



2023-2024 CATALOG ADDENDUM

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

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

Catalog changes included in this Addendum are listed below:

- Student Assessment – pages 85 – 87
- Traditional Credit – page 87 – 88
- Accredited Postsecondary Institutions – pages 79, 85, 169, 183
- Financial Information – Other Charges, Fines and Fees – pages 91 and 92
- Payment – page 94
- Instructional Division – page 131
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- Technical Division – Associate in Occupational Technology (AOT) – page 189
- Technical Division – Associate in Applied Science (AAS) Degree in Computer Information Systems – pages 193 - 196
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- Technical Career Paths – Associate in Applied Science (AAS) Marine Technology – page 207
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Traditional Credit

Catalog Page Reference: Pages 87-88; Medical Assisting Technology Program – Page 161;

Summary of Changes: Changes were made to clarify the principles for awarding transfer credit by the College.

Traditional Credit

The following general principles for transfer of credit will be applied in determining the award of transfer 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. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, and the American Association of Collegiate Registrars and Admissions Officers.
- II. A course completed at duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative grade point average is 2.0 or higher at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for first-time students.
- III. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
- IV. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.



Accredited Postsecondary Institutions

Catalog Page Reference: Admission Requirements and Procedures (Page 79); Admission of Transfer Students (Page 85); Minimum Admission Requirements – Nursing (Page 169); Admission Requirements for Practical Nursing Program (Page 183);

Summary of Changes: References made to “regionally accredited postsecondary institutions” have been revised to “duly accredited postsecondary institutions.”

ADMISSION REQUIREMENTS AND PROCEDURES (Page 79)

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

Admission of Transfer Students – (Page 85)

- 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. They are subject to the same Academic Standards of Progress as a native student.
- 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.” The student will retain this 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 **duly** accredited postsecondary institutions including other Alabama Community Colleges are not included in GPA calculation. Nursing students should refer to the Nursing Transfer Policy.

- III. An applicant who has been placed on academic suspension from another **duly** 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."

Readmission of Students

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

Admission Requirements – Nursing Program (Page 169)

Minimum admission requirements for the Nursing program include:

- I. Unconditional admission to the College
- II. Receipt of completed application for the nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission, or first official College week day thereafter for deadlines falling on weekend or College recognized holiday
- III. A minimum of 18 ACT or 58 TEAS composite score National or Residual (ACT) or a TEAS score greater than 60%. This score cannot be more than three (3) years old.
- IV. A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at **duly** accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program.
- V. A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable).



- VI. Meet the essential functions for nursing
- VII. Eligible for ENG 101, BIO 201, and MTH 100

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

Admission Requirements – Practical Nursing Program (Page 183)

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

- I. Unconditional admission to the College
- II. Receipt of completed application for the Practical Nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission
- III. A minimum of 18 ACT composite score National or Residual or a minimum of 58% on the TEAS test
- IV. A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at **duly** accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program
- V. A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable)
- VI. Meet the essential functions for nursing
- VII. Eligible for ENG 101, BIO 201 and MTH 100

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



Student Assessment

Catalog Page Reference: Pages 85-87

Effective Date: Fall 2023

Summary of Changes: Updates were made to the Placement Chart for ENG 131.

Student Assessment

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

State approved placement testing may be exempt with acceptable high school GPA of 2.5 or higher and coursework with a grade of C or higher in English and math courses. If requirements are not met, then ACT or SAT scores as designated in the Placement Score Chart would follow. Students with an associate degree or higher, students who transfer degree-creditable, college-level English or mathematics courses with a grade of “C” or better from an accredited institution, students who have successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years, students enrolling to audit a course, students who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED, transient students with documentation, and students enrolling for personal enrichment purposes only are exempt from taking the ACCUPLACER.

