CALHOUN COMMUNITY COLLEGE

CATALOG AND STUDENT HANDBOOK 2019 2020

Your Community. Your College. Your Future.

Table of Contents

General Information | Page 4

College Overview | Page 4
Equal Opportunity in Education and Employment | Page 4
Nondiscrimination Statement | Page 4
History of Calhoun Community College | Page 5
Message from the Interim President | Page 5
Mission | Page 5
Core Values | Page 5
Vision Statement | Page 5
2019-2020 Calendar | Page 5
College Policies and Regulations | Page 7
Student Records and Transcripts | Page 10
Admissions Information | Page 12
First Time Admission | Page 12
Readmission | Page 13
Admission Status | Page 13
Admission Classifications & Eligibility Information | Page 13
Dual Enrollment/Dual Credit for High School Students | Page 18
Audit Students | Page 22
Senior Citizens Attending Under the Senior Adult Scholarship Program | Page 23
College Admission Committee | Page 23
Financial Information | Page 23
Cashier's Office Hours | Page 23
Tuition and Fees | Page 23
Payments | Page 24
Tuition and Fees Refund Policy | Page 24
Refund Methods | Page 25
Financial Holds | Page 25
General Education Development (GED) Test Fee | Page 25
Residency/Out-of-State and International Students | Page 25
Financial Aid | Page 27
Financial Aid Enrollment and Attendance Policies | Page 29
Repayment Policies | Page 31
Satisfactory Academic Progress (SAP) | Page 32
Information on Specific Financial Aid Programs | Page 34
Bookstore | Page 36
Security/Police Contact | Page 37
Instructional Information and Regulations | Page 37
Student Responsibilities | Page 37
Classification of Students | Page 37
Grading Policies | Page 38
Grade Appeal Procedure | Page 39
Course Forgiveness Policy | Page 40
Auditing a Course | Page 40
Academic Program Changing | Page 41
Academic Bankruptcy | Page 41
Student Course Overloads | Page 41
Advanced Standing Credit | Page 41
College Level Examination Program-CLEP | Page 41
Probation and Suspension | Page 43
Attendance | Page 43
Recognition of Academic Excellence | Page 44
Degrees & Graduation | Page 45
Degree Requirements | Page 45
Graduation Honors | Page 45
Library Services | Page 46
Special Programs | Page 46
Adult Education | Page 46
Presidential Honors Program | Page 47
Cooperative Education | Page 47
Distance Learning | Page 48
Weekend College | Page 48
Statewide Transfer and Articulation Reporting System (STARS) | Page 48
Calhoun Workforce Solutions (CWS) | Page 49
Instructor-Led Online Courses | Page 50
Online Career Training Programs | Page 50
Programs of Study | Page 51
Elective Definitions | Page 51
General Educational Outcomes | Page 51
Awards Conferred by Calhoun Community College | Page 51
Associate of Science (A.S. Degree) | Page 51
Credit Hour Equivalencies | Page 52

Degrees | Page 54

Advanced Manufacturing | Page 54
Automotive Technology | Page 71
Business Administration | Page 72
Child Development | Page 77
Computer Information Systems | Page 79
Criminal Justice | Page 84
Dental Assisting | Page 85
Dental Hygiene | Page 90
Emergency Medical Services | Page 91
General Studies | Page 102
Medical Laboratory Technology | Page 112
Music | Page 114
Nursing | Page 115
Physical Therapist Assistant | Page 135
Surgical Technology | Page 138
Visual Communications | Page 144
Accounting Technology Courses | Page 147
Advanced Manufacturing Courses | Page 147
Aerospace Technology Courses | Page 151
Air Conditioning and Refrigeration Courses | Page 152
American Sign Language Courses | Page 155
Anthropology Courses | Page 155
Art Courses | Page 156
Astronomy Courses | Page 160
Automotive Technology Courses | Page 160
Biology Courses | Page 162
Business Administration Courses | Page 163
Chemistry Courses | Page 165
Child Development Courses | Page 166
Computer Information Systems Courses | Page 168
Criminal Justice Courses | Page 172
Dental Assisting Courses | Page 174
Dental Hygiene Courses | Page 175
Design Drafting Technology Courses | Page 180
Economics Courses | Page 182
Electrical Technology Courses | Page 182
Emergency Medical Services Courses | Page 184
Engineering Courses | Page 188
English Courses | Page 189
English/Reading Courses | Page 190
French Courses | Page 190
Geography Courses | Page 191
German Courses | Page 191
Health Education Courses | Page 192
Health Science Courses | Page 192
History Courses | Page 193
Home Economics Courses | Page 194
Humanities Courses | Page 194
Industrial Electronics Technology Courses | Page 194

Industrial Maintenance Technology Courses | Page 195
Interdisciplinary Studies Courses | Page 195
Machine Tool Technology Courses | Page 195
Mass Communications Courses | Page 199
Mathematics Courses | Page 199
Medical Laboratory Technology Courses | Page 202
Music Courses | Page 205
Music Technology Courses | Page 211
Nursing Courses | Page 212
Nursing Assistant Courses | Page 213
Office Administration Courses | Page 213
Orientation Courses | Page 214
Paralegal Courses | Page 214
Philosophy Courses | Page 216
Physical Education Courses | Page 216
Physical Science Courses | Page 220
Physical Therapist Assistant Courses | Page 220
Physics Courses | Page 222
Political Science Courses | Page 223
Process Technology Courses | Page 223
Psychology Courses | Page 224
Religion Courses | Page 225
Social Work Technology Courses | Page 225
Sociology Courses | Page 226
Spanish Courses | Page 226
Speech Communications Courses | Page 227
Surgical Technology Courses | Page 227
Theatre Courses | Page 228
Visual Communications Courses | Page 230
Welding Courses | Page 231
Workplace Skills Courses | Page 234

Student Handbook | Page 236

About the College | Page 236
A Message from the Vice President of Student Services | Page 236
A Message from the Student Engagement Coordinator | Page 236
Quick Reference Phone Numbers | Page 236
About the College | Page 236
Registration Information | Page 238
The Alabama Community College System | Page 239
Student Activities | Page 239
Athletics | Page 240
Student Government Association (SGA) | Page 240
Student Government Association Constitution | Page 240
Student Organizations and Clubs | Page 243
Campus Policies | Page 247
Campus Security/Police | Page 247
Student Identification Cards | Page 248
Motor Vehicle Registration | Page 248
Handicap Parking Policy | Page 248
Abandoned Vehicles | Page 249
Parking/Traffic Citation Appeals Committee | Page 249
Restroom Policy | Page 249
Sex Offender Registration | Page 250
Weapons Policy | Page 250
Tobacco-free Policy | Page 250
Student Fines | Page 251
Employee Fines | Page 251
Traffic and Parking Regulations | Page 251
Parking/Traffic Regulations | Page 251
Parking/Traffic Decals | Page 251
Fines | Page 252
Accidents | Page 252
Need Assistance?—call Security | Page 252
Campus Police Courtesy Services | Page 252
College Polices and Regulations | Page 252
Notice of Available Accommodations for Students, Employees, and Applicants with Disabilities. | Page 252
Student Responsibilities | Page 37
Drug Policy - In Compliance with the Drug-Free Schools & Communities Act Amendment | Page 253
Drug Policy Standards of Conduct and Enforcement | Page 254
Code of Conduct | Page 254
Student Disciplinary Procedures | Page 256
Hearing Procedures | Page 257
Disciplinary Action | Page 258
Intellectual Property for Students | Page 259
Computer Use Policy | Page 259
Student Complaint Process | Page 261
Student Grievance Procedures Involving Discrimination, Sexual Harassment, and Rights of the Disabled | Page 263
Anti-Harassment Policy | Page 263
Student Services | Page 268
Campus/Site Information | Page 271
Campus Maps | Page 271
Faculty, Staff & Administration | Page 272
College Administration Faculty and Staff | Page 272

General Information

College Overview

Equal Opportunity in Education and Employment

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity on the basis of race, color, religion, sex, age, or national origin, or against qualified disabled persons, and it maintains an affirmative action program for protected minorities and women.

Nondiscrimination Statement

Calhoun 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 regulations issued thereunder, to the end that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Calhoun to be in accordance 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."The Title IX Coordinator for administrators, faculty, and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.0. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Title IX Coordinator for students is Dr. Ina Wilson Smith, Director of Student Disability Services/ADA, P.0. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635.

In addition, the College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990 (ADA), ADAA 2008, Public Law 101-336. This policy extends to employment by and admission to the College. The Section 504 and ADA Coordinator for administrators, faculty and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Section 504 and ADA Coordinator for students is Dr. Ina Wilson Smith, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635. Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975.

The College encourages any student who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, age, disability, sex or other protected classification to report the discrimination or harassment to the appropriate College official. The College is committed to conducting a prompt investigation of all allegations of discrimination or harassment based on race, color, national origin, age, disability, sex or other protected classification. Students, administrators, staff and/or contract staff found to have engaged in acts of discrimination or harassment based on an individual's race, color, national origin, age, disability, sex or other protected classification will be promptly disciplined, to include, if circumstances warrant, up to and including suspension or expulsion for students and suspension or termination of employment for staff, faculty and administrators. The College encourages students and College faculty, administrators and staff to work together to prevent acts of discrimination or harassment of any kind.

Persons or any specific class of individuals who believe they have been subjected to discrimination or harassment based on their race, color, national origin, age, disability, sex or other protected classification may, alone or with a representative, file a complaint with the United States Department of Education or with the College, or with both. The complaint process for students relating to claims of discrimination or harassment may be found here.

[1] For students with a disability requesting academic adjustments and auxiliary aids and services, see Notice of Available Accommodations for Students, Employees, and Applicants with Disabilities

Calhoun Community College engages in continual study on our effectiveness. Students may be required to participate in tests/surveys or other activities as part of this process.

Calhoun Community College owns all photographs of students and participants taken at Calhoun events and reserves the right to use these photographs for college promotional materials, both digital and print Students who do not wish to have their photographs used must have a "Do Not Use Photograph" form completed and on file in the Calhoun Public Affairs Office.

History of Calhoun Community College

Calhoun Community College is the result of the consolidation of the Tennessee Valley State Technical School and John C.Calhoun State Technical Junior College. The Tennessee Valley State Technical School was instituted by the Wallace-Patterson Trade School Act of 1947. John C. Calhoun State Technical Junior College was established under the Alabama Trade School Authority Act of 1963. The two schools were merged into a comprehensive institution to become the John C. Calhoun StateTechnical Junior College and Technical School in September 1965. The president is directly responsible to the Board of Trustees for the Alabama Community College System (ACCS). The present designation as a community college was formalized by a State Board of Education resolution of September 23,1973.

Jimmy Baker
Chancellor
The Alabama Community College System

Message from the Interim President

Dr. Joe Burke
Interim President

On behalf of our students, faculty, and staff, I welcome you to Calhoun Community College! We are pleased that you are interested in Calhoun and the programs, services, and people that make up this excellent college.

As one of the leading institutions of higher education for Alabama and the region, we are committed to student success. By providing quality, accessible educational opportunities, encouraging community involvement, and promoting economic development, we seek to improve the quality of life for our students and the communities we serve.

In this catalog, you will find information on such topics as admissions policies and procedures, financial aid, academic programs, student support services, and business and industry training programs. We encourage you to contact us at any time you may have questions or need additional information about Calhoun.

Thank you for your interest in Calhoun Community College. We are truly **your** community College.

Mission

Calhoun Community College provides opportunities in education by offering quality, innovative instruction through a collaborative learning environment while promoting cultural enrichment and community development.

Core Values

ACCOUNTABILITY

COLLABORATION

DIVERSITY

EQUITY

INNOVATION

INTEGRITY

Vision Statement

Success for every student, the community, and the College.

2019-2020 Calendar

Fall Semester

Fall Kick-Off **M Aug 12**

Duty Day	T	Aug	13
Duty Day	W	Aug	14
Registration/Duty Day	R	Aug	15
Registration/Duty Day	F	Aug	16
Classes Begin	**M**	**Aug**	**19**
Drop/Add		**Aug**	**19-22**
Holiday – Labor Day	M	Sep	2
Professional Development	F	Oct	4
Holiday - Veterans Day	M	Nov	11
Duty Day	W	Nov	27
Holiday – Thanksgiving	R	Nov	28
Holiday – Day after Thanksgiving	F	Nov	29
Final Exams		Dec	6-12
Duty Day	F	Dec	13
Fall Grade Reporting by Noon	**M**	**Dec**	**16**
Non-Instructional Duty Days		**Dec**	**17-20**

Minisession I: Aug 19 – Oct 10

Minisession II: Oct 14 – Dec 10

Weekend Minisession I: Aug 24 – Oct 12

Weekend Minisession II: Oct 19 – Dec 7

Spring Semester

Non-Instructional Duty Day	W	Jan	2
Duty Days		Jan	3-10
Professional Development	T	Jan	7
Registration/Duty Days		Jan	8-10
Regular Session Classes Begin	**M**	**Jan**	**13**
Drop/Add		**Jan**	**13-16**
Holiday - Dr. Martin Luther King Jr.	M	Jan	20
Professional Development/Duty Day	F	Mar	13
Spring Break - Includes Weekend		Mar	23-28
Spring Break/College Closed		Mar	26-27
Assessment Week		Apr	13-17
Final Exams		May	4-9
Duty Day	M	May	11
Spring Grade Reporting by Noon	**T**	**May**	**12**
Faculty Leave Days		**May**	**13-14**
Graduation	F	May	15

Minisession I: Jan 13 – Mar 4

Minisession II: Mar 5 – May 5

Weekend Minisession I: Jan 18 – Mar 7

Weekend Minisession II: Mar 14 – May 9

Summer Semester

Registration/Duty Days		May	21-22
Holiday – Memorial Day	M	May	25
Classes Begin	**T**	**May**	**26**
Drop/Add		**May**	**26-28**
Delayed Start	M	June	1
Holiday – Independence Day	F	July	3
Final Exams		July	29 - Aug 4
Duty Day	W	Aug	5
Summer Grade Reporting by Noon	**T**	**Aug**	**6**

Minisession I: May 26 – Jun 25

Minisession II: Jun 29 – July 30

The College will be closed the following ten holidays:

Monday	September 2, 2019	Labor Day
Monday	November 11, 2019	Veterans Day
Thursday	November 28, 2019	Thanksgiving Day
Friday	November 29, 2019	Day After Thanksgiving
Tuesday	December 24, 2019	Christmas Eve
Wednesday	December 25, 2019	Christmas Day
Wednesday	January 1, 2020	New Year's Day
Monday	January 20, 2020	Martin Luther King, Jr. Day
Monday	May 25, 2020	Memorial Day
Friday	July 3, 2020	Independence Day Holiday

In addition, the College will be closed the following days:

Monday	December 23, 2019
Thursday	December 26, 2019
Friday	December 27, 2019
Monday	December 30, 2019
Tuesday	December 31, 2019
Thursday	March 26, 2019
Friday	March 27, 2019

Faculty Duty Days & Instructional Days by Semester

Fall

	Faculty Duty Days	**Instructional Days**
August	15	10
September	20	20
October	23	22
November	18	17
December	11	9

Spring

	Faculty Duty Days	**Instructional Days**
January	20	14
February	20	20
March	17	16
April	22	22
May	9	6

Summer

	Faculty Duty Days	**Instructional Days**
May	6	4

	Faculty Duty Days	Instructional Days
June	22	22
July	23	22
August	4	2

Grand Totals Faculty Duty Days & Instructional Days

Semester	Faculty Duty Days	Instructional Days
Fall	87	78
Spring	88	78
Total	**175**	**156**
Summer	55	50
GRAND TOTAL	**230**	**206**

College Policies and Regulations

NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES.

Students who are requesting academic adjustments and modifications for the first time at the College must submit a completed Request for Services packet to the Student Disability Services/ADA Office. Packets are available in the office or online at http://www.calhoun.edu/student-resources/student-disability-servicesada. **Continuing students must complete a Semester Request for ADA Services form each semester.** This form is available in the office or online at http://www.calhoun.edu/student-resources/student-disability-servicesada. A student who has not been enrolled in classes for two consecutive terms or more must contact the office.

Students with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Dr. Ina Wilson Smith
Director of Student Disability Services/ADA
Chasteen Student Services Center, Room 220E
P.O.Box 2216
Decatur, Alabama 35609-2216
ina.smith@calhoun.edu
Office Hours: 7:45 a.m. - 5:15 p.m., Monday - Thursday
7:45 a.m.-11:45 a.m., Friday

Employees and applicants with questions, concerns, or complaints should contact Calhoun Community College's Human Resources Director, whose name, address, e-mail, and phone number are shown below:

Ms. Kim Gaines
Director of Human Resources and Payroll
MSA, Room 360
P.O.Box 2216
Decatur, Alabama 35609-2216
kim.gaines@calhoun.edu
Phone: (256) 306-2591
Fax Number: 256-306-2874

TOBACCO-FREE POLICY

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

STUDENT FINES

Any Calhoun student found to have violated this policy shall be subject to the following fines:

1st Ticket	$25.00 Fine
2nd Ticket	$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

A student who has pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President of Student Services, Dr. Patricia Wilson.

EMPLOYEE FINES

Any Calhoun employee found to have violated this policy shall be subject to the following fines:

1st Ticket $25.00 Fine
2nd Ticket $25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun Community College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related"applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer, promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

SECURITY/POLICE

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Security/Police Department by calling 256-306-2575. For emergencies only call 256-306-2911 on the Decatur campus or 256-890-4711 on the Huntsville campus. Please notify Campus Police immediately of any accidents or falls, with or without injury, on any Calhoun campus. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool building on the Decatur campus.

Huntsville Police Department officers are located in the Sparkman Building lobby in Huntsville.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. Should you have any questions or suggestions regarding campus safety, please contact the campus police at 256-306-2574. If an emergency, call 256-306-2911.

Calhoun Community College Campus Crime Statistical Disclosure Report

Crime	2014 DEC	2014 HSV	2014 ACA	2015 DEC	2015 HSV	2015 ACA	2016 DEC	2016 HSV	2016 ACA	2017 DEC	2017 HSV	2017 ACA
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Breaking & Entering Motor Vehicle	1	3	0	1	2	0	0	0	0	0	0	0
Arrests	0	1	0	5	0	0	1	0	0	0	2	0
Motor Vehicle Thefts	0	1	0	0	0	0	0	0	0	2	1	0
Liquor Law Violations	1	1	0	0	2	0	0	0	0	0	0	0
Drug Violations	2	2	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	2	0	2	0	0	2	0	0	5	2	0
Thefts	7	3	1	11	5	0	10	3	0	5	5	0
Harassment	6	1	0	3	2	0	4	1	1	3	3	0
Auto Accidents	14	3	0	17	13	0	17	20	0	24	17	0

Leaving Scene of Accident	3	5	0	4	1	0	4	5	0	6	8	0
Public Intoxication	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage	4	0	0	0	0	0	0	0	0	2	2	1
Trespassing	3	9	0	5	3	0	1	1	0	1	3	0
Disorderly Conduct	4	1	1	0	0	0	0	1	0	0	1	0
Hate Crime	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	1	0	1	0	0
Medical Calls	14	12	0	20	10	0	11	8	1	10	11	0
Stalking	-	-	-	-	-	-	0	0	0	0	0	0

STUDENT IDENTIFICATION CARDS

All students enrolled at Calhoun Community College are required to have in their possession a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of $20, payable to Calhoun at the Cashier's Office. Replacement cards can not be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107 on the Decatur Campus and in the Admissions Office in Huntsville. Please check the Calhoun website for hours of operation for each campus.

MOTOR VEHICLE REGISTRATION

All students driving any type of motor vehicle on campus must secure and properly affix an official college parking decal to the vehicle regardless of the location of classes. Parking decals are available at the switchboard at the Decatur campus or the Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained in Chasteen Student Services Center, Room 220, upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained at the Administrative Office in Huntsville. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will only be permitted for those cars that display both a College disability access decals and either a disability access license plate or a disability access placard.

HANDICAP PARKING POLICY

Eligibility to access available handicap parking on campus requires that a student, faculty or staff member show proof that they are the legally registered recipient of the state issued handicap parking placard. A valid Calhoun ID along with a receipt, similar to a tag receipt from the Department of Motor Vehicles, will be required to verify that the faculty, staff, or student is the registered user of the handicap placard or handicap tag and must be presented to the Student Disability Services Office. Students must also show a current (paid) schedule. The Calhoun handicap parking placard must be displayed on the rear-view mirror of the eligible vehicle when parked on campus. The handicap parking areas will be monitored. Fines for handicap parking violations are $50.00.

ABANDONED VEHICLES

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

PARKING/TRAFFIC CITATION APPEALS COMMITTEE

This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets each Friday at 11:00 a.m. in the Student Activities Office, Decatur campus. Parking appeals at the Huntsville campus should be made to the Director of that campus.

SEX OFFENDER REGISTRATION

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The Decatur Campus Police Dept, is located in Building #6 and the Huntsville Campus Police Dept, is located at the Front Entrance of the Sparkman Building.

RESTROOM POLICY

Restrooms and locker rooms are designated separately for women, men and 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 or locker room shall be subject to discipline. Gender neutral restrooms are available and located in the following locations:

Calhoun Community College Single Use Bathrooms

1. ATC - Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. HS - Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT - No single use restrooms.
4. Career Services- No single use restroom.
5. IT - 2 men and 1 women single use restrooms.
6. Campus Police - No single use restrooms.
7. Noble Russell - One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT - Both men's and women's single use restrooms in the NCCER Training Lab.
9. Testing Center/Adult Education - None.
10. Energy Technology - One single use restroom.
11. Industrial Technology -Welding - one single use. Aviation - one single use.
12. Machine Tool - One single use unisex.
13. MSA - One unmarked single use (Family) restroom off of 1st floor vending.
14. Student Center -None.
15. Harris Hall - both men's and women's single use restrooms (2 per floor)
16. Maintenance - One single use restroom.
17. Library - Both men's and women's single use restrooms.
18. Fine Arts-None.
19. Gym - One single use restroom.
20. Ball Field Concessions - None.
21. ACA - None.
22. Huntsville -Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/lounge. Two unmarked single use men's and women's single use restrooms on the lover level inside faculty lounge. (Sparkman Building)

Gender neutral locker rooms are located in the following:

There is a single use locker room located in the gym.

WEAPONS POLICY

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College. Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except as written in Alabama law. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to state board policy 511.01, Calhoun Community College adheres to the following:

Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.

Student Records and Transcripts

Family Educational Rights and Privacy Act of 1974

Calhoun Community College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of educational records and access to the records.

Student Records and FERPA

When a student attains the age of 18 or is attending an institution of postsecondary education, the permission or consent required of and the rights afforded to the parents of the student shall thereafter only be required of and afforded to the student. Therefore, a person other than the student requesting information on a student must submit written authorization from the student if the request is beyond the scope of authorized exceptions to the Act.

Responsibility for protection of the privacy of educational records rests primarily with the Director of Admissions/Registrar of the College. FERPA defines educational records to include records, files,

documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution with exceptions under the Act.

Notification of Rights under FERPA

FERPA affords students certain rights with respect to their educational records. The rights provided to students are:

1. The right to review their educational records with certain exceptions. Students and former students may present a valid photo identification card and complete a written request form to review their records. The College may delay a record review up to 45 days if circumstances so dictate. Record reviews are conducted in the Office of Admissions & Records, Chasteen Student Services Center, Decatur Campus. Note: The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. The student should submit to the Director of Admissions/ Registrar a written statement which identifies the part of the record they want changed, why it should be changed, and any documentation to support the request. The student will be notified in writing of the decision to amend or not to amend. A student will be notified of a hearing procedure process they may initiate if the result of the student's request is not to amend their record.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

Calhoun Community College considers the following to be directory information and may be released to individuals and/or agencies, institutions, etc., unless the student files a Do Not Release form in the Office of Admissions and Records:

- **Directory Information**
  Name
  Address
  Telephone listing
  E-mail address
  Date and place of birth
  Major field of study
  Dates of attendance
  Enrollment status
  Class standing
  Degrees, honors, and awards received
  Most recent educational agency or institution attended

It should be noted that directory information is used to verify a student's enrollment with insurance agencies, banks, employers, etc., unless prohibited in writing by the Do Not Release Information form. Calhoun does not provide mailing lists unless required to do so by federal legislation (Solomon Amendment), a court directive, or as deemed appropriate by the President of the College or his agent.

FERPA has established rules that allow some personnel and agencies to have access to students' records without their written consent. The exception to the requirement of written consent includes authorized representatives of the following for audit and evaluation of federal and/or state supported programs or for enforcement of a compliance with federal legal requirements which relate to these programs:

- Comptroller General of the United States
- Attorney General of the United States
- Secretary of the Department of Education
- State and local educational authorities
- State and local officials to whom disclosure is specifically required by state statute adopted prior to November 19,1974
- Veterans Administration officials
- Other school officials within the institution who have been determined by the institution to have a legitimate educational interest
- Officials of other institutions at which the student seeks or intends to enroll, provided the institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer or the annual notification of the institution includes a notice that the institution forwards education records to other institutions at which the student seeks or intends to enroll have requested the records. (Students are so notified.)
- Persons or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to: 1) determine eligibility for aid, 2) determine the amount of aid, 3) determine the conditions for the aid, or 4) enforce the terms and conditions of the aid.
- Organizations conducting studies for or on behalf of education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Such organizations are not to disclose

personally identifiable information of students. Information must be destroyed when it is no longer needed for project.
- Accrediting organizations carrying out their accreditation functions
- Parents of a student who have established a student's status as a dependent according to 1RS Code of 1986, Section 152
- Persons in compliance with a judicial order or lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance. An institution may not provide advance notice of subpoena compliance if the subpoena is issued by a federal grand jury or for law enforcement purposes provided the subpoena orders the institution not to disclose the existence or contents of the subpoena. Our institution is not required to obtain a subpoena to produce education records of a student if the institution is sued by the student or takes legal action against a student. The records produced must be needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Persons in an emergency situation if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
- Additional instances may occur where the college is required by law to release information. Contact the Registrar for the answers to specific questions.

In the event a student believes that FERPA rights were not met, he or she has the right to file a written complaint with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SE, Washington, DC 20202-4605.

Transcript Policy

Calhoun Community College's transcript policy includes the following items:

- In compliance with the Family Educational Rights and Privacy Act, Calhoun Community College does not release transcripts of a student's academic work, except upon the student's request.
- Official transcripts are sent to institutions, companies, agencies, etc., upon the student's request.
- The transcript request link may be accessed within the "Applications and Forms" section of the Admissions website for students who have not been enrolled at Calhoun Community College within the last 18 months.
- Current and recently enrolled students may directly access the Transcript Plus order form through their MyCalhoun student portal. There will be a fee assessed for all transcript requests.
- Transcripts will not be issued for persons who have financial, academic, or administrative obligations to the College.

The Office of Admissions and Records does not release official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

Admissions Information

Admissions Information

Calhoun Community College maintains an admissions policy that provides higher education for individuals who meet minimum admission requirements as set forth by the Alabama Community College System (ACCS). The Office of Admissions and Records is responsible for interpreting and implementing ACCS policy as well as federal, state, and local laws and policies regarding admission of students to the College and maintenance of academic records.

Admission to the College does not guarantee entrance to a particular course or program. Some programs have specific admission requirements. Requirements for admission into certain programs, such as Health programs, are found within the Programs of Study section of the catalog.

First Time Admission

All students must submit the required documentation listed below in order to be considered for admission. Applications and forms are accessible from www.calhoun.edu/admissions. In order for transcripts to be considered official, they must be submitted to the Office of Admissions and Records directly from the issuing institution/agency, or if submitted by the student in a sealed envelope from the issuing party.

Required Admission Documentation:

- Calhoun Community College application for admission

- One of the following forms of primary identification:
  - Unexpired Alabama driver's license or instruction permit
  - Unexpired Alabama identification card
  - Unexpired U.S. passport
  - Unexpired U.S. Permanent Resident Card
  - Resident Alien Card – Pre-1997
  - Unexpired driver's license or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
  - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
  - BIA or tribal identification card with photo
  - I-797 Form with expiration date along with photo identification
  - Voter Identification Card from a state that verifies lawful presence
- Official high school transcript with posted graduation date or GED certificate with passing scores
- Official college transcripts (if applicable)
  - Students who have achieved a minimum of a Baccalaureate degree from an accredited college or university are only required to submit an official transcript from the degree granting institution unless seeking a degree from Calhoun Community College.

Readmission

Former Calhoun students who have not been in attendance within one calendar year will be required to submit a new application for admission. If students have attended college elsewhere during this period, official transcripts must be submitted to the Office of Admissions and Records. Calhoun students who wish to enroll under a different student type (i.e., Dual Enrollment student who wishes to enroll as a Freshman upon high school graduation), must submit an updated application for admission prior to the term of intended enrollment.

Admission Status

There are two types of admission statuses: unconditional and conditional.

- **Unconditional status:** Students who have submitted all required documentation will be admitted under unconditional status.
- **Conditional status:** Students who have not submitted official transcripts may be admitted under conditional status. Failure to provide documentation by the end of the first semester of enrollment will prevent a student from future registration and official transcript release. ***Students with a conditional admissions status are not eligible for federal financial aid.***

Admission Classifications & Eligibility Information

First-Time College Student: A student who has not previously attended any college after high school graduation or completion of a GED is considered a first-time freshman.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed application for admission, in-state residency certification, primary form of identification, and one of the following:

- Official high school transcript with posted graduation date from a public, private, or home school program equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education
- Official GED certificate issued by the appropriate state education agency

First-time college students may be conditionally admitted pending receipt of official final high school transcripts. Failure to submit official transcript with posted graduation date by the end of the first semester of enrollment will prevent future registration and release of official Calhoun transcripts. First-time students with a conditional admission status will not receive federal financial aid.

Non-Degree Seeking Student: A non-degree seeking student is a student who wishes to attend Calhoun Community College but does not wish to pursue a degree or certificate.

For unconditional admission and to be classified as a non-degree seeking student, applicants must have on file at the institution a completed application for admission, in-state residency certification, primary form of identification, official high school transcript or GED certificate and official transcripts from all previously attending institutions.

Non-degree seeking students may be conditionally admitted pending receipt of official transcripts. Failure to submit official transcripts by the end of first semester of enrollment will prevent future registration and release of official Calhoun transcripts. Non-degree seeking students will not receive federal funding for aid. Non-degree seeking students who would like to change their

enrollment status to degree seeking must meet with an academic advisor and complete a Request for Change of Program of Study.

A non-degree student who has earned a Bachelor's degree from a regionally accredited college or university is only required to submit an official transcript form the degree granting institution. If a student with a Bachelor's degree wishes to have the transcript evaluated for transfer credit, official transcripts from all previously attended colleges and universities must be submitted to the Office of Admissions and Records prior to the evaluation.

Transient Student: A student who is currently enrolled at another college or university and seeks credit that will transfer back to his or her home institution is considered a transient student. Transient students are temporary students who generally only attend Calhoun Community College for one semester.
For admission, applicants must have on file at the institution a completed application for admission, primary form of identification, and a transient letter of permission listing approved courses. Transient letters must be submitted prior to registration for each semester a student attends Calhoun Community College. Any transient student failing to provide appropriate information may be administratively withdrawn.
Transient students are considered non-degree seeking and are not eligible for federal financial aid.

Visiting Student: A cooperative arrangement exists with Oakwood University, the University of Alabama in Huntsville, and Calhoun Community College. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall "C" average.
3. The course desired must be unavailable at the student's home institution but be included in the student's home institution catalog.
4. The student's request must be approved by the student's advisor and other appropriate personnel.
5. Permission of the institution teaching the course is after its own students are accommodated.
6. Distance Education and CIS courses are restricted enrollment and are not normally available to visiting students.
7. Enrollment in courses is subject to appropriate prerequisite and/ or placement testing.

Any student interested in participating in the Visiting Student Program should contact the Office of Admissions at the parent institution for additional information.

Transfer Student: A student who has attended another college or university prior to enrolling at Calhoun is considered a transfer student.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed application for admission, in-state residency certification, primary form of identification, official high school transcript or GED certificate, and official transcripts from all previously attended post-secondary institutions.

Transfer students may be conditionally admitted pending receipt of official transcripts. Failure to submit official transcripts by the end of the first semester of enrollment will prevent future registration and release of official Calhoun transcripts. Transfer students with a conditional admission status will not receive federal financial aid.

A transfer student who is not seeking a degree from Calhoun Community College and has earned a Bachelor's degree from a regionally accredited college or university is only required to submit an official transcript from the degree granting institution. If a student with a Bachelor's degree wishes to have the transcript evaluated for transfer credit, official transcripts from all previously attended colleges and universities must be submitted to the Office of Admissions and Records prior to the evaluation.

Initial Academic Status of Transfer Students

1. An initial academic status will be determined once all official transcripts are received and reviewed by Admissions and Records staff. Reporting of incomplete or false information on the application for admission may result in the immediate removal from classes and forfeiture of all tuition, fees, and other monies.
2. A transfer student whose cumulative grade point average (GPA) at the transfer institution(s) is at least 2.0 on a 4.0 scale will be admitted on clear academic status.
3. A transfer student whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale but has not been placed on Academic Suspension or Academic Dismissal will be admitted on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED ON ACADEMIC PROBATION.
4. A transfer student who has been academically suspended or dismissed from another regionally

accredited post-secondary institution may be admitted only after following the appeal process established for “native” students. Calhoun Community College requires that the applicant submit a written appeal to the College Admissions Committee along with all official transcripts. No appeals will be considered on or after the first official class day for the term in which a student is applying. Transfer students admitted on appeal will be placed on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED UPON APPEAL – ACADEMIC PROBATION.

5. Transfer students admitted on academic probation retain that status until 12 credit hours have been attempted at Calhoun Community College. If the cumulative GPA at Calhoun is below 1.50 at the conclusion of 12 attempted hours, the student will be placed on academic suspension for at least one semester. More stringent guidelines may be placed on students by the College Admissions Committee when written appeals are approved.

General Principles for Transfer of Credit

1. Transfer credit will be evaluated and recorded only upon receipt of all official transcripts from all previously attended colleges and universities. Students will be notified through email communication from the Office of Admissions and Records once the official evaluation is complete. A review of records by advisors, faculty, or other staff for advising purposes does not constitute an official evaluation.
2. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs.
3. A course completed at other regionally accredited post-secondary institutions with a passing grade (C minimum required in Composition courses) will be accepted for transfer as potentially creditable toward graduation requirements.
4. A transfer grade of “D” will only be accepted when the transfer student’s cumulative transfer GPA is 2.0 or above. Regardless of the GPA, a “D” in English Composition courses will not be accepted as transfer credit. Please note that some programs/courses require minimum grades of “C”, thus a “D” will not transfer.
5. Transfer course grades are not calculated into a student’s grade point average for any purpose, including graduation or honors consideration.
6. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Please refer to the section on Credit from Nontraditional Sources in this catalog for additional information.
7. The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit www.naces.org.

High School Student: A secondary education student who is earning college credit while still in high school is considered either a Dual Enrollment or Accelerated student. Please see the Dual Enrollment and Accelerated High School section of this catalog for further information.

International Student: A student who is a citizen of another country.

Calhoun Community College accepts international students seeking an F-1 international student visa who meet the academic, linguistic, and financial requirements necessary for admission into the College.

Non-citizens of the United States who have been granted permanent residency status, deferred action status for childhood arrivals, or possess a valid United States Visa that permits post-secondary study as approved by the United States Citizenship and Immigration Services are eligible to be considered for admission to the College as well. Students not seeking a F-1 visa are exempt from the financial documentation requirement. International students are required to pay the out-of-state tuition rate.

For unconditional admission and to be classified as degree eligible, applicants must have on file at the institution a completed paper application for admission, primary form of identification, and the following documents:

- Official transcripts/leaving certificates from secondary school. The secondary school requirement must document that the student has the equivalent to a U.S. high school diploma.

- Official transcripts from all previously attended colleges and universities, if applicable, for transfer students.

In addition to the official foreign transcripts, all documents must be translated and evaluated (course-by-course for college transcripts) by a NACES approved evaluation agency. For a comprehensive list of agencies, please visit: www.naces.org.

- Proof of English proficiency
  - Students submitting official TOEFL scores must meet the following minimum: 500 (Paper-based test), 173 (Computer-based test), or 61 (Internet-based test). The TOEFL exam must have been completed no more than 3 years prior to the term of application.
  - Students submitting official IELTS (International English Language Testing System) scores must place within the following range: 5.5 – 6.0. The IELTS exam must have been completed no more than 3 years prior to the term of application.
- Exceptions to the English proficiency requirement include students who have graduated from a regionally accredited United States high school, a transfer student who has successfully completed ENG 101 with a grade of C or higher at a regionally accredited United States college or university, or a citizen of an English speaking country that has been granted an exemption to the testing requirement. Please contact the International Student Advisor for a list of countries included in the exemption.
- Signed and notarized financial sponsorship document along with official original bank statements in the sponsor's name documenting evidence of at least $17,800 U.S. dollars or the equivalent for the 2017-2018 academic year. The financial documentation includes the approximate cost of tuition, fees, books, and living expenses for one academic year. Official financial statements must be dated within 3 months of the time of application for admission.
- Completed health forms signed by a physician. The International Student Advisor will provide a copy of the necessary health form to applicants for completion.

Initial entry students will be issued a Form I-20 upon successful admission into the College. Transfer students who are enrolled in a United States college or university must submit a completed Transfer Clearance Form signed by the International Student Advisor. Students must be in valid F-1 status at the current college in order to be eligible for admission to Calhoun.

F-1 students must submit documentation demonstrating adequate health and life insurance including coverage for medical repatriation and evacuation expenses. Both forms of coverage must be maintained during enrollment at Calhoun Community College.

International Transient Students: Transient students are those who are attending a college or university, who leave that institution for one term to attend Calhoun Community College or do concurrent enrollment (enrolled at the same time) for a specific course, before returning to their home college or university.

International Transient Students must submit the following:

1. **Application for Admission**

   International students must complete an application for admission with the International Student Advisor.

2. **Photo I.D.**

   Present original documents in person at Calhoun Community College for photocopy. Examples include: unexpired government issued photo ID, unexpired I-94 card and visa page from passport (photocopy of driver's license, if applicable). You may mail or email photo copies of all documents including the F-1 Transient Student form. F-1 Visa holders must also submit a copy of their current SEVIS I-20.

3. **Transient Letter**

   Issued from current college/university, listing approved courses you wish to take at Calhoun Community College and specific term.

4. **Transient Clearance Form (F-1 or J-1 Students only)**

   This form must be completed by your Designated School Official (International Advisor from your institution) granting permission for you to attend Calhoun Community College while still on your

home institutions SEVIS I-20 / DS-2019. It's important that they know you are doing con-current enrollment so you can comply with your immigration status requirements. The Transient Student Clearance form is available on the International Students webpage on the Calhoun Community College website.

***Note that international students are not eligible for federal financial aid.**

Audit Students: A student who registers for credit courses on a non-credit basis.

For admission, students must comply with the College admission standards as outlined in the requirements for first-time, transfer, or returning students.

Auditors will under no circumstances receive credits applicable to degree requirements. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not use federal financial aid for courses that are audited. Health science courses are not eligible to be audited by students at the College, and the appropriate pre-requisite requirements must be met for students wishing to audit a class.

Students may not change from "credit" to "audit" or from "audit" to "credit" after the Drop/Add period is over for the term.

SENIOR CITIZENS UNDER THE SENIOR ADULT SCHOLARSHIP PROGRAM

Senior citizens 60 years of age or older may be eligible for a tuition waiver if
they qualify for the Senior Adults Scholarship Program.

