkner University	Talent Search Secretary Evening Secretary
Smith, Ronda Elisha A.S., Central Alabama Community College B.S., University of South Alabama	Financial Aid Assistant
Swain, Marvin	Custodian
Thomas, Dana A.A.S., Central Alabama Community College B.S., Faulkner University M.S. Faulkner University	Student Services Specialist
Veazey, Melanie M. B.S., Judson College	Adult Education

Vernon, Marie  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University  
M.B.A., University of Phoenix  
Certified Internal Auditor

Director of Accounting

Walker, James Lynn

Maintenance Technician

Watkins, Albert W.  
B.S., West Texas State University  
M.A., University of Phoenix

Math Tutor/Student Support  
Services

Watson, Katrina W.

Adult Education

Wells, Dianne O.  
A.S., Gadsden State Community College  
B.S., Jacksonville State University

Human Resources Specialist

Whaley, Kayla  
B.S. Auburn University  
Post Graduate Studies, Auburn University

Career Transition Specialist

Whitehead, James H.

General Laborer/Mechanic

Williams, Emily  
B.S., Auburn University  
M.Ed., Alabama State University

Assistant Skills Coordinator  
Title III

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

Purchasing Agent

# **STUDENT HANDBOOK**

## **GENERAL INFORMATION**

The role of the Division of Student Services is to support the student's educational experience outside the formal classroom program. The following programs and services are included in the Division of Student Services:

- Recruiting
- Admissions/enrollment
- Dual enrollment
- Financial aid
- Scholarships
- Pre-college orientation (CACC Connect)
- Registration
- Academic Success
- Coaching
- Student records
- Testing services (GED, ACT, COMPASS, WorkKeys)
- Athletics
- Disability services
- ADA Compliance
- Title IX
- Discipline
- Clubs/organizations
- Activities/recreation
- TRIO Federal projects (ETS, SSS, UB)
- Graduation
- Ambassadors
- Marketing and public relations

## **ACT TESTING**

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

## **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, SMOKING, AND TOBACCO**

Central Alabama Community College supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. The College also expects 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 possession or consumption is expressly prohibited.

It is the responsibility of each organization to ensure 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.

### **CLEAN AIR POLICY**

In an effort to promote a healthier educational environment, Central Alabama Community College has created a Clean Air Policy. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers.

#### ***Definitions***

- To "smoke" and "smoking" is defined as creating smoke, vapor, or any other type of emission by lighting a cigarette, cigar, pipe, or other smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- To "smoke" and "smoking" is defined as puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco and /or smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- "Secondhand smoke" is defined as smoke, vapor, or any other type of emission emitted from lighted, smoldering or burning tobacco and/or smoking product from a person smoking cigarettes, cigars, pipes, or other tobacco and/or smoking product including but not limited to electronic cigarettes or vapor cigarettes.

#### ***Clean Air Policy***

All facilities of Central Alabama Community College (CACC) are smoke-free and tobacco-free.

Facilities includes building entrances, outdoor passageway to entrances or any air intake where smoke would affect occupants and those entering or leaving the areas.

Facilities also includes all indoor and outdoor athletic and fitness facilities.

Smoking is prohibited inside all vehicles that are owned, leased, or rented by the College.

Smoking is allowed only in areas identified by the College to be authorized designated smoking areas as indicated by official CACC signage. For information regarding designated smoking areas, contact the Office of Student Services at each location.

Meter-dose inhalers and nebulizers prescribed by a state licensed medical physician are allowed.

#### ***Enforcement***

This policy shall be enforced according to the rules established in Central Alabama Community College Catalog and Student Handbook. Off-campus organizations, alumni, guests, and visitors using the College facilities must abide by the provisions of this policy.

Failure to comply with this policy will constitute a violation of official College policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

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

SchoolCast 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 CACC e-mail frequently. Information needed to access student e-mail accounts can be obtained from a success coach in Student Services. It is the responsibility of the student to check the e-mail system for information.

**THE COLLEGE ISSUED EMAIL ADDRESS CACC EMAIL, IS THE OFFICIAL MEANS OF COMMUNICATION BETWEEN A STUDENT AND THE COLLEGE. STUDENTS MUST CHECK THEIR EMAIL ACCOUNTS DAILY TO ENSURE RECEIPT OF IMPORTANT INFORMATION AND MESSAGES.**

*\* After the Drop and Add period each term, the Information Technology Department sends an email to each student detailing how they can register for SchoolCast alerts. User names and passwords are provided in the e-mail.*

### **BOOKSTORE**

College students are required to furnish their own textbooks and general supplies. The college bookstores are out-sourced to Follett Corporation. 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.

Students may also order books on-line from the Bookstore by visiting their website at [www.caccbookstore.com](http://www.caccbookstore.com). The Talladega Center has a temporary bookstore available during registration only. Millbrook students may contact the Office of Student services for questions regarding textbooks and ordering books on-line.

### **COPYRIGHT/FILE SHARING**

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

According to the U.S. Copyright Office, copyright "is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." For more details, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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

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

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

### **Public Domain**

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

### **Fair Use**

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

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

"Fair Use" analysis is based on reasonable efforts by reasonable individuals and, as a result, is sometimes subjective. Educators enjoy some protection from infringement lawsuits because of

Section 504(c) (2) of the Copyright Act. This protection is called "the good faith fair use defense" and is based on "a reasonable, good faith determination" by educational employees that their use of copyrighted materials falls under the exceptions for "fair use": *i.e., employees, acting within the scope of their employment, who make a reasonable, good faith decisions that their use of copyrighted materials falls under the "Fair Use" doctrine, are protected from statutory damages in court cases that find copyright infringements have occurred if they believe and have reasonable grounds for believing that their use was fair.*

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

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

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

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

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

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

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

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

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

Some of the key elements of the TEACH Act include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- VI. Notify students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder through the posting of the message below on all distance education class sites:

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

### ***Student Works and Copyright***

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

### ***Plans to Effectively Combat Copyright Violations***

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

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

## **ADVISING/COACHING SERVICES**

The College provides advisors for all students for the planning and selection of courses and appropriate goals. Every new freshman student is assigned a faculty advisor by the Testing Coordinator in cooperation with the Office of Enrollment Services at the time of placement testing or at the time of application for admission if placement testing is not required.

New freshman students are required to meet with their assigned faculty advisor prior to registering for classes for the desired term of enrollment. However, students are encouraged to meet with their assigned advisors, by appointment, as needed throughout each term. During the advisement appointment, the student and advisor will review program requirements; monitor the student's educational plan progress and needs; and complete the registration process. A registration hold will

be in effect until the student has met with the faculty advisor. After advisement, the advisor will release the hold, allowing the student to register online for classes via MYCACC.