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

Placement	ACCUPLACER Writeplacer
ENR 098	0-3
ENG 101 with ENG099, ENG 131	4
ENG 101	5-8
Placement	ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) Advanced Algebra and Functions (AAF)
MTH 098, MTH116	QAS 200-242
MTH 100 with MTH099	QAS 243-252
MTH100	QAS 253-266 or AAF 200-235



MTH 110, MTH112, MTH231, MTH232, MTH265	QAS 266-300 or AAF 236-255			
MTH 113 OR MTH120	AAF 256-270			
MTH125	AAF 271-300			
<u>Act and SAT Exemptions</u>				
	ACT	SAT (prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)
English/Writing	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence based Reading and Writing)	≥ 25 (Writing and Language)
Reading	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
Math	≥ 20	≥ 480	≥ 510	≥ 25.5
Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading, or Math within three years of enrollment is exempt from the subject specific placement assessment.				

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

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

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

TABE	Minimum Score
Reading	567
Math	566
English	560

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



Financial Information – Other Charges, Fines and Fees

Catalog Page Reference: Pages 91-92

Effective Date: Fall 2023 & Summer 2024

Summary of Changes: *Effective Fall 2023, Central Alabama Community College's Bookstore, operated by Barnes & Noble, offers a First Day Complete textbook rental program. All eligible students will be automatically charged the rental fee unless the student opts out of the program. Additional information about this program is included in the table below and is available on the Bookstore website at <https://www.cacc.edu/books>.*

Effective Summer 2024, the Healthcare Program Fee for NUR 221 will decrease to \$36.00 and the Healthcare Association (Certification Exam) for MAT 239 will increase to \$129.00.

OTHER CHARGES, FINES AND FEES

Access Fee (per semester)	\$ 5.00
Audit Fee	Same as regular tuition and fees
Community and Continuing Education Courses	Varies by course
Library Fine (per day)	\$ 0.25
Diploma Fee (nonrefundable)	\$ 25.00
Manufacturing Skills Standards Council (MSSC) Application and Testing Fee Per Course (<i>WKO 131, WKO 132, WKO 133, WKO 134</i>) <i>Note: Testing fees are subject to change.</i>	\$ 60.00
Associate Degree Nursing (ADN) Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course (<i>NUR 112, NUR 113, NUR 114, NUR 211, NUR 221</i>) <i>Note: Testing fees are subject to change.</i>	\$ 605.00



Associate Degree Nursing (ADN) Healthcare Program Fee Per Course <i>Note: Insurance premiums are subject to change.</i>	NUR 112 - \$ 200.00 *NUR 221 - \$ 100.00 <i>*(Effective Summer 2024 – NUR 221 Healthcare Program Fee will decrease to \$36.00)</i>
Associate Degree Nursing (ADN) Mercer Malpractice Insurance Per Course (<i>NUR 112</i>) <i>Note: Insurance premiums are subject to change.</i>	\$ 30.00
LPN to RN Mobility Program Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course (<i>NUR 209, NUR 211, NUR 221</i>) <i>Note: Testing fees are subject to change.</i>	\$ 605.00
LPN to RN Mobility Program Healthcare Program Fee Per Course <i>Note: Insurance premiums are subject to change.</i>	NUR 209 - \$ 200.00 *NUR 221 - \$ 100.00 <i>*(Effective Summer 2024 – NUR 221 Healthcare Program Fee will decrease to \$36.00)</i>
LPN to RN Mobility Program Mercer Malpractice Insurance Per Course (<i>NUR 209</i>) <i>Note: Insurance premiums are subject to change.</i>	\$ 15.00
Medical Assisting Technology (MAT) Fee Mercer Malpractice Insurance Per Course (<i>MAT 239</i>) <i>Note: Insurance premiums are subject to change.</i>	\$ 15.00
Medical Assisting Technology (MAT) Fee National Healthcare Association (Certification Exam) Per Course (<i>MAT 239</i>) <i>Note: Exam fees are subject to change.</i>	*\$ 125.00 <i>*(Effective Summer 2024 – MAT 239 Healthcare Association (Certification Fee) will increase to \$129.00)</i>
Official Transcript Fee <i>One free Alabama Community College System (ACCS) transcript</i>	\$ 5.00
Occupational Safety and Health Administration (OSHA) Fee	\$ 8.00
Practical Nursing Program (PN) Assessment Technologies Institution (ATI) Testing Fee/Resources Per Course (<i>NUR 112, NUR 113, NUR 114</i>) <i>Note: Testing fees are subject to change.</i>	\$ 658.00
Practical Nursing Program (PN) Healthcare Program Fee Per Course (<i>NUR 112</i>) <i>Note: Insurance premiums are subject to change.</i>	\$ 200.00
Practical Nursing Program (PN) Mercer Malpractice Insurance Per Course (<i>NUR 112</i>) <i>Note: Insurance premiums are subject to change.</i>	\$ 15.00
Previous Year Diploma (nonrefundable) <i>Note: Diplomas for previous years will be printed bearing current administration names only.</i>	\$ 50.00
Prior Learning Assessment (PLA) Course Fee <i>Note: Fee will be assessed for each PLA review.</i>	\$ 25.00