Applicants must meet the following conditions:
• Must comply with the College admission standards as noted in the
Admission Classification & Eligibility Information portion of this catalog.
• Must be Alabama residents.
• Must be 60 years of age or older by the beginning of the semester in which the student is seeking the scholarship.
• Must enroll in credit based courses. Workforce Solutions or Adult Education courses are not eligible for this scholarship.

Students are responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course.

Enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the maximum number allowed to accommodate a student attending under the
Senior Adult Scholarship Program.

RESIDENCY STATUS

Residency status must be determined upon admission. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations for in-state residency.

A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status (for example, registering to vote in another state). A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

IN-STATE RESIDENCY

The in-state tuition rate is established by the Alabama Community College System.

In order to be eligible for in-state tuition as a resident student, an applicant must meet one of the following criteria:

1. Has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission.
2. Is a minor whose parents, parent, or legal guardian has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the minor's parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody
    - **Minor Dependent:** A single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama.
    - **Supporting Person:** Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased, or if neither has legal custody,

supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

3. Determination of eligibility for in-state tuition shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of the following connections:
    - Payment of Alabama state income taxes as a resident.
    - Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
    - Full-time employment in the state.
    - Residence in the state of a spouse, parents, or children.
    - Previous periods of residency in the state continuing for one year or more.
    - Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
    - Possession of state or local licenses to do business or practice a profession in the state.
    - Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
    - Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
    - Membership in religious, professional, business, civic, or social organizations in the state.
    - Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
    - In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
4. Has graduated from an Alabama high school or has obtained a GED in the State of Alabama within three years of the date of his/her application for admission in accordance with the requirements set forth in the Code of Alabama.

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the instate tuition rate established by the State Board of Education if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering.
2. The student or the person(s) supporting the student can verily full-time permanent employment in Alabama and will commence said employment within 90 days of registration.
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423.
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.
5. The student or the person(s) supporting students resides in one of the following Tennessee counties: Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, Maury, Moore, or Wayne.

OUT-OF-STATE TUITION

The out-of-state tuition rate is determined by the Alabama Community College System. Any applicant for admission who does not meet the residency requirements for in-state tuition shall be charged tuition at 2.00 times the in-state tuition rate, rounded up to the nearest dollar.

Students initially classified as ineligible for resident tuition will retain that classification until they provide documentation that they are eligible for instate tuition. Requests for in-state tuition must be submitted to the Office of Admissions and Records, and the Registrar will determine whether or not a student is eligible to pay the in-state tuition rate.

International students must pay the out-of-state tuition rate.

Dual Enrollment/Dual Credit for High School Students

The Dual Enrollment/Dual Credit program allows high school students the opportunity to receive both high school and college credit. The program is restricted to qualified students in Alabama high schools and home schools which have signed a working agreement with Calhoun Community College.

Student Eligibility:

Criteria for student eligibility are developed by each individual school system and may be more restrictive than the minimum criteria that follows:

1. The student must have a 2.5 GPA or higher in completed high school courses;
2. The student must have written approval (application and approval form available online at www.calhoun.edu) of his/her counselor and principal. In addition to the approval form the student must provide a high school transcript - official or unofficial
3. The student must be in grade 10, 11, or 12.
4. All students in academic dual enrollment courses must provide appropriate ACT, SAT or placement test scores.

Continuous Eligibility

Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements.

Available Courses:

Determination of the equivalencies of Calhoun Community College coursework is at the discretion of the high school system. In some cases, one 3-semester hour course equates to a full unit at the high school. However, a cross-walk of eligible courses has been developed to ensure that courses taken at the College warrant the awarding of secondary credit for post-secondary/ college coursework. Students should contact their high school counselor for information about specific course equivalencies.

Eligible courses include any college-level courses in English, Foreign Languages, Mathematics, Science, or Social Science; any career/technical courses; or any other courses agreed upon by the school system and the college. Students must meet the course prerequisites prior to enrollment. This program does not include physical education courses, nor any courses taken on an audit basis.

Prerequisites may be met by completion of the approved college placement exam and/or minimum levels on the ACT or SAT in English, Mathematics, and Reading.

Students in the Dual Enrollment/Dual Credit program may take their coursework at any Calhoun campus or through Distance Learning. Students should consult the College's current course schedule or contact the Calhoun Dual Enrollment office for information on the dates, times and locations of courses. Email gwendlyn.baker@calhoun.edu or heath.daws@calhoun.edu for more information. Calhoun also offers courses at selected high school campuses. Information is available through local high school counselors or from the Dual Enrollment office: 256-306-2665 or 256-306-2671.

Traditional financial aid is not available for students enrolled under the Dual Enrollment/Dual Credit program. Federal government regulations require students to have a high school diploma or GED to qualify for any form of financial aid. However, Alabama families who are recipients of the fully-funded PACT Program may apply these funds towards Dual Enrollment/ Dual Credit courses.

Dual Enrollment Technology Scholarships

Funds are available through a Workforce Development grant to provide scholarships to Dual Enrollment students in specific business and technical programs. These Dual Enrollment scholarship funds are available to eligible high school students participating in approved technology programs offered by Calhoun Community College.

Programs designated as eligible for scholarship funding at Calhoun Community College include Advanced Manufacturing (Aerospace Technology, Air Conditioning & Refrigeration, Automotive Technology, Design Drafting, Electrical Technology, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding); Computer Information Systems; Emergency Medical Services, Nursing Assistant and Physical Therapy Assistant.

Student Eligibility for Dual Enrollment Scholarships:

The student must be in the 10th, 11th or 12th grade, have a 2.5 GPA or higher, and have approval from the high school principal and counselor or the home school director. All students receiving scholarships must meet established placement criteria each semester as determined by appropriate ACT, SAT or placement test scores. Approval from secondary

school officials indicates that the student has demonstrated both academic readiness and social maturity.

The scholarship funds are contingent upon allocations by the Alabama Legislature. Calhoun has received technology scholarship grants since the program was initiated by the state in 2008; however, future grant awards are not guaranteed and will depend on availability of funding through the Alabama Workforce Development program.

Each student who receives a Dual Enrollment Technology Scholarship must have declared a technical program of study and only those courses required for that program of study will be eligible for scholarship funds.

Dual Enrollment technology scholarship funds may be used to cover not only the required technical courses but required English, math and science courses as well. Academic courses must be taken concurrently with the technical courses. Most of Calhoun's manufacturing technology programs are taught on the Decatur campus. In addition, several high schools offer after-school classes in Drafting, Machine Tool Technology and Welding. Computer Information Systems is taught on both the Huntsville and Decatur locations and through distance learning. Dual Enrollment Emergency Medical Services (EMS) year-long regional programs are available at Calhoun and qualify for workforce development scholarship funding. High school students pursuing this EMS certification can only participate in these regional dual enrollment programs. High school students may not be registered for Calhoun's traditional EMS programs.

The scope of each scholarship is determined by available funding and the scholarship grant guidelines. Costs covered will be determined on an individual basis.

The Dual Enrollment Technology Scholarship program is not designed for academic transfer but to allow students to begin earning credits towards a two-year technical degree and prepare them to enter the workforce. To facilitate this, Calhoun has developed a group of short term certificates in Advanced Manufacturing and Computer Information Systems. Students in these programs can earn a college credential while continuing to work towards their A.A.S. degree.

Scholarship Application:

In order to apply for a scholarship, the student must be accepted by Calhoun Community College. The Dual Enrollment Scholarship Application is available to download with other required forms at: http://calhoun.edu/dualenrollment

Short Term Certificates

The following short term technology certificates are embedded in Calhoun technology programs and are eligible for Dual Enrollment Scholarships. These certificates are available to all Calhoun students and provide a pathway that allows high school students to work towards their chosen A.A.S. degree, and at the same time, graduate from high school with a credential that could potentially lead to employment.

ADM 111 (Manufacturing Safety Practices) is **required** for all short-term certificates. Advanced Manufacturing and Dual Enrollment technology scholarship students must take this course either alone, or concurrently with other courses, during their first or second semester in the program.

Technology Certificates

AIR CONDITIONING AND REFRIGERATION

Course Prefix & Number	Course Title	Credit Hours
ADM 104	Thermal Electrical Principles	3
ADM 111	Manufacturing Safety Practices	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating	3
ACR 120	Fundamentals of Electric Heating	3
Total Credit Hours		15

AUTOMOTIVE ELECTRICIAN TECHNICIAN

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
Total Credit Hours		9

BRAKES AND SUSPENSION TECHNICIAN

Course Prefix & Number	Course Tit
ASE 112	Electrical F
ASE 121	Braking Sy
ASE 122	Steering a
ASE 130	Drive Train
Total Credit Hours	

ENGINES TECHNICIAN

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 124	Automotive Engines	3
ASE 212	Advanced Automotive Engines	3
Total Credit Hours		9

TUNE-UP OR DRIVABILITY TECHNICIAN

Course Prefix & Number	Course Title	Credit Hours
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3
ASE 244	Engine Performance and Diagnostics	3
ASE 246	Automotive Emissions	3
Total Credit Hours		9

DESIGN DRAFTING TECHNOLOGY

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
DDT 111	Fundamentals of Drafting	3
DDT 124	Basic Technical Drafting	3
ADM 107	CAD Concepts	3
Electives: Pick one of the following:		
DDT 132	Architectural Drafting	3
ADM 108	Intro to 3D Modeling	3
Total Credit Hours		15

ELECTRICAL TECHNOLOGY

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring	3
Total Credit Hours		15

INDUSTRIAL MAINTENANCE

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 117	AC DC Motors	3
INT 117	Principles of Industrial Mechanics	3
Total Credit Hours		15

MACHINE TOOL TECHNOLOGY

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
MTT 121	Basic Blueprint Reading for Machinist	3
MTT 138	Milling Lab I	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
Total Credit Hours		15

PROCESS TECHNOLOGY

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
ADM 106	Quality Control	3
PCT 100	Fundamentals of Process Technology	3
PCT 115	Instrumentation I	3
PCT 105	Process Tech I - Equipment	3
PCT 220	Process Tech II - Systems	4
Total Credit Hours		19

WELDING TECHNOLOGY

Course Prefix & Number	Course Title	Credit Hours
ADM 111	Manufacturing Safety Practices	3
WDT 108	SMAW/Fillet OFC	
WDT 122	SMAW/Fillet OFC Lab	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	GMAW/Flux Cored Arc Welding	3
WDT 124	GMAW/Flux Cored Arc Welding Lab	3
Total Credit Hours		18

Computer Information Systems Cybersecurity Pathway

Calhoun's Computer Information Systems Cybersecurity Dual Enrollment Pathway allows a high school student to complete a certificate in cybersecurity as well as English and math courses required for the Cybersecurity A.A.S. degree. Students in this program will graduate from high school with a technical foundation as well as a marketable credential. High school students may enter the program in either 11th or 12th grade, but entry in 11th grade is necessary to

complete the Cybersecurity Essentials Certificate by the end of the program. All coursework listed below is eligible for Workforce Development Scholarship funding for students enrolling in the Pathway program. For more information regarding this program contact 256-306-2665 or 256-306-2671.

SUGGESTED CURRICULUM:

11TH GRADE

Class	College Credits	Terms
MTH 110 Finite Mathematics* OR **MTH 112** Precalculus Algebra*	3	Fall or Spring
CIS 211 Principles of Information Assurance†	3	Fall
CIS 282 Computer Forensics†	3	Spring
Total College Credits During 11th	9	

12TH GRADE

Class	College Credits	Terms
ENG 101 English Composition I**	3	Fall
CIS 214 Security Analysis (PEN Testing)†	3	Spring
CIS 246 Ethical Hacking†	3	Spring
Total College Credits During 12th Grade	9	

* Either MTH 110 or MTH 112 will satisfy the requirements for the Cybersecurity A.A.S. degree, but MTH 110 generally does not transfer toward a bachelor's degree. Transferability of credit is determined by the transfer institution. Alternatively, a student with a sufficient placement score may take MTH125 (Calculus I), a four-credit hour course. In any event, the Scholarship will cover only one mathematics course. MTH112 is offered on some high school campuses as well as at the college; consult your high school advisor.

** In addition to ENG 101, a student must take either one semester of high school literature or ENG 102 (in a subsequent semester) to earn a full high school English credit. ENG 102 is not eligible for scholarship funding. ENG 101 and ENG 102 are offered on some high school campuses as well as at the college; consult your high school advisor.

Additional academic coursework required for high school may be taken at the college but is not eligible for scholarship funding.

† These four courses comprise the short-term Cybersecurity Essentials Certificate.

COLLEGE TRANSFER

The Pathway is designed to prepare a student for entry into the workforce, but many of the courses can be transferred to a university for students pursuing a bachelor's degree. MTH 110 generally does not transfer, but MTH 112 and MTH 125 do transfer within the STARS agreement, as does ENG 101. The four CIS courses transfer to Athens State University toward either the IT minor in Computer Science or the Management of Technology degree in Business Administration.

Accelerated High School Program

Calhoun Community College offers qualified high school students the opportunity to earn college credit while still in high school.This program differs from Dual Enrollment in that participating students receive college credit only; no high school credit is awarded for course taken under the Accelerated High School program.

1. The student must have successfully completed the 10th grade;
2. The student must provide certification each semester from the local principal and/or his/her designee that the student has a minimum cumulative 3.0 average and recommends the student for enrollment (the accelerated high school approval form can be found here.)
3. In addition to the approval form, the student must provide an official high school transcript;
4. The student must provide qualifying ACT, SAT or placement scores;
5. The student may enroll only in postsecondary courses for which the high school prerequisites have been completed

Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to requirements 1.1 and 1.3 above.

Audit Students

Auditors are students who register for credit courses on a non-credit basis.

- Calhoun Community College application for admission
- One primary form of identification (such as an unexpired government issued photo ID)
- In-state residency certification
- Official high school/GED transcript documenting graduation
- Official college transcripts from all previously attended institutions.

Note: Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Students may not audit any health science classes. Auditors will under no circumstances receive credits applicable to degree requirements. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not change from "Credit" to "Audit" or "Audit" to "Credit" after the Drop/Add period.

Senior Citizens Attending Under the Senior Adult Scholarship Program

Senior citizens sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adults Scholarship Program. Applicants must meet the following conditions:

1. They must comply with the college admission standards as noted earlier in this catalog under Admission, First-Time Students, Admission of Transfer Students or Former Students Applying for Readmission. Please refer to the appropriate section for details of admission requirements.
2. Must be Alabama residents.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; non-credit enrollment is not allowed.

The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. Any time a senior citizen repeats a course the student is responsible not only for fees but also for tuition.

Questions regarding admission and eligibility should be directed to the staff of the Admissions and Records Office or the Financial Aid Office.

NOTE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of a senior citizen attending under the Senior Adult Scholarship Program.

College Admission Committee

Students on academic suspension from the last post-secondary institution attended must file a written appeal directly to the Director of Admissions/Records for submission to the College Admissions Committee. Appeals for admission should be submitted at least two (2) weeks before the first official class day of the term of intended enrollment. Decisions of the Admissions Committee are final.

Financial Information

Cashier's Office Hours

CASHIER'S OFFICE HOURS (DECATUR)

Monday-Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 11:30 a.m.

CASHIER'S OFFICE HOURS (HUNSTVILLE)

Monday-Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 11:30 a.m.

Tuition and Fees

The following informations reflects the current tuition and fee schedule enacted by the Alabama Community College System Board of Trustees.

TUITION	
In-State Students	$133.00 per credit hour
Out-of-State Students	$266.00 per credit hour
FEES	
Technology Fee	$9.00 per credit hour
Facility Renewal Fee	$9.00 per credit hour
Special Building Fee	$12.00 per credit hour
Bond Surety Fee	$1.00 per credit hour
Access/Wellness	$10.00 per student

FEE DEFINITIONS

Technology fees are charged to all students restricted for the acquisition and provision of technology and technological applications for students.

Facility Renewal fees are charged to all students restricted for renewal and replacement of current facilities.

Special Building fees are charged to all students in order to secure bonded indebtedness for new construction of facilities.

Bond Surety fees are charged to all students restricted to the creation of a Bond Reserve Fund to be managed by the Chancellor and Presidents' Advisory Council.

Access/Wellness fees are charged to all students each semester to be used to offset the cost of maintaining parking lots and equip and manage the Wellness Center at Decatur and Huntsville.

Distance education classes are charged the same rates and fees as above.

Students who register after classes begin may be charged a $25 late registration fee.

NOTE: Tuition and fees are subject to change without prior notice.

Payments

Calhoun Community College accepts cash, check, debit and credit cards for payment of tuition and fees. Out-of-state, starter, and counter checks cannot be accepted.

A student can make online student account payments with a credit or debit card. Calhoun accepts Visa, Mastercard, Discover and American Express. The option to pay by credit or debit card is available online or in person only. Calhoun does not accept payments by phone. Once logged in, select the following:

- Banner Self Service Student
  Student Account
  Account Details for Term
  Select the applicable term and click "Make A Payment"
  Enter the payment amount and click "Submit"
  Complete the process by entering the requested card information

The payment confirmation will be emailed to the email address entered or it can be printed once displayed on the screen. If you do not receive a confirmation, the payment has failed and payment must be resubmitted. Any future refunds will be refunded to the debit or credit card up to the total amount paid.

Calhoun offers an interest-free, automatic payment plan through Touchnet. A $40 non-refundable enrollment fee applies with payments by credit/debit card. All down payments and enrollment fees are processed immediately. Regularly scheduled payments will process each month. For more information about the payment plan, you may access the payment plan details at https://calhoun.edu/studentservices/financial-aid/payment-plan/ .

Tuition and Fees Refund Policy

The tuition refund policy used by Calhoun Community College is mandated by the Board of Trustees of The Alabama Community College System. We are obligated to abide by the policy. The following are the basic guidelines:

Students wishing to withdraw from some of their classes must do so through MyCalhoun. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the 2nd week of the term as long as the student account balance is zero.

Withdrawal Prior to Classes
A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first class day is not the first day of the student's class, it is the first day of the semester.

Partial Withdrawals during Drop/Add Period
Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped.

Partial Withdrawals After Drop/Add Period
There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal
A complete withdrawal is defined as a student who has completely withdrawn from all classes at the institution.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date.

Administrative Fee
An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Pass Through Fees
Pass through fees such as e-book fees, music fees, and allied health and nursing fees will not be refunded after the official drop/add period.

Before Classes Begin: 100% Refund

During Drop/Add
Drops a class or classes but less than total: 100%
Drops **ALL** classes during drop/add: 75% of net

After Drop/Add (Withdrawal Refund Period):
Drops a class or classes but less than total: No refund
Total withdrawal during first week of classes: 75% of net
Total withdrawal during second week of classes: 50% of net
Total withdrawal during third week of classes: 25% of net
Total withdrawal after third week of classes: No refund
NET AMOUNT IS TUITION AND FEES LESS 5% ADMINISTRATIVE FEE.

For calculating refunds during the fall and spring sixteen-week terms, a"week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms will reflect a prorated week based on the number of days in the term.

Please refer to the Class Schedule of the applicable term on the Calhoun website for any updates to the refund schedule. The Tuition Refund Information and Schedule link provides specific refund dates.

Refund Methods

When a refund is due to a student from any payment made on MyCalhoun, that refund will be credited back to the original method of payment (i.e. debit or credit card). If the refund is more than the original payment amount, the remaining balance will be issued through BankMobile using the reimbursement method selected by the student.

Calhoun uses BankMobile for all refunds in an effort to get the money into the hands of students quickly and easily. All students are required to register with Bank Mobile. During registration, students will select one of the following reimbursement methods:

- Direct deposit to an existing checking or savings account, or
- BankMobile Vibe Account

The address information used by BankMobile is sent by Calhoun. If a student's address is incorrect, the information needs to be updated through MyCalhoun. Address changes are submitted by the College to BankMobile. Calhoun no longer prints refund checks, therefore the Business Office cannot hold checks for pick up.

Timeframe for each Reimbursement Method

BankMobile Vibe Account - Same day funds released by Calhoun Direct Deposit to Checking or Savings Account - 2 - 3 Business Days

Steps to Register with Bank Mobile

First, look for the green envelope in the mail. Visit RefundSelection.com Enter your personal code to get started. Select the option that best fits you.

ADDITIONAL FEES (SUBJECT TO CHANGE WITHOUT NOTICE)
Additional charges by the institution and not mentioned above include the following:

1. Returned check fee (by Alabama law) $30*
2. Parking traffic citations (variable, depending on type of citation); check student handbook
3. Tobacco use violation citation (see page 8)
4. Replacement costs for Library books checked out and not returned (variable).
5. Audit fees (auditing a course costs the same as taking the course for credit)

*Negotiating a worthless negotiable instrument is a Class A misdemeanor. Pursuant to Alabama law (Act No. 80-200, S. 317), a person will be given 10 days to tender payment of the full amount of such instrument plus a service charge of not more than $30. Unless this amount is paid in full within the specified time, the individual may assume that this instrument will be turned over to the proper authorities for criminal prosecution.

Financial Holds

A financial hold will be placed on a student's account when there is any past due financial obligation to the College. These financial obligations can result from unpaid tuition, fees, books, library charges, parking fines, returned checks, or financial aid that must be returned by Department of Education policy. When there is a financial hold, the student will not be permitted to register for classes, receive transcripts, nor any other service from the college until the balance is paid in full or otherwise resolved.

General Education Development (GED) Test Fee

Effective 1/1/14, those desiring to take the General Education Test at Calhoun Community College will be required to pay a $120 fee. Call 256-306-2830 or 256-306-2610 for more information.

Residency/Out-of-State and International Students

Guidelines for determining "In-State" Residency

ELIGIBLE FOR "IN-STATE" TUITION

A student or prospective student described in either part A or part B below may be eligible for "In-State" tuition rates. Non-resident students described in Part B must submit a written appeal with documentation to the College Registrar to obtain "in-state" tuition rates. The College Registrar will determine whether or not a student meets the criteria and the decision is final.

Resident Student

A Resident Student shall be charged the in-state tuition rate established by the Board of Trustees for the Alabama Community College System.

A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission,

Minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least 12 months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

- MINOR: An individual who because of age lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction fora reason other than establishing a legal residence in Alabama.

  SUPPORTING PERSON: Either or both of the parents of the student, if the parents are living together or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, support person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. An individual claiming to be a resident shall certify by a signed statement each of the following:
   1. A specific address or location within the state of Alabama as his or her residence.
   2. An intention to remain at this address indefinitely.
   3. Possession of more substantial connections with the state of Alabama than with any other state.

B. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the state of Alabama. This evaluation shall include the consideration of all of the following connections:
   1. Consideration of the location of high school graduation or GED within three years of application for admission.
   2. Payment of Alabama state income taxes as a resident.
   3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
   4. Full-time employment in the state.
   5. Residence in the state of a spouse, parents, or children.
   6. Previous periods of residency in the state continuing for one year or more.
   7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
   8. Possession of state or local licenses to do business or practice a profession in the state.
   9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
   10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
   11. Membership in religious, professional, business, civic, or social organizations in the state.
   12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
   13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the state of Alabama for at least 12 months immediately preceding application

for admission, shall be charged the in-state tuition rate established by the Board ofTrustees for the Alabama Community College System under the following circumstances provided such student is a citizen of the United States.

The dependent student (as defined by Internal Revenue Codes)

b. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
c. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
d. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423; or
e. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

The student is not a dependent (as defined by Internal Revenue Codes) who

b. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
c. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
d. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
e. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.

In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

Students who reside in Bedford, Franklin, Marshall, Maury, Moore, Lawrence, Lincoln, Wayne, Coffee, Marion or Giles counties in Tennessee will be assessed tuition at the "in-state" rate upon submission of documentation verifying residency.

II. OUT OF STATE STUDENT

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution. All international students are assessed at the out-of-state rate and are not eligible for in-state rates.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition. Upon approval, they will receive in-state tuition from that point forward. Tuition will be refunded retroactively for one semester only.

Financial Aid

Financial Aid

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

- Office of Student Financial Services
  Calhoun Community College
  P.O.Box 2216
  Decatur, AL 35609-2216
  or
  Office of Student Financial Services - Huntsville
  102-B Wynn Drive
  Huntsville, AL 35805
  256-306-2628
-

FINANCIAL AID PROGRAMS AVAILABLE at Calhoun Community College include the following:

(Refer to the section entitled "Information on Specific Financial Aid Programs" for more information.)

1. Alabama Student Assistance Grant
2. Federal Work-Study
3. Federal Pell Grant
4. Federal PLUS Loan Program
5. Federal Direct Student Loan
6. Federal Supplemental Educational Opportunity Grant
7. Veterans, Service Members, and their Dependents'Benefits
8. Workforce Innovation and Opportunity Act (WIOA)
9. Scholarships
   a. Academic
   b. Calhoun Foundation
   c. Fine Arts

d. Senior Adults Program
e. Student Activity and Leadership

WHO MAY APPLY FOR FEDERAL FINANCIAL AID PROGRAMS?

Federal Student Financial Aid Programs are Federal Pell Grants, Federal Direct Student Loan (DSL), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study (FWS), Alabama Student Assistance Program (ASAP), and Workforce Innovation and Opportunity Act (WIOA).
To qualify for financial aid from one of these five programs, one must:

- demonstrate financial need, except for some loan programs;
- have a high school diploma or a GED certificate;
- be enrolled as a regular, degree seeking student working toward a AA, AS, AAS or certificate in an eligible program;
- be a U.S. citizen or eligible non-citizen;
- maintain satisfactory academic progress according to the institutional policy;
- not be in default on a Direct Stafford Loan or Federal Family Education Loan (FFEL); and
- not owe a repayment on any federal financial aid program.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE REGULATIONS.

TRANSIENT STUDENTS

Students from other colleges and universities enrolling only for a few courses and/or during the summer are not eligible to receive Title IV funds.

FEDERAL FINANCIAL AID APPLICATION PROCEDURES

Expenses for tuition, books, supplies, transportation, and miscellaneous personal costs are used in preparing an annual budget to help determine the applicant's financial need. Therefore, those who qualify must apply for financial aid each year.

Students who qualify may apply for financial aid at any time. However, processing time is generally four to six weeks; therefore, begin the application process as early as possible. All financial aid application forms and instructions are available in the Office of Student Financial Services. All students should file the Free Application for Federal Student Aid (FAFSA) application to determine their eligibility for Pell Grant and other grants, loans, offered by the Federal and State governments. This is an online application and can be found at **www.fafsa.gov**. For assistance with the FAFSA, complete instructions can be found at **http://studentaid.ed.gov/resources#complete**. Calhoun Community College's Title IV federal school code is **001013**.

Priority in making awards for FSEOG and Federal Work-Study shall be given to students completing the application process prior to April 1 each year. Awards for applications submitted after the deadline will be based on availability of funds.

Dependent/Independent Policy

The Federal Government has identified for student financial assistance programs certain categories of students who must be considered independent financial aid applicants. As a result, a student is considered an independent financial aid applicant if he or she meets one of the following criteria.

- Student was born before January 1,1993.
- Student is a veteran or currently serving on active duty in US Armed Forces for purposes other than training
- Student is a ward of the court, was a ward of the court since the age of 13, is an emancipated minor or in legal guardianship as determined by court in student's state of legal residence, or unaccompanied youth who was homeless since July 2019 as determined by entities listed on the FAFSA.
- Student has a child who receives more than half support from student.
- Student is a married student.

An independent financial aid applicant is not required to submit parental information in the application process. However, if the independent applicant is married, spousal information must be reported. A student who cannot meet at least one of the above criteria is considered a dependent applicant and must provide parental information in the application process.

STUDENT RESPONSIBILITIES

- Login to OneACCS and check your information/ account.
- Review and consider all information about Calhoun's programs before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay receiving your financial aid. Intentional

misreporting of information on application forms for Federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Login to your OneACCS account regularly to check for unsatisfied requirements, eligibility status changes, financial aid awards, and student account status.
- Provide all additional documentation, verification, corrections and/ or new information requested by either the Office of Student Financial Services or the processing center where you submitted your application.
- Unsatisfied requirements are listed on OneACCS.
- Read and understand all forms that you are asked to sign, and keep copies of them.
- Accept responsibility for all agreements you sign.
- Understand that in order to be eligible for financial aid, attendance is required during the first week of class
- Perform, in a satisfactory manner, the work that is agreed upon in a Federal Work-Study job.
- Know and comply with the deadlines for application or reapplication for aid.
- Understand the school's refund policy.
- Maintain satisfactory academic progress for continued financial aid eligibility.
- Notify the Office of Student Financial Services if you are planning to attend another institution.
- Pay any tuition, fees or other expenses not paid by financial aid or scholarships by the deadlines to prevent your classes from being deleted.

REFUND POLICY

A Student Financial Aid (SFA) refund applies when your payments and financial aid credits exceed your charges. The institution must calculate a refund using the refund policies in accordance with state and federal laws and regulations.

Financial Aid Enrollment and Attendance Policies

Enrollment Status

The Federal Pell Grant will be reduced proportionally for a student enrolling less than full-time (less than 12 semester hours). If a student completely withdraws from a class or classes, he or she will likely have to repay some or all of their financial aid. If a student completely withdraws before 60% of the semester has been completed, a percentage of aid will be returned to the Federal program based on the length of the time the student is enrolled prior to withdrawing. For example, if a student withdraws when 50% of the semester has elapsed, then 50% of the funds received by the student will be returned to the Federal program. After 60% of the semester has passed, a student is considered to have earned all aid received for that semester.

Student loan amounts are awarded based on assumed full-time enrollment; however, your disbursement amount will be reduced, when the semester begins, based on actual credit hours that you enroll in and may be less than your award if you do not enroll full-time. In order to receive a student loan, a student must enroll and have attendance confirmed in at least 6 (half-time) or more semester hours.

Attendance

Title IV funds (Federal Pell Grants, Direct Student Loans and SEOG) are awarded to a student based on the assumption that the student will attend school for the entire period that the funding was allocated. A student begins earning Title IV funding (Federal Pell Grant) on his or her first day of attendance. Calhoun Community College instructors are required to verify attendance the first day of class. Students enrolled who do not attend within the attendance verification cycle will not be eligible to receive Federal Pell Grant, SEOG and/or Federal Student Loan funding.

Attendance is important. If a student registers and begins class after the first class date, it is the student's responsibility to complete all coursework assigned from the first day of class. The individual course syllabus states the specific policies and guidelines of the course and the student will be held accountable to the individual course syllabus.

Instructors may withdraw a student if he/she exceeds the number of absences outlined in the course syllabus. If a student fails to officially withdraw from a course, a grade of "F" may be assigned and this can adversely affect a student's financial aid. Withdrawing from a course is the student's responsibility.

Return of Title IV Policy

If a financial aid student completely withdraws from a class or classes, he or she could be liable for a Title IV return/repayment. Our Return to Title IV Policy outlines how that repayment is determined.

Higher Education Amendments of 1998: A student who received Title IV funding (ex: Pell grant, FSEOG, student loans, or federal work-study) and withdraws from all classes prior to the 60% point of the semester will owe funds back to the U.S. Department of Education and to Calhoun Community College.

Calhoun Community College conforms to the Federal Return of Title IV funds regulations. Title IV funds refer to the following federal financial aid programs

(subsidized and unsubsidized Direct Stafford Loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG and TEACH Grants). Federal Work Study funds are excluded from the refund calculations.

Official Withdrawal: A student who received Title IV funding (ex: Pell grant, FSEOG, student loans, or federal work-study) and withdraws from all classes prior to the 60% point of the semester will owe funds back to the U.S. Department of Education and to Calhoun Community College.

Unofficial Withdrawal: A student who received Title IV funding (ex. Pell grant, FSEOG, student loans, or federal work-study) and unofficially withdraws (stops attending and does not receive a passing grade in at least one class) from all classes may owe funds back to the U.S. Department of Education and to Calhoun Community College. If the student attends beyond the 60% point, the student is considered to have earned 100% of the Title IV aid received.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV funding (federal aid) that is earned. If a student withdraws or is withdrawn or stops attending classes, whether any credits are earned for the class or not, a portion of the aid received is considered to be unearned and must be returned to theTitle IV program from which it was received. For Title IV purposes, the withdrawal date is the last date of attendance as determined by attendance records or withdrawal form.

Return to Title IV Policy: The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the withdrawal date, the school must calculate the number of days attended and the total number of days the student was scheduled to complete within the term; weekends count and any periods of no classes which are five days in length or greater are excluded. Days attended are then divided by the days in the term the student was scheduled to complete. If an unofficial withdrawal equal to or less than 60%, 50% is multiplied by total aid for which the student is eligible (aid that was disbursed and that could have been disbursed) to determine the amount of aid earned (50% completed x total aid = earned aid). If an official withdrawal, the calculated percentage is multiplied by total aid for which the student is eligible (aid that was disbursed and that could have been disbursed) to determine the amount of aid earned (% completed x total aid = earned aid). Total aid - earned aid = unearned aid (aid to be returned).

The next step is for the school to determine total institutional charges and multiply that figure by the percentage of unearned aid (100% - % completed = % unearned). Institutional charges are generally defined as charges for tuition and fees, room and board (if applicable), costs of books and materials, and other educational expenses that are paid to the school directly up to the date of the student's withdrawal. If institutional charges are changed after a student withdraws, those changes do not impact the changes nor aid earned in the Return to Title IV calculation. It makes no difference which type of resources actually paid the school bill; the law assumes that Title IV aid goes first to pay the institutional charges. Institutional charges x % unearned = amount returned by school. The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Perkins Loan (Calhoun does not participate)
- Direct Plus Loan
- Federal Pell Grant
- Federal Supplement Education Opportunity Grant (FSEOG)
- Other Federal Grants

The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned.That remaining amount is the student's share and is allocated in the same order as above. Total amount unearned - amount returned by school = $ amount the student is required to return to Title IV funds. Once the school determines the dollar amounts owed to the student to the US Department of Education, the student will be notified of what he or she owes. Funds that must be returned by the student to the loan programs can be paid in accordance with normal loan repayment terms. If the student's portion of unearned Title IV funds includes a federal grant, the student has to pay no more than 50% of the initial Pell award that the student is responsible for returning. A student has 45 days to make repayment and does not have to repay a grant overpayment of $50.00 or less. Unpaid balances will be reported to NSLDS, the National Student Loan Database system, and turned over to the U.S. Department of Education for collection. Until overpayments are repaid or satisfactory repayment arrangements have been made, student will be ineligible for further Title IV awards at any institution.

Once the school determines the amount Calhoun Community College is required to repay the U. S. Department of Education, the school returns the funds and bills the student for the amount of money the school had to repay. This policy is separate from the school's institutional refund policy. Unpaid balances due

to Calhoun Community College that results from amounts returned to Title IV programs and other sources of aid will be charged back to the student. The student is also responsible for paying all outstanding tuition balances to the college. The student's account will be placed on HOLD for registration and transcripts until the balance is paid in full. If a student does not attend any classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate enrollment status prior to recalculating Return to Title IV funds. The Financial Aid Office processes the Return of Title IV Funds calculation. A student who has questions regarding the calculation should contact the Financial Aid Office at 256-306-2628. Forms, worksheets, and examples of calculations are available in the Financial Aid Office.

Repayment Policies

Recalculation Policy

Changes in a student's original enrollment may result in a recalculation of Title IV benefits; therefore, students will be paid based on their enrollment status at the time of payment.

FWS funds are not considered in the refund process.

Repayment Policy

This policy applies to students who have withdrawn from 100% of their classes. It does not apply to students who have withdrawn from selected courses.

Treatment of Financial Aid for Complete Withdrawal

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives Title IV funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws from the term. The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of the Title IV funds Calhoun Community College and/or the student are to return to a Title IV program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and at Calhoun Community College includes Federal Direct Subsidized and Unsubsidized Loans, Direct Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG).

The student's recalculated award amount is used in the Return of the Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of the Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made.

Calhoun Community College returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's institutional charges multiplied by the percentage of aid unearned. The amount of aid Calhoun Community College is to return is then subtracted from the amount of the Title IV aid to be returned to find the initial amount of unearned Title IV aid for the student to return. The total of Title IV grant that was disbursed and could have been disbursed for the payment period is multiplied by 50% to find the amount of Title IV grant protected. The amount of Title IV grant protected is subtracted from the initial amount of unearned Title IV aid for the student to return. This is termed an overpayment. The student may be billed for funds returned by Calhoun Community College.

In the event of an overpayment, Calhoun Community College notifies the student, and the student may be allowed 30 days to pay the amount in full to the Calhoun Community College Business Office. If full payment is not made to Calhoun Community College within 30 days, the student's account will be turned over to a collection agency.

The amounts returned by Calhoun Community College or by the student are returned in the following order: (1) Unsubsidized Direct Loan; (2) Subsidized Direct Loan; (3) Direct Parent Loans to Undergraduate Students (PLUS); (4) Federal Pell Grant and (5) Federal Supplemental Education Opportunity Grants (FSEOG).

The Financial Aid Office processes the Return of Title IV Funds calculation. A student who has questions regarding the calculation should contact the Financial Aid Office at 256-306-2628. Forms, worksheets, and examples of calculations are available in the Financial Aid Office.

Treatment of Financial Aid if a Student Stops Attending Classes or Earns No Passing Grades in a Term

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives Title IV funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and stops attending classes. The

Return of Title IV Funds calculation is described in the previous section “Treatment of Financial Aid for Complete Withdrawal.”

Satisfactory Academic Progress (SAP)

Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV Federal Financial Aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferable hours), regardless of whether you received financial aid.
- SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office.
- If after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term check point.
- If your SAP status is Failure after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is Failure and you cannot mathematically attain SAP requirements following the next term, an appeal will **not be permissible** . Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.
- A student may appeal their SAP Failure status only twice during their academic career at Calhoun Community College.

GPA and Completion Rate Requirements

GPA

- If the student has attempted l-21 hours they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

Completion Rate

- If the student has attempted 1-21 hours they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.

Additional Regulations

- Students are only allowed 150% of the programs length to complete the degree or certificate.
    - Example: General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted timeframe your financial aid funds will be suspended.
- Title IV funds (grants and loans) will only pay for courses in the student's declared major.
- After the warning semester you must have the required GPA or completion rate to continue to receive financial aid assistance.
- If your funds are suspended you are able to appeal based on any mitigating circumstances that caused you to be unsuccessful in your coursework.
- Additional information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, and remedial classes is as follows:
    1. Repeat classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
       In addition, a student can only repeat a successfully-passed class using federal aid once.
    2. Incompletes will be factored into the GPA, completion rate, and maximum timeframe calculations.
    3. Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
    4. Transfer credits will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
    5. Bankrupted classes will be factored into the completion rate and maximum timeframe calculations.
    6. Remedial classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
- Courses attempted include any course in which grades of A, B, C, D, F, W, I, S, U or IP are given. Only courses with grades of A, B, C, or D count as earned credits.

- Students on financial aid warning status must not withdraw or receive any grades below a "C"in order to maintain financial aid eligibility.
- If you have any questions about your financial aid file, please contact the Financial Aid Office.
- Students can check their Satisfactory Academic Progress (SAP) by going to OneACCS.

Financial Aid Appeal

- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control.
- Students must submit the appeal and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.
- The Financial Aid Committee will meet every 30 days to consider completed appeals. The decision of the appeals committee is final.
- Students will be notified of the decision made by the committee by e-mail.
- Students must follow the terms of their appeal if approved or their Financial Aid will be suspended.

POLICY DETAILS

What happens when you do not meet the requirements?

- You are no longer eligible for financial aid - including work study, loans, grants or scholarships. If on a Warning Status - eligibility may continue (note below).
- Because you do not qualify for financial aid, you must pay your tuition and fees by the payment deadline or your registration will be canceled by the Business Office.

Maximum Time Frame (maximum attempted credit hours) - When you have attempted the maximum credit hours, you are no longer eligible to receive financial aid.

Is there extended eligibility for a 2nd degree? - Yes, upon a successful SAP appeal, you may attempt a total of 150% of the hours needed to complete your first degree plus 33 additional hours. The standard is 64 x 150% = 96 + 33 = 129 attempted hours.