The academic relationship should be a comfortable and personal one between the student and the advisor. Sometimes, due to personality conflicts or shifting academic interests, this relationship does not develop. Students in this situation may request reassignment to a different advisor through the Dean of Student's Office.

Success coaching services are also provided to assist students in making the best possible adjustment to college life. Success coaching is intended to support students in establishing and achieving their personal, educational, and career goals at Central Alabama Community College.

The Student Services staff is available to assist students in planning developmental, 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 Statewide Articulation Reporting System (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>. Transfer information to 4-year private institutions of higher education in the state of Alabama may be attained by going to the Alabama Community College System website at <https://www.accs.cc>. Students who do not have access to a computer at home may use the computer labs that are available on all locations. Computers are available for student use in the libraries of the Alexander City and Childersburg campuses and the computer lab at the Talladega Center. Computers are also available in the student learning labs located on the Alexander City Campus, Childersburg Campus, and at the Talladega Center. Students needing assistance with obtaining a transfer guide are encouraged to see their assigned advisor.

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

**Advising Mission Statement:** Academic advisors seek to cultivate a collaborative, mentoring partnership with students by providing quality support and instruction that is driven by the individual student's needs, interests, and educational and personal goals. The advisor's role is to facilitate a student's timely progression through his educational plan toward his desired goal.

### **STUDENT LEARNING CENTERS**

The Title III Program has supports Student Learning Centers in Alexander City, Childersburg, and Talladega. Learning Center services are free and available to all current CACC students. Students have access to computers, iPad, Wi-Fi, peer tutoring, technical assistance, academic resources, printing and copying, and much more. Students are required to sign in and out of each visit using their college-issued identification number. Hours are posted at the centers, and may be adjusted each semester to meet the needs of students. The centers may be found at the following locations:

**Alexander City: BS 213**  
**Childersburg: Bill Nichols Building, Rooms 3-4**  
**Talladega: Room 110**

**Expectations for Students:** As a student, you are expected to...

- I. Complete all necessary assessments such as COMPASS and ACT.
- II. Schedule and keep advising appointments each semester so that advising holds will be removed and registration can occur.
- III. Be prepared for advising sessions by researching degree requirements, pre/co-requisites and transfer information.
- IV. Actively participate in advising by asking questions and by sharing and clarifying goals.
- V. Follow through on advising recommendations in a timely way.

**Expectations for Advisors:** Your academic advisor will...

- I. Be knowledgeable about programs and graduation requirements, policies, and procedures.
- II. Encourage and guide students to develop and pursue their goals and create an academic plan.
- III. Refer students to appropriate campus resources
- IV. Be accessible via phone, email, and by appointment and respond to students in a timely way.
- V. Follow through on actions promised to students
- VI. Recommend appropriate classes to assist students in course selection and registration.

### **REPORTING ACCIDENTS/INCIDENTS/SAFETY CONCERNS**

All accidents involving students must be reported to the Dean of Students within 24 hours of the incident. Any student involved in an on campus accident should immediately report the incident to the Office of Student Services or the Dean of Students. The Dean of Students will disseminate accident reports to the appropriate offices as needed. Reporting employees must complete an incident report within 24 hours and submit the report to the Vice President of Administration/Chief Information Officer and Dean of Students. Incident reports may be obtained through the Office of Student Services.

**It is imperative that any significant instances involving a criminal act, suspected criminal act, accident or injury on campus, and violation of College policy be immediately reported. The official Incident Report form may be obtained through the Office of Student Services.**

## REPORTING RESPONSIBILITIES OF EMPLOYEES

**ANY CONCERNS REGARDING THE HEALTH, SAFETY, AND WELL-BEING OF STUDENTS SHOULD BE IMMEDIATELY REPORTED TO THE DEAN OF STUDENTS AND/OR DIRECTOR OF SAFETY AND SECURITY.**

### SAFETY AND SECURITY INFORMATION

Each individual is responsible for his or her personal safety and well-being. All members of the College community are encouraged to actively assist in crime prevention on the campus. Although this campus is relatively safe; most crimes can be prevented by locking doors, hiding valuables from sight, and taking steps to eliminate opportunities.

Campus Security requests your assistance in making our locations safer. Here are ways you can help:

- I. Immediately report suspicious persons or activities on campus to Campus Security or call 911.
- II. Make college officials and Campus Security aware of any personal or relationship problems that have the potential to lead to violence.
- III. If there is someone in the college community that you know who is in emotional distress, please let a college staff person know so that counseling or other help can be obtained for the person.
- IV. If you know of an off campus situation involving a member of the college community that could spill over onto the campus, please inform college officials.
- V. Any threats of violence or indications of volatile behavior, regardless of how insignificant they may appear, need to be immediately reported to Campus Security.
- VI. Weapons are not permitted on any CACC location. If you become aware of dangerous weapons or firearms on campus, please report this information immediately to Campus Security or call 911.

### EMERGENCY PROCEDURES

If you discover a **FIRE**:

1. **Call 911** before doing anything else.
2. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. **DO NOT ENDANGER YOURSELF OR OTHERS** by trying to extinguish a large, well-developed fire.
3. If the fire is beyond your means: contain the fire by closing, but not locking, as many doors as possible; stay close to the floor and cover your nose and mouth with clothing to help minimize smoke inhalation; evacuate the building; do not use elevators in the event of a fire.

If you are notified of a fire in your building:

1. Evacuate the building.
2. If you are above the ground floor and fire or smoke has restricted exit routes: remain in the room; place something at the base of your door to prevent the entrance of smoke; **call 911** and let them know your situation; open your windows and signal your need for help.

### ***LOSS OF UTILITIES***

If you discover a **GAS LEAK**:

1. Cease all operations.
2. Call 911.
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

If you discover or you are notified of a loss of utilities other than a gas leak:

1. Notify campus security.

### ***BOMB THREAT***

If you are notified of a bomb threat in your building:

1. Evacuate the building.

### ***MEDICAL EMERGENCY***

If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to summon help.
2. **IF INJURY/ ILLNESS IS SEVERE OR LIFETHREATENING, DIAL 911.**
3. Do not move the person unless he/she is in danger.
4. Render first-aid or CPR if trained and qualified.
5. If you are exposed to another's bodily fluids, inform public safety officials or Campus Security when they arrive.

### ***POLICE EMERGENCY***

If you discover a police emergency (i.e. crime in progress):

1. **DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF DEFENSE.**
2. If it is safe to do so, try to get a detailed description of the criminal noting: height, weight, sex, race, age, clothing, weapon, method of travel, direction of travel

3. If the criminal enters a vehicle, note the license number and make, model, and color along with any other identifiers.
4. **Call 911.**
5. Remain where you are until contacted by a Campus Security or the Police.