Replacement Student ID Card	\$ 30.00
Returned Check Fee	\$ 30.00
Student Accident Insurance <i>Note: Charge is per course for courses with the prefix of AUT, CNC, ILT, MSP, and WDT.</i>	\$ 3.30
Textbook Rental Fee (First Day Complete Program) <i>The fee covers all required textbooks, lab manuals, access codes and digital textbook versions. Consumables that cannot be returned and reused are not included. Additional details are available on the Bookstore website (https://www.cacc.edu/books).</i> IMPORTANT NOTES REGARDING THE FIRST DAY COMPLETE TEXTBOOK RENTAL PROGRAM: <ul style="list-style-type: none">• <i>All students, except for those noted below, are <u>automatically</u> included in the First Day Complete program; however, students have the option to opt out of the Program by visiting https://www.cacc.edu/books and clicking the 'Want to Opt Out' option under LINKS on the right side of the page.</i>• <i>Athletes covered by an athletic scholarship and dual enrollment students covered by a dual enrollment scholarship are not eligible to participate in this program.</i>• <i>The following courses are exempt from the program (AUT, CNC, COS, MAT, MSP, NUR, WDT, and WKO); therefore, students registered for these courses will not be assessed the \$24 per credit hour fee for these courses. If a book is required for these courses, students may purchase the book from the Bookstore.</i>• <i>Students must return all rented books back to the bookstore by the last day of finals each term.</i>• <i>The textbook rental fee will be due by the payment deadline. Students are at risk of being purged from classes if the fee is not paid by the advertised payment deadline.</i>	\$ 24.00 <i>(per registered credit hour)</i>
Traffic and Parking Fines	Varies by offense

Note: Additional examination/licensure fees may be required by third-party agencies.

Cost of attendance information for students may be found on the College website at <https://www.cacc.edu/coa/>.



Payment

Catalog Page Reference: Pages 94-95

Effective Date: Summer 2024 (May 16, 2024)

Summary of Changes: A Payment Plan option for students was implemented effective Summer 2024.

PAYMENT

All students who have not completed payment by, confirmed financial assistance and sponsorship awards* by final registration date, or enrolled in a payment plan option will be removed for nonpayment. If not enrolled in a payment plan option, all outstanding balances must be paid prior to the first official class day of the term. Payment of tuition, fees, and other charges may be made by cash, personal check, cashier's check, traveler's check, money order, debit card, or credit card.

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

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

Delinquent Accounts

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

A student who leaves the College during or at the end of a semester/term without his/her financial obligations to the College fulfilled are considered "Not in Good Standing." The student may be denied future enrollment in the College and a hold will be placed on his/her records. Central Alabama transcripts and/or diplomas will not be released until all financial obligations have been satisfied.

Payment Plan Options

Central Alabama Community College has partnered with TouchNet to offer an interest-free, direct debit payment plan. A \$40 non-refundable setup fee is required to enroll in the payment plan. All



down payments and enrollment fees are processed immediately upon enrollment in the plan. Regular scheduled payments will be processed automatically each month on established plan dates. A non-sufficient fund fee of \$35 will be assessed when a payment processes and the account does not have enough funds to cover the payment. Late fees in the amount of \$25/month will be assessed if planned installments are not paid.