Low Completion Ratio - There are three statuses for low completion ratio before your eligibility for financial aid is canceled.

- **Warning Status** - The first time you fall short of meeting the required completion ratio, your status is Warning. You remain eligible to receive financial aid while in warning status.
- **Failure Status (Loss of Eligibility)** - After attending one semester on Warning status, if you do not meet the required completion ratio, your status becomes Failure Status. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.
- **Probation Status** - After being placed on a Failure Status, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

Students who are receiving financial aid and are on warning or probation status must not withdraw or receive any grades below a "C" in order to maintain financial aid eligibility.

Appeal Requirements:

1. A typewritten explanation of extenuating circumstances associated with Failure Status. Indicate how these circumstances have changed so that you can comply with regulations in the future. Attach supporting documents to support the extenuating circumstances mentioned in the letter.

   Please note that only extenuating circumstances will be considered for an appeal. Extenuating circumstances must be unexpected circumstances that are beyond your control. Typical adjustments to college life such as, being young/immature, underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances.
2. Include a MAPS plan for academic improvement from the Advising Center. This requires that you meet with an Academic Advisor to have this plan of action created.
3. Attach at least one letter of support from someone that can substantiate the extenuating circumstances. This individual should not be a family member. Examples would include a medical doctor, clergy, professional, etc.
4. Attach the SAP Appeal form, the MAPS, and any supporting documentation. Incomplete appeals will not be reviewed. If you have thoroughly read and understand the Financial Aid Appeal Policy Details and Appeal Requirements and wish to file an appeal for consideration, please complete all requirements/forms and return it to the Office of the Student Financial Services. You will be

informed of the committee's decision within five business days of the date your appeal was reviewed by the Appeals Committee.
5. The appeals forms must be provided to the Office of the Student Financial Services within the prescribed dates as noted on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination.
6. An objective committee, composed of selected individuals outside the Office of Student Financial Services, determines whether the appeal is approved. The decision of the Appeals Committee is final and cannot be appealed further.
7. Appeal Denials or Non-appeals - If you are denied an appeal or you decide not to appeal, you must complete the necessary hours and earn the appropriate grades. Once you have reached the prescribed standards you become eligible to receive financial aid.

No Progress (receiving all Fs or all Ws)

Students receiving all Fs orWs will be placed on SAP Warning beginning the following semester regardless of the students' cumulative GPA, and their continued financial aid eligibility will be checked consistent with policy (the following term).

Information on Specific Financial Aid Programs

1. **ALABAMA STUDENT ASSISTANCE GRANT**

   The Alabama State Grant Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants with the lowest estimated family contribution figure (EFC) are eligible. The Alabama State Grant is not a loan; therefore, the funds do not have to be paid back.

2. **FEDERAL WORK-STUDY**

   The College Work-Study Program provides employment opportunities for Calhoun students who need financial assistance. Students work part-time for the college while attending classes.

3. **FEDERAL PELL GRANT**

   The Pell Grant Program provides financial assistance for students who qualify for funds in order to attend a postsecondary educational institution. A Pell Grant is not a loan; therefore, the funds do not have to be paid back. Students can receive a Pell Grant for a maximum of twelve (full-time) semesters.

   YEAR ROUND PELL- - Additional Pell Grant Award Eligibility

   You may be able to receive Pell Grant funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. To be eligible for the additional Pell Grant funds, you must be otherwise eligible to receive Pell Grant funds for the semester and must be enrolled at least half-time (6 credit hours), in the semester(s) for which the student receives the additional Pell Grant funds in excess of 100 percent of the student's Pell Grant Scheduled Award. Additional eligibility requirements may apply.

   For a student who is eligible for the additional Pell Grant funds, Calhoun Community College must pay the student all of the student's eligible Pell Grant funds up to 150 percent of the student's Pell Grant Scheduled Award for the award year. Any additional Pell Grant funds received will be included in determining the student's Pell Grant duration of eligibility and the Pell Grant Lifetime Eligibility Used (LEU).

4. **FEDERAL PLUS LOAN PROGRAM**

   The Federal PLUS Loan Program provides loans to parents of eligible dependent students who need additional financial assistance in meeting postsecondary educational expenses. Eligibility is not based on income. This program is intended to supplement the Federal Stafford Loan Program.

   A parent may receive an amount not to exceed the student's estimated cost of attendance minus any financial aid the student has been or will be awarded during the period of enrollment. There are no aggregate limits.

5. **FEDERAL DIRECT STUDENT LOAN**

   The Direct Student Loan (DSL) program is a loan program where a student may borrow funds to cover his/her educational expenses. Students may borrow either a subsidized or unsubsidized loan.

   A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods. You may not receive Direct Subsidized Loans for more than 150% of your published length of your academic program (SULA: Subsidized Usage Limit Applies). For example, if you are enrolled in a 2-year associate degree

program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized; that is, the interest will be based upon the higher amount. This will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you'll repay less in the long run.

a. If you are a first-time borrower, your first payment will not be disbursed until 30 days after the first day of classes.
b. Loan Entrance Counseling is required for all borrowers to ensure that you understand your responsibilities and obligations you are assuming. This may be completed at www.studentloans.gov.
c. A Subsidized/Unsubsidized Master Promissory Note (MPN) is required for all borrowers. It is a legal document in which you promise to repay your student loan(s) and any accrued interest and fees. Calhoun is authorized to make multiple federal student loans under one MPN for up to 10 years. The MPN may be completed at www.studentloans.gov.

6. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The FSEOG Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants are eligible. The Supplemental Educational Opportunity Grant is not a loan; therefore, the funds do not have to be repaid.

7. **VETERANS, SERVICE MEMBERS, AND THEIR DEPENDENTS' BENEFITS**

The VA Office is the certifying authority for veterans, active duty service members, reservists and National Guard, and dependents that qualify for the federal program. The VA Office serves as the link between the Regional Veterans Affairs Office and the VA benefit recipient who is enrolled at Calhoun Community College.

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http//www. benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Calhoun Community College does not participate in the VA Advanced Pay Program. Veteran students (except Chapter 31 - Rehabilitation and Employment, and Chapter 33 Post 9/11) are required to pay all tuition and fees. After certification has been sent to the Regional Office, the education benefits will be sent directly to the veteran.

Calhoun Community College is in compliance with 8 USC 3679(c) and the following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- 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 (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI 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 the transferor's discharge from a period of active duty service of 90 days or more.
- 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 (regardless of his/her formal state of residence) and enrolls in the 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.
- Anyone described above 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 educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code. The in-state tuition provisions in Section 702 do not apply to those on active

duty or to students using transferred Post 911 GI Bill benefits from a service member still on active duty.

VA CERTIFYING OFFICIAL OFFICE HOURS

Room 110, Student Financial Services
Sparkman Building
HUNTSVILLE
Monday - Thursday 8:30 a.m. - 5:45 p.m.
Friday 7:45 a.m.-11:45 a.m.

Room 206, Student Financial Services
Chasteen Student Services Center
DECATUR
Monday - Thursday 7:45 a.m. - 5:00 p.m.
Friday 7:45 a.m.-11:45 a.m.

To apply for the **Alabama G.I. Dependents' Scholarship Program**, please follow the procedure listed below:

(1) Apply for certificate at your local county Veterans Affairs Office.

(2) When student receives certificate from the Alabama Department of Veterans Affairs in Montgomery, Alabama, contact the Business Office, Calhoun Community College at 256-306-2543.

Benefits include tuition, technology and bond surety fees, and required books only. Remedial tuition and all related fees (course numbers under 100) and non-instructional fees such as facility renewal, special building, and wellness/access must be paid by the student each semester.

8. **WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)**

   WIOA is a federally funded program to provide training assistance to dislocated individuals. Students may qualify for tuition assistance, book allowances and tool assistance. Interested dislocated workers should apply at their local Alabama State Employment Service. WIOA is managed in Calhoun's Business Office.

9. **SCHOLARSHIPS**
   a. ACADEMIC SCHOLARSHIPS
      February 1st is the date on which applications for academic scholarships are due. Scholarship applications are available online at Calhoun's website at www.calhoun.edu. Each application is reviewed by the Calhoun Scholarship Committee, and each award is based upon academic achievement and/or financial need.

   b. CALHOUN FOUNDATION SCHOLARSHIPS
      The Calhoun College Foundation provides scholarships based upon a variety of qualifying criteria. February 1st is also the application deadline.

   c. FINE ARTS SCHOLARSHIPS
      Fine Arts Scholarships are available for students in art, graphic design, chorale, jazz band, and theatre. Additional information is available from the Fine Arts Department Chair. February 1st is also the application deadline.

   d. SENIOR ADULT PROGRAM SCHOLARSHIPS
      This program provides tuition free admission for those who are 60 years of age or older. Students must enroll for credit courses and meet college and program of study admission standards. The award is based upon space availability in each course. Fees and other costs, other than tuition, are paid by the senior adult student. Senior citizens granted a tuition waiver under the Senior Adult Scholarship program may receive the tuition waive only one time per course.

   e. STUDENT ACTIVITY AND LEADERSHIP SCHOLARSHIPS
      These scholarships are received by:
      1. President, Vice-President, and Secretary/ Treasurer of the Student Government Association;
      2. Co-editors of the college literary magazine, The Muse;
      3. Members of the College's official student ambassadors, the Warhawks; and
      4. Officers of Phi Theta Kappa

Additional financial aid information can be obtained from the Office of Student Financial Services.

Bookstore

The College Bookstore is an auxiliary service owned and operated by Follett. The purpose of the Bookstore is to provide the college community with the widest possible selection of goods and services of high quality at equitable prices, with particular attention paid to academic requirements. For your convenience, the bookstore is located in both Decatur and Huntsville.

BUSINESS INFORMATION

DECATUR	HUNTSVILLE
Monday-Thursday	**Monday-Thursday**
9:00 a.m. - 5:00 p.m.	9:00 a.m. - 5:00 p.m.

Friday	Friday
9:00 a.m. - 12:00 p.m.	9:00 a.m. - 12:00 p.m.
256-306-2572	**256-890-4748**
www.calhoundecaturstore.com	www.calhounhuntsvillestore.com

Special Hours
First week of class, special hours will be posted in-store and on the website.
Hours may vary when classes are not in session (Bookstore hours are subject
to change without notice)

METHOD OF PAYMENT
Payment may be made by cash, personal check or credit card. The following policy governs payment by check:
1. Checks are accepted for the amount of purchase only.
2. Checks must be made payable to the Calhoun College Bookstore.
3. Phone number, student number or driver's license number and address must be recorded on face of check.

REFUND POLICY
Textbook refunds will be granted up to seven (7) days after the first day of class with receipt. Textbooks must be in the same condition as purchased (access codes sealed, shrink wrap intact, books unmarked). After the first seven (7) days, textbooks may be returned within two (2) days of purchase, excluding finals week.

BOOK BUY BACK POLICY
Textbooks may be sold to the Bookstore any day that the bookstore is open.
General buy back policy is as follows:

1. You must present a Student ID.
2. All titles will be considered for buy back regardless of where you purchased them. Price will be determined by market demand and may be purchased for as much as 50% of original purchase price.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

Security/Police Contact

The office of the Director of Calhoun Police is located in building #6 across
from the Machine Tool building on the Decatur campus.

The campus police in Huntsville location can be contacted in the Administrative office at that location. Officers are available whenever classes are in session. Calhoun police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations and state laws
3. Providing for parking and traffic flow for special events (Students, faculty,
and staff must notify security when special events are scheduled on site)
4. Issuing decals (In Huntsville, decals are issued in the Welcome Center, Sparkman Building)
5. Maintaining building security
6. Responding to any emergency situation

Phone:

256-306-2575, Decatur
256-890-4711, Huntsville

Emergency: 256-306-2911

NOTE: In case of a medical emergency, security will, at the individual's
expense, call an ambulance for transporting to a nearby emergency room for treatment.

Instructional Information and Regulations

Student Responsibilities

Investing a minimum of two hours additional work to accompany each hour of classroom or direct faculty instruction per week for each credit hour pursued. Additional work may include, but is not limited to, reading, studying, conducting research, writing, and other learning activities.

Classification of Students

University Parallel
Students who plan to enroll for coursework which will transfer to a four-year institution are considered to be university parallel students. Enrollment may be for a minimum of one term or through completion of a two-year degree. Students should meet with an academic advisor to discuss programs of study and transfer requirements.

Transient
A Calhoun student who desires to attend another institution to take a course or courses needed for graduation at Calhoun must be in good standing with

the College. A student in good standing with the institution must hold a cumulative GPA of 2.0 or higher and have no outstanding obligations with Calhoun. Coursework must be completed at a regionally accredited college or university and must be the equivalent of the Calhoun course needed for degree requirements. Students will be responsible for requesting their transcripts be sent to Calhoun at the completion of the term. Transcripts must be received before credit can be awarded.

Career and Technical
Students follow one of the career, technical, or allied health programs which lead to a certificate or degree.

Course Load
Students are classified according to the course load based on the credit hours for which they are enrolled on a semester basis.

Credit Hour Loads	Credit Hours
Full-Time	12 or more
3/4 Time	9-11
Half-Time	6-8
Less than Half-Time	1 - 5

NOTE: To be eligible for financial assistance a student typically must be enrolled for at least 6 credit hours.

Drop-and-Add Period
The drop and add period for fall, spring and summer will be the first two days of each semester. No grade will be assigned if a course is dropped during the drop/add period. See the section of this catalog on refund policy for refund information.

Grading Policies

Withdrawals
Students may withdraw from class, or the College, prior to the last day of the withdrawal period for the semester or term, as published in the College Class Schedule. To withdraw from class or the College, students must withdraw using their MyCalhoun account. Students who withdraw prior to the deadline will be assigned a grade of "W". However, a grade of "F"will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Grades
The following letter symbols are used to indicate the student's level of achievement in courses taken:
A - Excellent (90-100)
B - Good (80-89)
C - Average (70-79)
D - Poor (60-69)
F - Failure (Below 60)
S - Successful
U - Unsuccessful

AU - Audit
I - Incomplete
W - Withdrawal

NOTE: Some programs and/or courses may require a higher numeric range than the standard noted above.

A, B, C are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study.

F is the letter grade assigned to students who fail to meet minimum course requirements.

W is the letter grade assigned when a student withdraws or is administratively withdrawn from a course/courses after the drop/add period until the withdrawal deadline; the specific date can be found in the Class Schedule for each term.

I as a letter grade indicates incompletion of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An Tis awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student take his/her final examination late. Other circumstances as approved by the instructor and/or Dean or designee may be granted. The student must be aware that he is **not** to sign up for the course again, but to see the instructor **promptly** and complete the course requirements.

Regardless of the circumstances, a grade of I must be changed by the end of the following term or it will be converted to an F.

S - Co-op, practicums, and training for Business and Industry.
U - Co-op, practicums, and training for Business and Industry.

Grade Points
A student's academic standing or Grade Point Average (GPA) is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned.

A 4 grade points per hour

B 3 grade points per hour
C 2 grade points per hour
D 1 grade point per hour
F 0 grade points per hour
S 0 grade points per hour
U 0 grade points per hour

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Grades of W, IP, and AU do not affect the grade point average. A student must have a total overall grade point average of 2.0 (C) on all courses used for graduation in order to be eligible for graduation from Calhoun. (Developmental courses will not apply to the graduation audit).

Grade Appeal Procedure

Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of the institution is that such appeals be handled informally if possible. Only after full and comprehensive attempts made by students and faculty to resolve grade appeals have failed should a formal procedure be initiated.

There is no appeal procedure if six months of calendar time have elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received. There are two procedures for appealing a final grade. The first applies if the appeal is within the first eight weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first eight weeks of the succeeding term.

A. Procedure for appealing a final grade during the first eight weeks of the following semester:

   A student may appeal the final grade received for a course by following the procedures outlined here. Grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know,"and handled in such manner so as to continue confidentiality.

   1. The student should consult with the instructor promptly after receiving a final grade which he or she feels is unwarranted. If the appeal is not satisfied at this level, the Dean of the Division should meet with either or both in an informal attempt to reach closure. The burden of proof in the grade appeal lies with the student. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Dean of the Division and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.
   2. If closure is not reached by using the informal approach, the student may file a formal grade appeal with the appropriate Dean of the Division. This writing must be dated and filed with the appropriate person prior to the midpoint of the succeeding semester. The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.
   3. Prompted by the Dean of the Division, a divisional grade appeal committee is limited to two calendar weeks from the date of the appeal to convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members, the instructor, and the student may be present at the proceedings.

      Each division shall maintain a divisional grade appeal committee. Divisions may elect members or members may be appointed by the Dean of the Division. The divisional grade appeal committee should contain no fewer than three full-time faculty members. Members should rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the Academic Dean will appoint a substitute for that particular case. The chairperson of the Divisional Grade Appeal Committee will be elected by the membership and will have the following duties: arrange times and places for the committee meetings and hearings; inform in writing all parties of the committee's activities; ensure that proper records are prepared, maintained, and safeguarded; and chair all meetings and hearings.

The Chair of the committee shall ensure that hearings are reasonable and fair; that only matters properly before the committee are discussed; that meetings and hearings are conducted in a professional atmosphere; and that every attempt is made to protect the integrity of the parties involved.

Committee members must be present at all hearings in order to vote following deliberations. (If, in the committee's opinion, special experience or expertise is necessary for sufficient information to be available or if the appeal is of such sensitivity that the committee should not hear the appeal, the Chairperson shall so advise the Vice President for Academic Affairs or designee. The Dean will then appoint a special appeals committee of institution-wide membership to hear the specific case.)

4. Following the conclusion of the hearing, the committee will deliberate privately as appropriate and prepare a written recommendation for the Vice President for Academic Affairs or designee to be submitted not later than seven calendar days after the date of the hearing. Their recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberations and recommendation of the committee are confidential. The committee may meet with the Vice President for Academic Affairs or designee at the Vice President's discretion to discuss actions, deliberations, and recommendations.
5. The Vice President for Academic Affairs or designee will provide a statement of the decision to the student within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the appeal committee, the Division Chairperson, and the faculty member involved. The decision of the Vice President for Academic Affairs or designee is final.

B. Procedure for appealing a final grade after the first eight weeks of the following semester:

Within six months from the time the student received the grade being appealed, the student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed.

Course Forgiveness Policy

Courses completed at Calhoun may be repeated at Calhoun. The last grade earned excluding W, and AU will be the grade used for graduation audits. Courses may not be repeated at another institution and used as a component of Calhoun's Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, IP or AU) replaces the first grade in his/ her cumulative grade point average if the student files a written request with the Admissions and Records Office.
2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol, 'R,' may denote a course repeat. Zero credit hours can also indicate a course repeat. A transfer institution may choose to average all coursework regardless of Calhoun's institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

Auditing a Course

Instructions for auditing a course at Calhoun are as follows:

A. A student who desires to audit a course must be admitted to the College;
B. The student's intent to audit a course must be made by the end of the registration/drop/add period and may not be changed thereafter. Students may not change from "Credit" to "Audit" or"Audit"to "Credit"after the drop/add period. The Registrar will designate the student's audit status on the class roll.
C. The student who audits a course will complete the same assignments as students who register for credit. In addition, the instructor may require the student who audits to take examinations.
D. Students may not audit any health science courses.
E. The cost of auditing a course is the same as for taking a course for credit.

Academic Program Changing

Requests for a change of academic program should be completed in writing with an Academic Advisor in the Advising Center at either the Decatur or Huntsville location. The completed form will then be submitted to the Office of Admissions and Records. Students should be aware of the possible consequences resulting from a change of academic program -transferability of courses completed, new requirements for graduation, job potential, limit on total number of courses for financial aid eligibility, etc. Students should discuss these implications with their advisor prior to completing the change of major form. Students affected by VA regulations should also consult Veterans Services staff in the Financial Aid office prior to initiating any change of major.

All major changes will be effective the subsequent academic term following the submission of the request.

Academic Bankruptcy

A. A student may request in writing to the Registrar a declaration of academic bankruptcy under the following conditions for coursework attempted with Calhoun:
    1. Student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which the academic bankruptcy is requested. A grade of "C"or higher is required in each course in the 12 semester hours in the post-bankruptcy period.
B. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will indicate "ACADEMIC BANKRUPTCY IMPLEMENTED."
C. Academic Bankruptcy may be implemented only ONCE.
D. Academic Bankruptcy may be applied to no more than 3 semesters.
E. Student may be liable for the repayment of any federal financial aid, veterans benefits, or other forms of financial assistance.
F. Implementation of academic bankruptcy at Calhoun does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

Student Course Overloads

A full-time student must be enrolled for 12 semester credit hours or more each term. Students may register for more than 19 semester credit hours only with the written permission of the Vice President for Academic Affairs or designee. No student will be approved for more than 24 semester credit hours in any one term for any reason. "Miniterms/minimesters" are only a part of a full term/semester and are not considered as stand-alone/ individual terms. No more than two (2) laboratory courses will be approved as part of any overload request.

To be considered for an overload, the student must meet the following criteria:

1. Have successfully completed a minimum of 18 semester credit hours with Calhoun; and
2. have a minimum of a 3.0 GPA for all coursework completed at Calhoun.

Advanced Standing Credit

Credit by Transfer

Refer to General Principles for Transfer of Credit on page 12.

Credit from Nontraditional Sources

Calhoun Community College provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through methods other than formal classroom instruction. While nontraditional credit may apply toward degree and certificate programs granted by the college, it should not be assumed that such credit will automatically be accepted by other colleges.

Not more than 25% of total credit required for any program may be awarded through nontraditional means towards a degree from Calhoun. Students may not earn credit through nontraditional sources for any course in which a grade has been previously received. The types of nontraditional credit and procedures to follow are listed below:

College Level Examination Program-CLEP

Calhoun Community College honors credit earned through CLEP examinations provided appropriate scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in a particular subject area. For example, elective credit in English will not meet degree requirements of six hours of composition.

Credit for SUBJECT EXAMINATIONS may be granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. CLEP credit is not granted for college level

courses previously failed, for courses in which credit for higher level course work has been earned, or for both subject examination and its course equivalent. The CLEP Subject Exam will supersede the CLEP General Exam; credits will not be awarded for the Subject and General Exam in the same discipline. Only elective credit will be given for general exams.

CLEP SUBJECT EXAMINATIONS *Scores for computer based tests only.*

Examination	Approx. Score	CCC Equivalent	Sem. Hrs.
Business			
Financial Accounting	50	BUS 241	3
Examination	**Approx. Score**	**CCC Equivalent**	**Sem. Hrs.**
Management, Prin	50	BUS 275	3
Marketing, Prin	50	BUS 285	3
Composition and Literature			
American Literature	50	ENG 251-252	6
College Comp	50	ENG 101-102	6
College Comp. Modular	50	ENG101	3
English Literature	50	ENG 261-262	6
Science and Mathematics			
Biology	50	BI0 103-104	4-8
Calculus	50	MTH125	4
Chemistry	50	CHM111-112	8
Pre-calculus	50	MTH112	3
College Algebra	50	MTH 100	3
Social Sciences			
American Government	50	POL211	3

Academic Standards of Progress

According to the number of hours a student has attempted with Calhoun,

Macroeconomics	50	ECO 231	3
Psychology, Intro	50	PSY 200	3
Sociology, Intro	50	SOC200	3
History of US to 1877	50	HIS201	3
History of US II 1865-present	50	HIS202	3
Western Civ 1	50	HIS 101 (HIS 121)	3
Western Civ II	50	HIS 101 (HIS 122)	3

Foreign Language
Credit for CLEP French, German, and Spanish allowed. Check with Admissions or Advising for specific test and scores.

The scores listed above a re reflective of the computerized CLEP examination. Students who have CLEP scores from a paper and pen examination should contact the Admissions and Records Office for minimum scores to determine credit awards. Scores are estimates and subject to change without notice.

The policy of granting credit through CLEP at Calhoun Community College may differ from policies at other colleges. Check with other colleges to obtain additional information. Area colleges offering the CLEP are Alabama A&M University, Athens State University, and UA Huntsville.

POLICE ACADEMY WORK
Credit may be available for completion of approved Peace Officer Training Courses/Programs. Consult the Dean for Humanities and Social Sciences for information.

SPECIALIZED MILITARY TRAINING
Calhoun adheres to policies prescribed by the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education, in granting credit for military course work.

CREDIT FOR PRIOR EXPERIENCE
Credit may be granted through the following methods only:

1. Comprehensive Departmental Challenge Examinations;
2. CLEP General or Subject Examinations;
3. An evaluation of training as detailed in the National Guide to Educational Credit for Training Programs;
4. Professional Secretary Certification (CPS);
5. Other experiences which have been received by the American Council on Education and credit recommendations published.

ADVANCED PLACEMENT TEST (AP)
Credit for the Advanced Placement Test will be awarded for a minimum score of three on subject tests. Not more than 25% of total credit required for any program may be awarded through non-traditional means towards a degree from Calhoun.

INTERNATIONAL BACCALAUREATE (IB)
Credit may be awarded for IB courses provided:

- Calhoun Community College recognizes International Baccalaureate (IB) credit with a score of 4 on the higher level examinations.
- Reports of IB scores should be sent to the Calhoun Office of Admissions for evaluation.
- Additional credit may be awarded on a course-by-course basis as approved by the department associated with the student's program. The department will determine the application of credits toward degree requirements.
- Any credit awarded will be recorded without grades or quality points and will not be included in the calculation of grade point average.

SPECIALIZED TRAINING WITH INDUSTRY
Credit may be awarded for industry training provided:

1. A specific contractual agreement is in effect.
2. Industry training has been reviewed by the appropriate faculty in the discipline affected or designee.
3. In no way shall this be interpreted as a means of reviewing industry training on an individual basis. Calhoun Community College does not conduct portfolio reviews.

STATEWIDE AND LOCAL CAREER TECHNICAL ARTICULATION AGREEMENTS
Students who have completed technical coursework in high school and enroll in the same program with Calhoun Community College may be eligible to receive credit for the work completed in high school through statewide articulation agreements. Programs that are involved include, but are not limited to. Industrial Maintenance, Machine Tool Technology, Air Conditioning and Refrigeration, Electrical Technology, Design Drafting Technology, Health Science, Aerospace Technology, Computer Science, Business, Early Childhood Education, and Graphic Design.

To qualify for possible credit, a student must:

1. must have earned a "B"or higher in courses to be articulated,
2. must be admitted to Calhoun,
3. will be awarded credit only for courses in their program of study at the college, and
4. the student must request articulated credit no later than 16 months following high school graduation.

For specific information on programs, what credit may be awarded, and any other limitations, please contact the Dual Enrollment office at 256-306-2665 or 256-306-2671.Calhoun also works with Career/ Technical administrators and faculty in the high schools to develop local articulation agreements, which award college credit for identified high school coursework. Local agreements have been established in the areas of technology, business, computer information systems, graphic arts, child development and medical terminology. The articulated high school courses contain the same course content as an equivalent college course and Calhoun has agreed to award college credit to those students who meet the requirements outlined in the course articulation agreement. In order to receive articulated credit through local agreements, a student must meet the same criteria outlined above.

Probation and Suspension

The following GPA levels must be met to remain in good academic standing:

1. 12-21 credit hours attempted at Calhoun, minimum cumulative GPA of 1.50;
2. 22-32 credit hours attempted at Calhoun, minimum cumulative GPA of 1.75;
3. 33 credit hours or more attempted at Calhoun, minimum cumulative GPA of 2.00.

Clear Academic Status
A student's status is clear when the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Calhoun.

Academic Probation

1. When a student's cumulative GPA is below the GPA required for the number of hours attempted at Calhoun, the student is placed on Academic Probation.
2. When a student on Academic Probation has a cumulative GPA below the requirement based on hours attempted at Calhoun, but the semester GPA is 2.00 or above, the student remains on Academic Probation.

SUSPENSION-ONE SEMESTER
When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student is suspended for one semester. The transcript will read SUSPENDED - ONE SEMESTER.

SUSPENSION-ONE YEAR
A student readmitted after serving a suspension or upon appeal reenters on Academic Probation. If the cumulative GPA remains below the level required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student will be suspended for one calendar year. The student's transcript will read SUSPENDED - ONE YEAR.

APPEAL OF SUSPENSION
A student who wishes a reconsideration of his/her suspension, whether it is for one semester or for one year, must do so in writing to the College Admissions Committee. The student may present a rationale and/or mitigating circumstances in support of his/her request for readmission. The decision of the Admissions Committee for an appeal is final.

Attendance

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus establishes the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus,

students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should first consult their instructor and, if necessary, the department chairperson before contacting the Dean.

If a student fails to officially withdraw from a course, this could result in a grade of F and adversely impact financial aid.

Final Examination Attendance

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional/departmental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

Recognition of Academic Excellence

President's List

Calhoun publishes a President's List at the end of each semester. The President's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 4.00. Developmental courses will not count toward minimum course load requirement for academic recognition.

Dean's List

Calhoun publishes a Dean's List at the end of each semester. The Dean's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 3.50 through 3.99 and who have made no grade below a"C." Developmental courses will not count toward minimum course load requirement for academic recognition. The GPA is figured by semester, and the Dean's List is not based on the student's cumulative GPA.

Phi Theta Kappa

Calhoun students who are enrolled in at least one course after the drop/add period ends each semester and who have at least a 3.5 cumulative GPA and have completed at least 12 semester hours creditable toward a two-year degree are invited to join the Sigma Lambda Chapter of PhiTheta Kappa, the International Honor Society of two- year colleges. Members must maintain at least a 3.0 cumulative GPA to retain membership. Phi Theta Kappa members may qualify for numerous scholarships to four-year colleges and universities throughout the United States. Phi Theta Kappa members are authorized to wear the prestigious gold membership pin after induction, and the distinctive gold tassel, honors stole and double honor cords at the Calhoun graduation ceremony. A graduating member will have the PhiTheta Kappa gold seal affixed to the awarded degree. The academic transcript of a member displays the Phi Theta Kappa designation. Membership in the organization is considered to be an asset on an employment resume.

Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for two-year colleges. Sigma Kappa Delta national headquarters is located at Calhoun Community College. The society strives to:

- Confer distinction for high achievement in English Language and Literature in undergraduate studies;
- Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities;
- Foster all aspects of the discipline of English, including literature, language, and writing;
- Promote exemplary character and good fellowship among its members; and
- Exhibit high standards of academic excellence and serve society by fostering literacy.

Sigma Kappa Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate studies. Our parent organization, Sigma Tau Delta, the International English Honor Society, is the proud sponsor of the National English Honor Society (NEHS). NEHS, a program of Sigma Tau Delta, serves students and faculty who share a commitment to excellence in English Language Arts.

Calhoun students must meet the following criteria for membership:

- Have completed a minimum of one college-level English Language (composition) or literature course at 100 level or above with a "B" average or better;
- Have completed at least 12 semester hours or the equivalent quarter hours of college credit; and

- Have a minimum 3.0 GPA on a 4.0 scale.

Degrees & Graduation

Calhoun Community College awards the following:

Associate of Science degree: designed for those students who plan to transfer to a four-year institution. The degree is comprised of at least 60 semester credit hours but no more than 64 semester credit hours. Specific requirements are outlined in this catalog. Only one Associate of Science degree may be awarded.
Associate of Applied Science degree: designed for those students who plan to seek employment based upon the competencies and skills attained through these programs. While not designed to meet the needs of students who transfer to a four-year institution, portions of these programs may do so. The associate of applied science degrees are comprised of at least 60 semester credit hours, but no more than 76 semester credit hours. Specific requirements are outlined in this catalog.

Certificates: are below the degree level and are designed for students who plan to seek employment. There are two types of certificates, long-term and short-term. The long-term certificates are comprised of at least 30 semester credit hours, but no more than 60 semester credit hours. The short-term certificates are comprised of at least 9 semester credit hours, but no more than 29 semester credit hours. Specific requirements are outlined in this catalog.

Even if you plan on transferring to pursue a Bachelor's degree, receiving your Associate's degree from Calhoun Community College is valuable and a great milestone in your academic career.

Applying for graduation at Calhoun is easy. For comprehensive information, please visit the Graduation web page accessible from this link: http://www.calhoun.edu/graduation.

Degree Requirements

1. Applicants must satisfy requirements either as stated in the current college catalog at the time of graduation, or as stated in any catalogs from the five (5) previous academic years. Students readmitted to Calhoun Community College will be required to update their catalog to the term of readmission.
2. Applicants must complete 60 - 76 semester hours of college credit work in a planned program of study. (Courses considered as developmental will not apply toward degree requirements.)
3. Applicants must earn a minimum overall grade point average of 2.00 for all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.
4. Applicants must complete at least 25% of the total semester hours of degree requirements at Calhoun Community College to earn residency.
5. Applicants are expected to be enrolled during the semester the degree is earned. However, those students who are within five calendar years from the last semester of attendance at Calhoun and have transferred to another college or university are encouraged to transfer credits back to Calhoun to complete the requirements for a degree. Generally, a minimum grade of"C"is required in the courses transferred.
6. The application for graduation should be submitted at least one term prior to your planned term of graduation. Completing your application at least one term prior to graduation will allow the Admissions and Records Office time to perform a graduation audit and notify students of audit results. This process also allows time for adjustments to a student's academic plan, as needed. There is no cost to have your degree posted on your academic transcript or for diplomas.
7. Applicants must clear all procedural, operational, and financial obligations to the College.

Graduation Honors

Degree Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn degrees:

Cum Laude: 3.50 to 3.69 GPA
Magna Cum Laude: 3.70 to 3.89 GPA
Summa Cum Laude: 3.90 to 4.00 GPA

To graduate with honor, a student must meet the grade point average requirements on all college level course work considered for degree requirements and have completed a minimum of 24 semester hours at Calhoun Community College. Developmental Studies classes and courses transferred in from other colleges or universities are not used in determining honors eligibility.

Certificate Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn certificates:
With Distinction: 3.50 to 4.00 GPA

Students who have been admitted to the Presidential Honors Program and complete all requirements of the program as well as all requirements for a degree will be recognized at graduation and on the diploma as having graduated with Honors.

Library Services

http://www.calhoun.edu/library

Mission:

We offer access to information and promote lifelong learning.

Albert P. Brewer Library (Decatur Campus) and Huntsville Campus Library

Print books, eBooks, online databases, magazines and journals, newspapers, books-on-CD, and Reserve materials are included in library holdings. Workstations offer access to Microsoft Office application software (Word, Excel, Access, and PowerPoint). In addition, students can access MyCalhoun, Blackboard, and Outlook from workstations.

The online Library Catalog offers access to print and eBook collections at the Huntsville Campus Library and Brewer Library. EBSCOhost eBooks offer online, full text content that support the academic programs. Credo Reference offers full text, online access to online reference books. When accessing an eBook off campus, you must enter a Username (A Number) and Password (Same password as MyCalhoun).

Calhoun students (including Dual Enrollment) and employees have access to licensed, online databases offered through the Alabama Virtual Library plus databases licensed by the college. Thousands of magazines, journals, newspapers, and trade publications offer full-text articles. Off Campus access requires a Username (A Number) and Password (Same password as MyCalhoun).

The Library Instruction Room (Brewer Library) and MultiMedia Room (Huntsville Campus Library) are equipped with student workstations for hands-on use and may be scheduled by instructors and other groups by contacting the circulation staff at 256-306-2774 (Decatur campus), 256-890-4777 (Huntsville campus), or email circ@calhoun.edu. Learning space is available with technology for groups of students for collaborative study.

Librarians offer one-on-one assistance in conducting library research. Inquire at the Reference Desk in person, by telephone, or make a request via email at reference@calhoun.edu.

Librarians also offer personalized library instruction for day and evening classes upon request by the instructor. To schedule a class, call 256-306-2774 (Decatur campus), 256-890-4777 (Huntsville campus), or email reference@calhoun.edu. Online tutorials for searching selected databases and eReference guides are available through the Library website.

Reciprocal borrowing privileges are in place for all Calhoun students and faculty to borrow books at the libraries of Athens State University, Drake State Community and Technical College, and Alabama A&M University without a charge. The UAH Library charges a $25 annual fee for the checkout of materials. All cooperating libraries require verification that the student is registered at Calhoun for the current semester. Community patrons are also invited and encouraged to register for a Calhoun Library Card. A driver's license and social security number are required for registration as a Borrower.

TILT (The Information Literacy Tutorial), offered in ORI 110, teaches the basics of information literacy and library instruction --how to select, access, evaluate and use information resources available to Calhoun students through the Brewer Library and Huntsville Campus Library.

For more information, including hours, the Library blog, Twitter, and Facebook, please access the Library website.

Special Programs

Adult Education

This program offers adults the opportunity to prepare for the WorkKeys, High School Equivalency test and the ASVAB. Alabama has chosen to award the GED® as the official High School Equivalency for the State. The Career Readiness Certificate (CRC) is also awarded to those Adult Education students who take the WorkKeys test in the areas of Applied Math, Reading for Information and Locating Information. A score of 3 will earn bronze, 4 silver and 5 a gold certificate.

Persons who speak a foreign language have the opportunity to learn to speak English through our English as a Second Language (ESL) program.

Distance Learning is offered for Adult Education students who qualify and meet the minimum technology requirements.

Each participant in any Adult Education program begins by taking an assessment test to determine

qualifications and his/her strengths and weaknesses. Instruction is on an individualized basis. Based upon the results of the Assessment test, the student and instructor design a program to help reach the student's goals. All Adult Education programs are free of charge.

Contact the Adult Education office at 256-306-2830 in Decatur or 256-890-4793 in Huntsville for additional information.

The Bridge Program is a series of fast-paced courses designed to prepare students for college level math and language classes. The program is open to all students with a GED or HS diploma who desire extra help before college. All classes are free. The Language Bridge program is a 7 week course, while the Math Bridge program is a 5 to 15 week course depending on need. You will need a photo ID and a copy of your ACCUPLACER score to register. For Decatur site information please call the Decatur office at 256-306-2830; for Huntsville site information please call the Huntsville Office at 256-713-4805.

Adult Education students also have access to our counseling services to explore educational and career pathways. Assistance is offered with the steps and skills related to transitioning to both college and the workforce. Contact the Transition Counseling office at 256-890-4810.

High School Equivalency Options - GED® Test

Calhoun Community College's high school equivalency option is the GED® Test. Our primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. Calhoun Community College accepts the GED® diploma as well as other diploma options as a component for admission. To register for the GED:

- You must register on line at ged.com and set up a Student account.

- Test fees are paid on-line at ged.com using a credit or debit card. Students enrolled in Adult Education classes may be eligible for a fee waiver of $100 of the $120 fee for the entire test through the use of vouchers. Each of the four (4) sections of the test may be taken individually or grouped together.
- Special accommodations are available upon approval. Go to: gedtestingservice.com/accommodations

The GED® test is administered at both the Decatur and Huntsville locations.

Presidential Honors Program

Academically talented, high achieving students may apply to participate in Calhoun's Presidential Honors Program.

To apply, students must submit

- Application
- Resume
- Essay
- High school transcripts, and
- ACT Score.

In order to graduate from the program with full honors, students must

- Complete one core Honors course (IDH198 Honors Leadership)
- Complete 15 hours in Honors designated courses, and
- Earn 21 enrichment program points.

For more information, see www.calhoun.edu/honors or email honors@calhoun.edu.

Cooperative Education

Cooperative Education is a structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and employers with specified responsibilities for each party.

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with a related work experience. This Program allows the student to work part-tim (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-or part-time basis.

How do I become a Co-Op student?

Interested students should complete the online co-op application.

Upon receiving your complete application, the career services department will review your application and ensure that you meet the minimum requirements. You will then be added to the applicant pool and your

application will be submitted to co-op postings for which you are a match. Completing the co-op application does not guarantee that you will be placed into a co-op.

Once a co-op has been secured for the student, the student will register for the appropriate co-op course.