If you are notified of a police emergency:

1. Cooperate fully with all members of public safety and Campus Security.
2. Evacuate.

### ***TORNADO***

If you are notified a tornado is approaching:

1. Move quickly to an interior hallway on the lowest level or a designated safe room.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
4. Sit down or kneel on the floor against the wall with hands on your head.
5. Do not leave your building unless instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.

After a tornado:

1. Beware of: broken glass, hanging electrical lines (inside and outside), and unstable equipment and debris.
2. Call 911 if there is significant damage to your building or if anyone is hurt.
3. Check on fellow employees and students.
4. Evacuate.

### ***ACTIVE SHOOTER EMERGENCY RESPONSE***

#### **Contacting Authorities:**

1. Call Emergency 911. Be aware that 911 system will likely be overwhelmed.

#### **What to Report:**

1. Your specific location: building name and office/room number.
2. Number of people at your specific location, injuries, number injured, types of injuries, the assailant(s) and location, number of suspects, race/gender, clothing description, physical

features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, and how many gunshots or possible explosions you have heard.

If a shooter is in your immediate area:

1. If you can and you deem it safe, get out and get to a safe place regardless of whether others agree to follow.
2. You will have to rely on instinct.
3. Leave belongings behind, but take your cell phone.
4. Help others escape.
5. Have an escape route and plan in mind. If you are able to, lock and barricade doors.
6. Turn off lights.
7. Close blinds.
8. Block windows.
9. Turn off radios and computer monitors.
10. Keep occupants calm, quiet, and out of sight.
11. Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
12. Silence cell phones (do not turn off).
13. Place signs in exterior windows to identify the location of injured persons.

Un-Securing an area:

1. Consider risks before un-securing rooms; the shooter may be trying to enter the room. The shooter will not stop until he/she is engaged by an outside force.
2. Attempts to rescue people should only be attempted if they can be accomplished without further endangering the persons inside a secured area.
3. Consider the safety of those secured in the room versus those outside the room.
4. If doubt exists about the safety of the individuals inside the room, the area should remain secured.

**IN THE EVENT OF AN ACTIVE SHOOTER, REMEMBER:**

**RUN:** If you can, run from the threat without putting yourself in harm's way.

**HIDE:** If you cannot run from the threat, find a location to hide.

**FIGHT:** If you cannot run or hide, adopt an "I WILL SURVIVE" strategy. Do whatever is necessary to ensure your survival. Use whatever you have to fight the attacker e.g. books, backpacks, chairs, fire extinguishers, desk supplies, etc.

The following video by the Department of Homeland Security is highly recommended.

<https://www.youtube.com/watch?v=p4IJA5Zpzz4>

***EVACUATION***

If an evacuation order is issued for your building, fully cooperate with campus security and all public safety officials, and:

1. Take keys, briefcases, purses, wallets, coats and other personal belongings.
2. Do not use elevators.
3. Close, but do not lock, doors.
4. Turn off all electronics, including computers.
5. Evacuate in groups to ensure all are able to get out.
6. Provide assistance for those with physical disabilities.
7. Evacuate in a safe, orderly manner.

***Instructions for individuals with disabilities:***

If you have a disability that could impair your ability to perform any of the above, before an emergency, please:

1. Inform Campus Security and/or the ADA Coordinator of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed. (Keep in mind elevators may not be working).
2. Find two or three buddies who are willing to help you in the event of an emergency.
3. Develop two escape plans: one assuming help is available and one assuming it is not.

***DURING AN EMERGENCY:***

1. If needed, call one or two of your buddies to help.
2. If buddies are not available, call 911 and tell them where you are and what is needed.

During CACC Connect and at the beginning of each semester, safety and security programs are provided for students. These programs provide information on prevention, awareness, and reporting procedures. Whenever safety and/or security issues pose a threat to individuals, information will be relayed to the Central Alabama community via campus and electronic mail services in a timely manner. It is vital that all crimes be reported as soon as possible to the Office of Student Services and/or the Office of Safety and Security. An incident report will be filed and law enforcement officials will be contacted when necessary.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to this federal law.

Section 438(b) of the General Education Provisions Act (the Family Educational Rights and Privacy Act) requires all institutions of higher education to publish and distribute security policies and crime statistics on an annual basis to all current students and employees. This report must also be provided to any applicant for enrollment or employment upon request. The College annual security report includes statistics for the previous three years concerning reported crimes that occur on and adjacent to campus. This report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, reporting of crimes and other related issues. A printed copy of the report can be obtained upon request to the Office of Student Services or Office of Safety and Security.

Central Alabama Community College is required by law to report information about the occurrences of the following crimes: criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug violations, and illegal weapons possession, and persons who were referred for campus disciplinary action for liquor law, drug law and illegal weapons violations.

The "Violence Against Women Reauthorization Act of 2013," was enacted on March 7, 2013. The act requires that occurrences of domestic violence, dating violence, and stalking incidents be included in mandatory reporting of campus crime statistics. The effective date of these amendments is one calendar year after the date of enactment, thus these instances will be included in the 2015 annual security report.

According to guidelines established by the National Association of Student Personnel Administrators, Inc., a crime is "reported" when a campus security officer investigating an incident determines that a crime has occurred or a local police agency notifies an institution that it has documented a report of a criminal offense which has occurred "on campus" as defined by this act. Federal laws were changed in 1998 that require all colleges to report alcohol violations, on or off campus, not just those that resulted in an arrest.

Crime reports should be made to the Office of Safety and Security. Crimes may be reported on a confidential basis, but these reports will not be used in the statistical record unless they can be verified. Information given will be held in confidence unless the information shared indicates that a person's life may be in danger.

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY**

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.

Accident and incident reports should be made to the following College officials.

<b>Alexander City Campus</b>	<b>Childersburg Campus</b>	<b>Talladega Center</b>	<b>Millbrook Site</b>
Campus Security Office Administration Building 256-596-1611	Campus Security Office Administration Building 256-378-2026	Office of Administrative Coordinator 256-480-2069	CACC Office Mark L. McGhee Elmore County Technical Center 800 Kelly Fitzpatrick Drive Wetumpka, Alabama 36092 334-567-1218 ext. 7103 Alexander City Campus Security Office Administration Building 256-596-1611 CACC Office
Office of Business Operations 256-215-4353	Office of Business Operations 256-378-2022	/	/
AFTER 4:00 P.M. Evening Supervisor 256-215-4302	AFTER 4:00 P.M. Evening Supervisor 256-378-2002	/	/

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.