Plan amounts will re-calculate when classes are added or dropped. If a withdrawal takes place, payments will be drafted as scheduled unless action is taken to discontinue the plan enrollment. Instructions for enrollment can be found at <https://www.cacc.edu/need-help/make-a-payment>, More information on dates and payment details can be found on the College website, by contacting the Business Office at (256) 215-4373, or by e-mailing sfuller@cacc.edu.



Instructional Division

Catalog Page Reference: Page 131

Effective Date: Spring 2024 (January 8, 2024); Summer 2024 (May 2024)

Summary of Changes: Added new Associate in Applied Science (AAS) degree in Marine Technology effective Spring 2024; Updated chart to show that Practical Nursing will be taught as a stand-alone program at the Talladega Center effective Summer Term.

INSTRUCTIONAL DIVISION

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



Marine Technology	AC				66-67 hours			
Medical Assisting Technology	AC, CB, PC, TC				65 hours			
Nursing Program	AC, CB				66 hours			
Practical Nursing	CB, PC, TC						45 hours	
Office Administration	AC, CB, PC, TC, ONLINE				60-62 hours			
Welding—Drafting Option	AC, CB	TC				69-70 hours		
Welding—Machining Option	AC, CB	TC				70-71 hours		

AC Alexander City Campus

CB Childersburg Campus

PC Prattville Campus

TC Talladega Center

ONLINE All courses required for completion of this program can be completed online.

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary. Students should confer with their assigned advisors in planning a class schedule.



Practical Nursing Program

Catalog Page Reference: Page 182

Effective Date: Summer 2024 (May 2024)

Summary of Changes: The Practical Nursing Program will be taught at the Talladega Center effective Summer 2024.

Practical Nursing Program

Certificate (CER) – Childersburg Campus, Prattville Campus, and, effective Summer 2024, at the Talladega Center

At a Glance

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



Technical Division – Associate in Occupational Technology (AOT)

Catalog Page Reference: Page 189

Effective Date: Fall 2023 (August 10, 2023)

Summary of Changes: A revision was made by the Alabama Community College System (ACCS) to change the required hours for Area III – Natural Science and Mathematics from “6” hours to “6-7” hours.

Associate in Occupational Technology (AOT)

The *Associate in Occupational Technology* (AOT) degree program is designed for students seeking a combination of technically oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing the general education requirements, students will also complete course work in primary and secondary technical specialties. The AOT degree shall be comprised of at least 60 semester credit hours but no more than 76 semester credit hours. While each prescribed program of study/career path varies, the following standards are required as minimum degree requirements from the General Studies Curriculum in the Alabama College System.

	CREDITS
AREA I Written Communications	3-6
AREA II Humanities & Fine Arts.....	3-6
AREA III Natural Science & Mathematics.....	6-7
AREA IV History, Social, & Behavioral Sciences.....	3
AREA V Primary* and Secondary** Technical Specialties.....	40-61
Semester Credit Hour Range by Award	60-76

**Primary Technical Specialty (Major): A minimum of 28 credit hours in a single content area.*

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



Technical Division – Associate in Applied Science (AAS) Marine Technology

Catalog Page Reference: Page 189

Effective Date: Spring 2024 (January 8, 2024)

Summary of Changes: Introducing a new Associate in Applied Science (AAS) degree in Marine Technology effective Spring 2024.

Marine Technology

Associate in Applied Science Degree (AAS)

At a Glance

The Marine Technology program at Central Alabama Community College prepares students to apply technical knowledge and skills to repair inboard and outboard engines; test, maintain, and repair steering devices in electrical systems; repair metal, wood, and fiberglass hulls and vessel components. This program is designed to prepare students for employment opportunities in marine/engine maintenance and repair.