Eligible Degree Programs

Co-op is currently offered for the following degree programs:

Associate of Applied Science

Technologies (Aerospace, Design Drafting, HVAC, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding)

Business/Accounting

Computer Information Systems (*Note: CIS Co-Ops are 3 credit hour courses)

Associate of Science

General Studies

For the most up-to-date guidelines, pre-requisites, and program offerings, please refer to our website: www.calhoun.edu/coop

Minimum Requirements

The minimum entry requirements to be placed into the co-op applicant pool are as follows:

- Minimum 2.5 GPA
- Be at least 18 years of age
- Currently enrolled in a degree seeking program at Calhoun
- Be eligible for employment in the United States
- Have completed required coursework outlined in Co-Op guidelines

Application Process

Please visit www.calhoun.edu/CoopApp to complete the co-op application process.

You will be asked to provide:

- Personal information, such as your name and A#
- A current résumé
- An online transcript release

Distance Learning

Distance Learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby increase flexibility and scheduling options. There are two types of Distance Learning courses at Calhoun: hybrid and online.

- A hybrid course is one in which a majority of instruction is delivered in a structured alternative delivery format including, but not limited to, the Internet and/or other off-campus formats. Calhoun identifies a hybrid course with an "H"in the course schedule.
- An online course is one in which instruction is delivered entirely online through Blackboard, a learning management system. Although the course content is delivered entirely online, students may be required to take exams in the Testing Center on either campus, or at an approved testing location. Some courses also utilize online test proctoring software like Respondus or Honorlock. There may be additional fees to use outside testing centers or online test proctoring software. Calhoun identifies an online course with a "W"in the course schedule.

Both hybrid and online courses require a reliable and current computer and Internet access, preferably high-speed. . A list of minimum technical requirements can be found at https://calhoun.edu/distance-learning/technical-requirements/. Additionally, Distance Learning courses require computer literacy and reading comprehension skills, as well as self-discipline and motivation. Students register for Distance Learning courses in the same way they register for traditional courses. For additional information, please visit our website, www.calhoun.edu, or contact Distance Learning Services at dlservices@calhoun.edu or 256-306-2998.

Weekend College

Weekend College is available at the Huntsville location. For more information regarding weekend classes in Huntsville, call 256-890-4701. The semester schedule includes all weekend course offerings.

Statewide Transfer and Articulation Reporting System (STARS)

In order to assist Calhoun Community College students with the transferring of courses to other institutions of

higher education in the state, Calhoun is a full member in the Statewide Transfer and Articulation Reporting System (STARS).

The STARS computerized advising system has been created to inform students of the courses that they can take and transfer among public institutions within the State of Alabama without losing credit. Go to the STARS website at http://stars.troy.edu.

Calhoun Workforce Solutions (CWS)

Increasing the productivity of the existing workforce is one way to increase the profitability of local companies in a very tight labor market. Continuous training and retraining of the workforce is important to the viability of local companies.The Calhoun Workforce Solutions (CWS) group provides customized, flexible, cost-effective, and convenient training to local businesses and industries throughout North Alabama allowing them to achieve and maintain peak efficiency in the global marketplace.

CWS works one-on-one with companies to develop solutions to equip today's employees with the skills of tomorrow.

Professional Development: CWS offers a variety of online and traditional facilitator-led professional development opportunities including Production Technician Online & in-person training, Industrial Maintenance Online theory training, Education To Go online training, and Leadership training. For more information, call 256-306-2664.

Industrial Technologies: CWS offers learning opportunities in the following areas: Arc Flash Training, Industrial Maintenance, Construction Trades Training, OSHA Safety Training, Pre-Apprenticeship programs (Welding, Pipe Fitting, Electrical and Line Worker), Renewable Energy, and Water Operator Certification. For more information, call 256-306-2664.

Professional Certifications/Computer IT Operations: CWS provides local area companies and nontraditional students with timely training and preparation for the workforce. Companies have an option to take advantage of the regularly scheduled courses, or CWS can customize training to meet client requirements. Opportunities include CISSP, Certified Ethical Hacker, Microsoft Office Suite, CompTIA Network-i-, CompTIA A+, CompTIA Security-l-, Cisco Certified Network Associate, and customized computer network training. For more information, call 256-306-2584.

Short-Term, Career Track Healthcare Programs: CWS offers Short-Term, Career Track Healthcare Training Programs to prepare students for entry-level job opportunities as Certified Personal Trainer, Clinical Medical Assistants, Dialysis Technicians, EKG Technicians, Medical Administrative Assistants, Medical Billing and Coding Professionals, Pharmacy Technicians, Phlebotomy Technicians, and Veterinary Assistants. Most of the Short-Term Career Track Healthcare Programs offer the opportunity to sit for a National or State Certification exam.

Online and instructor-led Training Classes are available for most of the programs listed above, with the exception of the Phlebotomy Technician Program (instructor-led only).

Typical student loans through FAFSA do not cover the Program fees. Funding options are available through resources such as the WIOA Program, MyCAA, and personal student loans such as Sallie Mae, www.salliemae.com.

For more information on these programs, call 256-306-2515 or visit the website at www.calhoun.edu/healthcare .

Professional Certifications/Quality Training: In conjunction with local industry partners, CWS offers courses for ASQ certification in areas such as: Certified Supplier Quality Professional (CSQP), Certified Quality Auditor (CQA), Certified Calibration Technician (CCT), Certified Quality Improvement Associate (CQIA), Certified Six Sigma Green Belt (CSSGB), Certified Six Sigma Black Belt (CSSBB), Certified Software Quality Engineer (CSQE), and Certified Quality Engineer (CQE). Facilitators are local working quality professionals. Companies have an option to take advantage of the regularly scheduled courses. In addition, CWS can customize training to meet client requirements. For more information, call 256-306-2584.

Commercial Truck Driving Training (CDL): The CDL Training program provides driver license testing information and training for unskilled drivers who wish to have a commercial driver's license (CDL) and endorsements. This course includes information on federal requirements for the state's standards for the licensing of commercial drivers.

To receive a CDL, you must pass knowledge and skills tests. The 160-hour program requires a learner's permit. Classes are conducted during the weekdays as well as weekends to accommodate individual schedules. Certificates are presented upon successful completion of the training. Trucking recruiters and employers are available to meet with students to provide information regarding job opportunities.

Funding options are available through the Workforce Investment Opportunity Act (WIOA) and Sallie Mae. Interested individuals may apply for WIOA at their local career center. Sallie Mae personal student loans, www.salliemae.com .

Contact the CDL office for more information, 256-260-2462 or visit www.calhoun.edu/CDL

Third Party Skills Testing for CDL: Calhoun Community College provides Third Party Skills Testing for individuals that have successfully completed the Third Party knowledge/written test, and have had a learner's permit at least 14 days. Visit our website at www.calhoun.edu/CDL for more information, or contact our office at 256-260-2462 to schedule an appointment.

Supervisor/Manager Leadership Training: CWS offers Front-Line Supervisor and Leadership Training Programs which integrate learning principles and concepts with exercises and tools to help participants transfer their training from the classroom to their job performance. Program contents are based on business objectives to ensure that employees have the skills they need to drive the business forward. The programs are characterized by a modular approach to content development, customized exercises, and post-training follow-up to enhance skill development and integration.

For more information on these programs, call 256-306-2515 or visit the website at www.calhoun.edu/leadership

Instructor-Led Online Courses

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. Courses are available in Career and Professional, Computers and Technology, Writing and Publishing, and Personal Development. New course sessions begin monthly. Prices start as low as $115 each, and courses may be completed entirely from home or office and at any time day or night. With over 300 online courses available, you are sure to find the right course to meet your needs!

Visit our website to view start dates for the courses that interest you, ed2go.com/calhounccalus or call 256-260-2462 for more information.

Features:

- 24 hour access
- Discussion areas
- 6 week format
- Certificate provided upon successful completion

Online Career Training Programs

Your Schedule. Your Budget. Your Future... Today!

Calhoun Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Training Topics

- Art and Design
- Business
- Computer Applications
- Construction and Trades
- Health and Fitness
- Hospitality
- Legal
- Writing

FEATURES:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available
- Upon successful completion of all required coursework, you will receive a Certificate of Completion

For more information, visit our website at https://careertraining.ed2go.com/calhoun/ or call 256-260-2462.

Programs of Study

Elective Definitions

For purposes of fulfilling program requirements, Calhoun provides the following definitions:

Areas Recommended as Humanities at Calhoun

Courses in humanities ideally serve to give the student a broader understanding of the dimensions of man, the human condition, and human culture. The student may select courses from the following areas to satisfy Calhoun requirements (A=Fine Arts, H=Humanities):

Art (A)
Foreign Language (H)
Literature (H)
Music (A)
Philosophy (H)
Religion (H)
Theatre (A)

Areas Recommended as Social and/or Behavioral Sciences at Calhoun

Courses in the social sciences should give the student a broader understanding of social systems and the ways in which human beings relate to each other and to socio-economic-political conditions. At Calhoun, students may select courses from the following areas to satisfy Calhoun requirements:

Anthropology
Economics
Geography
History
Political Science
Psychology
Sociology

Areas Recommended as Natural Sciences at Calhoun

Courses in the natural sciences are based on investigation of natural phenomena through the processes of reason based on systematic empirical observation. At Calhoun, the student may select courses from the following areas to satisfy Calhoun requirements:

Astronomy
Biology
Chemistry
Physical Geography
Physical Science
Physics

Each student should work closely with his/her advisor to determine the course preference for transfer to a specific program, college, or university.

General Educational Outcomes

Calhoun Community College has general educational outcomes expected of all graduates. All students graduating from Calhoun Community College will be competent in the ability to think critically, communicate effectively, and act professionally. Students will cultivate these skills in each of the general education courses.

Awards Conferred by Calhoun Community College

Associate of Science Degree: The Associate of Science (A.S.) degree in General Studies is the award conferred on students who wish to transfer to an Alabama senior institution and pursue a Bachelor's Degree (B.S. or B.A.) The Associate's degree is comprised of five areas (Area I-V) intended to provide the student with a foundation of general education courses in Areas I-IV and more specific courses that provide a base in the pre-major area of study in Area V.

Associate of Applied Science Degree: The Associate of Applied Science (A.A.S.) degree is the award conferred on students who wish to complete two years of education at the community college level and then enter the workforce. While many courses taken in an A.A.S. degree program will transfer to an Alabama senior institution, the degree is not designed as a transfer degree.

Certificate: The certificate is the award conferred on students who wish to train or retrain in a specific field or skill and enter or re-enter the workplace with a new or more advanced skill set.

Associate of Science (A.S. Degree)

Calhoun Community College students graduating with the Associate of Science (A.S.) degree may transfer

with junior status into a variety of majors at Alabama public colleges and universities. The courses completed in the A.S. degree must be those approved by the Articulation and General Studies Committee (AGSC) as listed in the STARS Guide.

To achieve junior status upon transferring to an Alabama public college or university the student must:

1. Print and sign a dated STARS Guide for the major at the college/university to which the student plans to transfer. It is recommended that the student do this prior to or during the first semester at Calhoun.
2. Complete all coursework at Calhoun as outlined by the STARS Guide;
3. Transfer within four years from the date printed on the original, signed
STARS Guide;
4. Upon transfer, take the original, signed and dated STARS Guide to the transfer college/university.

Credit Hour Equivalencies

CREDIT HOUR EQUIVALENCIES – The ratio of weekly contact hours to credit hours varies with the type of instruction being used. The College will recognize the following methods or types of instruction:

THEORY, (T) One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

EXPERIMENTAL LABORATORY (E) Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class assignments per week. 2:1

PED ACTIVITY, (A) Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

MANIPULATIVE LABORATORY, (M) Three hours of practice/manipulative laboratory under the supervision of an instructor with no out-of-class assignments per week. 3:1

SKILLS LABORATORY/CLINICAL PRACTICE, (S or C) - Three hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

- *Skills Laboratory/Clinical Practice* is the term for skills laboratory (S) and clinical experiences (C) which are under the direct supervision of faculty. There may be out-ofclass assignments per week, but they are not required. For example, skills laboratory and clinical experiences may have out-of-class assignments whereas a computer laboratory may not require an out-of-class assignment.

PRECEPTORSHIP, (P3 or P5) Three or five hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1 or 5:1.

- *Preceptorship* is the term used for clinical experiences which are supervised by currently licensed health care professionals who have expertise in a selected clinical area. Preceptors are employees of a clinical agency who are approved by faculty of the program and the administration of the clinical agency. Objectives for the preceptorship are specified. A designated faculty member is readily available (by telecommunication devices, for example) to the preceptor and student during the preceptorship experiences. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require an 8:1 preceptorship ratio must comply with discipline-specific time-to-credit criteria. As the contact hours for courses using preceptorship clinical experiences are entered, specify in the column for “clinical” the actual number of contact hours per week followed by a bold (P3) or (P5).

INTERNSHIP (I) Five hours of experimental internship per week under the control and supervision of the employer on the job with coordinated employer/college representative planning. 5:1

- *Internship* is the term used to include cooperative education, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in “internship” is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility of control and supervision of the student on the job. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require a 10:1 internship ratio, must comply with field-specific time-to-credit criteria.

The number of clock hours of each type of instruction is stated in each course description. Types of instruction may be mixed within one course. In that event, the number of contact hours for each type of instruction is spelled out in the following order: Theory (T); Experimental

Laboratory (E); PED Activity (A); Manipulative Laboratory (M); Skills Laboratory/Clinical Practice (S or C); Preceptorship (P3 or P5); and internship (I). On the right side of the column, the number of credit hours for the entire course is given.

Degrees
Advanced Manufacturing

Additive Manufacturing Design Technology

Associate of Applied Science Degree
Advanced Manufacturing

The Additive Manufacturing Design Technology degree path will augment students' learning by coupling theory instruction and demonstration with hands-on application using current software. Software includes, but is not limited to, SOLIDWORKS, Revit, SolidEdge, Insight, Materialise, and AutoCad. Students will obtain the skills needed to be successful in planning, developing, and producing final construction documents. Students will enhance their abilities by learning the soft skills necessary to help them obtain a position in the design technologies career market.

Graduates will be qualified to seek positions in the following fields: 3D Designer, 3D Solid Modeler, Additive Technician, 3D Printing Operator, CAD Technician, Manufacturing Technician, Prototyping Technician, Production Technician, Reverse Engineering Technician, SOLIDWORKS Designer, BIM Designer, BIM Manager, CAD/3D/BIM Design Drafter, Detailer, Architectural/Engineering Design Drafter, Survey Technician, Architectural/ Engineering Drawing Checker, and Instructor. The Advanced Manufacturing Classes (ADM) classes will enhance the students' skill set to help them obtain advanced positions in this field of study.

Design Drafting students should take ADM 107, ADM 112 and DDT 111 in their first semester.

* Students may take any 3D Modeling or BIM class as a substitute for ADM 108 in the Addititve Manufacturing Requirements section.

* See DDT instructor for list of approved electives.

Program Code:
AAS-ADMA-DDAD
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
ADM 107	CAD Concepts	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

ADDITIVE MANUFACTURING REQUIREMENTS

Item #	Title	Credits
ADM 108	Introduction to 3D Modeling	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 157	Material Properties	3
ADM 161	3D Specialized Software Techniques (2T, 3M)	3
ADM 162	Additive Manufacturing Processes - Polymers	3
ADM 164	Additive Manufacturing Processes - Metals	3
ADM 255	Application of Design (Capstone)	3
DDT 260	Portfolio	3
ADM 261	Reverse Engineering	3
	DDT/ADM Electives (4-6 credits)	4-6
	Total credits:	**72-75**

Additive Manufacturing Design Technology Short-Term Certificate

Students may take any 3D Modeling or BIM class as a substitute for ADM 108.

Program Code:
STC-ADM-DDAD
Type: Short-Term Certificate

ADDITIVE MANUFACTURING REQUIREMENTS

Item #	Title	Credits
ADM 108	Introduction to 3D Modeling	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 157	Material Properties	3
ADM 162	Additive Manufacturing Processes - Polymers	3
ADM 164	Additive Manufacturing Processes - Metals	3
ADM 255	Application of Design (Capstone)	3
ADM 261	Reverse Engineering	3
ADM 161	3D Specialized Software Techniques (2T, 3M)	3
	Total credits:	**25**

Advanced Aerospace Welding & Manufacturing – Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans)

Program Code:
STC.ADMX.AERA
CIP:
15.0613
Type: Short-Term Certificate

Course Requirements

Item #	Title	Credits
ARS 178	Aerospace Mechanical Assembly	3
ARS 278	Composite Materials Fabrication and Assembly	3
ARS 251	Specialized Welding Processes	3
ARS 253	Welding Certification Preparation	3
	Total credits:	**12**

Advanced Manufacturing Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-ADMF
Type: Short-Term Certificate

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 106	Quality Control Concepts	3
ADM 111	Manufacturing Safety Practices	3
	Total credits:	**12**

Aerospace Technology/Aerospace Fundamentals Short-Term Certificate

This program is subject to the Credit to Clock Hour conversion as defined by Title IV and may not be fully funded with Title IV funds (Pell Grant, SEOG and Direct Student Loan).

Program Code:
STC-ADM-AERF
Type: Short-Term Certificate

AEROSPACE FUNDAMENTALS COURSE REQUIREMENTS

Item #	Title	Credits
ADM 106	Quality Control Concepts	3
ADM 111	Manufacturing Safety Practices	3
MTT 121	Basic Blueprint Reading for Machinists	3
ARS 151	Welding Principles, Theory and Symbols	3
ARS 176	Electrical/Electronic Assembly	3
ARS 178	Aerospace Mechanical Assembly	3
ARS 278	Composite Materials Fabrication and Assembly	3
ARS 280	Surface Preparation and Coatings	3
	Total credits:	**24**

Aerospace Technology/Structures & Assembly, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Aerospace Technology will prepare graduates for employment in aerospace and related industries through classroom and laboratory instruction in propulsion structure and assembly or welding.

Program Code:
AAS-ADMA-AERS
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

Item #	Title	Credits
MTT 121	Basic Blueprint Reading for Machinists	3
ARS 151	Welding Principles, Theory and Symbols	3
ARS 176	Electrical/Electronic Assembly	3
ARS 178	Aerospace Mechanical Assembly	3
ARS 279	Adv. Composite Materials Fabrication & Assembly	3
ARS 280	Surface Preparation and Coatings	3
ARS 282	Integrated Assembly Project	3

AEROSPACE/STRUCTURES & ASSEMEBLY COURSE REQUIREMENTS

Item #	Title	Credits
ARS 276	Instrumentation Attachments and Adhesive Bonding Procedures	3
ARS 278	Composite Materials Fabrication and Assembly	3
ARS 284	Specialized Coating Processes	3
	Total credits:	**70-71**

Aerospace Technology/Welding, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Aerospace Technology will prepare graduates for employment in aerospace and related industries through classroom and laboratory instruction in propulsion structure and assembly or welding.

Program Code:
AAS-ADMA-AERW
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

Item #	Title	Credits
MTT 121	Basic Blueprint Reading for Machinists	3
ARS 151	Welding Principles, Theory and Symbols	3
ARS 176	Electrical/Electronic Assembly	3
ARS 178	Aerospace Mechanical Assembly	3
ARS 278	Composite Materials Fabrication and Assembly	3
ARS 280	Surface Preparation and Coatings	3
ARS 282	Integrated Assembly Project	3

AEROSPACE/WELDING COURSE REQUIREMENTS

Item #	Title	Credits
ARS 153	Gas Tungsten Arc and Plasma Arc Welding	3
ARS 251	Specialized Welding Processes	3
ARS 253	Welding Certification Preparation	3
	Total credits:	**70-71**

Air Conditioning & Refrigeration, A.A.S.

The Associate of Applied Science degree with a concentration in Air Conditioning and Refrigeration is designed to train the student to become an air conditioning and refrigeration technician. The student in the program learns to install and repair air conditioning and refrigeration equipment in office buildings, factories, homes, food stores, restaurants, theaters, and other establishments. The practical experiences provide proficiency in cutting pipe and repair and maintenance of refrigeration and air conditioning equipment along with load and duct design.

Program Code:
AAS-ADMA-ACRA
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

AIR CONDITIONING & REFRIGERATION CORE CLASSES

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVAC/R Electrical Circuits	3

AIR CONDITIONING ELECTIVES: Choose 15-18 credit hours

Item #	Title	Credits
ACR 112	HVAC Service Procedures	3
ACR 123	HVAC/R Electrical Components	3
ACR 126	Commercial Heating Systems	3
ACR 128	Heat Load Calculations	3
ACR 132	Residential Air Conditioning	3
ACR 135	Mechanical Gas Safety Codes	3
ACR 138	Customer Relations in HVAC	3
ACR 141	Environmental Systems	4
ACR 147 (3T)	Refrigeration Transition and Recovery	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 151	Duct Design & Fabrication	6
ACR 187	Special Topics in ACR	5
ACR 200	Review for Contractors Exam	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3
	Total credits:	**70-74**

Air Conditioning and Refrigeration/ACR Fundamentals Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-ACRF
Type: Short-Term Certificate

AIR CONDITIONING & REFRIGERATION FUNDAMENTALS COURSE REQUIREMENTS

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVAC/R Electrical Circuits	3
	Total credits:	**15**

Air Conditioning and Refrigeration/ Advanced ACR Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-ACRA
Type: Short-Term Certificate

ADVANCED ACR COURSE REQUIREMENTS

Item #	Title	Credits
ACR 123	HVAC/R Electrical Components	3
ACR 132	Residential Air Conditioning	3
ACR 147 (3T)	Refrigeration Transition and Recovery	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 205	System Sizing and Air Distribution	3
	Total credits:	**18**

Air Conditioning and Refrigeration Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-ACR
Type: Short-Term Certificate

AIR CONDITIONING & REFRIGERATION COURSE REQUIREMENTS

Item #	Title	Credits
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 111	Manufacturing Safety Practices	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
	Total credits:	**15**

Architectural Design Technology, A.A.S.

The Architectural Design Technology degree path will augment students' learning by coupling theory instruction and demonstration with hands-on application using current software. Software includes, but is not limited to, SOLIDWORKS, Revit, SolidEdge, Insight, Materialise, and AutoCad. Students will obtain the skills needed to be successful in planning, developing, and producing final construction documents. Students will enhance their abilities by learning the soft skills necessary to help them obtain a position in the design technologies career market.

Graduates will be qualified to seek positions in the following fields: 3D Designer, 3D Solid Modeler, Additive Technician, 3D Printing Operator, CAD Technician, Manufacturing Technician, Prototyping Technician, Production Technician, Reverse Engineering Technician, SOLIDWORKS Designer, BIM Designer, BIM Manager, CAD/3D/BIM Design Drafter, Detailer, Architectural/Engineering Design Drafter, Survey Technician, Architectural/ Engineering Drawing Checker, and Instructor. The Advanced Manufacturing Classes (ADM) classes will enhance the students' skill set to help them obtain advanced positions in this field of study.

Design Drafting students should take ADM 107, ADM 112 and DDT 111 in their first semester.

* To fulfill the Natural Science or Math elective, Physical Science or MTH 113 or MTH 125 is recommended.

* Prior to taking MTH 103, MTH 113 is recommended.

* Revit is used in DDT 109, DDT 111 and DDT 222 for industry-driven application.

Program Code:
AAS-ADMA-DDBA

Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

APPLIED TECHNOLOGY CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
ADM 107	CAD Concepts	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

ARCHITECTURAL COURSE REQUIREMENTS

Item #	Title	Credits
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 255	Application of Design (Capstone)	3
DDT 109	Introduction to Building Information - Modeling	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 132	Architectural Drafting	3
DDT 213	Civil Drafting, Plat Maps	3
DDT 222	Advanced Architectural Drafting	3
DDT 225	Structural Steel Drafting	3
DDT 260	Portfolio	3
	DDT/ADM Electives (4-6 credits)	4-6
	Total credits:	**72-75**

Architectural Design Technology Short-Term Certificate

Design Drafting students should take ADM 107, ADM 112 and DDT 111 in their first semester.

* Revit is used for instruction in DDT 109 and DDT 222 for industry-driven application.

Program Code:
STC-ADM-DDBA
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 107	CAD Concepts	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 255	Application of Design (Capstone)	3
DDT 109	Introduction to Building Information - Modeling	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 132	Architectural Drafting	3
DDT 222	Advanced Architectural Drafting	3
	DDT 213 or DDT 225	3
	Total credits:	**25**

Basic Aerospace Welding - Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans)

Program Code:
STC.ADMX.AERB
CIP:
15.0613
Type: Short-Term Certificate

Course Requirements

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
ADM 106	Quality Control Concepts	3
ARS 151	Welding Principles, Theory and Symbols	3
ARS 153	Gas Tungsten Arc and Plasma Arc Welding	3
	Total credits:	**12**

Design Drafting Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-DDT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 107	CAD Concepts	3
ADM 111	Manufacturing Safety Practices	3
DDT 111	Fundamentals of Drafting and Design Technology	3
	DDT 124 or DDT 132	3
	ADM 108 or DDT 109	3
	Total credits:	**15**

Electrical Technology, A.A.S.

The Associate of Applied Science Degree in Advance Manufacturing with a concentration in Electrical Technology will prepare graduates to be an entry-level electrician/electrician's helper. Concepts covered in the concentration include AC/DC theory, wiring methods, conduit bending, NEC codes, fundamentals of programmable logic controllers, and distribution systems.

Program Code:
AAS-ADMA-ELT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 117	AC/DC Machines	3

ENTRY LEVEL ELECTRICIAN COURSE REQUIREMENTS

Item #	Title	Credits
ELT 114	Residential Wiring Methods	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 209	Motor Controls I	3
ELT 241	National Electric Code	3

RESIDENTIAL/COMMERCIAL/ INDUSTRIAL COURSE REQUIREMENTS

Item #	Title	Credits
ELT 212	Motor Controls II	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
	Total credits:	**73-74**

Electrical Technology Entry Level Electrician Short-Term Certificate

Program Code:
STC-ADM-ELTE
Type: Short-Term Certificate

ENTRY LEVEL ELECTRICIAN COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring Methods	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 117	AC/DC Machines	3
ELT 209	Motor Controls I	3
ELT 241	National Electric Code	3
	Total credits:	**24**

Electrical Technology Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-ELT
Type: Short-Term Certificate

ELECTRICAL TECHNOLOGY COURSE REQUIREMENTS

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring Methods	3
	Total credits:	**15**

Engineering Design Technology, A.A.S.

Associate of Applied Science degree: Advanced Manufacturing

The Associate's Degree of Advanced Manufacturing with a concentration in Design Drafting will prepare students to obtain an entry-level position in a high technology society. This degree is comprised of courses that emphasize design, industry standards (ANSI, AM, AIA, etc.), critical thinking, real-life applications and drafting for the architectural, engineering, and additive manufacturing fields. The Architectural Design Technology, Engineering Design Technology, and Additive Manufacturing Design Technology degree paths will augment students' learning by coupling theory instruction and demonstration with hands-on application using current

software. Software includes, but is not limited to, SOLIDWORKS, Revit, Insight, Materialise, Lumion, DesignX, Netfab, MS Projects and AutoCad. Students will obtain the skills needed to be successful in planning, developing, and producing final construction documents. Students will enhance their abilities by learning the soft skills necessary to help them obtain a position in the design technologies career market. Job opportunities for graduates: 3D Designer, Solid Modeler, Additive Technician, Cad Technician, Manufacturing Technician, Prototyping Technician, Production Technician, Reverse Engineering Technician, SolidWorks Designer, Architectural Designer, Engineering Designer, 3D Printer Specialists, 3D Prototyper, Rendering/Illustrator, Project Managers, Civil Engineering Technicians, Urban Planner Technicians, Electrical and Electronics Engineering Technicians, Mechanical Engineering Technicians, Surveying and Mapping Technician, and 3D Printer Sales.

Design Drafting students should take ADM 107, ADM 112 and DDT 111 in their first semester.

* Prior to taking MTH 103, MTH 113 or MTH 115 is recommended.

* To fulfill the Natural Science or Math Elective, Physical Science or a higher Math course is recommended.

* SOLIDWORKS is used in the ADM 108, ADM 208 and DDT 244 classes for industry-driven application.

Program Code:
AAS-ADMA-DDEM
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

APPLIED TECHNOLOGY CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
ADM 107	CAD Concepts	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

ENGINEERING COURSE REQUIREMENTS

Item #	Title	Credits
ADM 108	Introduction to 3D Modeling	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 208	Intermediate 3D Modeling	3
ADM 255	Application of Design (Capstone)	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technical Drawing	3
DDT 215	Geometric Dimensioning & Tolerancing	3
DDT 244	Advanced 3D Modeling	3
DDT 260	Portfolio	3
	DDT/ADM Electives (4-6 credits)	4-6
	Total credits:	**72-75**

Engineering Design Technology Short-Term Certificate

SOLIDWORKS is used for instruction in these classes for industry-driven application.

Design Drafting students should take ADM 107, ADM 112 and DDT 111 in their first semester.

Program Code:
STC-ADM-DDEM
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 107	CAD Concepts	3
ADM 108	Introduction to 3D Modeling	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
ADM 208	Intermediate 3D Modeling	3
ADM 255	Application of Design (Capstone)	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technical Drawing	3
	DDT 215, DDT 244, or ADM 162	3
	Total credits:	**25**

Industrial Maintenance/Electrical, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/Electrical will prepare graduates for employment as entry-level industrial electricians. Concepts covered in the concentration include basic electrical concepts, motor controls, programmable logic controllers and basic instrumentation principles.

Program Code:
AAS-ADMA-IMTE
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 117	AC/DC Machines	3

ELECTRO/ELECTRONIC COURSE REQUIREMENTS

Item #	Title	Credits
ELT 118	Commercial/Industrial Wiring I	3
ELT 209	Motor Controls I	3
ELT 212	Motor Controls II	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
	ILT 240 or ILT 114	3
	Total credits:	**70-71**

Industrial Maintenance/HVAC, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/HVAC will prepare graduates for employment as entry-level HVAC technicians. Concepts covered in the concentration include fundamentals of electric and gas heating systems, refrigerant transition and recovery, commercial/ industrial wiring, and NEC Codes.

Program Code:
AAS-ADMA-IMTA
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 117	AC/DC Machines	3

HVAC COURSE REQUIREMENTS

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 147 (3T)	Refrigeration Transition and Recovery	3
ACR 205	System Sizing and Air Distribution	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 241	National Electric Code	3
	Total credits:	**73-74**

Industrial Maintenance/Instrumentation, A.A.S.

The Associate in Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/Instrumentation will prepare graduates for employment as entry-level instrumentation technicians. Concepts covered in teh concentration include electronics for electricians, instrumentation circuits and systems, transducers, detectors, actuators, control devices, and fundamentals of pressure, force, weight, motion, liquid level, and fluid flow.

Program Code:
AAS-ADMA-IMIN
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 117	AC/DC Machines	3

INSTRUMENTATION COURSE REQUIREMENTS

Item #	Title	Credits
ILT 104	Industrial Instrumentation	3
ILT 114	Instrumentation Operation and Calibration	3
ELT 209	Motor Controls I	3
ELT 212	Motor Controls II	3
ILT 214	Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
	Total credits:	**73-74**

Industrial Maintenance/Mechanical, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/Mechanical will prepare graduates for employment as an entry-level multi-craft technician in areas such as Mechanical, Electrical, HVAC and instrumentation.

Program Code:
AAS-ADMA-INMA
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 117	AC/DC Machines	3

ELECTRO/MECHANICAL COURSE REQUIREMENTS

Item #	Title	Credits
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
WDT 182	Special Topics	3
	Total credits:	**73-74**

Industrial Maintenance Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-INMA
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 117	AC/DC Machines	3
INT 117	Principles of Industrial Mechanics	3
	Total credits:	**15**

Machine Tool Technology, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Machine Tool Technology is a study of the process of using machine tools to manufacture useful products and parts. Students will acquire specialized knowledge and skills in many areas including mathematics, print reading, physics, measuring instruments, cutting tools, and machine tools. Graduates will have the ability to turn rough material into precision finished products and parts.

Program Code:
AAS-ADMA-MTT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

MACHINE TOOL CORE CLASSES

Item #	Title	Credits
MTT 121	Basic Blueprint Reading for Machinists	3
MTT 138	Milling I Lab	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3

MACHINE TOOL ELECTIVES: Choose 18 credits

Item #	Title	Credits
	MTT 140 and MTT 243	6
	MTT 141 and MTT 241	6
	MTT 212 and MTT 244	6
	MTT 213 and MTT 242	6
MTT 219	Computer Numerical Control Graphics: Turning	3
MTT 220	Computer Numerical Control Graphics: Milling	3
MTT 107	Machining Calculations I	3
	MTT 162 and MTT 163	6
	Total credits:	**76-77**

Machine Tool Technology Advanced CNC Short-Term Certificate

Students must see a MTT instructor before starting this certificate.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans)

Program Code:
STC-ADM-MTAC
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
MTT 219	Computer Numerical Control Graphics: Turning	3
MTT 220	Computer Numerical Control Graphics: Milling	3
MTT 281	Special Topics in Machine Tool Technology	3
MTT 282	Special Topics in Machine Tool Technology	3
	Total credits:	**12**

Machine Tool Technology Manual Machining Short-Term Certificate

Program Code:
STC-ADM-MTM
Type: Short-Term Certificate

Item #	Title	Credits
MTT 107	Machining Calculations I	3
MTT 121	Basic Blueprint Reading for Machinists	3
MTT 138	Milling I Lab	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTT 162	Precision Grinding	3
MTT 163	Precision Grinding Lab	3
	Total credits:	**27**

Machine Tool Technology Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-MTT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
MTT 121	Basic Blueprint Reading for Machinists	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
	Total credits:	**12**

Machine Tool Technology Tool and Die Short-Term Certificate

Program Code:
STC-ADM-MTD
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
MTT 141	Basic CNC Milling I	3
MTT 144	Electrical Discharge Machining I	3
MTT 158	Die Fundamentals	3
MTT 159	Basic Formability	3
MTT 160	Die Construction and Tryout	3
MTT 161	Die Maintenance and Repair	3
MTT 162	Precision Grinding	3
MTT 163	Precision Grinding Lab	3
MTT 241	CNC Milling Lab I	3
	Total credits:	**27**

Manufacturing Engineering Technology Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-DDET
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
ADM 112	Orientation to Additive Manufacturing	1
ADM 114	Design Innovation	3
	DDT 144 OR ADM 108	3
	ADM 162 OR ADM 164	3
	ADM 155 or ADM 255	3
	Total credits:	**16**

Process Technology, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Process Technology is designed for individuals seeking employment in the process industry as a process technician. The process industry plays a significant role in U.S. businesses and our economy, serving the pharmaceutical, food and beverage, textile, chemical and petroleum processing, power production, plastic, paint, cosmetic, and other sectors.

Program Code:
AAS-ADMA-PCT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

PROCESS TECHNOLOGY COURSE REQUIREMENTS

Item #	Title	Credits
PCT 100	Fundamentals of Process Technology	3
PCT 105	Process Technology I - Equipment	4
PCT 115	Instrumentation I	3
PCT 215	Instrumentation II	4
PCT 220	Process Technology II, Systems	4
PCT 230	Process Technology III, Operations	4
PCT 240	Process Troubleshooting	4
CHM 104	Introduction to Inorganic Chemistry	4
	Total credits:	**70-71**

Process Technology Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-PCT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 106	Quality Control Concepts	3
ADM 111	Manufacturing Safety Practices	3
PCT 100	Fundamentals of Process Technology	3
PCT 105	Process Technology I - Equipment	4
PCT 115	Instrumentation I	3
PCT 220	Process Technology II, Systems	4
	Total credits:	**20**

Robotics/Mechatronics, A.A.S.

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Automation/ Mechatronics will prepare graduates for entry-level employment in industrial automation. Concepts covered in this concentration will include a Mechatronic approach to training; programmable logic controllers (Allen Bradley and Siemens); digital fundamentals; interfacing microcomputers to electro-mechanical devices; and flexible manufacturing cells.

Program Code:
AAS-ADMA-AUTM
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
ADM 111	Manufacturing Safety Practices	3
	ADM 107 OR ADM 108	3
ADM 294	MSSC Maintenance Awareness Course	3

BASIC ELECTRICITY COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 117	AC/DC Machines	3
ELT 110	Wiring Methods	3

AUTOMATION FUNDAMENTALS COURSE REQUIREMENTS

Item #	Title	Credits
ELT 209	Motor Controls I	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
	ILT 240 or ILT 114	3

AUTOMATION/ROBOTICS COURSE REQUIREMENTS

Item #	Title	Credits
ILT 235	Principles of Robotic Systems	3
ILT 236	Principles of Robotic Programming	2
ADM 250	Introduction to Flexible Manufacturing Cells	4
	Total credits:	**73-74**

Robotics/Mechatronics Short-Term Certificate

Program Code:
STC-ADM-AUTM
Type: Short-Term Certificate

AUTOMATION/ROBOTICS COURSE REQUIREMENTS

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 209	Motor Controls I	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
ILT 240	Sensors Technology and Applications	3
ILT 235	Principles of Robotic Systems	3
ILT 236	Principles of Robotic Programming	2
ADM 250	Introduction to Flexible Manufacturing Cells	4
	Total credits:	**27**

Welding Technology, A.A.S.

The Associate in Applied Science degree in Advanced Manufacturing with a concentration in Welding will prepare graduates for employment as an entry-level welder.

Program Code:
AAS-ADMA-WELD
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106, SPH 107, or CIS 134	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4

ADVANCED MANUFACTURING CORE COURSE REQUIREMENTS

Item #	Title	Credits
ADM 101	Precision Measurement	3
ADM 104	Introduction to Thermal/ Electrical Principles	3
ADM 105	Fluid Systems	3
ADM 106	Quality Control Concepts	3
	ADM 107 OR ADM 108	3
ADM 111	Manufacturing Safety Practices	3
ADM 294	MSSC Maintenance Awareness Course	3

WELDING CORE CLASSES

Item #	Title	Credits
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 228	Gas Tungsten Arc Welding	3

WELDING ELECTIVES: Choose 21 credit hours

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 115	GTAW Carbon Pipe	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 182	Special Topics	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 268	Gas Tungsten Arc Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 218	Certification	3
WDT 258	Certification Lab	3
WDT 259	GTAW Groove Lab	3
ARS 151	Welding Principles, Theory and Symbols	3
ARS 153	Gas Tungsten Arc and Plasma Arc Welding	3
ARS 251	Specialized Welding Processes	3
ARS 253	Welding Certification Preparation	3
	Total credits:	**73-74**

Welding Technology - Aerospace Welding Short Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans)

Program Code:
STC.ADMX.WTAW
Type: Short-Term Certificate

Course Requirements

Item #	Title	Credits
ARS 151	Welding Principles, Theory and Symbols	3
ARS 153	Gas Tungsten Arc and Plasma Arc Welding	3
ARS 251	Specialized Welding Processes	3
ARS 253	Welding Certification Preparation	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 268	Gas Tungsten Arc Lab	3
	Total credits:	**18**

Welding Technology: Basic Manufacturing & Fabrication Welding Short-Term Certificate

Program Code:
STC-ADM-WELD
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 182	Special Topics	3
WDT 218	Certification	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 258	Certification Lab	3
WDT 259	GTAW Groove Lab	3
WDT 268	Gas Tungsten Arc Lab	3
	Total credits:	**24**

Welding Technology: Pipe Welding Short-Term Certificate

This program is subject to the Credit to Clock Hour conversion as defined by Title IV and may not be fully funded with Title IV funds (Pell Grant, SEOG and Direct Student Loans).

Students must see the Welding instructor before starting this certificate. Prior welding experience or classes are required before starting certificate courses.