**CENTRAL ALABAMA COMMUNITY COLLEGE CRIME STATISTICS 2011-2013**

<b>Criminal Offense</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary		0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
<b>Arrests</b>			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
<b>Disciplinary Referrals</b>			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

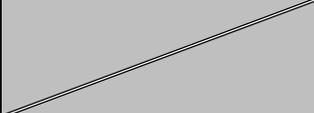
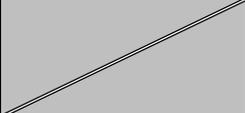
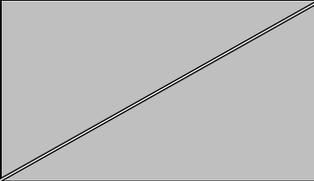
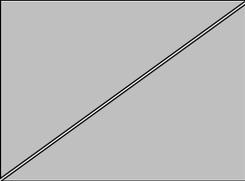
For a printed copy of the Crime Statistics Report and/or a copy of the Central Alabama Annual Security Report, please contact the Office of Student Services at (256) 215-4275.

Information on registered sex offenders in Alabama can be obtained at <http://dps.alabama.gov/Community>.

The National/State Sex Offender Registry can be accessed at

**EMERGENCY PHONE NUMBERS**

**“911”**

Alexander City Campus	Childersburg Campus	Talladega Center	Millbrook Site
Campus Security Office Administration Building  256-596-1611	Campus Security Office Administration Building  256-378-2026	Office of Administrative Coordinator  256-480-2069	CACC Office  Mark L. McGhee  Elmore County Technical Center 800 Kelly Fitzpatrick Drive Wetumpka, Alabama 36092  334-567-1218 ext. 7103  Alexander City Campus Security Office Administration Building 256-596-1611 CACC Office  CACC Office
Office of Business Operations  256-215-4353	Office of Business Operations  256-378-2022		
AFTER 4:00 P.M.  Evening Supervisor  256-215-4302	AFTER 4:00 P.M.  Evening Supervisor  256-378-2002		

## THE CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (CAMPUS SAV ACT)

### ***Know your rights and the responsibilities of Central Alabama Community College***

In March of 2013, Congress passed the campus sexual violence elimination act as part of the reauthorization of the violence against women act (Campus SAV Act). The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the Annual Security Report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community. There are four central components.

- Identification of Campus Security Authority Personnel
- Creation of a Campus Sexual Assault Victim Bill of Rights
- Expansion of Sexual Crime Reporting on Campus
- Development of Standard Operating Procedures for Handling Incidents of Sexual Violence

## POLICY STATEMENT

**All individuals have the right to a safe campus environment free from threats of violence. Harming another person by committing any form of domestic violence, dating violence, sexual assault, or stalking, as defined under Alabama State Law, is strictly prohibited.**

### **New Protections under the Law**

- Offenses against national origin
- Offenses against gender identity
  - These categories cover the commission of a hate crime, based on whether the individual was victimized because of their status or because of their perceived status.
- Offenses of **domestic violence**: offenses against a current or former spouse or cohabitant
- Offenses of **dating violence**: violence against a person in a romantic or intimate relationship
- Offenses against **stalking**: conduct that would cause a reasonable person to fear for his/her or another's safety or behavior that causes substantial emotional distress

## IDENTIFICATION OF CAMPUS SECURITY AUTHORITY PERSONNEL

### ***Who is Campus Safety Authority (CSA)?***

A campus safety authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security officers, athletic coaches, Division of Student Services staff, professional staff, and staff advisors in student clubs and organizations.

### ***Who is not a campus safety authority CSA?***

A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

## CAMPUS SEXUAL ASSAULT VICTIM BILL OF RIGHTS

- The victim has the right to be notified of their options as it applies to notification of law enforcement.
- The victim has the same rights as the accused to have others present at an administrative/disciplinary hearing.
- The victim shall be informed of the outcome and sanctions of any administrative/disciplinary proceeding.
- The victim shall be notified of available counseling services.
- The victim shall have the right to reasonable changes to academic and campus work arrangements.
- The victim shall have the opportunity and assistance to speak or choose not to speak to anyone regarding the outcome.
- The victim shall have the right to confidentiality.

**The Campus SAV Act adds the following offenses to the list of criminal statistics that must be reported.**

- **Domestic Violence:** “a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
- **Dating Violence:** “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.”
- **Stalking:** “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

## IMPORTANT DEFINITIONS

### ***Consent (Section 13A-6-70)***

It is a violation of State law to commit a sexual act without the consent of the individual. The law states that the lack of consent results from: 1) Forcible compulsion, and the 2) Incapacity to consent. A person is deemed incapable of consent if they are: forced, threatened, unconscious, drugged, less than 16, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure.

Remember you should:

- *Know your own limits and communicate what you don't want.*
- *Say "no" out loud if you do not feel comfortable.*
- *Do not be afraid to tell someone to "stop."*
- *Remember "NO" means no!*
- *If they don't stop when you tell them to, they have committed a sexual assault.*

### ***Sexual Assault (Section 13A-6-65)***

Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as sexual battery. These include:

- *Sexual intercourse against a person's will is rape.*
- *Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse.*
- *Perpetrators of sexual assault can be strangers, friends, and acquaintances, family members, or male or female.*
- *Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Often, sexual assault involves psychological coercion and taking advantage of an individual who is incapacitated or under duress, and therefore is incapable of making a decision on his or her own.*

### ***Rape (Section 13A-6-61)***

A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or if he or she, being 16 years old or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old. (Rape in the first degree is a Class A Felony.)

### ***Domestic Violence (Section 13A-6-130)***

A person commits domestic violence when he or she commits an offense against a current or former spouse or cohabitant, parent, child, any person who has or had a dating or engagement relationship with the defendant. Domestic violence in the first degree is a Class A felony.

### ***Dating Violence***

- **Forcible sex offenses:** Any sexual act directed against another person, forcibly
- **Non-forcible sex offenses:** Any sexual act that includes incest and statutory rape

### ***Stalking (Section 13A-6-90)***

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied is guilty of the crime of stalking.

### ***Bystander***

An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence.

### **BYSTANDER INTERVENTION**

An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence. Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

- notice the problem,
- understand that the problem demands action,
- feel responsibility to act,
- choose what form of assistance to provide, and
- respond.

### ***Tips for Safe Bystander Intervention***

- Remember intervention doesn't have to be confrontational, say something or do something to call attention to the situation.
- Remain calm, and speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator or distract him/her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call CAMPUS SECURITY or 911.

### ***Steps for Reporting Offenses***

A victim of a sexual or domestic offense crime including: Sexual Assault, Domestic Violence, Dating Violence, or Stalking should immediately report it to Campus Security by calling 256-596-1611. Campus Security will contact local police officials who will conduct a full investigation of the crime and a report will be filed by the investigating officer. All information will be kept confidential by Alabama State Law. The victim will be informed of the steps of the investigation as well as the steps of the judicial system. The Dean of Students, Dr. Sherri Taylor, Title IX Compliance Officer, will be notified immediately of any above listed alleged crimes. In the event that campus security is not readily available, victims should immediately seek out the assistance of the nearest identified Campus Safety Authority (CSA) who will assist the victim in reporting the incident and receiving assistance and support.