General Education & Electives		CREDITS
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra OR Higher Level	3
SPH 106	Fundamentals of Oral Communication	3
Humanities and Fine Arts Elective*		3
Social and Behavioral Science Elective*		3
Math or Natural Science Elective*		3-4
Total General Education Credit Hours		21-22

**Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Technical Major Courses		CREDITS
ILT 160	DC Fundamentals.....	3
MRT 101	Marine Engines and Drives.....	3
MRT 108	Marine Rigging and Trailers.....	3
MRT 200	Marine Engines and Outboard Drives	3
MRT 219	Hydraulics	3
MRT 220	Marine Engines and Stern Drives	3
MRT 222	Heavy Equipment Safety	3
MRT 262	Apprenticeship/Work Based Learning I	3
MRT 264	Apprenticeship/Work Based Learning II	3
MRT 266	Apprenticeship/Work Based Learning III.....	3



WKO 110	Orientation/NCCER Core	3
WKO 131	MSSC Safety Course	3
WKO 132	MSSC Quality Practices & Measurements	3
WKO 133	MSSC Manufacturing Processes & Production	3
WKO 134	MSSC Maintenance Awareness	3
Total Technical Major Credit Hours		45

Total Credit Hours..... 66-67

Marine Technician Fundamentals **Short-Term Certificate (STC)**

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable Marine Technician Fundamentals Short-Term Certificate will be awarded to students.

		CREDITS
ILT 160	DC Fundamentals.....	3
MRT 101	Marine Engines and Drives.....	3
MRT 108	Marine Riggins and Trailers	3
WKO 110	NCCER Core	3
Total Credit Hours.....		12

Marine Technician Service **Short-Term Certificate (STC)**

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable Marine Technician Service Short-Term Certificate will be awarded to students.

		CREDITS
MRT 200	Marine Engines and Outboard Drives.....	3
MRT 220	Marine Engines and Stern Drives	3
MRT 222	Heavy Equipment Safety	3
WKO 131	MSSC Safety Course	3
Total Credit Hours.....		12

MSSC Certified Production Technician **Short-Term Certificate (STC)**

While pursuing the Marine Technology AAS degree and upon successful completion of the courses identified below, the stackable MSSC Certified Production Technician Short-Term Certificate will be awarded to students.

		CREDITS
WKO 131	MSSC Safety Course	3



WKO 132	MSSC Quality Practices and Measurements	3
WKO 133	MSSC Manufacturing Processes and Production Course	3
WKO 134	MSSC Maintenance Awareness Course	3
Total Credit Hours.....		12



Technical Division – Associate in Applied Science Degree (AAS) – Computer Information Science

Catalog Page Reference: Page 193 - 196

Effective Date: Fall 2023

Summary of Changes: The requirement to only use the BUS 241, BUS 242, or BUS 275 courses as business electives have been removed.

Students may elect any BUS course, additional CIS course, or a combination of BUS and additional CIS courses to satisfy the 12 hour elective requirement.

Computer Information Science Associate in Applied Science Degree (AAS)

At a Glance

The Computer Information Science program is designed to prepare students to be successful or enhance their careers in select, high-demand, information technology fields. Special emphasis is placed on the knowledge and skills needed in the small business computer environment. In addition, this program provides a solid foundation for those considering transferring to a senior institution.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses		CREDITS
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra OR Higher Level.....	3
ORI 105	Orientation & Student Success	3
SPH 106	Fundamentals of Oral Communication.....	3
History, Social and Behavioral Science Elective.....		3
Humanities and Fine Arts Elective		3
Natural Science Elective*		3-4
Total General Education & Elective Credit Hours		24-25



Technical Major Courses

CREDITS

CIS 101	Computer Applications Lab (or CIS 108 CO-OP, corequisite CIS 120).....	1
CIS 165	Network Lab (or CIS 108 CO-OP, corequisite CIS 121)	1
CIS 120	Google IT Professional Support I: Technical Support Fundamentals	2
CIS 121	Google IT Professional Support II: Computer Networking.....	2
CIS 122	Google IT Professional Support III: Operating Systems	2
CIS 123	Google IT Professional Support IV: System Administration and IT Infrastructure Services	2
CIS 124	Google IT Professional Support V: Security	2
CIS 161	Intro to Networking.....	3
CIS 162	Advanced Networking	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS or BUS	electives	12
Total Technical Major Credit Hours		36

TOTAL CREDIT HOURS 60-61

Google IT Support Professional Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Google IT Support Professional Short-Term Certificate will be awarded to students.