Program Code:
STC-ADM-PIPE
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 182	Special Topics	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 258	Certification Lab	3
WDT 259	GTAW Groove Lab	3
	Total credits:	**24**

Welding Technology Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-ADMX-WDT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ADM 111	Manufacturing Safety Practices	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 110	Industrial Blueprint Reading	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
	Total credits:	**18**

Automotive Technology

Automotive Electrician Technician Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-AUMX-AET
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
	Total credits:	**9**

Automotive Technology, A.A.S.

Program Code:
AAS-AUM-AUTC
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 103	Introduction to Technical Mathematics	3
	SPH 106 or SPH 107	3
	Humanities Elective (3 credits)	3
	Social Science Elective (3 credits)	3
	Natural Science or MTH Elective	3-4
CIS 134	IT Fundamentals (CompTIA ITF+)	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ASE 101	Fundamentals of Automotive Technology	3
ASE 112	Electrical Fundamentals	3
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 124	Automotive Engines	3
ASE 130	Drive Train and Axles	3
ASE 133	Motor Vehicle Air Conditioning	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 220	Advanced Automotive Engines	3
ASE 224	Man Transmission and Transaxle	3
ASE 230	Auto Transmission and Transaxle	3
ASE 239	Engine Performance	3
ASE 244	Engine Performance and Diagnostics	3
ASE 246	Automotive Emissions	3
	Total credits:	**67-68**

Brakes and Suspension Technician Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-AUMX-BST
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ASE 112	Electrical Fundamentals	3
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 130	Drive Train and Axles	3
	Total credits:	**12**

Engines Technician Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-AUMX-ENT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ASE 112	Electrical Fundamentals	3
ASE 124	Automotive Engines	3
ASE 220	Advanced Automotive Engines	3
	Total credits:	**9**

Tune Up or Drivability Technician Short-Term Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-AUMX-TTEC
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ASE 112	Electrical Fundamentals	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3
ASE 244	Engine Performance and Diagnostics	3
ASE 246	Automotive Emissions	3
	Total credits:	**18**

Business Administration

Accounting Essentials Short-Term Certificate

This certificate program is designed to prepare students for employment in the following related fields: Payroll, Accounts Receivable and Payable, Bookkeeping, and Tax Preparation.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-BSAD-BACT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ACT 249	Payroll Accounting	3
ACT 254	Business Income Tax	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 248	Managerial Accounting	3
BUS 253	Individual Income Tax	3
CIS 146	Microcomputer Applications	3
CIS 197E	Microsoft Excel Expert	3
	Total credits:	**27**

Accounting Technology Concentration

You can acquire the skills you need for small business accounting with Calhoun's Accounting Technology AAS option. You will study financial and managerial accounting, payroll, income tax accounting, and Quickbooks. The program also includes coursework directed toward the Microsoft Excel Expert certification. While this program is designed to place you in the workforce, some coursework may transfer to a university.

Program Code:
AAS-BSAD-BACT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 151	Modern Business Mathematics with Excel	3
BUS 215	Business Communications	3
	MTH 110 or higher (excluding MTH 116)	3-4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ACT 249	Payroll Accounting	3
ACT 254	Business Income Tax	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 247	Financial Markets and Institutions	3
BUS 248	Managerial Accounting	3
BUS 253	Individual Income Tax	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
BUS 289	Business Strategy Capstone	3
CIS 197E	Microsoft Excel Expert	3
ECO 232	Principles of Microeconomics	3
	Total credits:	**61-62**

Business Administration, A.A.S.

The Business Administration AAS option is designed to teach you what you need to know about accounting, management, marketing, and communications to build a career in a small business. Entrepreneurs can learn the skills needed to manage a new enterprise. While this is designed as a career-preparation program, some coursework may transfer to a university.

Program Code:
AAS-BSAD-BSAD
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
BUS 151	Modern Business Mathematics with Excel	3
	MTH 110 or higher (excluding MTH 116)	3-4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 247	Financial Markets and Institutions	3
BUS 263	The Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
	BUS 275 or BUS 276	3
CIS 197E	Microsoft Excel Expert	3
BUS 285	Principles of Marketing	3
BUS 289	Business Strategy Capstone	3
ECO 232	Principles of Microeconomics	3
	Business Elective (BUS 245, 246, 248 or 253)	3
	Total credits:	**61-62**

Business Short-Term Certificate

This certificate program recognizes progress toward completion of an A.S. degree (Business concentration) or a Business Administration A.A.S. degree and includes many of the essential skills needed to analyze and resolve many of the day-to-day challenges commonly encountered in businesses.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-BSAD-BUSI
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
	BUS 271 OR BUS 263	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
	Total credits:	**15**

Entrepreneurship Short-Term Certificate

This certificate program is designed to give individuals essential skills for developing and operating a small business.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-BSAD-ENTRE
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 245	Accounting with Quickbooks	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	Total credits:	**12**

General Studies - Business Concentration

Business and Accounting degree concentration requirements differ among universities. Be sure to consult calhoun.edu/BusinessDegree to find the study plan that is appropriate for the university to which you intend to transfer.

* Must complete a two-course sequence in either Literature or History. Consult an advisor or calhoun.edu/BusinessDegree for guidance

* Students who place above MTH 112 and take either MTH 120 or MTH 125 as their only math course should consult an adviser about alternatives to meet the credit hour requirement.

For more information, please contact Ms. Rita Mintz at rita.mintz@calhoun.edu.

Program Code:
AS-GENED-GBUS
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 OR MTH 112	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
	Social/Behavioral Science Electives (0-3 credits)	0-3
	History Electives (3-6 credits)	3-6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
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
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
	MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION	3-4
	Total credits:	**63-64**

Medical Billing Essentials

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

***Test-out exam available for OAD 103: Intermediate Keyboarding.**

Calhoun's Medical Billing Essentials and Medical Billing Specialist certificate programs give you affordable training that's fully online to fit your schedule and fully local to give you help when you need it. Our two-semester program can put you in the job market with high-demand skills in nine months. With skills in medical billing, you can work at hospitals, physician's offices, clinics, health care clearing houses, insurance companies, and government agencies. With the right experience, you can even start your own independent medical billing service.

Program Code:
STC-BSAD-MBE
CIP:
52.0201
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 214	Medical Office Procedures	3
OAD 215	Health Information Management	3
OAD 216	Advanced Health Information Management	3
	Total credits:	**15**

Medical Billing Specialist

***Students pursuing a career in medical billing should take BUS 241/242; those interested in acquiring further training in medical coding should take BIO 201/202.**

****Test-out exam available for OAD 103: Intermediate Keyboarding.**

Program Code:
STC.BSAD.MBS
CIP:
52.0201
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
	BUS 241 or BIO 201	3-4
	BUS 242 or BIO 202	3-4
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 214	Medical Office Procedures	3
OAD 215	Health Information Management	3
OAD 216	Advanced Health Information Management	3
	Total credits:	**24-26**

Office Management Concentration

The Office Management AAS option can provide you with skills in accounting, office productivity software, and communications that can help you start or build your career as an office manager. All required courses are available online, and many are also offered in a traditional classroom format. Coursework is included that helps prepare you for the Microsoft Excel and Word Expert certifications.

Students choosing to pursue the Medical Billing career path should substitute the courses indicated. Completion of those four courses also satisfies the requirements for the Medical Billing Essentials short-term certificate. This program is designed to help prepare the you for the Certified Medical Reimbursement Specialist certification.

Program Code:
AAS-BSAD-OFTC
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
	BUS 151 or MTH 112	3
	MTH 110 or higher (excluding MTH 116)	3-4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3
CIS 197A	Microsoft Access	3
CIS 197E	Microsoft Excel Expert	3
CIS 197W	Microsoft Word Expert	3
	CIS 233 OR CIS 197K	3
OAD 103	Intermediate Keyboarding	3
	OAD 217 OR BUS 289	3
	Business Electives	6

MEDICAL BILLING CAREER PATH

Item #	Title	Credits
	Sub OAD 211 for BUS 263	3
	Sub OAD 214 for BUS 276/ACT 254	3
	Sub OAD 215 for BUS Elective	3
	Sub OAD 216 for CIS 197A	3
	Total credits:	**61-62**

Paralegal, A.A.S.

Calhoun's A.A.S. Degree in Paralegal Studies can provide you with the skills you need to begin or advance your career in the legal community. From criminal jury trials to high-powered real estate closings, paralegals, or "legal assistants," provide lawyers invaluable assistance in a wide variety of legal settings. Our Paralegal coursework covers the skills and areas of law that are in demand by local law firms. *All Calhoun Paralegal courses are taught by licensed, practicing attorneys.*

NOTES:

- *ENG 101 must be completed with a grade of C or higher prior to enrollment in PRL 102.*
- *PRL 101 and PRL 102 must be completed with a grade of C or higher prior to enrollment in any other PRL course. Students are encouraged to take PRL 101 and PRL 102 in the same semester.*

Program Code:
AAS-BSAD-PRL
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	MTH 110 or higher (excluding MTH 116)	3-4
BUS 151	Modern Business Mathematics with Excel	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
	SPH 106 or SPH 107	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
	CIS Elective (CIS 197E, CIS 197K, or CIS 197W)	3
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 210	Real Property Law	3
PRL 230	Domestic Law	3
PRL 240	Wills, Trusts, and Estates	3
PRL 262	Civil Law and Procedure	3
	PRL Electives (PRL 150, 192, 193, 250, 291)	6
	Total credits:	**64-65**

Tax Professional Short-Term Certificate

This certificate program is designed to prepare students for employment in the field of tax preparation, or for those who are already employed in the field but would like to acquire additional skills.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-BSAD-BTAX
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
ACT 254	Business Income Tax	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 253	Individual Income Tax	3
CIS 146	Microcomputer Applications	3
CIS 197E	Microsoft Excel Expert	3
	Total credits:	**21**

Child Development

Auxiliary Teacher Certificate

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans)

This program is designed to prepare students to work as an auxiliary teacher in an early childhood environment, and satisfies the requirements for Department of Early Childhood Education, First Class Pre-K Programs. This certificate serves as an intermediate step for those individuals continuing their work toward an associate degree in Child Development.

Program Code:
STC.CDVX
CIP:
19.0708
Type: Short-Term Certificate

Major Course Requirements

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 206	Children's Health and Safety	3
	CHD Elective (CHD 201 or CHD 210)	3
	Total credits:	**9**

Child Development, A.A.S.

This program is designed primarily for students who plan to seek employment in preschool or school-age programs. All students are required to complete the General Education Core Requirements and the Child Development Common Core courses.

The program is accredited by the National Association for the Education of Young Children.

The major CHD courses are offered once a year at alternative locations (Huntsville and Decatur), in a mixed-delivery format (face-to-face, hybrid, and online). To optimize learning, it is recommended that students take a mixture of CHD and general education courses. Full-time students can complete an associate degree in child development within two years.

Special Requirements for Childhood Development Program

Field experiences: Students enrolled in CHD courses are required to participate in field experience assignments, which involve visits to a variety of child care settings. In order to participate in field experience opportunities, students must meet Department of Human Resource (DHR) licensing requirements, including background and health checks. For more information contact the Alabama Department of Human

Resources at (334) 242-1425 or visit http://dhr.alabama.gov/services/child_care_services/child_care_Services_Division.aspx

Child Development Associate Credential (CDA)

Students interested in earning college credit while obtaining the CDA credential may take the following three child development courses:

CHD100 Introduction of Early Care and Education of Children (3 credits)

CHD 204 Methods and Materials for Teaching Children (3 credits)

CHD 206 Children's Health and Safety (3 credits)

Questions? Contact Susan Satterfield at susan.satterfield@calhoun.edu

Program Code:
AAS-CDVA
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	MTH 100 or higher	3
	Fine Arts Elective (CHD)	3
	SPH 106 or SPH 107	3
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
	History Elective (3 credits)	3
PSY 200	General Psychology	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Children with Exceptional Needs	3
CHD 214	Families and Communities in Early Childcare and Education Programs	3
CHD 215	Supervised Practical Experiences in Child Development	3
	CHD Electives - 6 Credits	6
CHD 201	Child Growth and Development Principles	3

Specialization: Administration (Optional)

Item #	Title	Credits
CHD 208	Administration of Child Development Programs	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA)

Item #	Title	Credits
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
	Total credits:	**68**

Child Development Short-Term Certificate

This program is designed to enrich the child care student/worker and serve as an intermediate step for those individuals continuing their work toward an associate degree in Child Development.

* Students who may want to pursue the Child Development Associate of Applied Science degree should choose ENG 101 to fulfill the general education English requirement.

Questions? Contact Susan Satterfield at susan.satterfield@calhoun.edu

Program Code:
STC-CDV
Type: Short-Term Certificate

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
	MTH 100 or higher	3
CIS 146	Microcomputer Applications	3
	COM 100 OR ENG 101	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 210	Educating Children with Exceptional Needs	3
	Total credits:	**25**

Computer Information Systems

Computer Information Systems, Cybersecurity Concentration

When are the CIS courses you need offered? Click here to see a list of CIS courses by semester availability.

Click here to see the recommended Cybersecurity course sequence.

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

Students completing the CIS coursework required for this degree also fulfill the requirements for the Computer Technician and Cybersecurity Essentials short-term certificates.

Program Code:
AAS-CIS-CYBS
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
BUS 271	Business Statistics I	3
	MTH 110 or higher (excluding MTH 116)	3-4
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
CIS 134	IT Fundamentals (CompTIA ITF+)	3
CIS 171	Linux I	3
CIS 172	Linux II (CompTIA Linux+)	3
CIS 202	Python Programming	3
CIS 214	Security Analysis (CompTIA PenTest+)	3
CIS 222	Database Management Systems	3
CIS 263	Computer Maintenance (CompTIA A+)	3
CIS 267	Enterprise Virtualization (VMware VCP-DCV)	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 280	Network Security (CompTIA Security+)	3
CIS 282	Computer Forensics	3
	Total credits:	**64-65**

Computer Information Systems, Programming Concentration

When are the CIS courses you need offered? Click here to see a list of CIS courses by semester availability.

Click here to see the recommended Programming course sequence.

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

Students completing the CIS coursework required for this degree also fulfill the requirements for the Computer Technician and Cybersecurity Essentials short-term certificates.

Program Code:
AAS-CIS-PROG
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
BUS 271	Business Statistics I	3
	MTH 110 or higher (excluding MTH 116)	3-4
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
CIS 134	IT Fundamentals (CompTIA ITF+)	3
	CIS 155 OR CIS 220	3
CIS 171	Linux I	3
CIS 202	Python Programming	3
	CIS 207 OR CIS 227	3
CIS 222	Database Management Systems	3
CIS 251	C++ Programming	3
CIS 252	Advanced C++ Programming	3
CIS 255	Java Programming	3
CIS 263	Computer Maintenance (CompTIA A+)	3
CIS 270	Cisco CCNA I	3
CIS 276	Server Administration	3
CIS 280	Network Security (CompTIA Security+)	3
	CIS Electives (CIS 197E, CIS 197K, or CIS 197W	3-6
	Total credits:	**64-65**

Computer Information Systems Cisco CCNA Preparation Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity

Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate option provides courses preparing students for the CCNA (Cisco Certified Network Associate) exam series. CCNA certification is one of the most prestigious and in-demand IT certifications in the nation and is widely respected by network professionals. Completion of this certificate indicates a foundation in and apprentice knowledge of Cisco networking.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-CSTC
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
	Total credits:	**9**

Computer Information Systems Computer Science Essentials Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

This certificate is designed to give students essential skills to analyze and resolve many of the day-to-day challenges commonly encountered in the computing field.

Program Code:
STC-CIS-CSES
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
	CIS 201 OR CIS 157	3
CIS 251	C++ Programming	3
MTH 125 or higher	Precalculus Algebra or higher	3-4
	Total credits:	**9-10**

Computer Information Systems Computer Technician Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate option provides courses which help to prepare students for the CompTIA A+, Linux+,

Network+, and Security+ certifications. These certifications allow holders to meet the baseline requirements for DOD 8570/8140 IAT Level I and IAT Level II positions.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-COMT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 171	Linux I	3
CIS 172	Linux II (CompTIA Linux+)	3
CIS 263	Computer Maintenance (CompTIA A+)	3
CIS 270	Cisco CCNA I	3
CIS 280	Network Security (CompTIA Security+)	3
	Total credits:	**15**

Computer Information Systems Cybersecurity Essentials Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate develops and validates skills in the area of securing networks, combating cyber-terrorism, investigating computer attacks, and identifying computer vulnerabilities that could allow system penetration. Students will learn to identify and combat intrusion, identity theft, hacking, and denial of service attacks, as well as other emerging security concerns. Certification credit will be handled on a case-by-case basis by the Dean of the Business/CIS Division.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-CYES
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 171	Linux I	3
CIS 214	Security Analysis (CompTIA PenTest+)	3
CIS 270	Cisco CCNA I	3
CIS 280	Network Security (CompTIA Security+)	3
CIS 282	Computer Forensics	3
	Total credits:	**15**

Computer Information Systems Programming Essentials Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-CPE
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 251	C++ Programming	3
CIS 252	Advanced C++ Programming	3
CIS 255	Java Programming	3
	Total credits:	**12**

Computer Information Systems Server Administration Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-SADM
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 171	Linux I	3
CIS 172	Linux II (CompTIA Linux+)	3
CIS 263	Computer Maintenance (CompTIA A+)	3
CIS 267	Enterprise Virtualization (VMware VCP-DCV)	3
CIS 270	Cisco CCNA I	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
	Total credits:	**21**

Computer Information Systems Software Applications Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

The Software Applications Certificate is designed for students seeking instruction in various types of Microsoft software in preparation for the Microsoft Office Specialist exams. Instruction is designed for those seeking to be more employable in the job market or to enhance current computer skills. While teh certificate focuses on Microsoft Office Specialist (MOS) objectives, vendor-sponsored testing is not a requirement for certificate completion. Certification credit will be considered on a case-by-case basis by the Dean of the Business/CIS Division.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-SFTW
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 197A	Microsoft Access	3
CIS 197E	Microsoft Excel Expert	3
CIS 197W	Microsoft Word Expert	3
	Total credits:	**12**

Computer Information Systems Swift App Development Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

The Swift App Development Certificate is designed for students seeking to learn the Swift language and develop apps for Apple OS-based devices, including iPhones.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-CIS-SWFT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
CIS 157	Intro. to App Development with Swift	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
	Total credits:	**9**

Criminal Justice

Criminal Justice - Associate of Applied Science Degree

Program Code:
AAS-CRJ-CRJT
CIP:
43.0107
Type: A.A.S.

General Education Course Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	MTH 100 or higher	3
	Fine Arts Elective (ART 100, 202, 204, MUS 101, THR 120)	3
SPH 107	Fundamentals of Public Speaking	3
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
	History Elective (3 credits)	3
SOC 200	Introduction to Sociology	3

Major Course Requirements

Item #	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 140	Criminal Law and Procedure	3
CRJ 150	Introduction to Corrections	3
CRJ 160	Introduction to Security	3
CRJ 208	Introduction to Criminology	3
CRJ 209	Juvenile Delinquency	3
CRJ 230	Criminalistics	3
CRJ 238	Crime Scene Investigation	3
PSY 230	Abnormal Psychology	3
	CRJ Elective (3 Credits)	3
	Total credits:	**62**

Security Short-Term Certificate

The Certificate in Security prepares students to enter many of the varied fields of private security, or may be used to improve the competencies of professionals already employed in the field.

This program is subject to the Credit to Clock Hour conversion as defined by Title IV and may not be fully funded with Title IV funds (Pell Grant, SEOG and Direct Student Loans).

Students must choose 1 area of focus: General Security Management (9 credits) or Information Assurance (9 credits).

Program Code:
STC-SECURITY
Type: Short-Term Certificate

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
BUS 263	The Legal and Social Environment of Business	3
CRJ 290	Selected Topics - Seminar in Criminal Justice	3
CRJ 171	Security Risk Management	3

General Security Management Area of Focus - Choose 3 of the following:

Item #	Title	Credits
CRJ 166	Private and Retail Security	3
CRJ 167	Industrial Security	3
CRJ 169	Security Management	3
CRJ 170	Introduction to Physical Security	3

Cybersecurity Area of Focus - Choose 3 of the following:

Item #	Title	Credits
CIS 171	Linux I	3
CIS 214	Security Analysis (CompTIA PenTest+)	3
CIS 282	Computer Forensics	3
CRJ 167	Industrial Security	3
	Total credits:	**25**

Dental Assisting

Dental Assisting, AAS

Dental Assisting, A.A.S.

Ms. Karen Chockley, Program Director

256-306-2786

karen.chockley@calhoun.edu

Additional information and applications are available on the Dental Assisting program website (www.calhoun.edu/DAT).

Dental assistants are valuable members of the dental health care team. Students in the DA program learn to perform a variety of patient care, laboratory, and office functions. DA responsibilities may include assisting the dentist during patient treatment, taking & developing X-rays, working in the dental laboratory, providing oral hygiene instruction, &/or performing office managerial duties. Dental assisting requires excellent communication abilities, proficiency in a wide array of technical skills, and personal flexibility.

The dental assisting program is committed to student success and strives to graduate knowledgeable, skilled, and comprehensively prepared entry-level dental assistants for the provision of safe, effective, and compassionate care that meets the needs of employers and the public.

The DA program offers students two educational options. The first option, an Associate of Applied Science (AAS) Degree, is awarded to those who complete the general education requirements (12+ hours). The second option, a long certificate, is awarded to those who have successfully completed College English and Math, Speech, Psychology and all the DA classes. Graduates are eligible to apply to take the Certified Dental Assistant (CDA) exam from the Dental Assisting National Board.

DA classes are only offered during the day, Monday through Friday, on the Decatur campus. The coursework is progressive, requiring a grade of 75% or higher in each DA course. Students participate in approximately 24 weeks of part-time clinical practice experiences, which equals out to over 300 hours of clincial experience.

The DA program is accredited by the Commission on Dental Accreditation (CODA) which is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients, for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policies and procedures for submission of complaints

may be obtained by contacting: Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678, 1-800-621- 8099, extension 4653.

Admission to the Program

A new cohort of DA students is admitted once a year. Applicants must minimally

1. Meet all admission requirements of Calhoun Community College (CCC);
2. Submit a current year DA program online application;
3. Submit an ACCUPLACER or ACT reading score;
4. Have a cumulative GPA of 2.3 or higher;
5. Submit all applicable course work taken at another college and confirm classes are accepted in transfer by the Office of Admissions & Records;
6. Have completed 8 hours of dental assisting observation experience, signed by dental office staff; and
7. Provide evidence of current cardiopulmonary resuscitation for basic life support (CPR BLS) course completion at the healthcare provider level.

It is the responsibility of the applicant to ensure the application is complete; incomplete applications will not be considered.

Selection Process

Meeting minimum requirements does not guarantee acceptance into the DA program. Class size is limited and therefore the application process is competitive. After meeting minimum requirements, applicants are rank-ordered using a 100 point scale. The Admissions Committee meets in July and all applicants are notified by mail no later than July 15th.

Dental Assisting Student Requirements

After students are enrolled in the DA program and prior to the first clinical experience, they are required to

1. Submit a current CCC Student Health Form signed by a licensed physician or nurse practitioner;
2. Provide medical verification of a two-step Mantoux skin test (chest x-ray if positive) indicating the student is free of tuberculosis;
3. Provide documentation of vaccination or immunity to Measles, Mumps, Rubella, and Varicella;
4. Provide verification of immunization against Hepatitis B, or positive titer, or sign a waiver;
5. Purchase professional liability insurance through the College;
6. Arrange for reliable transportation to and from clinical facilities assigned by the Program;
7. Abide by the policies of the College and the DA Program Student Policy Manual; and
8. Submit to drug testing and a background check.

Drug Testing / Background Check

As stipulated by the health facilities with which the DA program contracts for clinical education, each student enrolled in the program will undergo drug and alcohol testing and background checks as a pre-condition to beginning clinical experiences. The fees are the responsibility of the student. The Health Sciences Drug and Alcohol Screening Policy is available at https://calhoun.edu/health-sciences.

Eligibility Criteria

Enrolled Dental Assisting students are required to successfully complete both the academic and clinical requirements of the program to graduate. The Dental Assisting program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The Dental Assisting program eligibility criteria can be found on the Dental Assisting webpage: www.calhoun.edu/DAT.

Program Costs (approximate & in addition to tuition):

Textbooks
$400.00

Lab Supplies
$200.00

Malpractice
insurance
$10.00

CPR
certification.
varies

Uniforms.
$250.00

Lab
supplies.
$100.00

Drug Testing / Background Check.
$75.00(est)

Health Exam, PPD,
Immunizations. varies

Certified Dental Assistant Exam (CDA)
$750.00

DA Policies / Curriculum

Information contained in this Catalog and the policies and curriculum of the DA program are subject to change at any time. Written notice will be given to all students enrolled in the program prior to the implementation of a change. Please see the dental assisting program website for the most current information.

Readmission to the Program

A student may be readmitted to a DA program one time following a failure of or withdrawal from a DAT course. Students who return following a failure are considered to be using their second and final opportunity to complete the DA program. Students may apply for re-admittance within one year of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on the availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.3 on all course work attempted and should contact the Program Director at 256-306-2786 to schedule an appointment to discuss re-admission requirements. All conditions for students newly enrolling in the program will apply to students returning to the program.

Students who re-enter the program will be subject to following the current curriculum and will be required to validate lab skills.

All DAT courses must be taken and successfully completed in the order delineated by the curriculum plan. Three semesters are required even when all general education coursework has been completed prior to enrollment.

Program Code:
AAS.DNT
CIP:
51.0601
Type: A.A.S.

General Education Course Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	MTH 100 OR MTH 112	3
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking	3
	Humanities Elective (3 credits)	3
	Computer Information Systems (CIS) Elective	3
	History or Social/Behavioral Science Electives (3 credits)	3
	Natural Science Elective (4 credits)	4

Fall Semester

Item #	Title	Credits
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Anatomy and Physiology for Dental Assisting	3
DAT 104	Basic Sciences for Dental Assisting	2

Spring Semester

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Preclinical Procedures II	3

Summer Semester

Item #	Title	Credits
DAT 114	Dental Office Administration	4
DAT 122	Clinical Practice II	4
DAT 123	Dental Assisting Seminar	4
	Total credits:	**68**

Dental Assisting, Long Certificate

Dental Assisting, Long Certificate

Ms. Karen Chockley, Program Director

256-306-2786

karen.chockley@calhoun.edu

Additional information and applications are available on the Dental Assisting program website (www.calhoun.edu/DAT).

Dental assistants are valuable members of the dental health care team. Students in the DA program learn to perform a variety of patient care, laboratory, and office functions. DA responsibilities may include assisting the dentist during patient treatment, taking & developing X-rays, working in the dental laboratory, providing oral hygiene instruction, &/or performing office managerial duties. Dental assisting requires excellent communication abilities, proficiency in a wide array of technical skills, and personal flexibility.

The dental assisting program is committed to student success and strives to graduate knowledgeable, skilled, and comprehensively prepared entry-level dental assistants for the provision of safe, effective, and compassionate care that meets the needs of employers and the public.

The DA program offers students two educational options. The first option, an Associate of Applied Science (AAS) Degree, is awarded to those who complete the general education requirements (12+ hours). The second option, a long certificate, is awarded to those who have successfully completed College English and Math, Speech, Psychology and all the DA classes. Graduates are eligible to apply to take the Certified Dental Assistant (CDA) exam from the Dental Assisting National Board.

DA classes are only offered during the day, Monday through Friday, on the Decatur campus. The coursework is progressive, requiring a grade of 75% or higher in each DA course. Students participate in approximately 24 weeks of part-time clinical practice experiences, which equals out to over 300 hours of clincial experience.

The DA program is accredited by the Commission on Dental Accreditation (CODA) which is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients, for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policies and procedures for submission of complaints may be obtained by contacting: Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678, 1-800-621- 8099, extension 4653.

Admission to the Program

A new cohort of DA students is admitted once a year. Applicants must minimally

1. Meet all admission requirements of Calhoun Community College (CCC);
2. Submit a current year DA program online application;
3. Submit an ACCUPLACER or ACT reading score;
4. Have a cumulative GPA of 2.3 or >;
5. Submit all applicable course work taken at another college and confirm classes are accepted in transfer by the Office of Admissions & Records;
6. Have completed 8 hours of dental assisting observation experience, signed by dental office staff; and
7. Provide evidence of current cardiopulmonary resuscitation for basic life support (CPR BLS) course completion at the healthcare provider level.

It is the responsibility of the applicant to ensure the application is complete; incomplete applications will not be considered.

Selection Process

Meeting minimum requirements does not guarantee acceptance into the DA program. Class size is limited and therefore the application process is competitive. After meeting minimum requirements, applicants are rank-ordered using a 100 point scale. The Admissions Committee meets in July and all applicants are notified by mail no later than July 15th.

Dental Assisting Student Requirements

After students are enrolled in the DA program and prior to the first clinical experience, they are required to

1. Submit a current CCC Student Health Form signed by a licensed physician or nurse practitioner;
2. Provide medical verification of a two-step Mantoux skin test (chest x-ray if positive) indicating the student is free of tuberculosis;
3. Provide documentation of vaccination or immunity to Measles, Mumps, Rubella, and Varicella;
4. Provide verification of immunization against Hepatitis B, or positive titer, or sign a waiver;
5. Purchase professional liability insurance through the College;
6. Arrange for reliable transportation to and from clinical facilities assigned by the Program;
7. Abide by the policies of the College and the DA Program Student Policy Manual; and
8. Submit to drug testing and a background check.

Drug Testing / Background Check

As stipulated by the health facilities with which the DA program contracts for clinical education, each student enrolled in the program will undergo drug and alcohol testing and background checks as a pre-condition to beginning clinical experiences. The fees are the responsibility of the student. The Health Sciences Drug and Alcohol Screening Policy is available at https://calhoun.edu/health-sciences.

Eligibility Criteria

Enrolled Dental Assisting students are required to successfully complete both the academic and clinical requirements of the program to graduate. The Dental Assisting program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The Dental Assisting program eligibility criteria can be found on the Dental Assisting webpage: www.calhoun.edu/DAT.

Program Costs (approximate & in addition to tuition):

Textbooks
$400.00

Lab Supplies
$200.00

Malpractice
insurance
$10.00

CPR
certification.
varies

Uniforms.
$250.00

Lab
supplies.
$100.00

Drug Testing / Background Check.
$75.00(est)

Health Exam, PPD,
Immunizations. varies

Certified Dental Assistant Exam (CDA)
$750.00

DA Policies / Curriculum

Information contained in this Catalog and the policies and curriculum of the DA program are subject to change at any time. Written notice will be given to all students enrolled in the program prior to the

implementation of a change. Please see the dental assisting program website for the most current information.

Readmission to the Program

A student may be readmitted to a DA program one time following a failure of or withdrawal from a DAT course. Students who return following a failure are considered to be using their second and final opportunity to complete the DA program. Students may apply for re-admittance within one year of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on the availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.3 on all course work attempted and should contact the Program Director at 256-306-2786 to schedule an appointment to discuss re-admission requirements. All conditions for students newly enrolling in the program will apply to students returning to the program.

Students who re-enter the program will be subject to following the current curriculum and will be required to validate lab skills.

All DAT courses must be taken and successfully completed in the order delineated by the curriculum plan. Three semesters are required even when all general education coursework has been completed prior to enrollment.

Program Code:
CT-DNT
CIP:
51.0601
Type: Long Certificate

General Education Course Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	MTH 100 OR MTH 112	3
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking	3

Fall

Item #	Title	Credits
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Anatomy and Physiology for Dental Assisting	3
DAT 104	Basic Sciences for Dental Assisting	2

Spring

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Preclinical Procedures II	3

Summer

Item #	Title	Credits
DAT 114	Dental Office Administration	4
DAT 122	Clinical Practice II	4
DAT 123	Dental Assisting Seminar	4
	Total credits:	**51**

Dental Hygiene

Dental Hygiene - AAS Degree

Program Code:
AAS.DHY
Type: A.A.S.

First Term

Item #	Title	Credits
ORI 110	Freshman Seminar	1
BIO 220	General Microbiology	4
DHY 110	Dental Hygiene Theory	2
DHY 112	Pre-Clinical Dental Hygiene	3
DHY 114	Dental Radiology	3
DHY 116	Dental Anatomy, Histology and Embryology	2
DHY 118	Anatomy, Embryology, and Histology of the Head and Neck	2

Second Term

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
DHY 120	Dental Materials	2
DHY 122	Clinical Dental Hygiene I	3
DHY 124	Dental Hygiene Theory II	2
DHY 126	Periodontology	2
DHY 128	Pharmacology/Medical Emergencies	2

Third Term

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
	SPH 106 or SPH 107	3
CHM 104	Introduction to Inorganic Chemistry	4
DHY 130	Biological Chemistry and Applied Nutrition	1
DHY 132	Clinical Dental Hygiene II	2
DHY 134	Dental Hygiene Theory III	1
DHY 216	Dental Research	1

Fourth Term

Item #	Title	Credits
SOC 200	Introduction to Sociology	3
MTH 100	Intermediate College Algebra	3
DHY 210	General and Oral Pathology	2
DHY 212	Clinical Dental Hygiene III	4
DHY 214	Dental Hygiene Theory IV	1
DHY 217	Community Dental Health	1

Fifth Term

Item #	Title	Credits
PSY 200	General Psychology	3
	Humanities Elective - (PHL 206 preferred)	3
DHY 218	Clinical Dental Hygiene IV	4
DHY 220	Dental Hygiene Theory V	1

Total credits:	76

Emergency Medical Services

Advanced Emergency Medical Technician (AEMT) Certificate

This certificate program is not eligible for Title IV funding (Pell Grant, SEOG and Direct Student Loan)

The EMT certificate program is one semester in length and consists of two courses, which are taught concurrently two days per week. Successful completion is required for eligibility for the NRAEMT exam and AEMT certification.

NOTE: Clinical hours for courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional hours may be required to achieve minimum competency.

The Emergency Medical Services (EMS) program utilizes nationally recognized standards to provide students with knowledge about the critical differences between the physiology, pathophysiology, and clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency care situations, and with the skills used in the care of these patients. EMS education includes legal/ethical considerations and treatment modalities/protocols within the scope of practice of the Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic (NRP). The goal of the EMS program is to prepare competent entry-level EMTs, AEMTs, and Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students enrolled in EMS programs may earn certificates or an Associate of Applied Science degree in Emergency Medical Services. The first certificate of completion is the EMT level, the second is the Advanced EMT level (AEMT). Paramedic level students may choose to pursue a long certificate or an AAS degree. Upon successful completion of each level, the student is eligible to apply to take the National Registry Examination at their respective level of training. Successful completion of the exam is required for state licensure in Alabama as an EMT, AEMT, and Paramedic.

As vital members of the EMS team, EMTs provide pre-hospital emergency care to ill and injured patients, continuing that care until the patient is under the care of a higher level of licensure. EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and in industrial safety. Other opportunities for employment include emergency clinics, insurance companies, fire service agencies and law enforcement agencies.

The curriculum plans for EMT, AEMT, and Paramedic adhere to the National EMS Education Standards as developed by the National Highway and Traffic Safety Administration and meet the approval of the Alabama Department of Public Health, Office of Emergency Medical Services. EMS courses are open to students who meet general admission and entry-level requirements. All students must complete the ACCUPLACER or ACT prior to admission into an EMS program. EMS students must be certified in CPR at the Health Care Provider level or equivalent and have completed the OSHA Blood borne Pathogens class before entering clinical areas. Passing score for EMS courses is 75%.

To be eligible for clinical training, students must attend a clinical orientation session. Dates, time and location of clinical orientation sessions are published each semester. It is highly recommended that all students applying to the paramedic program attend an information session; dates and times posted on EMS website.

Estimated program costs for EMT, AEMT, and Paramedic can be found on the program website

www.calhoun.edu/EMS

More EMS program information, including policies on transfer credit, advanced placement, and experiential learning credit, can be found on the website or by contacting the allied health secretary at 256-306-2786 or Program Director Tyler Mosley at 256-306-2978 / E-mail: richard.mosley@calhoun.edu

ELIGIBILITY CRITERIA

Enrolled EMS students are required to successfully complete both the academic and clinical requirements of the program to graduate. The EMS program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The EMS program Eligibility Criteria can be found on the EMS website.

Students enrolled in Advanced EMT courses must also:

1. Have completed the ACT or ACCUPLACER

2. Meet all institutional admission requirements

3. Have valid Alabama EMT licensure

4. Successfully complete Basic Cardiac Life Support for the Healthcare Provider

5. Submit to a physical examination by a licensed MD, DO or CRNP to include:

a. Written documentation (on a form provided by the program) of the examiner's opinion regarding the prospective student as follows:

- the emotional and physical ability to carry out the normal activities of pre-hospital emergency care

- compliance with the EMS Eligibility Criteria

- a health history

b. Current immunizations to include:

- Tetanus D within past 10 years

- MMR vaccine prior to 1969 or rubella titer 1.8 or >

- Two step TB skin test (chest x-ray if positive)

- Hepatitis B vaccine series, positive hepatitis B titer or signed waiver of vaccination refusal

- Appropriate influenza vaccine for clinical courses SP/FA semesters

c. Visual / auditory / verbal ability to include:

- vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approx. 180 degrees of peripheral vision capacity)

- color perception

- ability to send and receive verbal messages

6. Purchase current professional liability insurance thru the health division

7. Submit proof of health/hospitalization/accident insurance or a signed waiver of release of liability

8. Submit to a background check and drug screen, at the student's expense, completed by college selected agencies. Both must be negative as defined in Division policies.

Licensure

Program graduates are required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT, AEMT, or Paramedic. Situations that may affect licensure compliance include, but are not limited to:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, incl. DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

Program Code:
STC.EMT.EMTA
CIP:
51.0904
Type: Short-Term Certificate

Required courses

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2

Optional Courses

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
	Total credits:	**9-21**

Emergency Medical Technician (EMT) Certificate

This certificate program is not eligible for Title IV funding (Pell Grant, SEOG and Direct Student Loan)

The EMT certificate program is one semester in length and consists of two courses, which are taught concurrently three days/evenings per week. Successful completion is required for eligibility for the NREMT exam and EMT certification.

NOTE: Clinical hours for courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional hours may be required to achieve minimum competency.

The Emergency Medical Services (EMS) program utilizes nationally recognized standards to provide students with knowledge about the critical differences between the physiology, pathophysiology, and clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency care situations, and with the skills used in the care of these patients. EMS education includes legal/ethical considerations and treatment modalities/protocols within the scope of practice of the Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic (NRP). The goal of the EMS program is to prepare competent entry-level EMTs, AEMTs, and Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students enrolled in EMS programs may earn certificates or an Associate of Applied Science degree in Emergency Medical Services. The first certificate of completion is the EMT level, the second is the Advanced EMT level (AEMT). Paramedic level students may choose to pursue a long certificate or an AAS degree. Upon successful completion of each level, the

student is eligible to apply to take the National Registry Examination at their respective level of training. Successful completion of the exam is required for state licensure in Alabama as an EMT, AEMT, and Paramedic.

As vital members of the EMS team, EMTs provide pre-hospital emergency care to ill and injured patients, continuing that care until the patient is under the care of a higher level of licensure. EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and in industrial safety. Other opportunities for employment include emergency clinics, insurance companies, fire service agencies and law enforcement agencies.

The curriculum plans for EMT, AEMT, and Paramedic adhere to the National EMS Education Standards as developed by the National Highway and Traffic Safety Administration and meet the approval of the Alabama Department of Public Health, Office of Emergency Medical Services. EMS courses are open to students who meet general admission and entry-level requirements. All students must complete the ACCUPLACER or ACT prior to admission into an EMS program. EMS students must be certified in CPR at the Health Care Provider level or equivalent and have completed the OSHA Blood borne Pathogens class before entering clinical areas. Passing score for EMS courses is 75%.