- Assistance will be provided in reporting a crime to off-campus law enforcement by campus authorities.
- In the event of a sexual crime, assistance is available in the Office of Student Services in Alexander City, the Office of Student Services in Childersburg, and the Office of the Student Services Specialist at the Talladega Center for making referrals to crises services and counseling services.

- A victim may wish to obtain orders of protection or no contact orders. Campus Security will provide assistance and direction to any victim who requests direction on how to file these orders. Central Alabama Community College will enforce any and all orders of protection and no contact issued by local jurisdictions.

### ***Standard of Proof Required for Administrative/Disciplinary Hearings***

The standard proof in disciplinary hearings goes to the preponderance of the evidence. This type of evidence means that the information presented in the case is more likely true than not true; there must be greater than 50% probability that the evidence is true. The probability can be as close as 51% vs. 49% and meet this standard as opposed to guilty beyond reasonable doubt, which is the standard for criminal cases.

### ***Prevention Tips***

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

### ***Warning Signs of Dating/Relationship Violence***

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

### ***Campus Resources***

- Division of Student Affairs educational workshops and awareness programming
- Ongoing prevention and awareness programs for students and employees
- Counseling/Support Referrals
- Student Handbook
- Office of Student Services, (The Office is a designated "Safe Place" to ask questions, seek assistance, and make confidential referrals.)
- Information to empower bystander intervention, including safe and positive options.
- Central Alabama Community College Office of Safety and Security

### ***Community Resources***

- Crisis Services Helpline - rape/sexual assault services: (256) 716-1000
- Alabama Coalition against Domestic Violence: (334) 832-4842
- Alabama Statewide Domestic Violence Hotline: (800) 650-6522
- National Domestic Violence Hotline: (800) 799-7233
- National Resource Center on Domestic Violence: (800) 537-2238
- Bradford Health Services: (800) 879-7272
- Cheaha Regional Mental Health Services: (256) 245-2201

**Compliance Officer  
Dr. Sherri Taylor, Dean of Students  
Title VII and Tile IX Coordinator  
Central Alabama Community College  
Alexander City, AL 35010  
(Phone) 256/215-4273  
[staylor@cacc.edu](mailto:staylor@cacc.edu)**

**Region four Office for Civil Rights  
U.S. Department of Health and Human Services  
Sam Nunn Atlanta Federal Center, Suite 16170  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909  
Voice Phone (800) 368-1019  
FAX (404) 562-7881  
TDD (800) 537-7697**

#### **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.

#### **GRADE-APPEAL POLICY**

The assignment of grades is the sole responsibility of the course instructor. If a student believes that they have received a grade in error, the student has the right to appeal. **With the exception of the grade of "I"**, if a student wishes to appeal the final grade assigned in a course, he/she must follow these steps (**for grade of "I" see information after Step VII**):

- I. Student presents his/her appeal (**using Grade-Appeal Form obtained from the college website**) to instructor who assigned the grade by the published midterm of the following term. No further step will be considered until Step 1 is completed. If no agreement is reached, student may proceed to Step 2.
- II. Student must present the same grade-appeal form to the instructor's division chair/director within **TEN college work days** of the-meeting with the instructor.
- III. The division chair/director will contact the student within **TEN college work days** to arrange a mandatory meeting with the instructor and the student, which will be mediated by the division chair/director.
- IV. If no agreement is reached, the student must present the Grade-Appeal form 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 in writing within **SEVEN college work days**. If the Dean

concludes that further discussion is warranted, he/she will: **(1)** discuss the grade appeal with the student and the instructor to attempt resolution, or **(2)** appoint a three-member Grade-Appeal Committee consisting of one full-time college instructor, one full-time college administrator, and one student representative.

- V. The Grade-Appeal Committee will hold a hearing with the instructor and student to review the student's appeal.
- VI. The Grade-Appeal Committee will discuss the case in a closed session and issue a decision in writing to both the instructor and student concerning whether the grade will stand or will be changed.
- VII. A student may appeal the final decision by presenting the Grade-Appeal form to the College president, no later than **SEVEN college work days from the date of notification**. The president will issue his/her ruling within **14 college work 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. The Grade-Appeal process must begin before the end of the semester in which the final grade was assigned. 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."**

## **HARASSMENT AND DISCRIMINATION**

### ***Harassment and Communication***

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, gender stereotyping, age, or any other characteristic protected by state or federal law, in its programs and activities. For these purposes, harassment includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, gender stereotyping, age, or disability. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

For these purposes, "harassment" includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, gender stereotyping, age, disability, or any other characteristic protected by state or federal law. 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:

- Physical assault,
- 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,
- Direct propositions of a sexual nature,
- Subtle pressure for sexual activity,
- 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;
- 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:
- Touching, patting, pinching, hugging, or brushing against another's body;
- Commentary of a sexual nature about an individual's body or clothing, or
- Remarks about sexual activity or speculations about previous sexual experience(s);
- Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- 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;
- Gender stereotyping or harassment about gender identification.

## I. **Complaint Resolution**

### ***a. Procedures for Reporting Complaints***

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 (Dr. Sherri Taylor, 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.

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.

- i. 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.

- ii. 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.

**a. Formal Action**

- i. 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.
- ii. 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 Policy Number 620.01 for complaints against institution employees.
- iii. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College.
- iv. 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.

**b. 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 Alabama Community College System Policy Number 620.01.

**c. 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.

**II. 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.

**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. Once medical services have arrived, the faculty/staff should report the incident to the Dean of Students and Executive Vice President. If this is not possible, the incident should be reported to the Associate Dean of Students, Dean of Instruction, Center Administrative Coordinator, or the Supervisor of the Evening Division. The responsibility for medical services and transportation to a medical facility is the responsibility of the student and/or the student's parent(s) or guardian. Students in need of AIDS counseling can contact the AIDS Crisis Line at 1-800-342-AIDS.

**LIBRARY**

There are two campus libraries at Central Alabama. The library on the Alexander city Campus is new Learning Resource Center consisting of two floors. It offers access to over 60,000 electronic books and over 11,000 print resources. Inclusive in this collection, one can find information on topics ranging from nursing, medicine, welding, and the automotive industry. One may also find literature's great classics and many new fiction titles. The College is also home to the Alabama Collection, which includes a first edition copy of "To Kill a Mocking Bird", and two individual cookbooks by Katherine Tucker Windham containing her favorite recipes. The Alabama Collection also includes information on Confederate Soldiers from Alabama, Slave Narratives, and Native American artifacts found around Lake Martin. The Learning Resource Center has four private study rooms and a meeting room that will accommodate up to ten students who need a meeting room or group study room. Twelve computer terminals are available for student usage.