CREDITS

CIS 101	Computer Applications Lab (or CIS 108 CO-OP, corequisite CIS 120).....	1
CIS 165	Network Lab (or CIS 108 CO-OP, corequisite CIS 121)	1
CIS 120	Google IT Professional Support I: Technical Support Fundamentals	2
CIS 121	Google IT Professional Support II: Computer Networking.....	2
CIS 122	Google IT Professional Support III: Operating Systems	2
CIS 123	Google IT Professional Support IV: System Administration and IT Infrastructure Services	2
CIS 124	Google IT Professional Support V: Security	2
Total Credit Hours		12



PC Support Specialist Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable PC Support Specialist Short-Term Certificate will be awarded to students.

	CREDITS
CIS 268* Software Support	3
CIS 269* Hardware Support	3
CIS Elective	3
Total Credit Hours	9

**This certificate prepares a student, once they acquire the Google IT Support Professional, CIS 268, and CIS 269, to sit for the COMTIA A+ Certification Exam.*

Network Support Specialist Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Network Support Specialist Short-Term Certificate will be awarded to students.

	CREDITS
CIS 161* Intro to Networking.....	3
CIS 162* Advanced Networking	3
CIS Elective	3
Total Credit Hours	9

**This certificate prepares a student, once they acquire the Google IT Support Professional, CIS 161, and CIS 162, to sit for the COMTIA NET+ Certification Exam.*

Cyber Security Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable Cyber Security Short-Term Certificate will be awarded to students.

	CREDITS
CIS 246 Ethical Hacking.....	3
CIS 280 Network Security	3
CIS 282 Computer Forensics	3
Total Credit Hours	9



MS-OFFICE Support Generalist **Short-Term Certificate (STC)**

While pursuing the Computer Information Science AAS degree and upon successful completion of the courses identified below, the stackable MS-OFFICE Support Generalist Short-Term Certificate will be awarded to students.

		CREDITS
CIS 111	Word Processing Software.....	3
CIS 113	Spreadsheet Processing Software Applications	3
CIS 115	Presentation Graphics Software Applications	3
CIS 117	Database Management Software Applications	3
Total Credit Hours		12



Technical Division – Associate in Occupational Technology Degree (AOT) - Cosmetology

Catalog Page Reference: Page 196 - 198

Effective Date: Spring 2024

Summary of Changes: A restructure of the awarding process for certificates stacked or embedded within the Associate in Occupational Technology (AOT) degree in Cosmetology will be implemented effective Spring Semester (January 2024). Certificates stacked or embedded within this degree program will *only* be awarded at the completion of the Associate in Occupational Technology (AOT) degree.

Cosmetology

Associate in Occupational Technology Degree (AOT)

At a Glance

The Cosmetology program provides students with the knowledge needed to obtain an Alabama State Board of Cosmetology and Barbering/National Interstate Council of State Boards of Cosmetology (NIC) license, as well as the skills for immediate employment once licensed.

Students are trained in hair cutting, shampooing and styling, chemical texture services, hair color, manicuring and pedicuring, and facial waxing, massage, and treatments. Along with Cosmetology salon practices, students are taught Business of Cosmetology and Employability Skills, which are essential for Cosmetologists to own or manage a business. This program prepares graduates for employment in various occupations including hairstylist, barber, nail technician, makeup artist, esthetics, hair colorist, chemical services technician, salon managers, and business owners.

Students should consult with an advisor or the faculty teaching in their discipline regarding the suggested sequence for scheduling of courses.

General Education & Elective Courses

CREDITS

CIS 146	Computer Applications	3
ENG 131	Applied Writing I OR English Composition I (ENG 101).....	3
MTH 116	Mathematical Applications OR Higher Level.....	3
ORI 105	Orientation & Student Success	3



SPH 106	Fundamentals of Oral Communication	3
Natural Science & Math Elective		3-4
History, Social and Behavioral Science Elective*		3
Total General Education & Elective Credit Hours		21-22

**Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Technical Major Courses		CREDITS
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 OR CO-OP (COS 191).....	3
COS 167	State Board Review.....	3
Total Technical Major Credit Hours		33