To be eligible for clinical training, students must attend a clinical orientation session. Dates, time and location of clinical orientation sessions are published each semester. It is highly recommended that all students applying to the paramedic program attend an information session; dates and times posted on EMS website.

Estimated program costs for EMT, AEMT, and Paramedic can be found on the program website

www.calhoun.edu/EMS

More EMS program information, including policies on transfer credit, advanced placement, and experiential learning credit, can be found on the website or by contacting the allied health secretary at 256-306-2786 or Program Director Tyler Mosley at 256-306-2978 / E-mail: richard.mosley@calhoun.edu

ELIGIBILITY CRITERIA

Enrolled EMS students are required to successfully complete both the academic and clinical requirements of the program to graduate. The EMS program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The EMS program Eligibility Criteria can be found on the EMS website.

Students enrolled in Basic EMT courses must also:

1. Have completed the ACT or ACCUPLACER

2. Meet all institutional admission requirements

3. Successfully complete Basic Cardiac Life Support for the Healthcare Provider

4. Submit to a physical examination by a licensed MD, DO or CRNP to include:

a. Written documentation (on a form provided by the program) of the examiner's opinion regarding the prospective student as follows:

- the emotional and physical ability to carry out the normal activities of pre-hospital emergency care

- compliance with the EMS Eligibility Criteria

- a health history

b. Current immunizations to include:

- Tetanus D within past 10 years

- MMR vaccine prior to 1969 or rubella titer 1.8 or >

- Two step TB skin test (chest x-ray if positive)

- Hepatitis B vaccine series, positive hepatitis B titer or signed waiver of vaccination refusal

- Appropriate influenza vaccine for clinical courses SP/FA semesters

c. Visual / auditory / verbal ability to include:

- vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approx. 180 degrees of peripheral vision capacity)

- color perception

- ability to send and receive verbal messages

5. Purchase current professional liability insurance thru the health division

6. Submit proof of health/hospitalization/accident insurance or a signed waiver of release of liability

7. Submit to a background check and drug screen, at the student's expense, completed by college selected agencies. Both must be negative as defined in Division policies.

Licensure

Program graduates are required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT, AEMT, or Paramedic. Situations that may affect licensure compliance include, but are not limited to:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, incl. DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

Program Code:
STC.EMT.EMTB
CIP:
51.0904
Type: Short-Term Certificate

Required courses

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

Optional Courses

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
	Total credits:	**10-12**

Paramedic (NRP) Long Certificate

Applicants must possess a current Alabama EMT or AEMT license and have completed ENG 101 and BIO 201 with a "C" or >. Paramedic applications are accepted each spring and are found at www.calhoun.edu/ems. Admission is a competitive; preference is given to applicants progressing thru EMS at Calhoun Community College.

NOTE: Clinical hours for courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional hours may be required to achieve minimum competency.

General education courses must be completed with a grade of C or > to earn the paramedic certificate or degree. With the exception of ENG 101 and BIO 201, GE may be taken during the first 2 semesters of paramedic; however, it is **strongly advised** that all GE is completed prior to beginning paramedic classes, as the student is more likely to be successful.

The CCC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, www.caahep.org upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, phone (214) 703-8445 www.coaemsp.org

The Emergency Medical Services (EMS) program utilizes nationally recognized standards to provide students with knowledge about the critical differences between the physiology, pathophysiology, and clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency care situations, and with the skills used in the care of these patients. EMS education includes legal/ethical considerations and treatment modalities/protocols within the scope of practice of the Emergency Medical

Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic (NRP). The goal of the EMS program is to prepare competent entry-level EMTs, AEMTs, and Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students enrolled in EMS programs may earn certificates or an Associate of Applied Science degree in Emergency Medical Services. The first certificate of completion is the EMT level, the second is the Advanced EMT level (AEMT). Paramedic level students may choose to pursue a long certificate or an AAS degree. Upon successful completion of each level, the student is eligible to apply to take the National Registry Examination at their respective level of training. Successful completion of the exam is required for state licensure in Alabama as an EMT, AEMT, and Paramedic.

As vital members of the EMS team, EMTs provide pre-hospital emergency care to ill and injured patients, continuing that care until the patient is under the care of a higher level of licensure. EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. AEMTs establish IV lines, insert blind intubation devices and can administer certain medications. Paramedics are the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat cardiac arrest with defibrillation and cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacological therapy. Paramedics serve as team leaders on EMS units.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and in industrial safety. Other opportunities for employment include emergency clinics, insurance companies, fire service agencies and law enforcement agencies.

The curriculum plans for EMT, AEMT, and Paramedic adhere to the National EMS Education Standards as developed by the National Highway and Traffic Safety Administration and meet the approval of the Alabama Department of Public Health, Office of Emergency Medical Services. EMS courses are open to students who meet general admission and entry-level requirements. All students must complete the ACCUPLACER or ACT prior to admission into an EMS program. EMS students must be certified in CPR at the Health Care Provider level or equivalent and have completed the OSHA Blood borne Pathogens class before entering clinical areas. Passing score for EMS courses is 75%.

To be eligible for clinical training, students must attend a clinical orientation session. Dates, time and location of clinical orientation sessions are published each semester. It is highly recommended that all students applying to the paramedic program attend an information session; dates and times posted on EMS website.

Estimated program costs for EMT, AEMT, and Paramedic can be found on the program website

www.calhoun.edu/EMS

More EMS program information, including policies on transfer credit, advanced placement, and experiential learning credit, can be found on the website or by contacting the allied health secretary at 256-306-2786 or Program Director Tyler Mosley at 256-306-2978 / E-mail: richard.mosley@calhoun.edu

ELIGIBILITY CRITERIA

Enrolled EMS students are required to successfully complete both the academic and clinical requirements of the program to graduate. The EMS program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The EMS program Eligibility Criteria can be found on the EMS website.

Students accepted for enrollment in Paramedic courses must also:

1. Have completed the ACT or ACCUPLACER

2. Meet all institutional admission requirements

3. Successfully complete Basic Cardiac Life Support for the Healthcare Provider

4. Submit to a physical examination by a licensed MD, DO or CRNP to include:

a. Written documentation (on a form provided by the program) of the examiner's opinion regarding the prospective student as follows:

- the emotional and physical ability to carry out the normal activities of pre-hospital emergency care

- compliance with the EMS Eligibility Criteria

- a health history

b. Current immunizations to include:

- Tetanus D within past 10 years

- MMR vaccine prior to 1969 or rubella titer 1.8 or >

- Two step TB skin test (chest x-ray if positive)

- Hepatitis B vaccine series, positive hepatitis B titer or signed waiver of vaccination refusal

- Appropriate influenza vaccine for clinical courses SP/FA semesters

c. Visual / auditory / verbal ability to include:

- vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approx. 180 degrees of peripheral vision capacity)

- color perception

- ability to send and receive verbal messages

5. Purchase current professional liability insurance thru the health division

6. Submit proof of health/hospitalization/accident insurance or a signed waiver of release of liability

7. Submit to a background check and drug screen, at the student's expense, completed by college selected agencies. Both must be negative as defined in Division policies.

8. All entering paramedic students must have a minimum cumulative GPA of 2.0 or >

9. All students entering paramedic courses must possess an unencumbered Alabama EMT or AEMT license and have successfully completed BIO 201 prior to registration

Licensure

Program graduates are required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT, AEMT, or Paramedic. Situations that may affect licensure compliance include, but are not limited to:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, incl. DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

Readmission

A student may be readmitted to an EMS course one time following a failure due to poor academic performance or a withdrawal. A student will not be readmitted to the EMS program if he/she has been removed from class or a clinical rotation due to unprofessional behavior or patient endangerment. Students who return following a failure or withdrawal are considered to be using their second and final opportunity to complete the EMS program. Readmission of eligible students is based on the availability of space.

Readmission requirements:

1. Written notification at least one month in advance to the EMS program director that the student desires to reenter the program.

2. A current minimum cumulative grade point average of 2.0.

3. For paramedic courses, no longer than twelve (12) months may elapse between completion of an EMS paramedic course and enrollment in subsequent courses.

Students in the Health Division are readmitted under the CCC Catalog in effect the year of readmission.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in a program, or a returning student to submit to psychological testing/counseling, drug and/or alcohol screening and/or a physical examination by a licensed physician at the

student's expense and to submit a report of the outcomes to the AH Dept. The AH Dept. will provide a specific form for this purpose, when applicable. All reports will be reviewed by the AH Dept. to determine if a student may be admitted, readmitted, or retained in EMS courses.

In conjunction with CCC Workforce Solutions, continuing education courses may be offered by request. Those interested should contact the EMS office at 256/306-2786.

Policies for the EMS program are subject to change at any time. Written notice will be given to students enrolled in EMS courses prior to implementation of policy change.

The CCC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, www.caahep.org upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, phone (214) 703-8445 www.coaemsp.org

*CPR during your first semester is optional, if not certified at the professional level.

Program Code:
CT.EMS
CIP:
51.0904
Type: Long Certificate

EMT (one semester)

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 100 (Optional)	EMS 100 : Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
ENG 101	English Composition I	3

AEMT (one semester)

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
BIO 201	Human Anatomy and Physiology I	4

Paramedic – First Semester (SUMMER)

Item #	Title	Credits
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 257	Advanced Pharmacology	2
EMS 244	Paramedic Clinical I	1
SPH 106	Fundamentals of Oral Communication	3

Paramedic – Second Semester (FALL)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
MTH 100	Intermediate College Algebra	3

Paramedic - Third Semester (SPRING)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for the Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Total credits:	**61**

Paramedic, A.A.S.

Applicants must possess a current Alabama EMT or AEMT license and have completed ENG 101 and BIO 201 with a “C” or >. Paramedic applications are accepted each spring and are found at www.calhoun.edu/ems. Admission is a competitive; preference is given to applicants progressing thru EMS at CCC.

NOTE: Clinical hours for courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional hours may be required to achieve minimum competency.

The Emergency Medical Services (EMS) program utilizes nationally recognized standards to provide students with knowledge about the critical differences between the physiology, pathophysiology, and clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency care situations, and with the skills used in the care of these patients. EMS education includes legal/ethical considerations and treatment modalities/protocols within the scope of practice of the Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic (NRP). The goal of the EMS program is to prepare competent entry-level EMTs, AEMTs, and Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students enrolled in EMS programs may earn certificates or an Associate of Applied Science degree in Emergency Medical Services. The first certificate of completion is the EMT level, the second is the Advanced EMT level (AEMT). Paramedic level students may choose to pursue a long certificate or an AAS degree. Upon successful completion of each level, the student is eligible to apply to take the National Registry Examination at their respective level of training. Successful completion of the exam is required for state licensure in Alabama as an EMT, AEMT, and Paramedic.

As vital members of the EMS team, EMTs provide pre-hospital emergency care to ill and injured patients, continuing that care until the patient is under the care of a higher level of licensure. EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. AEMTs establish IV lines, insert blind intubation devices and can administer certain medications. Paramedics are the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat cardiac arrest with defibrillation and cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacological therapy. Paramedics serve as team leaders on EMS units.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and in industrial safety. Other opportunities for employment include emergency clinics, insurance companies, fire service agencies and law enforcement agencies.

The curriculum plans for EMT, AEMT, and Paramedic adhere to the National EMS Education Standards as developed by the National Highway and Traffic Safety Administration and meet the approval of the Alabama Department of Public Health, Office of Emergency Medical Services. EMS courses are open to students who meet general admission and entry-level requirements. All students must complete the ACCUPLACER or ACT prior to admission into an EMS program. EMS students must be certified in CPR at the Health Care Provider level or equivalent and have completed the OSHA Blood borne Pathogens class before entering clinical areas. Passing score for EMS courses is 75%.

To be eligible for clinical training, students must attend a clinical orientation session. Dates, time and location of clinical orientation sessions are published each semester. It is highly recommended that all students applying to the paramedic program attend an information session; dates and times posted on EMS website.

Estimated program costs for EMT, AEMT, and Paramedic can be found on the program website

www.calhoun.edu/EMS

More EMS program information, including policies on transfer credit, advanced placement, and experiential learning credit, can be found on the website or by

contacting the allied health secretary at 256-306-2786 or Program Director Tyler Mosley at 256-306-2978 / E-mail: richard.mosley@calhoun.edu

ELIGIBILITY CRITERIA

Enrolled EMS students are required to successfully complete both the academic and clinical requirements of the program to graduate. The EMS program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The EMS program Eligibility Criteria can be found on the EMS website.

Students accepted for enrollment in Paramedic courses must also:

1. Have completed the ACT or ACCUPLACER

2. Meet all institutional admission requirements

3. Successfully complete Basic Cardiac Life Support for the Healthcare Provider

4. Submit to a physical examination by a licensed MD, DO or CRNP to include:

a. Written documentation (on a form provided by the program) of the examiner's opinion regarding the prospective student as follows:

- the emotional and physical ability to carry out the normal activities of pre-hospital emergency care

- compliance with the EMS Eligibility Criteria

- a health history

b. Current immunizations to include:

- Tetanus D within past 10 years

- MMR vaccine prior to 1969 or rubella titer 1.8 or >

- Two step TB skin test (chest x-ray if positive)

- Hepatitis B vaccine series, positive hepatitis B titer or signed waiver of vaccination refusal

- Appropriate influenza vaccine for clinical courses SP/FA semesters

c. Visual / auditory / verbal ability to include:

- vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approx. 180 degrees of peripheral vision capacity)

- color perception

- ability to send and receive verbal messages

5. Purchase current professional liability insurance thru the health division

6. Submit proof of health/hospitalization/accident insurance or a signed waiver of release of liability

7. Submit to a background check and drug screen, at the student's expense, completed by college selected agencies. Both must be negative as defined in Division policies.

8. All entering paramedic students must have a minimum cumulative GPA of 2.0 or >

9. All students entering paramedic courses must possess an unencumbered Alabama EMT or AEMT license and have successfully completed BIO 201 prior to registration.

Licensure

Program graduates are required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT, AEMT, or Paramedic. Situations that may affect licensure compliance include, but are not limited to:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, incl. DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

Readmission

A student may be readmitted to an EMS course one time following a failure due to poor academic performance or a withdrawal. A student will not be

readmitted to the EMS program if he/she has been removed from class or a clinical rotation due to unprofessional behavior or patient endangerment. Students who return following a failure or withdrawal are considered to be using their second and final opportunity to complete the EMS program. Readmission of eligible students is based on the availability of space.

Readmission requirements:

1. Written notification at least one month in advance to the EMS program director that the student desires to reenter the program.

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*CPR is required in the first semester if not already certified at the professional level

Program Code:
AAS-EMS
CIP:
51.0904
Type: A.A.S.

EMT (one semester)

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 100 (Optional)	EMS 100 : Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
ENG 101	English Composition I	3

AEMT (one semester)

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
BIO 201	Human Anatomy and Physiology I	4

Paramedic – First Semester (SUMMER)

Item #	Title	Credits
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 257	Advanced Pharmacology	2
EMS 244	Paramedic Clinical I	1
SPH 106	Fundamentals of Oral Communication	3
	HUM Elective (Ethics preferred)	3

Paramedic – Second Semester (FALL)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
MTH 100	Intermediate College Algebra	3
BIO 202	Human Anatomy and Physiology II	4

Paramedic - Third Semester (SPRING)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for the Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
PSY 200	General Psychology	3
	Total credits:	**71**

General Studies

General Studies - Art Concentration

**Students should consult their STARS guide and the AREA V page of their planned transfer institution to select general electives and meet with a Calhoun academic adviser to finalize a plan for graduation.

For more information, please contact Ms. Kathryn Vaughn at kathryn.vaughn@calhoun.edu.

*ART 203, Art History I fulfills Fine Arts elective.

For your Art Elective, choose one of the following: Art 133, 134, 231, 232, 233, or 234.

Program Code:
AS-GENED-GART
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
ART 203	Art History I	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-dimensional Composition I	3
ART 127	Three-dimensional Composition	3
ART 204	Art History II	3
	Art Elective	3
	Total credits:	**60**

General Studies - Biology Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Some four-year institutions require two semesters of Physics rather than Organic Chemistry as part of the degree program. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Dr. Divya Pradhan at divya.pradhan@calhoun.edu.

NOTES:

*MTH 112 or higher: MTH 113 is required as the prerequisite to MTH 215 Calculus I.

**Select CHM 221/222 or PHY 213/214 based on your transfer institution degree plan.

Program Code:

AS-GENED-GBIO
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
	MTH 112 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
MTH 125	Calculus I	4
CIS 146	Microcomputer Applications	3
	Total credits:	**65**

General Studies - Biotechnology Concentration

The Biotechnology degree option is not guaranteed for transfer by the state STARS program. Students using this as a guide toward a four-year program are strongly encouraged to contact senior institutions for transferability and satisfaction of prerequisites in the specific program.

For more information, please contact Dr. David Ansardi at david.ansardi@calhoun. edu.

Program Code:
AS-GENED-GBOT
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
BIO 103	Principles of Biology I	4
CHM 111	College Chemistry I	4
MTH 112	Precalculus Algebra	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CHM 112	College Chemistry II	4
BIO 105	Introduction to Biotechnology	4
BIO 107	Cell Culture	4
BIO 203	Techniques in Molecular Biology	4
BIO 252	Directed Studies in Biotechnology	2
BIO 254	Advanced Topics in Biotechnology	2-3
BIO 256	Biotechnology Internship	2
	Total credits:	**64-65**

General Studies - Business Concentration

Business and Accounting degree concentration requirements differ among universities. Be sure to consult calhoun.edu/BusinessDegree to find the study plan that is appropriate for the university to which you intend to transfer.

* Must complete a two-course sequence in either Literature or History. Consult an advisor or calhoun.edu/BusinessDegree for guidance

* Students who place above MTH 112 and take either MTH 120 or MTH 125 as their only math course should consult an adviser about alternatives to meet the credit hour requirement.

For more information, please contact Ms. Rita Mintz at rita.mintz@calhoun.edu.

Program Code:
AS-GENED-GBUS
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 OR MTH 112	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
	Social/Behavioral Science Electives (0-3 credits)	0-3
	History Electives (3-6 credits)	3-6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
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
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
	MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION	3-4
	Total credits:	**63-64**

General Studies - Chemistry Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Dr. Rhonda Coffelt at rhonda.coffelt@calhoun.edu or Dr. Amanda Hendrix at amanda.hendrix@calhoun.edu.

Program Code:
AS-GENED-GCHM
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
MTH 125	Calculus I	4
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
MTH 126	Calculus II	4
CIS 146	Microcomputer Applications	3
	Total credits:	**66**

General Studies - Computer Science Concentration

The Associate of Science (A.S.) degree concentration in Computer Science includes the math and computer science preparation you need to continue toward your bachelor's degree in software development, cybersecurity, programming, system administration, or other computer science field. Through our membership in the STARS network (http://stars.troy.edu/stars.html), the courses you take toward your Calhoun degree can be verified for transferability to any public university in Alabama.

For more information, please contact Dr. Nainika Patnayakuni at nainika.patnayakuni@calhoun.edu.

Program Code:
AS-GENED-GCIS

Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Sequence - 8 Credits	8
	MTH 112 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
MTH 113	Precalculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
CIS 251	C++ Programming	3
	General Electives (5-6 credits)	5-6
	Total credits:	**61-62**

General Studies - Criminal Justice Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit stars.troy.edu for the accurate class selection.

For more information, please contact Jim Stewart at jim.stewart@calhoun.edu.

* General electives must be selected from the Area V page of an Alabama transfer school, or contact the transfer institution if out of state for elective choices.

Program Code:
AS-GENED-GCRJ
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CIS 146	Microcomputer Applications	3
	CRJ Elective (CRJ 110, CRJ 150 OR CRJ 160)	3
	CRJ Elective (CRJ 110, CRJ 150 OR CRJ 160)	3
	General Electives (7 credits)	7
	Total credits:	**61**

General Studies - Elementary Education Concentration

* Mathematics: To fulfill the Mathematics Electives in the Concentration requirements, students must take 2 lower-level courses at MTH 100 or above, not including remedial courses; as well as 1 upper-level course, MTH 110 or above.

Program Code:
AS-GENED-GEED
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (0-3 credits)	0-3
	SPH 106 or SPH 107	3
	Natural Science Elective (4 credits)	4
BIO 103	Principles of Biology I	4
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
PSY 200	General Psychology	3
	Social/Behavioral Science Electives (3-6 credits)	3-6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
	Natural Science Elective (4 credits)	4
	Mathematics Elective (Lower Level)	3
	Mathematics Elective (Lower Level)	3
	Mathematics Elective (Upper Level)	3
CIS 146	Microcomputer Applications	3
PSY 210	Human Growth and Development	3
	General Electives (1 credit)	1
	Total credits:	**62**

General Studies - English Concentration

For more information, please contact Dr. Steve Calatrello at stephen.calatrello@calhoun.edu.

*For General Electives, 6 hours of Foreign Language Sequence recommended.

Program Code:
AS-GENED-GENG
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Sequence (6 credits)	6
	Fine Arts Elective	3
	SPH 106 or SPH 107	3
	Natural Science Electives	8
	MTH 110 or higher	3
	History Elective (3 credits)	3
	Social/Behavioral Science Electives (9 credits)	9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
	Literature Sequence (6 credits)	6
	General Electives (10 credits)	10
	Total credits:	**61**

General Studies - General Education Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and Area V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit stars.troy.edu for the accurate class selection.

* For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

* Must check with transfer institution concerning a sequence in the Literature, History and Natural Science areas.

Program Code:
AS-GENED-GNST
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
	General Electives (19 credits)	19
	Total credits:	**61**

General Studies - History Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

For more information, please contact Glenda Mitchell at Glenda.mitchell@calhoun.edu.

Program Code:
AS-GENED-GHIS
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3 credits)	3
	Fine Arts Elective	3
	Humanities Elective (3 credits)	3
	SPH 106 or SPH 107	3
	Natural Science Electives	8
	MTH 110 or higher	3
HIS 121	World History I	3
HIS 122	World History II	3
	Social/Behavioral Science Electives (6 credits)	6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
HIS 201	United States History I	3
HIS 202	United States History II	3
CIS 146	Microcomputer Applications	3
	General Electives (10 credits)	10
	Total credits:	**61**

General Studies - Mathematics Concentration

For more information, please contact Dr. Katey Bjurstrom at katey.bjurstrom@calhoun.edu or Dr. Sivajah Somasundaram at sivajah.somasundaram@calhoun.edu.

Program Code:
AS-GENED-GMTH
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3 credits)	3
	SPH 106 or SPH 107	3
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
MTH 113	Precalculus Trigonometry	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
CIS 251	C++ Programming	3
	Total credits:	**60**

General Studies - Music Concentration

For more information, please contact Dr. Holly Powe at holly.powe@calhoun.edu.

* The Foreign Language requirement should be taken as a two-course sequence.

* MUS 111 requires a minimum grade of C in MUS 110 or acceptable score on placement test (75%).

Program Code:
AS-GENED-GMUS
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
MUS 101	Music Appreciation	3
	Foreign Language (4 credits)	4
	Humanities Elective (0-3 credits)	0-3
	Natural Science Electives	8
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
	Foreign Language (4 credits)	4
MUS 111	Music Theory I	3
MUS 113	Music Theory Lab I	1
MUS 112	Music Theory II	3
MUS 114	Music Theory Lab II	1
	MUP Electives (5 credits)	5
	MUL Electives in Ensembles (4 credits)	4
	Total credits:	**64**

General Studies - Physics Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Dr. John Golben at john.golben@calhoun.edu.

Program Code:
AS-GENED-GPHY
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
MTH 125	Calculus I	4
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
CIS 146	Microcomputer Applications	3
	General Electives (6 credits)	6
	Total credits:	**68**

General Studies - Pre-Engineering Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Rodney Alford at rodney.alford@calhoun.edu or Ernest Williams at ernest.williams@calhoun.edu.

Program Code:
AS-GENED-GEGR
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3 credits)	3
	Fine Arts Elective	3
	Humanities Elective (3 credits)	3
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
MTH 125	Calculus I	4
	History Elective (3 credits)	3
	History/Social/Behavioral Science Electives (6 credits)	6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
MTH 126	Calculus II	4
MTH 227	Calculus III	4
CHM 111	College Chemistry I	4
MTH 238	Applied Differential Equations I	3
	General Electives (10 credits)	10
	Total credits:	**62**

General Studies - Pre-Nursing Concentration

For more information, please contact Dr. Lynn Hogan at lynn.hogan@calhoun.edu.

* For General Electives, PHL 206 Ethics and Society highly recommended.

Program Code:
AS-GENED-GNUR
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (0-3 credits)	0-3
	SPH 106 or SPH 107	3
CHM 104	Introduction to Inorganic Chemistry	4
BIO 103	Principles of Biology I	4
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
	Social/Behavioral Science Electives (0-3 credits)	0-3

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
MTH 265	Elementary Statistics	3
	General Electives (4 credits)	4
	Total credits:	**61**

General Studies - Psychology Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

For more information, please contact Ms. Sara Sayle at sara.sayle@calhoun.edu.

Program Code:
AS-GENED-GPSY
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
	Natural Science Electives	8
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
	Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
PSY 200	General Psychology	3
CIS 146	Microcomputer Applications	3
	Psychology Electives (6 credits)	6
	General Electives (7 credits)	7
	Total credits:	**61**

General Studies - Social Work Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit stars.troy.edu for the accurate class selection.

For more information, please contact Dr. Isaac Sakyi-Addo at anaafi.sakyi-addo@calhoun.edu.

* For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

Program Code:
AS-GENED-GSWT
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
BIO 103	Principles of Biology I	4
	Natural Science Elective (4 credits)	4
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
	Social/Behavioral Science Electives (0-3 credits)	0-3

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
	MTH 265 OR PSY 260	3
ECO 231	Principles of Macroeconomics	3
	General Electives (13 credits)	13
	Total credits:	**61**

General Studies - Sociology Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit stars.troy.edu for the accurate class selection.

For more information, please contact Dr. Isaac Sakyi-Addo at anaafi.sakyi-addo@calhoun.edu.

* Must check with transfer institution concerning sequences in the Literature, History and Natural Science areas.

* For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

Program Code:

AS-GENED-GSOC
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Electives (3-6 credits)	3-6
	Fine Arts Elective	3
	Humanities Elective (3-6 credits)	3-6
BIO 103	Principles of Biology I	4
	Natural Science Elective (4 credits)	4
	MTH 110 or higher	3
	History Electives (3-6 credits)	3-6
SOC 200	Introduction to Sociology	3
	Social/Behavioral Science Electives (3-6 credits)	3-6

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
	Sociology Electives (6 credits)	6
	General Electives (10 credits)	10
	Total credits:	**61**

General Studies - Theatre Concentration (Acting, Technical/ Design, and Musical Theatre)

Students should consult their STARS guide and the AREA V page of their planned transfer institution to select general electives and meet with a Calhoun academic adviser to finalize a plan for graduation.

For more information, please contact William Godsey at will.godsey@calhoun.edu.

THR 115 Workshop III, THR 213 Workshop IV, THR 214 Workshop V, THR 215 Workshop VI, THR 124 Theatre Technology Scenery & Lighting, THR 126 Introduction to Theatre, THR 210 Introduction to Theatrical Design, THR 236 Stagecraft, THR 141 Introduction to Dance in Theatre I, THR 142 Introduction to Dance II, THR 151 Musical Theatre, THR 152 Musical Theatre II, MIC 153 Audio Engineering Fundamentals, VCM 285 Multimedia Production, MUL 180 Chorale, MUL 111 Class Voice I, MUL 112 Class Voice II.

Program Code:

AS-GENED-GTHR
Type: A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Literature Sequence (6 credits)	6
THR 120	Theatre Appreciation	3
SPH 107	Fundamentals of Public Speaking	3
	Natural Science Electives	8
	MTH 110 OR MTH 112	3
	History Elective (3 credits)	3
	History or Social/Behavioral Science Electives (6-9 credits)	6-9

CONCENTRATION REQUIREMENTS

Item #	Title	Credits
THR 113	Theatre Workshop I	2
THR 114	Theatre Workshop II	2
THR 131	Acting Techniques I	3
THR 241	Voice and Speech for the Performer	3
	General Electives (9-11 credits)	9-11
	Total credits:	**61-63**

Medical Laboratory Technology

Medical Laboratory Assistant (MLA) Short-term Certificate

DRUG TESTING/BACKGROUND CHECKS

As stipulated by the health agencies with which the Allied Health Department contracts for clinical experience, each student enrolled in any clinical experiences at Calhoun Community College will undergo health screen, drug, alcohol testing and/or background checks as a precondition to beginning a clinical rotation. The fee for testing/checks is the responsibility of the student. Written guidelines for the process will be provided to the student at the beginning of the program.

POLICIES AND CURRICULUM

Policies and Curriculum for the Medical Laboratory Assistant program are subject to change at any time. Written notice will be given to all students enrolled in MLA courses prior to implementation of change.

ENROLLMENT REQUIREMENTS FOR MLA CERTIFICATE PROGRAM

Once enrolled in the MLA program but prior to being scheduled for any clinical experience, the student must

1. Provide a current Health Division Student Health Form (to be provided) that has been completed by a licensed physician or nurse practitioner.

2. Have the ability to perform eligibility criteria as listed on health form.

3. Present proof that they have received the three (3) Hepatitis B vaccinations or proof of immunity to the Hepatitis B virus. If a student chooses not to receive the Hepatitis B vaccine, they must sign a form indicating their refusal (waiver form).

4. Purchase of professional liability insurance through the College as required by MLA program.

5. In addition to the above College requirements, the contracts between Calhoun Community College and area healthcare providers require proof of the following prior to students being scheduled for or attending a clinical experience:

• Current cardiopulmonary resuscitation (CPR) course completion, professional level,

• Drug and / or alcohol abuse testing, and

• Criminal background check.

6. Fees / costs for all of the above enrollment requirements will be the sole responsibility of the student.

Calhoun Community College Medical Laboratory Assistant Program ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA

Enrolled MLA students are required to successfully complete both the academic and clinical requirements of the program to graduate. The MLA program has a list of Eligibility Criteria, which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the

Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The MLA program Eligibility Criteria can be found on the MLA website.

Program Code:
STC-MLA
Type: Short-Term Certificate

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
MLT 131	Laboratory Techniques I	4
MLT 132	Laboratory Techniques II	5
MLT 286	Clinical Laboratory Practicum for Mla	3
	Total credits:	**12**

Medical Laboratory Technician (MLT), A.A.S.

A medical laboratory technician is an integral part of the healthcare team. The responsibilities of a MLT include processing and analyzing blood, body fluid or other specimens in order to provide accurate and timely information to the ordering physician. The clinical information produced by the clinical laboratory technician is utilized to make diagnostic and treatment decisions. The program can be completed in five (5) semesters.

The College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for the clinical laboratory technician program. Graduates, upon successful completion of an accredited program, will be eligible, but not required, to take a nationally-recognized certification exam, the ASCP (American Society for Clinical Pathologists) Medical Laboratory Technician (MLT) certification exam. Be advised that a criminal and/or drug history could result in denial of permission to take the credentialing examination. The address for NAACLS is as follows: 5600 N. River Road, Suite 72D0, Rosemont, IL. Website: www.naacls.org

DRUG TESTING/BACKGROUND CHECKS

As stipulated by the health agencies with which the Allied Health Department contracts for clinical experience, each student enrolled in any clinical experiences at Calhoun Community College will undergo health screen, drug, alcohol testing and/or background checks as a precondition to beginning a clinical rotation. The fee for testing/checks is the responsibility of the student. Written guidelines for the process will be provided to the student at the beginning of the program.

POLICIES AND CURRICULUM

Policies and Curriculum for the Associate Degree Medical Laboratory Technician program are subject to change at any time. Written notice will be given to all students enrolled in MLT courses prior to implementation of change.

ADMISSION REQUIREMENTS

Applicants must meet the minimum admission standards to be considered for selection. Class enrollment is limited and applicants are rank-ordered using a 100-point system. Applicants not meeting minimum admission standards *will not be considered*. Minimum admission standards for the Associate Degree Clinical Laboratory Technician Program are listed on the MLT website.

SELECTION PROCESS

Since class size is limited, the Admission Committee will evaluate each applicant's academic performance and select applicants with the strongest academic record. A 100-point system is used to evaluate academic standing based on the calculation of points for students meeting Minimum Admission Requirements.

Eligibility Criteria

Enrolled MLT students are required to successfully complete both the academic and clinical requirements of the program to graduate. The MLT program has a list of Eligibility Criteria which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request appropriate accommodations through the CCC Office of Student Disability Services. The MLT program Eligibility Criteria can be found on the MLT website.

PROGRESSION IN THE PROGRAM

Students are expected to meet co-requisite requirements to progress in the program. Students must maintain a minimum of a 2.0 GPA in all courses taken and/or transferred to Calhoun to continue in the program. Once accepted into the MLT program, all coursework requires a grade of C or better to progress.

The course curriculum must be followed as listed on current schedules.

Program Code:
AAS-MLT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	ENG 102 OR Humanities Elective	3
	MTH 100 or higher	3
BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry	4
	SPH 106 or SPH 107	3
PSY 200	General Psychology	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
MLT 111	Urinalysis	3
MLT 121	MLT Hematology & Body Fluids	6
MLT 131	Laboratory Techniques I	4
MLT 141	MLT Microbiology I	5
MLT 142	MLT Microbiology II	3
MLT 151	MLT Clinical Chemistry	5
MLT 161	MLT Integrated Laboratory Simulation	2
MLT 181	MLT Immunology	2
MLT 191	MLT Immunohematology	5
MLT 293	Mlt Medical Seminar	2
MLT 294	Medical Laboratory Practicum - Hematology and Urinalysis	2
MLT 295	Medical Laboratory Practicum - Microbiology	2
MLT 296	Medical Laboratory Practicum - Immunohematology	2
MLT 297	Medical Laboratory Practicum - Chemistry and Immunology	2
	Total credits:	**69**

Music

Music Technology, A.A.S.

This program is for those interested in specializing in coursework which has application to the recording and publishing industries as well as to contemporary performance. Students are required to complete six credits of music performance electives and should consult a faculty advisor about this requirement.

Program Code:
AAS-MUT
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	MTH 100 or higher	3
	SPH 106 or SPH 107	3
MIC 253	Digital Audio Workstation Fundamentals	3
	Humanities Elective (3 credits)	3
	Natural Science or MTH Elective	3-4
	Social Science Elective (3 credits)	3

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
MIC 100	Introduction to Mass Communications	3
MIC 153	Audio Engineering Fundamentals	3
MIC 201	Survey of the Recording Industry	3
MIC 250	Music Technology Practicum and Portfolio	3
MIC 251	Advanced Audio Engineering	3
MIC 254	Advanced Digital Audio Workstations	3
MIC 255	Audio Software	3
MIC 293	Music Notation	3
MUS 101	Music Appreciation	3
MUS 103	Survey of Popular Music	1-2
MUS 110	Basic Musicianship	3
MIC 291	Audio for Visual Media	3
MUS 292	Song Writing	3
	MUL or MUP Electives (6 credits)	6
	Total credits:	**65-67**

Nursing

Nursing, A.A.S.

Associate Degree Nursing Curriculum Plan

The ADN track is 5 semesters in length incorporating both nursing and general education classes. All courses must be taken and successfully completed in order, though any or all of the general education requirements may be fulfilled earlier. The program is available at both the Decatur and Huntsville campuses. In addition, clinical education takes place at area health care facilities each semester. The required number of hours varies with each nursing course. Health facility assignments are based on the learning needs of the student, not geographical proximity to their home. Calhoun offers admission to the RN program in the traditional day format and the RN Bridge for LPN & Paramedic in the traditional evening format.

Nursing Programs Offered:

Associate Degree Nursing (ADN)
RN Bridge for LPN & Paramedic (ADN)
Practical Nursing (PN)
Nursing Assistant (NAS)

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System and Calhoun Community College. The nursing department offers curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical (PN) and professional (RN) nursing. The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet community needs.

The CCC Nursing Department offers Associate Degree Nursing (RN), RN Bridge for LPN/Paramedic and Practical Nursing certificate (LPN). The Alabama Community College System has implemented a standardized and seamless PN to RN curriculum, where after successful completion of three semesters, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to a state board of nursing for licensure as a practical nurse, or after successful completion of five semesters, students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and apply to a state board of nursing for licensure as a registered nurse. Please visit our website at www.calhoun.edu/nursing for more information.

GENERAL INFORMATION

ACCREDITATION STATUS

Nursing programs have the full approval of the Alabama Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing (ACEN). Accreditation information regarding the nursing program may be obtained from the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326. Telephone: 404-975-5000. www.acenursing.org

CAREER DESCRIPTION

The practice of nursing is for individuals who are service-oriented, intellectually mature with a strong sense of self-direction and motivation, and who are able to work and interact with people of all ages and from various backgrounds. Registered Nurses (RN) assess the current health status of clients, plan care, administer treatments and medications, and provide education and emotional support for clients and their families. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. RNs work in hospitals, long term care facilities, home health care, physician offices, outpatient clinics and other settings, and play a vital role in the quality and effectiveness of health care. RNs can specialize in a variety of areas of patient care, and with additional education, RNs have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator. The CCC ADN program is designed to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. Nursing is a collaborative and/or independent process in which the nurse interacts with individuals applying documented, scientific knowledge through the use of the nursing process. Nursing courses provide sequential nursing knowledge, experience, and skills for the safe practice of nursing. Ethical and legal accountability are stressed.

Licensure Information

Upon graduation from a nursing program an individual will be eligible to apply to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) or for Registered Nurse (NCLEX-RN) and apply to any state board of nursing for licensure as a practical or registered nurse. However, completion of an academic program in nursing in no way assures an individual of licensure. Legal requirements for licensure may be

found in the Alabama Board of Nursing (ABN) Administrative Code (www.abn.state. al.us) and include being of good moral character. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the ABN and any other state board of nursing. The ABN, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

ALABAMA BOARD OF NURSING

REGULATORY QUESTIONS FOR EXAM APPLICANTS

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, 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 to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a “minor traffic violation”.

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. 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?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

An applicant who answers ‘’YES’’ to a question is not automatically denied licensure but must provide the ABN with a detailed, written explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicants can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of whom and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc. must be received with the application. Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the ABN.

Student Standards of Conduct

The nursing student shall comply with the legal, ethical, moral, and legislative standards, which determine acceptable behavior of a nurse and shall avoid those

behaviors which may be cause for denial of licensure to practice as a nurse, in accordance with Alabama law regulating practice of Registered and Practical Nursing and the ABN Administrative Code. When there is probable cause, the nursing department faculty reserves the right to require a prospective student, a student currently enrolled in a program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Drug Testing and Background Checks

As stipulated by the health division contracts for clinical education, each student accepted in any nursing program will undergo drug testing and a criminal background check as a precondition to enrollment. Students will also be subject to random drug or alcohol testing for "cause". All testing fees are the responsibility of the student. Related policy is provided to the student upon enrollment in a program. Students who test positive for drugs or alcohol and/or are denied clinical access by a clinical affiliate based on the criminal background check will be disallowed from clinical learning experiences, resulting in a failure of the course.

Eligibility Criteria for Nursing Programs

The purpose of the Eligibility Criteria is to outline the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation and for the provision of safe and effective patient care. The Alabama Community College System endorses the Americans with Disabilities Act. If a student cannot demonstrate the skills and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request an appropriate accommodation through the Office of Student Disability Services/ADA. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The Eligibility Criteria can be found on the nursing website and in program applications.

NURSING PROGRAM POLICIES

Policies/Curriculum for the Nursing Department Programs are subject to change at any time. Written notice will be given to all students enrolled in nursing courses prior to implementation of change.