The library on the Childersburg Campus is housed in the Bill Nichols Support Media Center. The collection consists of approximately 8,457 books, 88 current periodical titles, and 9 current newspapers. Materials that are not available at either library may be obtained through interlibrary

loans. Internet access is available as are printing and photocopying. The library is open Monday through Friday with hours and necessary changes posted each semester.

In addition to their print holdings, the libraries together offer approximately 63,000 electronic books and several electronic databases. These, along with the complete library catalog, may be accessed off campus through the library page of the CACC website. There is also a link to the Alabama Virtual Library, which provides students and instructors with on-line access to a wealth of information. 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.

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. 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 a minimum of \$25.00 or the 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.

Reference books, reserve books, magazines, periodicals, some VHS tapes/DVDs, and the Alabama Room collection may not be checked out for use outside the library.

Students at the Talladega Center are provided library services through a cooperative agreement with the Talladega Public Library. The public library's policies will apply, but grades/transcripts will be held due to unpaid fines or lost books. Computers are available on the Talladega campus for on-line searches of the College Library resources. Students may request items from the libraries on the Alexander City and Childersburg campuses, which will be delivered to them through campus mail. Students have the Alabama Virtual Library's resources available at computers on and off campus and may also use both the campus libraries' print and electronic holdings. Students may also request help from librarians via email or telephone.

Computers with Internet service are available in each library; the College *Copyright and File Sharing* policies apply to their use. It is against college policy to access illegal or 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 Office of Student Services 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 Administrative Coordinator's office. Students are urged to put their names in all textbooks and notebooks and on calculators and other equipment. Students should report any missing book to the Bookstore immediately. Students should also report any incident regarding missing books to the Office of Student Services.

## MENINGOCOCCAL DISEASE

Since certain factors may place college students at increased risk for meningococcal disease, the Advisory Committee on Immunization Practice (ACIP), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that students who want to reduce their risk for meningococcal disease be administered the meningococcal vaccine. 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.

## 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:

- I. Speed limit is not to exceed 10 miles per hour (mph) on campus or at the center;
- II. The registered driver with the College is responsible for the automobile regardless of driver;
- III. 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;
- IV. No vehicle may be parked in a "No Parking" zone;
- V. Unauthorized vehicles parked in handicap parking spaces will be towed at the expense of the owners, and
- VI. 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 Administrative Coordinator's office at the Talladega Center. The College assumes no responsibility for damage to any vehicle brought on any campus, center or instructional site.

### **REGISTRATION**

Students may obtain their Banner User ID and personal identification number (PIN) for Web Registration by presenting unexpired photo identification to the Office of Student Services. Initial correspondence from the Office of Enrollment Services will include the students' Banner User ID and instructions on establishing their PIN. New students are required to attend a Pre-College Orientation Session, CACC Connect, scheduled by the Office of Enrollment Services.

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 two days of classes for fall and spring semesters and the first two days of summer term. This time 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.

Students must have a PIN and use My CACC, which is found on the College website, to view and print their grades. If students are unable to access grades on the Internet, they may go to the Office of Student Services and request a personal copy of their transcript.

### **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. Central Alabama Community College 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 Office of Student Services. Inquiries regarding student activities may be directed to the Office of Student Services.

### **LACTATION POLICY**

Students who are nursing may contact the Office of Student Services at each location to arrange a designated time and private place to express their milk. The Office of Student Services will make arrangements for the student upon request and requires a minimum of 24 hours' notice in order to reserve the private location for the student.

### **CONSENSUAL RELATIONSHIPS**

Central Alabama Community College believes that it is important that employees display moral and ethical behavior through their personal conduct and their job performance. At CACC, consensual amorous relationships, which might be appropriate in other circumstances, are **inappropriate** between an employee and any student for whom the instructor has responsibility. Relationships between students and employees can negatively affect the trust in the educational process. There is an element of power in the relationship between an employee and student, and it is important that employees in positions of authority not abuse the power with which they are entrusted. If any employee or student believes he/she has been a victim of discrimination or sexual harassment, he/she should contact the Title IX Coordinator at the College. The Title IX Coordinator at Central Alabama Community College is the Dean of Students.

### **RESTRAINING AND/OR PROTECTIVE ORDERS**

Any student who applies for and obtains a restraining or protective order which lists the College location(s) as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of the temporary or permanent protective or restraining order to the Office of Safety and Security at the College, which is located by the Office of Student Services in the Administrative Building of each location.

### **RESTROOM POLICY**

Restrooms and locker rooms are designated separately for women, or men or gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom shall be subject to discipline. Gender neutral restrooms are available and located at the Alexander City Campus, Childersburg Campus, and Talladega Center. Gender neutral restrooms are located as follows:

***Alexander City Campus - George C. Wallace Administration Building***  
***Childersburg Campus - Administration Building***  
***Talladega Center***

### **ROOM ASSIGNMENTS FOR OVERNIGHT TRAVEL EVENTS**

Room assignments for overnight travel events are made on the basis on the biological sex of individuals. If separate facilities are available at the time of the event, these separate, individual facilities may be made available as alternative overnight accommodations.

## NAME CHANGES TO OFFICIAL COLLEGE RECORDS

Students are required to provide their official legal name at the time of application to Central Alabama Community College. Name change requests must be submitted in writing to the Office of Records and will require legal documentation for the changes. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to the Office of Records, Central Alabama Community College. Current or former students may submit a "Change of Student Information" form along with appropriate legal documentation. Acceptable legal documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

## 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 function and mission of the College as an educational institution. Students are expected to obey the statutes of local, state, and federal government and college policies. The Code of Student Conduct and established disciplinary procedures apply to individual students as well as formal groups of students.

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.

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

### ***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:

I. **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 of Academic Dishonesty**

- i. ***Cheating*** – Use or attempted use of unauthorized materials, information or study aids, or computer-related information in any academic exercise;
- ii. ***Fabrication*** – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise or official document;
- iii. ***Facilitating Academic Dishonesty*** -- Intentionally or knowingly helping or attempting to help another carry out academically dishonest practices;
- iv. ***Plagiarism*** -- Intentionally or knowingly representing the words, ideas, or works of another as one's own in any academic exercise;
- v. ***Misrepresentation*** -- Misstating, altering or falsifying the contents of academic documents such as letters of recommendation, transcripts, and schedules;

b. **Examples**

i. ***Examinations and Tests***

1. Taking an exam for another student.
2. Copying from another student, or making information to another student during or after an exam.
3. Submitting a take-home exam written in whole or in part by someone else.
4. Failing to obey or comply with exam regulations or instruction of a proctor or an instructor.
5. Looking at a cheat sheet, a book, lecture/lab notes, a lab manual, or any other form of unauthorized information during an exam.
6. Asking another student questions on an exam before taking the exam.
7. Presenting a false excuse for missing an exam or assignment.
8. Witnessing a case of cheating in class and not reporting it.
9. Storing exam answers on a calculator, cell phone, or other electronic device.
10. Changing answers on a test and claiming it was incorrectly graded.