Technical Minor Courses		CREDITS
BUS 100	Introduction to Business	3
OAD 101	Beginning Keyboarding.....	3
OAD 103	Intermediate Keyboarding	3
OAD 243	Spreadsheet Applications.....	3
Total Technical Minor Credit Hours		12

Total Credit Hours 66-67

Cosmetology **Certificate (CER)**

The stackable Cosmetology Certificate will be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

		CREDITS
CIS 146	Computer Applications	3
ENG 131	Applied Writing I OR English Composition I (ENG 101).....	3
MTH 116	Mathematical Applications OR Higher Level.....	3
ORI 105	Orientation and Student Success.....	3
SPH 106	Fundamentals of Oral Communication.....	3
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services.....	3
COS 114	Chemical Services Lab	3



COS 115	Hair Coloring Theory.....	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 119	Business of Cosmetology.....	3
COS 123	Cosmetology Salon Practices OR CO-OP (COS 191).....	3
COS 167	State Board Review.....	3
Total Credit Hours		48

Chemical Services

Short-Term Certificate (STC)

The stackable Chemical Services Short-Term Certificate will be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

CREDITS

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
Total Credit Hours.....		12

Introduction to Cosmetology

Short-Term Certificate (STC)

The stackable Introduction to Cosmetology Short-Term Certificate will be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

CREDITS

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
Total Credit Hours		12

Salon Practices

Short-Term Certificate (STC)

The stackable Salon Practices Short-Term Certificate will be awarded to students at the completion of the Associate in Occupational Technology (AOT) degree in Cosmetology.

CREDITS

COS 119	Business of Cosmetology.....	3
COS 123	Cosmetology Salon Practices Lab OR CO-OP (COS 191)	3
COS 167	State Board Review.....	3
Total Credit Hours		9



Course Directory

Catalog Page Reference: Pages 217-282

Effective Date: Spring 2024 (January 8, 2024)

Summary of Changes: Added Marine Technology (MRT) to the Course Abbreviations table and courses descriptions for the MRT courses as a result of introducing a new Associate in Applied Science (AAS) degree in Marine Technology

COURSE DESCRIPTIONS

COURSE ABBREVIATIONS

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

<i>ANT - Anthropology</i>	<i>INT - Industrial Maintenance Technology</i>
<i>ART - Art</i>	<i>MAT - Medical Assisting Technology</i>
<i>ASL - American Sign Language</i>	<i>MSP - Machine Shop Technology</i>
<i>AST - Astronomy</i>	<i>MTH - Mathematics</i>
<i>AUT - Automotive Manufacturing Technology</i>	<i>MRT - Marine Technology</i>
<i>BIO - Biology</i>	<i>MUL - Music Ensemble</i>
<i>BUS - Business</i>	<i>MUS - Music</i>
<i>CHD - Child Development</i>	<i>NUR - Nursing</i>
<i>CHM - Chemistry</i>	<i>OAD - Office Administration</i>
<i>CIS - Computer Science</i>	<i>ORI - Orientation</i>
<i>CNC - Computerized Numerical Control</i>	<i>PED - Physical Education</i>
<i>COS - Cosmetology</i>	<i>PHL - Philosophy</i>
<i>CRJ - Criminal Justice</i>	<i>PHS - Physical Science</i>
<i>DDT - Drafting and Design Technology</i>	<i>PHY - Physics</i>
<i>ECO - Economics</i>	<i>POL - Political Science</i>
<i>EMS - Emergency Medical Technology</i>	<i>PSY - Psychology</i>
<i>ENG - English</i>	<i>REL - Religion</i>
<i>ENR - English and Reading</i>	<i>SOC - Sociology</i>
<i>GEO - Geography</i>	<i>SPA - Spanish</i>
<i>HED - Health Education</i>	<i>SPH - Speech</i>
<i>HIS - History</i>	<i>THR - Theater Arts</i>
<i>HUM - Humanities</i>	<i>WDT - Welding</i>
<i>IDS - Interdisciplinary Studies/Honors</i>	<i>WKO - Workplace Skills Enhancement</i>
<i>ILT - Industrial Electronics Technology</i>	



MRT 101 Marine Engines and Drives

Prerequisite: As determined by College

Corequisites: None

Students will be introduced to professional work standards; shop safety; and the proper use of hand, measuring and precision tools. Students will learn the fundamentals of engine repair and operation for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling and exhaust systems as well as the differences between outboard and stern drive systems. Students will learn to perform the steps required to diagnose and service marine engines with mechanical-related concerns.