Admission Requirements for Nursing Programs:

1. Unconditional admission to the college, which includes submission of transcripts from all previous colleges attended.

2. Receipt of completed application for admission to nursing program before the published deadline

3. A minimum of 18 ACT composite score National or Residual

4. A minimum of 2.5 GPA for nursing required academic core courses and a minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA in institution from which student is transferring

5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable)

6. Meet the Eligibility Criteria for nursing

7. Eligible for ENG 101, BIO 201 and MTH 100. There is no expiration date on general education courses (ENG, BIO, MTH). For Bridge applicants, ENG 101, BIO 201, BIO 202, MTH 100 or higher math, PSY 210, and SPH 106/107 must be completed with a grade of "C" or higher to be eligible for acceptance.

8. **Bridge to RN** students are additionally required to provide proof of unencumbered Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is required for paramedics.

Selection Criteria for Nursing Program:

• ACT score. Minimum 18 composite. Possible 36 points with no time limit on when the test was taken.

• Points from nursing required academic core courses (i.e. ENG 101, MTH 100 or higher, BIO 201 and BIO 202)

• Points for grades are as follows: A=3 points, B=2 points and C=0 point

• Additional 10 points awarded as determined by the individual college policy and procedure. Refer to website for Points Worksheet.

Application Process

Admission to a nursing program is competitive and the number of students accepted is limited. Prospective students will find more information on the website including specific nursing program applications, admission requirements, and the applicant selection process.

1. After meeting all minimum admission requirements, applicants are rank-ordered using a point system. Point calculation is subject to change as dictated by college/ program policy and/or as dictated by the Alabama Community College System Policy.

2. Applicants to a nursing program will be notified in writing via Calhoun email regarding admission decisions.

3. Students selected for enrollment must respond to confirm their acceptance.

4. If not selected for admission, a new application must be submitted the following cycle.

Enrollment Requirements

Prior to registration in nursing courses, students selected for admission to a nursing program will be required to provide:

1. Current cardiopulmonary resuscitation (CPR) course completion of the BLS or Healthcare Provider Level – must be American Heart Association, American Safety and Health Institute, or American Red Cross

2. Current CCC Student Health Form and Eligibility Criteria Form that have been completed in their entirety by a licensed physician or nurse practitioner, verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons. (Forms available on Calhoun Nursing webpage)

3. Up-to-date immunizations including:

- Two-step TB Mantoux skin test, T-spot test (or chest x-ray if history of positive TB results) OR three consecutive annual negative skin tests. Annual update is required;

- 2 MMR Vaccinations or titer verifying immunity;

- 2 Varicella (chicken pox) Vaccinations or titer verifying immunity;

- Tetanus/Diphtheria Vaccination within the last 10 years;

- Hepatitis B immunization series of 3, or titer verifying immunity or a signed waiver. It is recommended that all nursing students be immunized against Hepatitis B.

- Influenza vaccination

4. Verification of current health/hospitalization/accident insurance or signed waiver of liability; and purchase of Professional Liability (Malpractice) Insurance through the college

5. “Clear” background check and drug screen results completed by the College’s selected agency at the student’s expense. Annual update is required.

6. Abide by the policies of the College and Nursing Department Student Policy Manual.

7. Valid photo ID (current driver’s license, military ID or passport)

Grading

A grade of “C” or above is required in all general education and nursing courses required in a nursing program curriculum plan taken and/or transferred to Calhoun. To graduate from a nursing program a student must successfully complete the prescribed program of study with a 2.00 overall Grade Point Average (GPA). The grading policy for nursing programs is more stringent than the general college grading. A passing score for all nursing courses (NUR) is a grade of “C” which is 75-79%. It is the belief of faculty that having a strict grading policy helps to better ensure knowledge and competency. Holding nursing students to more rigorous standards is necessary due to the nature of the profession relative to patient safety.

Progression Policy

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

1. Achieve a grade of “C” or better in all required general education and nursing courses.

2. Be acceptable to clinical agencies for clinical experiences.

3. Maintain ability to meet Eligibility Requirements or Criteria for nursing with or without reasonable accommodations.

4. Maintain program health requirements.

5. A total of two (2) unsuccessful attempts in two separate semesters (W, D or F) in the nursing program will result in dismissal from the program.

6. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.

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

8. 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.

9. ADN students whose second unsuccessful attempt occurs in NUR 211 or NUR 221 may apply for the Bridge program. These students must meet all admission requirements for the Bridge Program, including a 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring, and a valid Alabama Practical Nursing License.

10. Complete general education courses successfully in the semester noted in the plan of study, though any or all of the general education requirements may be fulfilled earlier.

11. Students unsuccessful in a first semester course must reapply as a new student (NUR 112, NUR 209).

Definitions

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

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

Process for Reinstatement

1. Students should first schedule an appointment with appropriate Level Liaison to discuss eligibility for reinstatement.

2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.

3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.

4. Update immunizations, CPR, drug testing and background screening according to program policy.

5. Demonstrate competency in previous course(s) as required by the College's nursing program.

6. Apply to the nursing program for reinstatement within one year from the term of withdrawal or failure in the nursing program.

7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.

8. Notification of reinstatement decision is made in writing via Calhoun email.

Transfer Requirements

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer:

1. Meet minimum admission standards for the nursing program,

2. Must have been enrolled in nursing courses within the last 12 months

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

4. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program. Must comply with all program policy requirements at accepting institution.

5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.

6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

8. Notification of acceptance is made in writing via Calhoun email.

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status:

1. Must meet minimum admission standards for the nursing program.

2. Must 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.

3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.

4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.

5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.

6. Must comply with all program policy requirements at accepting institution.

7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Program Completion

Students completing NUR 112, 113, 114, and 115 and required academic courses may apply for the award of a Practical Nursing certificate. Students who have completed required general education courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science upon graduation. Students are responsible for meeting all the progression and graduation requirements. To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA).

PN Progression

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree, must meet the requirement for 25% course completion at college of graduation. Students who cannot meet the 25% course requirement must apply for the RN Bridge and take the transition course to meet the 25% course requirement.

Associate Degree Nursing Program Costs (approximate)

Students will be required to provide their own transportation to assigned clinical facility.

CPR Class (EMS 100)..... $160.00

Drug Testing/Background Check, Annually..... $75.00

E-Books and Learning Resources (approximate).....$950.00 year 1 $650.00 year 2

Graduation Ceremony Fee..... $50.00

Graduation Diploma Fee..... $25.00

Licensure Fee $85.00

Malpractice Insurance, Annually..... $10.00

NCLEX Fee..... $200.00

NCLEX Review Course..... $400.00

NCSBN NCLEX REVIEW..... $70.00

Nurse Lab Supplies..... $400.00

Standardized testing resources..... $125.00 per semester

RN Bridge program testing resources (NUR 209)..... $350.00

Temporary License (optional)..... $50.00

Tuition.....see current semester schedule

Uniforms/program patch..... $200.00

NOTES:

* BIO 103 and PSY 200 are waived as pre-requisites for students entering PN or RN programs.

* Ethics is preferred for the Humanities elective.

* See RN Bridge for Licensed Practical Nursing and Paramedic description for the Bridge curriculum plan.

Program Code:
AAS-NURS
Type: A.A.S.

First Term

Item #	Title	Credits
NUR 112	Fundamentals Concepts of Nursing	7
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4

Second Term

Item #	Title	Credits
NUR 113	Nursing Concepts I	8
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4

Third Term

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	Fundamentals of Oral Communication (SPH 106) OR Fundamentals of Public Speaking (SPH 107)	3

Fourth Term

Item #	Title	Credits
NUR 211	Advanced Nursing Concepts	7
BIO 220	General Microbiology	4

Fifth Term

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning.	7
	Humanities Elective (3 credits)	3
	Total credits:	**66**

Nursing: Nursing Assistant

The Nursing Assistant course (NAS100) will prepare a person to work under the supervision of a registered nurse (RN) or Licensed Practical Nurse (LPN) and give direct patient care in a variety of health-care settings. Successful completion of the course allows eligibility to write the State Nursing Assistant Certification exam through PROMETRIC. The Nursing Assistant Curriculum at Calhoun Community College is approved by the Alabama Department of Public Health.

Admission Requirements:

• Must have dual enrollment status through the College

Enrollment Requirements/Background Checks/ Drug Testing

Program Costs

Students will be required to provide his/her own transportation to assigned clinical facility

Additional expenses include:

Textbooks	$100.00
Uniforms and Supplies	Varies
Malpractice Insurance (per year)	VARIES
Drug Testing/Background Check	$71.50
CPR Class (EMS 100)	$160.00
Certification Exam through PROMETRIC	$100.00
Health exams, PPD and Immunizations	VARIES
Tuition	(See Semester Class Schedule)

CAREER OPPORTUNITIES

Nursing Assistants may be employed by hospitals, nursing homes, long-term health care facilities, and other community health care.

GENERAL INFORMATION

ACCREDITATION STATUS

Nursing programs have the full approval of the Alabama Board of Nursing and are accredited by the

Accreditation Commission for Education in Nursing (ACEN). Accreditation information regarding the nursing program may be obtained from the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326. Telephone: 404-975-5000. www.acenursing.org

CAREER DESCRIPTION

The practice of nursing is for individuals who are service-oriented, intellectually mature with a strong sense of self-direction and motivation, and who are able to work and interact with people of all ages and from various backgrounds. Registered Nurses (RN) assess the current health status of clients, plan care, administer treatments and medications, and provide education and emotional support for clients and their families. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. RNs work in hospitals, long term care facilities, home health care, physician offices, outpatient clinics and other settings, and play a vital role in the quality and effectiveness of health care. RNs can specialize in a variety of areas of patient care, and with additional education, RNs have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator. The CCC ADN program is designed to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. Nursing is a collaborative and/or independent process in which the nurse interacts with individuals applying documented, scientific knowledge through the use of the nursing process. Nursing courses provide sequential nursing knowledge, experience, and skills for the safe practice of nursing. Ethical and legal accountability are stressed.

Licensure Information

Upon graduation from a nursing program an individual will be eligible to apply to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) or for Registered Nurse (NCLEX-RN) and apply to any state board of nursing for licensure as a practical or registered nurse. However, completion of an academic program in nursing in no way assures an individual of licensure. Legal requirements for licensure may be found in the Alabama Board of Nursing (ABN) Administrative Code (www.abn.state. al.us) and include being of good moral character. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the ABN and any other state board of nursing. The ABN, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

ALABAMA BOARD OF NURSING

REGULATORY QUESTIONS FOR EXAM APPLICANTS

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, 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 to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a “minor traffic violation”.

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. 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?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

An applicant who answers ‘’YES’’ to a question is not automatically denied licensure but must provide the ABN with a detailed, written explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicants can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of whom and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc. must be received with the application. Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the ABN.

Student Standards of Conduct

The nursing student shall comply with the legal, ethical, moral, and legislative standards, which determine acceptable behavior of a nurse and shall avoid those behaviors which may be cause for denial of licensure to practice as a nurse, in accordance with Alabama law regulating practice of Registered and Practical Nursing and the ABN Administrative Code. When there is probable cause, the nursing department faculty reserves the right to require a prospective student, a student currently enrolled in a program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student’s expense and to submit a report of the outcome to the nursing faculty. The department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Drug Testing and Background Checks

As stipulated by the health division contracts for clinical education, each student accepted in any nursing program will undergo drug testing and a criminal background check as a precondition to enrollment. Students will also be subject to random drug or alcohol testing for “cause”. All testing fees are the responsibility of the student. Related policy is provided to the student upon enrollment in a program. Students who test positive for drugs or alcohol and/or are denied clinical access by a clinical affiliate based on the criminal background check will be disallowed from clinical learning experiences, resulting in a failure of the course.

Eligibility Criteria for Nursing Programs

The purpose of the Eligibility Criteria is to outline the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation and for the provision of safe and effective patient care. The Alabama Community College System endorses the Americans with Disabilities Act. If a student cannot demonstrate the skills and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request an appropriate accommodation through the Office of Student Disability Services/ADA. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The Eligibility Criteria can be found on the nursing website and in program applications.

Program Requirements

1. Current cardiopulmonary resuscitation (CPR) course completion of the BLS or Healthcare Provider Level – must be American Heart Association, American Safety and Health Institute, or American Red Cross

2. Current CCC Student Health Form and Eligibility Criteria Form that have been completed in their entirety by a licensed physician or nurse practitioner, verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons. (Forms available on Calhoun Nursing webpage)

3. Up-to-date immunizations including:

- Two-step TB Mantoux skin test, T-spot test (or chest x-ray history of positive TB results) OR three consecutive annual negative skin tests. Annual update is required;

- 2 MMR Vaccinations or titer verifying immunity;

- 2 Varicella (chicken pox) Vaccinations or titer verifying immunity;

- Tetanus/Diphtheria Vaccination within the last 10 years;

- Hepatitis B immunization series of 3, or titer verifying immunity or a signed waiver. It is recommended that all nursing students be immunized against Hepatitis B.

- Influenza vaccination

4. Verification of current health/hospitalization/accident insurance or signed waiver of liability; and purchase of Professional Liability (Malpractice) Insurance through the college

5. “Clear” background check and drug screen results completed by the College’s selected agency at the student’s expense. Annual update is required.

6. Abide by the policies of the College and Nursing Department Student Policy Manual.

7. Valid photo ID (current driver’s license, military ID or passport)

Item #	Title	Credits
NAS 100	Fundamentals of Long Term Care	4
	Total credits:	**4**

Nursing: Practical Nursing Program Certificate

Practical Nursing Program

This program is subject to the Credit to Clock Hour conversion as defined by Title IV and may not be fully funded with Title IV funds (Pell Grant, SEOG and Direct Student Loans)

PN students must maintain 37.5 contact hours/week to be considered full-time for financial aid purposes.

Career Description

Licensed Practical Nurses (LPNs) represent the second largest health care providing group in America, after RNs. LPNs provide direct patient care under the supervision of an RN, physician or dentist. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. LPNs work in hospitals, long term care facilities, home health care, schools, physician / dentist offices and other settings. Practical nurses have a vital role in the delivery of quality and effective health care. The curriculum revolves around technical excellence using the nursing process as a means by which students relate theory to practice. It incorporates the knowledge, values, and skills required for safe, effective patient care. Ethical and legal accountability are stressed. The practice of nursing is for individuals who are service oriented, intellectually mature with a strong sense of self direction and motivation and who are able to work and interact with people of all ages and from various backgrounds. Students entering the PN program must complete the PN program. Students may not transfer into the ADN program; however, students may apply for admission to the ADN program as a new student. Practical Nursing Program Costs (approximate) Note: Students are required to provide his/her own transportation to assigned clinical facility

Practical Nursing Program Costs (approximate)

CPR
Class.....
$160.00

Drug Testing/Background Check,
Annually..... $75.00

E-Books and Learning Resources
(approximate)..... $950.00

Graduation Ceremony
Fee..... $50.00

Graduation Diploma
Fee..... $25.00

Licensure
Fee.....
.$85.00

Malpractice Insurance, Annually
..... $10.00

NCLEX Fee
.....
$200.00

Nurse Lab
Supplies.....
$400.00

Standardized testing resources.....
$125.00 per semester

Temporary License
(optional).....
$50.00

Tuition.....see
current semester schedule

Uniforms/program
patch.....
$250.00

Practical Nurse Curriculum Plan

The practical nursing program curriculum plan is three semesters in length with a total of 45 credit hours; 20 hours in general education and 25 hours in nursing. All courses must be taken and successfully completed in order, though any or all of the general education requirements may be fulfilled prior to enrollment in the PN program. Enrolled students attend NUR classes in the Health Sciences Center on the Decatur campus. In addition, clinical education takes place at area health care facilities each semester. The required number of hours varies with each nursing course. These experiences are primarily scheduled weekdays between the hours of 6:00 AM and 6:00 PM. Health facility assignments are based on the learning needs of the student, not geographical proximity to their home. Graduates receive a certificate and are eligible to apply to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and apply to a state board of nursing for licensure as a practical nurse.

ACCREDITATION STATUS

Nursing programs have the full approval of the Alabama Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing (ACEN). Accreditation information regarding the nursing program may be obtained from the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326. Telephone: 404-975-5000. www.acenursing.org

CAREER DESCRIPTION

The practice of nursing is for individuals who are service-oriented, intellectually mature with a strong sense of self-direction and motivation, and who are able to work and interact with people of all ages and from various backgrounds. Registered Nurses (RN) assess the current health status of clients, plan care, administer treatments and medications, and provide education and emotional support for clients and their families. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. RNs work in hospitals, long term care facilities, home health care, physician offices, outpatient clinics and other settings, and play a vital role in the quality and effectiveness of health care. RNs can specialize in a variety of areas of patient care, and with additional education, RNs have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator. The CCC ADN program is designed to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. Nursing is a collaborative and/or independent process in which the nurse interacts with individuals applying documented, scientific knowledge through the use of the nursing process. Nursing courses provide sequential nursing knowledge, experience, and skills for the safe practice of nursing. Ethical and legal accountability are stressed.

Licensure Information

Upon graduation from a nursing program an individual will be eligible to apply to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) or for Registered Nurse (NCLEX-RN) and apply to any state board of nursing for licensure as a practical or registered nurse. However, completion of an academic program in nursing in no way assures an individual of licensure. Legal requirements for licensure may be found in the Alabama Board of Nursing (ABN) Administrative Code (www.abn.state. al.us) and include being of good moral character. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the ABN and any other state board of nursing. The ABN, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

ALABAMA BOARD OF NURSING

REGULATORY QUESTIONS FOR EXAM APPLICANTS

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, 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 to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a “minor traffic violation”.

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. 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?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

An applicant who answers ‘’YES’’ to a question is not automatically denied licensure but must provide the ABN with a detailed, written explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicants can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of whom and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc. must be received with the application. Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the ABN.

Student Standards of Conduct

The nursing student shall comply with the legal, ethical, moral, and legislative standards, which determine acceptable behavior of a nurse and shall avoid those behaviors which may be cause for denial of licensure to practice as a nurse, in accordance with Alabama law regulating practice of Registered and Practical Nursing and the ABN Administrative Code. When there is probable cause, the nursing department faculty reserves the right to require a prospective student, a student currently enrolled in a program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student’s expense and to submit a report of the outcome to the nursing faculty. The department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Drug Testing and Background Checks

As stipulated by the health division contracts for clinical education, each student accepted in any nursing program will undergo drug testing and a criminal background check as a precondition to enrollment. Students will also be subject to random drug or alcohol testing for “cause”. All testing fees are the responsibility of the student. Related policy is provided to the student upon enrollment in a program. Students who test positive for drugs or alcohol and/or are denied clinical access by a clinical affiliate based on the criminal

background check will be disallowed from clinical learning experiences, resulting in a failure of the course.

Eligibility Criteria for Nursing Programs

The purpose of the Eligibility Criteria is to outline the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation and for the provision of safe and effective patient care. The Alabama Community College System endorses the Americans with Disabilities Act. If a student cannot demonstrate the skills and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request an appropriate accommodation through the Office of Student Disability Services/ADA. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The Eligibility Criteria can be found on the nursing website and in program applications.

NURSING PROGRAM POLICIES

Policies/Curriculum for the Nursing Department Programs are subject to change at any time. Written notice will be given to all students enrolled in nursing courses prior to implementation of change.

Admission Requirements for LPN Program:

1. Unconditional admission to the college, which includes submission of transcripts from all previous colleges attended.

2. Receipt of completed application for admission to nursing program before the published deadline

3. A minimum of 18 ACT composite score National or Residual

4. A minimum of 2.5 GPA for nursing required academic core courses and a minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA in institution from which student is transferring

5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable)

6. Meet the Eligibility Criteria for nursing

7. Eligible for ENG 101, BIO 201 and MTH 100. There is no expiration date on general education courses (ENG, BIO, MTH)

Selection Criteria for Nursing Program:

• ACT score. Minimum 18 composite. Possible 36 points with no time limit on when the test was taken.

• Points from nursing required academic core courses (i.e. ENG 101, MTH 100 or higher, BIO 201 and BIO 202)

• Points for grades are as follows: A=3 points, B=2 points and C=0 point

• Additional 10 points awarded as determined by the individual college policy and procedure. Refer to website for Points Worksheet.

Application Process

Admission to a nursing program is competitive and the number of students accepted is limited. Prospective students will find more information on the website including specific nursing program applications, admission requirements, and the applicant selection process.

1. After meeting all minimum admission requirements, applicants are rank-ordered using a point system. Point calculation is subject to change as dictated by college/ program policy and/or as dictated by the Alabama Community College System Policy.

2. Applicants to a nursing program will be notified in writing via Calhoun email regarding admission decisions.

3. Students selected for enrollment must respond to confirm their acceptance.

4. If not selected for admission, a new application must be submitted the following cycle.

Enrollment Requirements

Prior to registration in nursing courses, students selected for admission to a nursing program will be required to provide:

1. Current cardiopulmonary resuscitation (CPR) course completion of the BLS or Healthcare Provider Level – must be American Heart Association, American Safety and Health Institute, or American Red Cross

2. Current CCC Student Health Form and Eligibility Criteria Form that have been completed in their entirety by a licensed physician or nurse practitioner, verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons. (Forms available on Calhoun Nursing webpage)

3. Up-to-date immunizations including:

- Two-step TB Mantoux skin test, T-spot test (or chest x-ray of positive TB results) OR three consecutive annual negative skin tests. Annual update is required;

- 2 MMR Vaccinations or titer verifying immunity;

- 2 Varicella (chicken pox) Vaccinations or titer verifying immunity;

- Tetanus/Diphtheria Vaccination within the last 10 years;

- Hepatitis B immunization series of 3, or titer verifying immunity or a signed waiver. It is recommended that all nursing students be immunized against Hepatitis B.

- Influenza vaccination

4. Verification of current health/hospitalization/accident insurance or signed waiver of liability; and purchase of Professional Liability (Malpractice) Insurance through the college

5. "Clear" background check and drug screen results completed by the College's selected agency at the student's expense. Annual update is required.

6. Abide by the policies of the College and Nursing Department Student Policy Manual.

7. Valid photo ID (current driver's license, military ID or passport)

Grading

A grade of "C" or above is required in all general education and nursing courses required in a nursing program curriculum plan taken and/or transferred to Calhoun. To graduate from a nursing program a student must successfully complete the prescribed program of study with a 2.00 overall Grade Point Average (GPA). The grading policy for nursing programs is more stringent than the general college grading. A passing score for all nursing courses (NUR) is a grade of "C" which is 75-79%. It is the belief of faculty that having a strict grading policy helps to better ensure knowledge and competency. Holding nursing students to more rigorous standards is necessary due to the nature of the profession relative to patient safety.

Progression Policy

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

1. Achieve a grade of "C" or better in all required general education and nursing courses.

2. Be acceptable to clinical agencies for clinical experiences.

3. Maintain ability to meet Eligibility Criteria for nursing with or without reasonable accommodations.

4. Maintain program health requirements.

5. A total of two (2) unsuccessful attempts in two separate semesters (W, D or F) in the nursing program will result in dismissal from the program.

6. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.

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

8. 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.

9. ADN students whose second unsuccessful attempt occurs in NUR 211 or NUR 221 may apply for the Bridge program. These students must meet all admission requirements for the Bridge Program, including a 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring, and a valid Alabama Practical Nursing License.

10. Complete general education courses successfully in the semester noted in the plan of study, though any or all of the general education requirements may be fulfilled earlier.

11. Students unsuccessful in a first semester course must reapply as a new student (NUR 112).

Definitions

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

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

Process for Reinstatement

1. Students should first schedule an appointment with appropriate Level Liaison to discuss eligibility for reinstatement.

2. Students must apply for reinstatement to the nursing program and submit the application and Letter of Intent by published deadlines.

3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.

4. Update immunizations, CPR, drug testing and background screening according to program policy.

5. Demonstrate competency in previous course(s) as required by the College's nursing program.

6. Apply to the nursing program for reinstatement within one year from the term of withdrawal or failure in the nursing program.

7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.

8. Notification of reinstatement decision is made in writing via Calhoun email.

Transfer Requirements

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer:

1. Meet minimum admission standards for the nursing program,

2. Must have been enrolled in nursing courses within the last 12 months

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

4. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program. Must comply with all program policy requirements at accepting institution.

5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.

6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

8. Notification of acceptance is made in writing via Calhoun email.

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status:

1. Must meet minimum admission standards for the nursing program.

2. Must 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.

3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.

4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.

5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.

1. 6. Must comply with all program policy requirements at accepting institution.

7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Program Completion

Students completing NUR 112, 113, 114, and 115 and required academic courses may apply for the award of a Practical Nursing certificate. Students are responsible for meeting all the progression and graduation requirements. To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA).

PN Progression

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree, must meet the requirement for 25% course completion at college of graduation. Students who cannot meet the 25% course requirement must apply for the RN Bridge and take the transition course to meet the 25% course requirement. Students who successfully complete the PN program may continue into the RN program to earn their Associate Degree in Nursing by completing NUR 211 and NUR 221. (See A.A.S. Nursing Curriculum Degree Plan for continuation of courses)

NOTE

* BIO 103 and PSY 200 are waived as pre-requisites for students entering PN or RN programs.

* PSY 200 is preferred for the Humanities elective

Program Code:
CT-LPN
Type: Certificate

First Term

Item #	Title	Credits
NUR 112	Fundamentals Concepts of Nursing	7
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4

Second Term

Item #	Title	Credits
NUR 113	Nursing Concepts I	8
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4

Third Term

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	Fundamentals of Oral Communication (SPH 106) OR Fundamentals of Public Speaking (SPH 107)	3
	Total credits:	**45**

Nursing: RN Bridge for the Licensed Practical Nurse and Paramedic, A.A.S.

RN Bridge for the Licensed Practical Nurse and Paramedic Associate of Applied Science Degree

Admission Requirements

In addition to the general admission requirements for the College, admission to the RN Bridge requires:

1. Meets all nursing program general admission requirements. (See Minimum Admission Requirements)

2. An unencumbered or unrestricted license as a Practical Nurse or Paramedic in Alabama.

Associate Degree Nursing/RN Bridge Program

The RN Bridge program is a 3-semester program to prepare licensed practical nurses and paramedics to obtain an associate in applied science degree in nursing. CNA certification is recommended for non-nursing applicants.

ACCREDITATION STATUS

Nursing programs have the full approval of the Alabama Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing (ACEN). Accreditation information regarding the nursing program may be obtained from the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326. Telephone: 404-975-5000. www.acenursing.org

CAREER DESCRIPTION

The practice of nursing is for individuals who are service-oriented, intellectually mature with a strong sense of self-direction and motivation, and who are able to work and interact with people of all ages and from various backgrounds. Registered Nurses (RN) assess the current health status of clients, plan care, administer treatments and medications, and provide education and emotional support for clients and their families. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. RNs work in hospitals, long term care facilities, home health care, physician offices, outpatient clinics and other settings, and play a vital role in the quality and effectiveness of health care. RNs can specialize in a variety of areas of patient care, and with additional education, RNs have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator. The CCC ADN program is designed

to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. Nursing is a collaborative and/or independent process in which the nurse interacts with individuals applying documented, scientific knowledge through the use of the nursing process. Nursing courses provide sequential nursing knowledge, experience, and skills for the safe practice of nursing. Ethical and legal accountability are stressed.

Licensure Information

Upon graduation from a nursing program an individual will be eligible to apply to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) or for Registered Nurse (NCLEX-RN) and apply to any state board of nursing for licensure as a practical or registered nurse. However, completion of an academic program in nursing in no way assures an individual of licensure. Legal requirements for licensure may be found in the Alabama Board of Nursing (ABN) Administrative Code (www.abn.state. al.us) and include being of good moral character. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the ABN and any other state board of nursing. The ABN, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

ALABAMA BOARD OF NURSING

REGULATORY QUESTIONS FOR EXAM APPLICANTS

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, 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 to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a “minor traffic violation”.

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. 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?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

An applicant who answers ‘’YES’’ to a question is not automatically denied licensure but must provide the ABN with a detailed, written explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicants can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of whom and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc. must be received with the application. Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court

records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the ABN.

Student Standards of Conduct

The nursing student shall comply with the legal, ethical, moral, and legislative standards, which determine acceptable behavior of a nurse and shall avoid those behaviors which may be cause for denial of licensure to practice as a nurse, in accordance with Alabama law regulating practice of Registered and Practical Nursing and the ABN Administrative Code. When there is probable cause, the nursing department faculty reserves the right to require a prospective student, a student currently enrolled in a program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Drug Testing and Background Checks

As stipulated by the health division contracts for clinical education, each student accepted in any nursing program will undergo drug testing and a criminal background check as a precondition to enrollment. Students will also be subject to random drug or alcohol testing for "cause". All testing fees are the responsibility of the student. Related policy is provided to the student upon enrollment in a program. Students who test positive for drugs or alcohol and/or are denied clinical access by a clinical affiliate based on the criminal background check will be disallowed from clinical learning experiences, resulting in a failure of the course.

Eligibility Criteria for Nursing Programs

The purpose of the Eligibility Criteria is to outline the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation and for the provision of safe and effective patient care. The Alabama Community College System endorses the Americans with Disabilities Act. If a student cannot demonstrate the skills and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to request an appropriate accommodation through the Office of Student Disability Services/ADA. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The Eligibility Criteria can be found on the nursing website and in program applications.

NURSING PROGRAM POLICIES

Policies/Curriculum for the Nursing Department Programs are subject to change at any time. Written notice will be given to all students enrolled in nursing courses prior to implementation of change.

Admission Requirements for Nursing Programs:

1. Unconditional admission to the college, which includes submission of transcripts from all previous colleges attended.

2. Receipt of completed application for admission to nursing program before the published deadline

3. A minimum of 18 ACT composite score National or Residual

4. A minimum of 2.5 GPA for nursing required academic core courses and a minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA in institution from which student is transferring

5. Meet the Eligibility Criteria for nursing

6. Must have completed with a grade of "C" or higher the following courses: BIO 201, BIO 202, ENG 101, MTH 100 or higher level math, PSY 210, and SPH 106/107. There is no expiration date on general education courses

7. Unencumbered Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is required for paramedics.

Selection Criteria for Nursing Program:

• ACT score. Minimum 18 composite. Possible 36 points with no time limit on when the test was taken.

• Points from nursing required academic core courses (i.e. ENG 101, MTH 100 or higher, BIO 201 and BIO 202)

• Points for grades are as follows: A=3 points, B=2 points and C=0 point

• Additional 10 points awarded as determined by the individual college policy and procedure. Refer to website for Points Worksheet.

Application Process

Admission to a nursing program is competitive and the number of students accepted is limited. Prospective students will find more information on the website including specific nursing program applications, admission requirements, and the applicant selection process.

1. After meeting all minimum admission requirements, applicants are rank-ordered using a point system. Point calculation is subject to change as dictated by college/ program policy and/or as dictated by the Alabama Community College System Policy.

2. Applicants to a nursing program will be notified in writing via Calhoun email regarding admission decisions.

3. Students selected for enrollment must respond to confirm their acceptance.

4. If not selected for admission, a new application must be submitted the following cycle.

Enrollment Requirements

Prior to registration in nursing courses, students selected for admission to a nursing program will be required to provide:

1. Current cardiopulmonary resuscitation (CPR) course completion of the BLS or Healthcare Provider Level – must be American Heart Association, American Safety and Health Institute, or American Red Cross.

2. Current CCC Student Health Form and Eligibility Criteria Form that have been completed in their entirety by a licensed physician or nurse practitioner, verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons. (Forms available on Calhoun Nursing webpage)

3. Up-to-date immunizations including:

- Two-step TB Mantoux skin test, T-spot test (or chest x-ray history of positive TB results) OR three consecutive annual negative skin tests. Annual update is required;

- 2 MMR Vaccinations or titer verifying immunity;

- 2 Varicella (chicken pox) Vaccinations or titer verifying immunity;

- Tetanus/Diphtheria Vaccination within the last 10 years;

- Hepatitis B immunization series of 3, or titer verifying immunity or a signed waiver. It is recommended that all nursing students be immunized against Hepatitis B.

- Influenza vaccination

4. Verification of current health/hospitalization/accident insurance or signed waiver of liability; and purchase of Professional Liability (Malpractice) Insurance through the college

5. “Clear” background check and drug screen results completed by the College’s selected agency at the student’s expense. Annual update is required.

6. Abide by the policies of the College and Nursing Department Student Policy Manual.

7. Valid photo ID (current driver’s license, military ID or passport)

Grading

A grade of “C” or above is required in all general education and nursing courses required in a nursing program curriculum plan taken and/or transferred to Calhoun. To graduate from a nursing program a student must successfully complete the prescribed program of study with a 2.00 overall Grade Point Average (GPA). The grading policy for nursing programs is more stringent than the general college grading. A passing score for all nursing courses (NUR) is a grade of “C” which is 75-79%. It is the belief of faculty that having a strict grading policy helps to better ensure knowledge and competency. Holding nursing students to more rigorous standards is necessary due to the nature of the profession relative to patient safety.

Progression Policy

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

1. Achieve a grade of “C” or better in all required general education and nursing courses.

2. Be acceptable to clinical agencies for clinical experiences.

3. Maintain ability to meet Eligibility Criteria for nursing with or without reasonable accommodations.

4. Maintain program health requirements.

5. A total of two (2) unsuccessful attempts in two separate semesters (W, D or F) in the nursing program will result in dismissal from the program.

6. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.

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

8. 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.

9. Complete general education courses successfully in the semester noted in the plan of study, though any or all of the general education requirements may be fulfilled earlier.

10. Students unsuccessful in a first semester course must reapply as a new student (NUR 112, NUR 209).

Definitions

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

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

Process for Reinstatement

1. Students should first schedule an appointment with appropriate Level Liaison to discuss eligibility for reinstatement.

2. Students must apply for reinstatement to the nursing program and submit the application and Letter of Intent by published deadlines.

3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.

4. Update immunizations, CPR, drug testing and background screening according to program policy.

5. Demonstrate competency in previous course(s) as required by the College's nursing program.

6. Apply to the nursing program for reinstatement within one year from the term of withdrawal or failure in the nursing program.

7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.

8. Notification of reinstatement decision is made in writing via Calhoun email.

Program Completion

Students who have completed required general education courses and continue in the program through completion of NUR 209, 211, and 221 will be awarded an Associate Degree in Applied Science upon graduation. Students are responsible for meeting all the progression and graduation requirements. To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA).

Associate Degree Nursing Program Costs (approximate)

Students will be required to provide their own transportation to assigned clinical facility.

CPR Class (EMS 100)..... $160.00

Drug Testing/Background Check, Annually..... $75.00

E-Books and Learning Resources (approximate).....$950.00 year 1

$650.00 year 2

Graduation Ceremony Fee..... $50.00

Graduation Diploma Fee..... $25.00

Licensure Fee $85.00

Malpractice Insurance, Annually..... $10.00

NCLEX Fee..... $200.00

NCLEX Review Course..... $400.00

NCSBN NCLEX REVIEW..... $70.00

Nurse Lab Supplies..... $250.00

Standardized testing resources..... $125.00 per semester

RN Bridge program testing resources (NUR 209)..... $350.00

Temporary License (optional)..... $50.00

Tuition.....see current semester schedule

Uniforms/program patch..... $200.00

NOTES:

*** After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit in addition to the 10 credit hours for the course for a total of 25 hours. Total credits required for degree: 66.**

* BIO 103 and PSY 200 are waived as pre-requisites for students entering PN or RN programs.

* Ethics is preferred for the Humanities elective.

Program Code:
AAS-NURCM
Type: A.A.S.

Prerequisites

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
	Fundamentals of Oral Communication (SPH 106) OR Fundamentals of Public Speaking (SPH 107)	3

First Term

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10

Second Term

Item #	Title	Credits
NUR 211	Advanced Nursing Concepts	7
BIO 220	General Microbiology	4

Third Term

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning.	7
	Humanities Elective (3 credits)	3
	Total credits:	**66**

Physical Therapist Assistant

Physical Therapist Assistant, A.A.S.

A Physical Therapist Assistant (PTA) is an educated, skilled, licensed health care team member who works under the direction and supervision of a physical therapist. The PTA helps people of all ages with health-related conditions that limit their ability to move and perform functional activities in their daily lives. Job activities may include helping a person to exercise, teaching the use of assistive devices or providing treatments such as electrical stimulation, traction, and ultrasound. PTAs work in a variety of settings including hospitals, outpatient clinics, home health, nursing homes, schools, and sports facilities.

The PTA program seeks to provide students with the knowledge to demonstrate technical competence in entry level physical therapy skills, make sound clinical

decisions, and provide safe, effective, compassionate, and professional physical therapy care to a diverse patient population.

The program is designed to be completed in 5 terms. PTA classes are only offered during the day, Monday-Friday, on the Decatur campus. The coursework is progressive, requiring a grade of 75% or higher in each PTA course and a “C” or higher in the required general education courses. Students must participate in a total of 18 weeks of full-time (40 hours/week) clinical experiences.

Dr. Heather MacKrell, Program Director
heather.mackrell@calhoun.edu, 256-306-2805

Additional information and applications are available on the PTA Program Website https://calhoun.edu/health-sciences/physical-therapist-assistant/

PTA students are required to comply with legal, moral, and legislative standards in accordance with **Rule No. 700-X-2-02 of the Alabama State Board of Physical Therapy Administrative Code, which states the following:**

The Board shall refuse licensure to any applicant who is of other than good moral character. The determination as to what constitutes other than good moral character and reputation shall be solely within the judgment of the Board. Each applicant shall be required to submit references from two professional sources addressing, but not being limited to, moral character. These references shall be submitted on forms prescribed by the Board and shall be mailed to the executive director. Grounds for refusal may include, but are not limited to: (1) history of using drugs or intoxicating liquors to an extent that affects professional competency, (2) conviction of a felony or crime involving moral turpitude, (3) attempt to obtain or obtaining a license by fraud or deception, (4) guilt of conduct unbecoming a person registered as a physical therapist or licensed as a physical therapist assistant or of conduct detrimental to the best interest of the public, and (5) conviction of violating any state or federal narcotic law.

ACCREDITATION STATUS

The Physical Therapist Assistant Program at Calhoun Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703)706-3243; email: accreditation@apta.org; website: www.capteonline.org.

Admission to the Program

A new class of PTA students is admitted once a year in the fall semester. Applicants must minimally

1. Meet all admission requirements of Calhoun Community College.

2. Submit a current year PTA Program Application.

3. Have completed 24 hours of physical therapy observation experience which is documented and signed by licensed PT personnel.

4. Submit an ACT reading score of 18 or >, an ACCUPLACER Reading Comprehension test score of 70 or >, or an ACCUPLACER NEXT GENERATION reading score of 250 or > from a test taken within the past three (3) years.

5. Submit an unofficial Calhoun Community College transcript documenting all previously completed applicable course work taken at Calhoun or accepted in transfer by the Calhoun Community College Office of Admissions and Records.

Applications are accepted January through mid-April. It is the responsibility of the applicant to ensure the application is complete. All requested information must be included for the application to be complete. Missing documentation will result in the application not being considered for admission. Each time an applicant applies to the program an application packet must be completed in its entirety. Copies of all items submitted should be retained as information will not be released from previous application packets.

Selection Process

Meeting the minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. After meeting the minimum requirements, applicants are rank-ordered using a 100 point scale. An application and more information on the selection process are available on the PTA website.

After students are enrolled in the PTA program and prior to first clinical assignment they will be required to:

1. Submit proof of current cardiopulmonary resuscitation course completion - must be American Heart Association Health Care Provider, American Safety and Health Institute CPR Pro, or American Red Cross CPR for the Professional Rescuer.

2. Submit a current Calhoun Community College Allied Health Examination Form completed by a licensed physician or nurse practitioner.