11. Having someone else or paying someone else to take an exam for you.
12. Working in groups on take-home exams or web-based quizzes.
13. Removing an exam from a classroom or office.

**ii. *Laboratories, Field Work, Essays, Research Reports, Assignments and Presentations***

1. 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.
2. Using unauthorized data of any kind.
3. Allowing someone else to perform your lab exercise, field exercise, or other exercises assigned to you.
4. Fabricating or falsifying lab or research data of any kind.
5. Adding false references to term papers, research reports, or other assigned works to expand a bibliography.
6. Submitting as your own an essay written in whole or in part by someone else.
7. Preparing an essay or assignment for submission by another student.
8. Copying an essay or assignment or knowingly allowing your work to be copied by someone else.
9. Using direct quotations or large sections of paraphrased material without acknowledgment.
10. Buying or selling works and submitting them for the purpose of plagiarism.
11. Submitting the same piece of work in more than one course without permission of the instructors.
12. Working in groups on reports, assignments, projects, presentations, etc.

**iii. *Official Documents***

1. Altering transcripts or other documents relating to student records.
2. Misrepresenting one's credentials.
3. Creating or altering letters of reference.

- 4.** Individual instructors may point out other examples that apply to their courses.
- II.** Disruption or obstruction of teaching. Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited;
  - III.** Failure to comply with the directives of College officials acting in performance of their duties;
  - IV.** Lewd, indecent or obscene conduct or speech to include but not limited to written or verbal;
  - V.** Copyright/file-sharing violation;
  - VI.** Disorderly conduct;
  - VII.** Cyber harassment which includes but is not limited to the use of email, chat, discussion forum, and blogs with the intent to intimidate, humiliate, belittle, or threaten others;
  - VIII.** Physical abuse, verbal abuse, threats, bullying, domestic violence, dating violence, stalking, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any member of the College community;
  - IX.** Unauthorized entry into College offices or buildings;
  - X.** Coming on campus while intoxicated;
  - XI.** Forgery, alteration, or misuse of college documents, records, or identification;
  - XII.** Furnishing false information to the College;
  - XIII.** Unauthorized entry into College administrative and faculty files, including computer files;
  - XIV.** Malicious destruction of property or vandalism, including library materials;
  - XV.** Bringing on the campus or to a College-sponsored event firearms, knives, or other dangerous weapons;
  - XVI.** The possession, use, or distribution of alcoholic beverages on College property or at a student-sponsored function;
  - XVII.** Theft of College property or the property of any member of the College community (student, faculty, College employee, etc.);
  - XVIII.** Use, possession, or distribution of narcotic or other controlled substances;
    - 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 operations
- h. Disclosing data in violation of the Family Educational Rights and Privacy Act of 1974.

### ***Definitions***

- I. The term "College" means Central Alabama Community College.
- II. The term "student" generally includes all persons taking courses at the College, both full-time and part-time.
- III. The term "faculty member" means any person hired by the College to conduct classroom activities.
- IV. The term "staff" means any person hired by the College to perform support activities.
- V. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- VI. 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.
- VII. The term "college premises" includes all land, building, facilities, and other property in the possession of or owned by the College.
- VIII. The term "organization" means any number of persons who have complied with the formal requirements of college recognition.
- IX. The term "Conduct and Discipline Committee" means an appointed group of college representatives authorized by the Dean of Students to determine whether a student has violated the Student Code of Conduct and to impose sanctions upon students found to have violated the Student Code of Conduct.
- X. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.

## ***Disciplinary Procedures***

### **I. Charges**

- a. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.
- 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.

### **II. 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 Conduct and Discipline Committee.
- e. Have the right to a hearing before the Conduct and Discipline Committee if the Dean of Students assumes jurisdiction and imposes a sanction the student wishes to appeal.

### **III. Initial Investigation**

- a. Upon receipt of a written complaint, the Dean of Students will 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. The Dean of Students shall schedule a meeting with the accused student via student's college e-mail, address of record, telephone number of record, or personal contact for an interview at the earliest possible time to discuss the alleged violation of the Student Code of Conduct. If the student fails to appear for the interview, the Dean of Students may, on the basis of available evidence, agree to assume jurisdiction and impose a sanction to be recommended to the President for approval or proceed to forward the case to the chairperson of the Conduct and Discipline Committee.
- c. Sanctions, which may be recommended to the President by the Dean of Students, are exoneration, formal reprimand, probation, suspension, and restitution.

#### IV. Conduct and Discipline Committee Procedures

- a. The Chairperson of the Conduct and Discipline Committee will call 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.
- b. 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 the accused in writing as to the reasons for its action.
- c. 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:
- d. The only persons present at meetings of the Conduct and 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.**

#### V. Formal Hearing

- a. The Chairperson of the Conduct and Discipline Committee will schedule a hearing and 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. The statement will inform the student that he/she may choose to waive the right to appear before the Conduct and Discipline Committee.
- 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 Conduct and 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 Conduct and Discipline Committee.
- f. The Conduct and 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 Conduct and Discipline Committee at the discretion of the chairperson. The Conduct and 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 Conduct and Discipline Committee.
- i. The Committee shall make a single verbatim record, such as a tape/digital recording, of all Conduct and Discipline Committee Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the sole property of the college. 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 Conduct and Discipline Committee shall be scheduled as soon as practical, but no 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 Conduct and Discipline Committee shall determine by majority vote of the members present, excluding the chairperson, whether the student has violated each section of the Student Code of Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
- m. In the event a complainant or the 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 Conduct and Discipline Committee. In the absence of the complainant or the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the complainant or 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 Chairperson of the Conduct and Discipline committee. The chairperson of the Conduct and 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 student shall be notified of the chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

- n. The Conduct and Discipline Committee makes a recommendation to the President for an appropriate sanction based upon its findings in conjunction with precedent cases. The President will notify the accused student and the complainant of the final decision in writing.
- o. Sanctions, which may be imposed, are exoneration, formal reprimand, probation, temporary suspension, suspension, expulsion, restitution, and punitive grade.
  - i. **Exoneration** – Complete dismissal of guilt on all charges against the accused student.
  - ii. **Formal Reprimand** – This may be an oral or written warning. It notifies a student that any further violation of college regulations may subject the student to more severe disciplinary actions.
  - iii. **Probation** – Probation is for a specified period of time and may include loss of privilege, restrictions, and the performance of additional public service assignment.
  - iv. **Suspension** – Suspension excludes a student from the college and extracurricular activities for a stated period of time. The student must apply to the Conduct and Discipline Committee for **readmission**.
  - v. **Expulsion** – Student is dismissed from the college for an indefinite period.
  - vi. **Restitution** – The student may be required to compensate the injured party for damaged, lost, or destroyed property.
  - vii. **Punitive Grade** – The Conduct and Discipline Committee may impose a grade sanction and/or other sanctions.