Lecture: 2 hours Lab: 1 hour Contact Hours: 4 Credit Hours: 3

MRT 108 Marine Rigging and Trailers

Prerequisite: As determined by College

Corequisites: None

Students will learn to perform procedures for rigging outboard motors, aligning sterndrive engines, instrument gauge installation and electrical hookup, remote control, and predelivery adjustments. The importance of rigging, as it relates to customer satisfaction, will be emphasized. Students also will perform setup, installation and maintenance procedures for common optional equipment, including trailers, trolling motors and depth finders. Introduction to the use of trailers, trailer adjustments, wheel bearings maintenance, lighting (LED/incandescent) and vehicle connectors.

Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 200 Marine Engines and Outboard Drives

Prerequisite: None

Corequisites: None

Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for outboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.

Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 219 Hydraulics

Prerequisite: As required by program

This course is designed to introduce to ideals, concepts, theories, and principles of the application of hydraulics in an industrial setting. After completing the course, the student should have a basic knowledge of hydraulics to apply in an industrial environment.

Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 220 Marine Engines and Stern Drives

Prerequisite: As required by program

Corequisites: None

Students will be introduced to professional work standards, shop safety, and the proper use of hand tools, measuring precision instruments and diagnostic devices for stern drive engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal



combustion engine. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.

Lecture: 1 hours Lab: 2 hours Contact Hours: 5 Credit Hours: 3

MRT 222 Heavy Equipment Safety

Prerequisite: As required by program

This course is designed to provide safety guidelines for the operation, maintenance, and transportation of heavy equipment. It prepares the student in the use of signs and barricades and the safety of those working in the vicinity of heavy equipment, as well as trenching safety issues.

Lecture: 3 hours Lab: 0 hours Contact Hours: 3 Credit Hours: 3

MRT 262 Apprenticeship/Work Based Learning I

Prerequisite: Must have prior approval of instructor

Corequisites: None

This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**

Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

MRT 264 Apprenticeship/Work Based Learning II

Prerequisite: MRT 262 and prior approval of instructor

Corequisites: None

This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**

Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3

MRT 266 Apprenticeship/Work Based Learning III

Prerequisite: MRT 264 and prior approval of instructor

Corequisites: None

This course is one of a series wherein the student works on a part-time basis in a job directly related to marine mechanics. In these courses, the employer specifies the student's objectives and evaluates the student's productivity. Upon completion, the student will demonstrate skills learned in an employment setting and prepare and deliver a multimedia presentation of his experience to other students. **Must include a minimum of 15 hours per week of employment.**

Lecture: 0 hours Lab: 3 hours Contact Hours: 6 Credit Hours: 3



Course Directory

Catalog Page Reference: Pages 245-247

Summary of Changes: The required grade of the prerequisite was inadvertently omitted from the course description. All literature courses require a minimum prerequisite grade of “C” in ENG 102.

ENG 251 American Literature I

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of American literature from its beginnings to the mid-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.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 252 American Literature II

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of American literature from the mid-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.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 261 English Literature I

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of English/British literature from its inception to the end of the eighteenth 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.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 262 English Literature II: 3 credits

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of English/British literature from the late eighteenth 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 shapes these works and that are reflected in them.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 271 World Literature I

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of world literature from its inception to the mid-seventeenth 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.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3



ENG 272 World Literature II

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a survey of world literature from the mid-seventeenth 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.

Code A Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 276 Classical Literature

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a study of significant works of Greek and Roman literature. Emphasis is placed on the influence on Western heritage of ancient thought expressed in these works. Students will demonstrate an understanding of the works studied and of the impact of these works on Western civilization and culture.

Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3

ENG 297 African American Literature

Prerequisite: A grade of “C” or higher in ENG 102 or equivalent

This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

Code C Lecture: 3 hours Lab: 0 hours Credit Hours: 3