**VI. 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.

**VII. Provision for Appeal**

The purpose of appellate proceedings is to determine whether or not there is substantial evidence to affirm the decision of the Conduct and 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 college working days from the date of the President's letter of notification of his decision in which to appeal the recommendation of the Conduct and Discipline Committee. The appeal must be in writing and addressed to the President. The appellate body is composed of the Dean of Instruction, the division chairperson/director, and the president of the Student Government Association. By a majority vote, it may (a) affirm the decision of the Conduct and 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 Conduct and Discipline Committee. The meeting of the appellate body is not a hearing and neither the student nor his/her legal counsel may be present during the appellate proceedings.

**STUDENT GRIEVANCE POLICY**

**I. 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.

**II. 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-Appeal Policy. If the grievance arises from a classroom situation the student should take the following steps in seeking redress:

- a. Consult with the instructor involved, in person or by written contract, no later than within the first twelve college working days from the date the grievance occurred.
- b. If an agreement or a compromise is not achieved with the instructor, the student must take a written statement to the division chairperson within seven college working days from the instructor's final decision. (A written grievance should include a description of the effort made to resolve the grievance at the previous level.)

- c. 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 Dean of Instruction within seven college working days from the Division Chairperson's final decision.
- d. If the grievance does not arise from a classroom/instructional issue, a complaint should be made to the appropriate administrator within the first 12 college working days from the date of the grievance.
- e. The student should read "The Judgment" section (Section IV) of this policy carefully before contacting the Dean of Students for a hearing before the Conduct and Discipline Committee.
- f. As a last resort and only after steps a through c have been completed, 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 by the last day of class of the semester following the semester 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.

### III. **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; 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 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.

### IV. **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 college working days after the date of the committee's decision and must be resolved within a maximum of 30 college working 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.

### **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/Associate Dean of Student Services. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's education records unless specific conditions are met. The right to inspect is limited solely to the student. For further information, see the extended section on FERPA guidelines.

### **STUDENT SUPPORT SERVICES**

Student Support Services (SSS) is a federally funded program that 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 the section of Student Support Services.

### **STUDENTS WITH DISABILITIES**

The disclosure of a disability is voluntary; however, if a student with a disability has a documented disability; he/she may request reasonable accommodations by contacting the ADA Coordinator to self-

disclose his/her disability and discuss his/her requests for reasonable accommodations. The ADA Coordinator for the Alexander City campus is Tiffanie Character, who may be reached at 256/215-4269, and the ADA Coordinator for the Childersburg campus and the Talladega Center is the Associate Dean of Students, Glenda Bland who may be reached at 256/378-2004.

Before most accommodations are made, the student must present documentation of his/her disability dated within the last three years to the ADA Coordinator. 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 must 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 determining 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, the student will be contacted by the ADA Coordinator who will meet with the student to determine the appropriate accommodations. The student will receive the necessary forms to present to the instructor during the first week of class so that accommodations can be made as early as possible. The forms must be signed by the student and the instructor and returned to the ADA Coordinator by the date designated on the form. Accommodations are not made retroactive. Accommodations will be provided only after the appropriate information has been certified by the ADA Coordinator to receive accommodations.

A student with a disability should ask about the essential functions that have been established within various curricula.

Information on facilities and services for students with disabilities may be obtained from the ADA Coordinator's Office. Any questions, concerns, complaints, request for information or request for the provision of reasonable accommodations for persons with a disability should be directed to the ADA Coordinator's Office. If the ADA Coordinator cannot find a resolution to the concern, the student must contact the Dean of Students as the next step in seeking resolution.

### **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 the Office of Student Services in the Administration Building. Students who need to place calls on the Alexander City campus may go to the [Student Services reception area in the Administration Building](#), located on the south end of the first floor, by the student parking lot. Students needing to place a call from the Talladega Center should go to the Administrative Office area of the College. Calls should be limited to emergency calls or calls for transportation assistance and limited to a short time duration.

### **CELL PHONES**

Classroom and laboratory use of cellular telephones and other electronic communication devices is prohibited. Students are asked to turn off their cell phones during class or place them in silent mode.

In the event a student has “on call” work related responsibilities, the student may make arrangements with the class instructor regarding use of his/her cell phone.

### DEVELOPMENTAL COURSES

Students who place in developmental courses should meet with an advisor to select the appropriate course(s) for their major. Students may be exempt from these courses based on a COMPASS retest or appropriate ACT/SAT scores. COMPASS 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.

Developmental courses are designed to prepare students to succeed when they take college-level courses. The developmental courses are evaluated on a successful/unsuccessful basis and do not influence the student’s grade point average.

### TUBERCULOSIS SCREENING POLICY

***Central Alabama Community College works to ensure the health and safety of its students and employees, which includes a screening process to identify tuberculosis (TB) disease (active TB) or latent TB infection (LTBI) in students.***

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

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

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

- I. Students must complete the TB risk assessment questionnaire during the admissions process.
- II. Students with TB risk factors identified on the TB risk assessment questionnaire must have a TB skin test (TST) from their physician. Tests will be measured for as positive in conjunction with the individual’s risk factors for TB. These tests must be completed prior to a student enrolling at CACC. **Any person with a positive skin test and signs of active TB must not attend class or work until cleared by the Alabama Department of Public Health.** CACC must notify the Alabama Department of Public Health Tuberculosis Program Manager promptly of individuals with signs or symptoms of active disease regardless of skin test status. Those

- individuals will be referred to appropriate healthcare providers for further evaluation. Students with a documented previous positive TB skin test should not receive another skin test. These individuals are required to have a chest X-ray to rule out active disease. If the chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. If there is no documentation of the previous positive skin test, the skin test may be repeated.
- III. Students from the United States or other low risk areas for TB infection need not be screened routinely with TB skin testing. However, low risk students entering the health professions or working in facilities which place them at risk for developing TB infection or disease should be screened with TB skin testing before potential exposure as well as periodically thereafter.
  - IV. Students with positive TB skin tests must have a chest X-ray performed to evaluate for active TB disease. Required chest X-rays may be performed by the local health department, or by a physician. If a chest X-ray is abnormal and indicative of tuberculosis, a readable copy of the film and an official radiology report must be provided to the local health department. Active TB disease **must** be excluded. The local health department will perform additional testing for individuals with a chest X-ray that is suspicious for TB.
  - V. Students with a positive skin test and negative chest X-ray should contact the local health department regarding medication for latent TB infection. There are no restrictions on attending class, work, or campus activities for individuals with latent TB infection.

#### **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, children of students are not allowed in class or on campus unsupervised at any time.

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