3. Provide proof of current immunizations including::

- Two-step TB Mantoux skin test, T-spot test (or chest x-ray if positive) OR three consecutive annual negative skin tests. Annual update is required;

- MMR Vaccine or titer verifying immunity;

- Varicella (chicken pox) Vaccine or titer verifying immunity;

- Tetanus/Diphtheria Vaccination within the last 10 years;

- Hepatitis B immunization series, or titer verifying immunity or a signed waiver. It is recommended that all PTA students be immunized against Hepatitis B.

- Influenza vaccination

4. Purchase professional liability insurance through the College prior to the first clinical rotation.

5. Arrange reliable transportation to and from clinical facilities assigned by the program.

6. Abide by the policies of the College and PTA Program Student Policy Manual.

7. Obtain a “clear” background check and drug screen results completed by the College’s selected agency at the student’s expense. Annual update is required.

Drug Testing / Background Checks

As stipulated by the health facilities with which the PTA program contracts for clinical education, each student enrolled in the program will undergo drug and alcohol testing and a background check as a precondition to beginning clinical experiences. The fees are the responsibility of the student. Policies for the screening process are provided to the student upon enrollment in the program.

Eligibility Criteria

Eligibility Criteria can be found on the program application. The purpose of the PTA Program Eligibility Criteria is to outline the cognitive, affective and psychomotor skills deemed the minimal necessary for admission, progression, and graduation and for the provision of safe and effective patient care. If a student cannot demonstrate the skills and abilities delineated in the eligibility criteria, it is the responsibility of the student to request an appropriate accommodation through the Office of Services to Special Student Populations.

Policies/Curriculum

Information contained in the Catalog and the policies and curriculum for the PTA program are subject to change at any time. Written notice will be given to all students enrolled in the program prior to implementation of change. Please see website for most current info.

Approximate Program Costs

In-state tuition + fees (69 hours) = $11,040

+ $2,500 (additional expenses) = $13,540

Textbooks = $1800

Background check & drug screening = $200

CPR certification = $50-100

Physical exam, TB testing, required blood work & immunizations = $250

Uniforms = $150

Additional Cost: Alabama Licensure Exam Fees = $537

Program Code:
AAS-PTA
Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
	SPH 106 or SPH 107	3
MTH 100	Intermediate College Algebra	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
	Humanities Elective (for PTA students)	3
EMS 106	Medical Terminology for Health Professions	2

PTA Course Requirements

Item #	Title	Credits
PTA 200	Physical Therapy Issues and Trends	2
PTA 220	Functional Anatomy and Kinesiology	3
PTA 221	Kinesiology Lab	1
PTA 250	Therapeutic Procedures I	4
PTA 202	PTA Communication Skills	2
PTA 230	Neuroscience	2
PTA 232	Orthopedics for the PTA	2
PTA 240	Physical Disabilities I	2
PTA 251	Therapeutic Procedures II	4
PTA 252	Physical Agents and Therapeutic Modalities	2
PTA 290	Therapeutic Exercise	1
PTA 266	Clinical Field Work I	2
PTA 231	Rehabilitation Techniques	2
PTA 241	Physical Disabilities II	2
PTA 260	Clinical Education I	1
PTA 267	Clinical Field Work II	2
PTA 261	Clinical Education II	1
PTA 263	Clinical Affiliation I	3
PTA 201	Physical Therapy Assistant Seminar	2
	Total credits:	**69**

Surgical Technology

Surgical Technology, A.A.S.

Designed to prepare graduates for employment and a career in a rapidly growing medical field, the Surgical Technology program provides students with the knowledge and skills to function as an integral part of a surgical team providing care to patients in a variety of settings. Under medical supervision, the surgical technologist assists with safe and effective delivery of invasive surgical procedures.

The educational program in Surgical Technology develops the student's cognitive, affective and psychomotor abilities and supports the student in acquiring the knowledge and critical judgment essential for decision-making as well as skill-oriented delivery of surgical techniques. The goal of the program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The learning objectives of the program, which the graduates must successfully exhibit, flow from the College mission statement, the program philosophy, and the program goal. Upon successful completion of the Surgical Technology program, the student will demonstrate the following objectives:

1. Comprehension, application and evaluation of clinical information relevant to his or her role as a surgical technologist. (Cognitive Domain)

2. Technical proficiency in all skills necessary to fulfill the role as a surgical technologist. (Psychomotor Domain)

3. Personal behaviors (Communications) consistent with professional and employer expectations for the surgical technologist. (Affective Domain)

Further, graduates of the Calhoun Community College Surgical Technology Program are expected to meet the following student learning outcomes:

1. Participate in basic cases in a variety of surgical specialties.

2. Determine an appropriate setup for core procedures.

3. Demonstrate entry-level knowledge of surgical anatomy and physiology.

4. Employ principles of aseptic technique.

5. Anticipate the needs of the surgeon and patient during the surgical procedure.

6. Demonstrate professional behaviors with surgeon and other surgical team members.

7. Manage time effectively as a member of the surgical team.

8. Demonstrate preparedness for successfully completing the CST exam.

ACCREDITATION STATUS

The Calhoun Community College surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Hwy 19 North, Suite 158, Clearwater, Florida 33763, www.caahep.org, (727) 210-2350 upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120, www.arcstsa.org, (303) 694-9262.

Graduates of CAAHEP accredited programs are eligible to sit for the National Certified Surgical Technologist

exam. The CST exam is managed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Admission to the Program

A student must apply for and be accepted for admission to the Surgical Technology Program prior to enrolling in SUR courses. A new class of surgical technology students is admitted twice a year to begin the 3 semester consecutive plan of classes in either the fall or the spring semester.

Applicants to the Surgical Technology program must minimally:

1. Meet all admission requirements of Calhoun Community College

2. Possess a high school diploma or equivalent

3. Have completed English Composition I (ENG 101) with a grade of C or >

4. Have completed Medical Terminology (EMS 106) with a grade of C or >

5. Have completed one of the following mathematics courses with a grade of C or >

Intermediate College Algebra (MTH 100)

Finite Mathematics (MTH 110)

Pre-calculus Algebra (MTH 112)

6. Submit an online Surgical Technology application

7. If general education coursework from another institution is to be considered, have an official transcript sent to Admissions and Records.

The online application for the Surgical Technology program is found on the program website with deadline dates for fall and spring semester enrollment. Persons who meet the minimal admission requirements are invited to take a manual dexterity test as a component of the application scoring system. Meeting minimal admission requirements does not guarantee acceptance. The number of students enrolled in the Surgical Technology program must be limited and therefore the application process is competitive. All applications are evaluated by the Surgical Technology Admissions Committee and assigned a score based solely on the defined point system. Details about the selection process are available on the Surgical Technology program website (calhoun.edu/sur) and presented during ST Information Sessions scheduled periodically throughout the year.

Upon enrollment in the program

1. Submit to the Allied Health Department a satisfactory Student Health Form completed by a licensed physician or nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by ***first day of class***. Evidence of good health is required for placement in the program.

2. Provide evidence of vaccination for Hepatitis B and/ or positive antibodies or sign a waiver.

3. Provide documentation of two-step Mantoux skin test (PPD), T-Spot, or chest x-ray, if positive, indicating student is free of tuberculosis.

4. Provide documentation of Immunity for Rubeola (Measles), Mumps, Rubella (German Measles), and Varicella through one of the following:

a. Titer that shows immunity

b. Immunization record

5. Provide documentation of current Influenza vaccination.

6. Provide evidence of current certification in BLS/ Healthcare Provider cardiopulmonary resuscitation (CPR) prior to clinical experience. Students are responsible for obtaining and maintaining current CPR Certification while enrolled in the program.

7. Purchase professional liability insurance through the College by the ***first day of class*** (this fee is included in your first semester SUR tuition).

8. Meet requirements for criminal background check and drug screen per Health Sciences Division Policy.

ELIGIBILITY CRITERIA

Enrolled SUR students are required to successfully complete both the academic and clinical requirements of the program to graduate. The SUR program has a list of Eligibility Criteria, which outline the cognitive, affective, and psychomotor skills deemed as minimally necessary for admission, progression, graduation, and the provision of safe patient care. If a student cannot demonstrate the skill and abilities delineated in the Eligibility Criteria, it is the responsibility of the student to

request appropriate accommodations through the CCC Office of Student Disability Services. The SUR program Eligibility Criteria can be found on the SUR website.

PROGRESSION IN THE PROGRAM

Students must fulfill all course requirements as stated in each SUR syllabus.

Program progression requires successful completion of all classes in the curriculum plan. SUR classes must be completed with a grade of “C” (75%) or higher.

Scrub a minimum of 120 cases as defined by the CCST6e.

Successfully complete all lab, practical, and clinical components of each SUR course.

Meet Surgical Technology program Eligibility Criteria of Candidates for Admission, Continuance & Graduation.

Successfully complete NBSTSA - Certified Surgical Technologist Practice Exam with a score of 65% or better.

Complete the Certified Surgical Technologist Exam.

Program completion requires successful completion of all classes in the curriculum plan. SUR classes must be completed with a grade of “C” (75%) or higher.

Specific questions concerning the program can be answered by calling the Surgical Technology program (Monday-Thursday at 256/306-2786)

SURGICAL TECHNOLOGY PROGRAM ESTIMATED COSTS

Tuition: See college catalog section covering financial information.

Malpractice Insurance (per year).....$10.00

Drug Screen/Background Check.....$71.50 (est)

Graduation Fee.....$25.00

Certification Exam..... $265.00

Textbooks.....$600.00

Health Exams, PPD, Immunizations..... Cost Varies

CPR Course.....Cost Varies

Uniforms.....$200.

NBSTSA Practice Exam.....$50.00

Dosimeter Badge.....$100.00

READMISSION POLICY

- Students dismissed from the surgical technology program due to illegal, unethical, or unprofessional behavior or actions that jeopardized patient safety will not be considered for program readmission.

- Requests for readmission are considered by the ST Admission Committee; readmission is not guaranteed.

- Students are eligible for readmission provided no longer than twelve (12) months have elapsed since last enrolled in the SUR program.

- A student may be readmitted to the Surgical Technology program one time following a failure or withdrawal from any SUR course. Students who are granted readmission are considered to be using their second and final opportunity to complete the program.

- Students seeking readmission must:

1. Submit proof (a current CCC transcript) of a minimum cumulative grade point average of 2.5
2. Submit a completed Plan of Action (POA) to the ST Admissions Committee
    - If requesting readmission / enrollment into the semester immediately following the failure/withdrawal, the POA and transcript must be received **at least 10 calendar days prior to the first day of class in the next semester.**

- If seeking readmission to the program the following year, the POA must be submitted by **the published application deadline** for the new cohort of students.

- The Plan of Action should discuss the academic and/or personal issues which prevented the student from being successful the previous admission and the planned strategies to address the stated issues.

At the time of request for readmission, the student must demonstrate current immunizations and CPR certification. If enrolled, the student may be required to submit to a repeat background check and undergo repeat drug and alcohol screening according to Health Division policies.

Program Code:
AAS-SUR
Type: A.A.S.

PROGRAM CORE REQUIREMENTS

Item #	Title	Credits
SUR 100	Principles of Surgical Technology	5
SUR 102	Applied Surgical Technologies	4
SUR 107	Surgical Anatomy and Pathophysiology	3
SUR 108	Pharmacology for the Surgical Technologist	2
SUR 103	Surgical Procedures	5
SUR 104	Surgical Practicum I	4
SUR 105	Surgical Practicum II	5
SUR 106	Role Transition in Surgical Technology	1
SUR 204	Surgical Practicum III	4

SUR Associate of Applied Science General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
EMS 106	Medical Terminology for Health Professions	2
	MTH Elective: 100, 110 or 112	3
	Speech Elective: SPH 106, 107 or ENG 102	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
	Humanities/Fine Arts Elective	3
PSY 210	Human Growth and Development	3
	Total credits:	**62**

Surgical Technology - Long Certificate

Designed to prepare graduates for employment and a career in a rapidly growing medical field, the Surgical Technology program provides students with the knowledge and skills to function as an integral part of a surgical team providing care to patients in a variety of settings. Under medical supervision, the surgical technologist assists with safe and effective delivery of invasive surgical procedures.

The educational program in Surgical Technology develops the student's cognitive, affective and psychomotor abilities and supports the student in acquiring the knowledge and critical judgment essential for decision-making as well as skill-oriented delivery of surgical techniques. The goal of the program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The learning objectives of the program, which the graduates must successfully exhibit, flow from the College mission statement, the program philosophy, and the program goal. Upon successful completion of the Surgical Technology program, the student will demonstrate the following objectives:

1. Comprehension, application and evaluation of clinical information relevant to his or her role as a surgical technologist. (Cognitive Domain)

2. Technical proficiency in all skills necessary to fulfill the role as a surgical technologist. (Psychomotor Domain)

3. Personal behaviors (Communications) consistent with professional and employer expectations for the surgical technologist. (Affective Domain)

Further, graduates of the Calhoun Community College Surgical Technology Program are expected to meet the following student learning outcomes:

1. Participate in basic cases in a variety of surgical specialties.

2. Determine an appropriate setup for core procedures.

3. Demonstrate entry-level knowledge of surgical anatomy and physiology.

4. Employ principles of aseptic technique.

5. Anticipate the needs of the surgeon and patient during the surgical procedure.

6. Demonstrate professional behaviors with surgeon and other surgical team members.

7. Manage time effectively as a member of the surgical team.

8. Demonstrate preparedness for successfully completing the CST exam.

ACCREDITATION STATUS

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Graduates of CAAHEP accredited programs are eligible to sit for the National Certified Surgical Technologist exam. The CST exam is managed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Admission to the Program

A student must apply for and be accepted for admission to the Surgical Technology Program prior to enrolling in SUR courses. A new class of surgical technology students is admitted twice a year to begin the 3 semester consecutive plan of classes in either the fall or the spring semester.

Applicants to the Surgical Technology program must minimally:

1. Meet all admission requirements of Calhoun Community College

2. Possess a high school diploma or equivalent

3. Have completed English Composition I (ENG 101) with a grade of C or >

4. Have completed Medical Terminology (EMS 106) with a grade of C or >

5. Have completed one of the following mathematics courses with a grade of C or >

Intermediate College Algebra (MTH 100)

Finite Mathematics (MTH 110)

Pre-calculus Algebra (MTH 112)

6. Submit an online Surgical Technology application

7. If general education coursework from another institution is to be considered, have an official transcript sent to Admissions and Records.

The online application for the Surgical Technology program is found on the program website with deadline dates for fall and spring semester enrollment. Persons who meet the minimal admission requirements are invited to take a manual dexterity test as a component of the application scoring system. Meeting minimal admission requirements does not guarantee acceptance. The number of students enrolled in the Surgical Technology program must be limited and therefore the application process is competitive. All applications are evaluated by the Surgical Technology Admissions Committee and assigned a score based solely on the defined point system. Details about the selection process are available on the Surgical Technology program website (calhoun.edu/sur) and presented during ST Information Sessions scheduled periodically throughout the year.

Upon enrollment in the program

1. Submit to the Allied Health Department a satisfactory Student Health Form completed by a licensed physician or nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by ***first day of class***. Evidence of good health is required for placement in the program.

2. Provide evidence of vaccination for Hepatitis B and/ or positive antibodies or sign a waiver.

3. Provide documentation of two-step Mantoux skin test (PPD), T-Spot, or chest x-ray, if positive, indicating student is free of tuberculosis.

4. Provide documentation of Immunity for Rubeola (Measles), Mumps, Rubella (German Measles), and Varicella through one of the following:

a. Titer that shows immunity

b. Immunization record

5. Provide documentation of current Influenza vaccination.

6. Provide evidence of current certification in BLS/ Healthcare Provider cardiopulmonary resuscitation (CPR) prior to clinical experience. Students are responsible for obtaining and maintaining current CPR Certification while enrolled in the program.

7. Purchase professional liability insurance through the College by the ***first day of class*** (this fee is included in your first semester SUR tuition).

8. Meet requirements for criminal background check and drug screen per Health Sciences Division Policy.

PROGRESSION IN THE PROGRAM

Students must fulfill all course requirements as stated in each SUR syllabus.

Program progression requires successful completion of all classes in the curriculum plan. SUR classes must be completed with a grade of "C" (75%) or higher.

Scrub a minimum of 120 cases as defined by the CCST6e.

Successfully complete all lab, practical, and clinical components of each SUR course.

Meet Surgical Technology program Eligibility Criteria of Candidates for Admission, Continuance & Graduation.

Successfully complete NBSTSA - Certified Surgical Technologist Practice Exam with a score of 65% or better.

Complete the Certified Surgical Technologist Exam.

Program completion requires successful completion of all classes in the curriculum plan. SUR classes must be completed with a grade of "C" (75%) or higher.

Specific questions concerning the program can be answered by calling the Surgical Technology program (Monday-Thursday at 256/306-2786)

SURGICAL TECHNOLOGY PROGRAM ESTIMATED COSTS

Tuition: See college catalog section covering financial information.

Malpractice Insurance (per year).....$10.00

Drug Screen/Background Check.....$71.50 (est)

Graduation Fee.....$25.00

Certification Exam.....
$265.00

Textbooks.....$600.

Health Exams, PPD, Immunizations..... Cost Varies

CPR Course.....Cost Varies

Uniforms.....$200.

NBSTSA Practice Exam.....$50.00

Dosimeter Badge.....$100.00

READMISSION POLICY

- Students dismissed from the surgical technology program due to illegal, unethical, or unprofessional behavior or actions that jeopardized patient safety will not be considered for program readmission.

- Requests for readmission are considered by the ST Admission Committee; readmission is not guaranteed.

- Students are eligible for readmission provided no longer than twelve (12) months have elapsed since last enrolled in the SUR program.

- A student may be readmitted to the Surgical Technology program one time following a failure or withdrawal from any SUR course. Students who are granted readmission are considered to be using their second and final opportunity to complete the program.

- Students seeking readmission must:

1. Submit proof (a current CCC transcript) of a minimum cumulative grade point average of 2.5
2. Submit a completed Plan of Action (POA) to the ST Admissions Committee
    - If requesting readmission / enrollment into the semester immediately following the failure/withdrawal, the POA and transcript must be received **at least 10 calendar days prior to the first day of class in the next semester.**

- ◦ If seeking readmission to the program the following year, the POA must be submitted by **the published application deadline** for the new cohort of students.

- ◦ The Plan of Action should discuss the academic and/or personal issues which prevented the student from being successful the previous admission and the planned strategies to address the stated issues.

At the time of request for readmission, the student must demonstrate current immunizations and CPR certification. If enrolled, the student may be required to submit to a repeat background check and undergo repeat drug and alcohol screening according to Health Division policies.

Program Code:
CT.SURGICAL
CIP:
51.0909
Type: Long Certificate

PROGRAM CORE REQUIREMENTS

Item #	Title	Credits
SUR 100	Principles of Surgical Technology	5
SUR 102	Applied Surgical Technologies	4
SUR 107	Surgical Anatomy and Pathophysiology	3
SUR 108	Pharmacology for the Surgical Technologist	2
SUR 103	Surgical Procedures	5
SUR 104	Surgical Practicum I	4
SUR 105	Surgical Practicum II	5
SUR 106	Role Transition in Surgical Technology	1
SUR 204	Surgical Practicum III	4

SUR CERTIFICATE GENERAL EDUCATION COURSE REQUIREMENTS

Item #	Title	Credits
ENG 101	English Composition I	3
EMS 106	Medical Terminology for Health Professions	2
	Math Elective - 100, 110, or 112	3
	Speech Elective: SPH 106, 107 or ENG 102	3
	Total credits:	**44**

Visual Communications

Multimedia Production Technology

Program Code:
AAS-VCM-MPTC
CIP:
50.0602
Type: A.A.S.

General Education Requirements

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ART 204	Art History II	3
	MTH 100 or higher	3
	Natural Science Electives	8
	Social/Behavioral Science Electives (3 credits)	3

Multimedia Technology Core Coursework

Item #	Title	Credits
ART 283	Graphic Animation I	3
ART 284	Graphic Animation II	3
ART 299	Art Portfolio	1-4
CAT 283	Graphics and Animation	3
MIC 153	Audio Engineering Fundamentals	3
MIC 253	Digital Audio Workstation Fundamentals	3
RTV 153	Practicum in Television/Video I	3
RTV 154	Practicum in Television/Video II	3
THR 241	Voice and Speech for the Performer	3
VCM 145	Introduction to Digital Photography	3
VCM 180	Introduction to Graphic Design	3
VCM 250	Introduction to Technical Illustration	3
VCM 285	Multimedia Production	3
VCM 286	Advanced Multimedia Production	3
	Total credits:	**63**

Visual Communications 3D Modeling and Animation, A.A.S.

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

Program Code:
AAS-VCM-MOA
Type: A.A.S.

Year I (Fall)

Item #	Title	Credits
ART 113	Drawing I	3
ART 121	Two-dimensional Composition I	3
ART 221	Computer Graphics I	3
VCM 180	Introduction to Graphic Design	3
ORI 110	Freshman Seminar	1
	Social Science Elective (3 credits)	3

Year I (Spring)

Item #	Title	Credits
CAT 283	Graphics and Animation	3
VCM 232	Advanced Computer Graphics	3
VCM 281	Digital Design	3
ART 204	Art History II	3
ENG 101	English Composition I	3

Year II (Fall)

Item #	Title	Credits
VCM 145	Introduction to Digital Photography	3
VCM 250	Introduction to Technical Illustration	3
VCM 285	Multimedia Production	3
ART 283	Graphic Animation I	3
ENG 102	English Composition II	3
	Natural Science Elective (4 credits)	4

Year II (Spring)

Item #	Title	Credits
VCM 282	Advanced Digital Design	3
VCM 286	Advanced Multimedia Production	3
ART 284	Graphic Animation II	3
	Animation Electives	6
	MTH 100 or higher	3
ART 299	Art Portfolio	1-4
	Total credits:	**69-72**

Visual Communications Digital Publishing, A.A.S.

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some

courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

Program Code:
AAS-VCM-DGP
Type: A.A.S.

Year I (Fall)

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ART 113	Drawing I	3
ART 121	Two-dimensional Composition I	3
ART 221	Computer Graphics I	3
VCM 180	Introduction to Graphic Design	3
	Social Science Elective (3 credits)	3

Year I (Spring)

Item #	Title	Credits
VCM 232	Advanced Computer Graphics	3
VCM 281	Digital Design	3
ART 127	Three-dimensional Composition	3
ART 204	Art History II	3
ENG 101	English Composition I	3
	MTH 100 or higher	3

Year II (Fall)

Item #	Title	Credits
VCM 250	Introduction to Technical Illustration	3
VCM 145	Introduction to Digital Photography	3
VCM 285	Multimedia Production	3
ART 253	Graphic Design I	3
ENG 102	English Composition II	3

Year II (Spring)

Item #	Title	Credits
VCM 286	Advanced Multimedia Production	3
VCM 282	Advanced Digital Design	3
	Graphic Design Electives	6
ART 299	Art Portfolio	1-4
	Natural Science Elective (4 credits)	4
	Total credits:	**66-69**

Visual Communications Graphic Design, A.A.S.

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

Program Code:
AAS-VCM-GFD
Type: A.A.S.

YEAR I (Fall)

Item #	Title	Credits
ART 113	Drawing I	3
ART 121	Two-dimensional Composition I	3
ART 221	Computer Graphics I	3
VCM 180	Introduction to Graphic Design	3
ORI 110	Freshman Seminar	1
	Social Science Elective (3 credits)	3

Year I (Spring)

Item #	Title	Credits
ART 127	Three-dimensional Composition	3
ART 204	Art History II	3
VCM 150	Typography	3
VCM 232	Advanced Computer Graphics	3
ENG 101	English Composition I	3

Year II (Fall)

Item #	Title	Credits
VCM 145	Introduction to Digital Photography	3
VCM 250	Introduction to Technical Illustration	3
ART 253	Graphic Design I	3
ENG 102	English Composition II	3
	Natural Science Elective (4 credits)	4

Year II (Spring)

Item #	Title	Credits
VCM 251	Technical Illustration	3
ART 254	Graphic Design II	3
	Graphic Design Electives	6
ART 299	Art Portfolio	1-4
	MTH 100 or higher	3
	Total credits:	**63-66**

Visual Communications Multimedia Production Technology Short-Term Certificate

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Program Code:
STC-VCM-MPT
Type: Short-Term Certificate

Required Courses

Item #	Title	Credits
RTV 153	Practicum in Television/Video I	3
VCM 180	Introduction to Graphic Design	3
VCM 145	Introduction to Digital Photography	3
VCM 232	Advanced Computer Graphics	3
VCM 285	Multimedia Production	3
VCM 286	Advanced Multimedia Production	3
	Total credits:	**18**

Accounting Technology Courses

ACT 249: Payroll Accounting
This course focuses on federal, state and local laws affecting payroll. Emphasis is on payroll accounting procedures and practices and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payroll.
Credits: 3
Prerequisites:
BUS 242
with a grade of "C" or higher

ACT 254: Business Income Tax
This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.
Credits: 3
Prerequisites:
BUS 253

Advanced Manufacturing Courses

ADM 101: Precision Measurement
This course covers the use of precision measuring instruments and an introduction to basic geometric dimensioning and tolerancing (GD&T) concepts. 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 correct use of measuring instruments. This supports CIP code 15.0613. This is a CORE course and is aligned with NIMS certification standards.
Credits: 3

ADM 104: Introduction to Thermal/Electrical Principles

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. In addition, this course covers electrical/ electronic fundamentals and principles. Emphasis is placed on electrical theory and science, semiconductor devices, motors, transformers, digital concepts, programmable logic controllers, and circuit analysis of resistive, capacitive, resonant, and tuned circuits. Upon completion, students will have knowledge of basic electricity and electronics and be able to 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. This supports CIP code 15.0613. This is a CORE course.
Credits: 3

ADM 105: Fluid Systems

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. This is a CORE course. This course supports CIP code 15.0613.
Credits: 3

ADM 106: Quality Control Concepts

This course covers quality assurance principles including the history of the quality movement, group problem solving, data collection, control charts, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing. This supports CIP code 15.0613. This is a CORE course.
Credits: 3

ADM 107: CAD Concepts

This course provides an introduction of Computer Aided Drafting (CAD) techniques and terminology. Concepts to include CAD Software and skills necessary to perform the basic computer aided drafting functions. Related lab projects are developed from CAD to reinforce knowledge of various shop drawing concepts and software commands.
Credits: 3

ADM 108: Introduction to 3D Modeling

This course introduces the fundamentals of 3D parametric CAD software for the creation of parts, assemblies and drawings. Students will use SolidWorks software to sketch, create, edit, and constrain 3D solid models, as well as create and dimension 2D drawings per ASME standards from these models.

The course focuses not only on the individual tools available in the software, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, producing an effective and efficient design process. The elements of global collaboration are introduced along with printing concepts. A hands-on approach is used in this class to build a foundation for the continued training and application.
Credits: 3
Prerequisites:
It is recommended that students take DDT 111 prior to enrolling in this course. DDT 111 can also be taken in the same semester. It is recommended that students have basic computer skills before taking this class.

ADM 111: Manufacturing Safety Practices

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER and OSHA 10 hour.
Credits: 3

ADM 112: Orientation to Additive Manufacturing

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting and finishing on commonly used materials, such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes the printing a 3D object.
Credits: 1

ADM 114: Design Innovation

This course introduces students to the concepts of architectural and engineering drafter as a profession, basic engineering and architectural skills, and the design processes. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to various computer based tools used by architects and engineers (e.g. spreadsheet, word processing, presentation software, and the Internet).
Credits: 3
Prerequisites:
ADM 107 OR DDT 109 OR ADM 108 OR DDT 144 OR EGR 125

ADM 150-154: Technical Co-operative Education

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.
Credits: 1

ADM 155: Manufacturing Projects

This is an introduction to project base learning. This course will involve research, team skills, the collaboration of trades, outsourcing, manufacturing management that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. The course emphasizes communication skills, critical thinking, problem-solving, computer literacy, and teaming skills.
Credits: 3
Prerequisites:
Permission of Instructor

ADM 157: Material Properties

This class identifies the major categories of materials used in manufacturing and compares their general properties to aid in proper selection of material for product functions. Students will perform an analysis of the behavior and characteristics the materials used in manufacturing including polymers, metals, ceramics and composites: their structure, and physical and mechanical properties. Additionally students will perform heat treatment of ferrous and nonferrous metals; and test for hardness, tensile and strength. Technical writing will be introduced. Upon completion of this class students will be able to understand and select proper materials for Additive Manufacturing. (Offered Fall Semester)
Credits: 3
Prerequisites:
ADM 112

ADM 161: 3D Specialized Software Techniques (2T, 3M)

In this class, students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as "Materialise".
Credits: 3
Prerequisites:
ADM 108, or ADM 109, or DDT 144, or EGR 125

ADM 162: Additive Manufacturing Processes - Polymers

This course focuses on the basic principles and methodology types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of manufacturing for products will be discussed. Students will learn proper instruction on safety operations, set-up and routine maintenance and production of the AM Systems, as well as various types of polymers, AM Systems, Fused Deposition Manufacturing (FDM), Polyjet, and Stereolithography (SLA). Students will also learn the design software used for each AM system. Upon completion, students should be able to discuss and understand the significance of polymer materials properties and structure, describe the different types of polymers available for the AM process and explain the benefits of basic polymer rapid prototyping. They should be able to demonstrate how to take a "part" from start to finish on the AM polymer system and be able to select the best process for the type of product being produced. NOTE: AM students will also be required to take AM production techniques before or with this class. (Offered Fall Semester)
Credits: 3
Prerequisites:
ADM 112 and ADM 108 OR DDT 109 OR DDT 144 OR EGR 125

ADM 164: Additive Manufacturing Processes - Metals

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a "part" from start to finish on the AM system and be able to select the best process for the type of product being produced. (Offered Spring Semester)
Credits: 3
Prerequisites:
ADM 161

ADM 208: Intermediate 3D Modeling

In this course students will receive instruction on intermediate 3D modeling concepts, such as sheet metal modeling, intermediate assemblies, 3D sketching and weldments. Students will explore an introduction to prototyping and design concepts in a 3D environment. 3D software will be utilized to produce properly detailed construction drawings, using multi-views, section views, and auxiliary views. Proper, industry standard dimensioning with basic tolerances will be discussed and applied to parts. Emphasis will be placed on the theory as well as the mechanics of concepts using 3D and 2D applications. Upon completion, students will produce 3D models in a CAD environment, simple prototype models and working drawings based on proper industry standards. (Fall Semester Only)
Credits: 3
Prerequisites:
DDT 124 & ADM 108

ADM 209: Metal Materials Post Processing

This course is intended as an intensive experience in processing techniques used for post processing metals. Instruction in the safe use of all tools and equipment will be emphasized. Students will experiment with various techniques in the post processing of metal parts. Techniques will include grinding, EDM cutting, drilling, shot peening, and heat treatment. Students will record testing and outcome of post processing in a technical lab report. Students will use LEAN manufacturing to observe proper lab procedures. Upon completion of this class students will be able to properly and safely perform proper PPE post processing techniques on additive manufactures metal parts and be able to write a technical report and describe LEAN manufacturing applied to an additive manufacturing lab. (Offered Spring Semester)
Credits: 3
Prerequisites:
ADM 164

ADM 241: Additive Manufacturing Test Prep

During this test prep class students will review concepts of Additive Manufacturing (AM) taught in this course of study. We will review instructions on Additive Manufacturing principles and will be supported by observation of Additive Manufacturing applications in action. Students will participate in practice exercises that incorporate concepts and applications from the lecture and lab of their previous coursework. The SME Additive Manufacturing Certificate serves as verifiable proof of foundational knowledge by successfully completing an exam. NOTE: This course is usually taken during the last 2 semesters of the program of study. (Offered Summer Semester)
Credits: 1
Prerequisites:
Permission of instructor

ADM 250: Introduction to Flexible Manufacturing Cells

This course covers techniques involved when grouping related machines for the purpose of completing a series of manufacturing processes in a flexible manufacturing cell. The student will be involved with the computerized integration of programmable control systems such as robotics, machine tools, and other peripheral equipment to emulate real-world manufacturing concepts employed in flexible manufacturing cells.
Credits: 4
Prerequisites:
ELT 231 and ELT 232 or Permission of instructor

ADM 255: Application of Design (Capstone)
This is a project- or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. Students will perform an individual new concept project and a group, industry-based live project to demonstrate they know the skills learned in the program of study. At the end of the semester, students will be required to present their group project to an industry. The course emphasizes communication skills, critical thinking, problem solving, computer literacy and teaming skills. *NOTE: This course is usually taken during the last two (2) semesters of the program of study.*
Credits: 3
Prerequisites:
ADM 114 or Permission of instructor

ADM 261: Reverse Engineering
This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.
Credits: 3
Prerequisites:
ADM 108 or DDT 144 or EGR 125

Aerospace Technology Courses

ARS 151: Welding Principles, Theory and Symbols
This is a theory and skill-based course in basic welding (gas and arc), plasma arc, brazing, soldering, and cutting processes used in maintenance and manufacturing. Other theory topics include forge, submerged arc, electroslag, stud arc, resistance, ultrasonic, electron beam, and laser beam welding. Students use welding symbols, joint designs, and weld positions to prepare specimens. The course also covers terminology, standards for welding acceptable and unacceptable welds, safety, and qualification tests.
Credits: 3

ARS 153: Gas Tungsten Arc and Plasma Arc Welding
This course describes processes, methods, and skills required to produce acceptable welds with gas tungsten arc welding (GTAW) and plasma arc welding (PAW) equipment for aerospace hardware; the standard of acceptability is AWS D17.1:2001 (or latest revision). Topics include equipment, tooling, shielding gases, arc characteristics, welding techniques, non-consumable electrodes, filler metals, base materials, and related safety. Instruction covers manual, semi-automatic, and automatic welding procedures.
Credits: 3
Prerequisites:
ARS 151

ARS 176: Electrical/Electronic Assembly
This mechanics of electrical/electronics assembly course covers materials and wire configurations, tools for wire preparation and assembly, wire stripping, connection requirements, terminal assembly, solder connections, crimp connections, solder splices, shield terminations, tying and lacing, hardware installation, inspection, testing, safety, and industry specifications/ standards. Worker proficiency certification in IPC/ WHMA-A-620, “Requirements for Acceptance for Cable and Wire Harness Assemblies,” is covered but certification testing is not a requirement to receive credit for the class.
Credits: 3

ARS 178: Aerospace Mechanical Assembly
This course is a study of mechanical assembly processes applied in aerospace and related manufacturing industries. Topics include orbital tube welding (setup, programming, and tube preparation, drilling techniques, torquing techniques, fastener installation, related attachments, and safety.)
Credits: 3

ARS 251: Specialized Welding Processes
This course is an overview of the basics of metals joining using processes other than electric arc. Topics include safety; brazing; soldering; diffusion bonding; and welding processes such as resistance, laser, electron beam, ultrasonic, friction, inertia, explosion, upset, thermite, and forge.
Credits: 3
Prerequisites:
ARS 153

ARS 253: Welding Certification Preparation

This course details the requirements for welder/welding operator certification in the aerospace industry. Training includes gas tungsten arc welding (GTAW) and plasma arc welding (PAW) processes and equipment and related safety. Emphasis is on materials in Groups I, II, III, and IV as defined in AWS D17.1:2001.
Credits: 3
Prerequisites:
ARS 251

ARS 276: Instrumentation Attachments and Adhesive Bonding Procedures

This course covers the use and installation techniques of instruments such as thermocouples, temperature sensors, and strain gages on different types of aircraft and structures. Topics include bonding materials, soldering techniques, electrical testing of temperature sensors and strain gages, mixing and applying adhesives for pressure, the effects of corrosion and weather, fuel tank sealing, adhesive selection, and safety.
Credits: 3
Prerequisites:
ARS 176 or 178

ARS 278: Composite Materials Fabrication and Assembly

This is a course in composite materials manufacturing. Topics include design and manufacturing techniques such as wet layups, prepregs, vacuum bagging, and filament winding. The course also covers the history of composite manufacturing, types of materials used in composite component fabrication, drilling and repair techniques, and related safety.
Credits: 3

ARS 279: Adv. Composite Materials Fabrication & Assembly

This is a course in composite materials manufacturing. Topics include manufacturing and repair techniques such as core layups, molds, and repairs. The course also covers hot bonders, oven cures, and autoclave operations and their related uses.
Credits: 3
Prerequisites:
ARS 278

ARS 280: Surface Preparation and Coatings

This course is a study of component surface preparation for various coating and painting applications. The content includes color development, paint booth operation (electrical and air system), wet and dry coating thickness measurement, manual and automated coating techniques, and general and hazardous material handling safety.
Credits: 3

ARS 282: Integrated Assembly Project

This course is a study in integrating Aerospace technologies/ processes using mechanical, electrical, specialized coatings, composites, and instrumentation for aerospace assemblies. The content includes how to integrate technologies together into an aerospace assembly. The course also covers equipment used in these processes.
Credits: 3
Prerequisites:
ARS 279 or Permission of instructor

ARS 284: Specialized Coating Processes

This course is a study in special coatings for aerospace structures. Topics include mixing, applying, and curing of coating materials, environmental effects on coating materials, and general and hazardous material handling safety. The course also covers equipment used in these processes.
Credits: 3
Prerequisites:
ARS 176 or 178

Air Conditioning and Refrigeration Courses

ACR 111: Principles of Refrigeration

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. (Taught on Demand)
Credits: 3

ACR 112: HVAC Service Procedures

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.
Credits: 3
Prerequisites:
Permission of instructor

ACR 113: Refrigeration Piping Practices
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.
Credits: 3

ACR 119: Fundamentals of Gas Heating Systems
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.
Credits: 3
Co-Requisites:
ACR 120

ACR 120: Fundamentals of Electric Heating Systems
This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.
Credits: 3
Co-Requisites:
ACR 119

ACR 121: Principles of Electricity for HVACR
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.
Credits: 3

ACR 122: HVAC/R Electrical Circuits
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols.
Credits: 3

ACR 123: HVAC/R Electrical Components
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contractors, starters, and other HVAC controls. Upon completion, students should be able to understand motor theory and control functions in HVACR equipment.
Credits: 3

ACR 126: Commercial Heating Systems
This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.
Credits: 3
Prerequisites:
ACR 119, ACR 120

ACR 128: Heat Load Calculations
This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/ heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.
Credits: 3
Prerequisites:
Permission of instructor

ACR 130: Computer Assisted HVAC Troubleshooting
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/ electrical malfunctions. Upon completion, students should be able to diagnosis and repair service problems in HVAC equipment.
Credits: 1
Prerequisites:
Permission of instructor

ACR 132: Residential Air Conditioning
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.
Credits: 3

ACR 135: Mechanical Gas Safety Codes
This course is to enhance the student's knowledge of the Southern Mechanical and Gas Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.
Credits: 3

ACR 138: Customer Relations in HVAC
This course covers the basic aspects of customer relations needed by the HVAC technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics.
Credits: 3

ACR 139: Automotive Air Conditioning
This course focuses on commercial refrigeration systems. Emphasis is placed on overall operation, troubleshooting and maintenance of commercial refrigeration systems. Upon completion, students should be able to service and repair commercial refrigeration systems. (Taught on Demand)
Credits: 3

ACR 141: Environmental Systems
This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally-safe practices.
Credits: 4
Prerequisites:
Permission of instructor

ACR 144: Basic Drawing & Blueprint Reading in HVAC
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.
Credits: 3
Prerequisites:
Permission of instructor

ACR 147 (3T): Refrigeration Transition and Recovery
This course is EPA-approved and covers material relating to the requirements necessary for types I, II, III and universal certification. Upon completion, students should be able to take the EPA/608 refrigerant certification exam. (Taught on Demand)
Credits: 3

ACR 148: Heat Pump Systems I
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.
Credits: 3
Co-Requisites:
ACR 149

ACR 149: Heat Pump Systems II
This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.
Credits: 3
Co-Requisites:
ACR 148

ACR 151: Duct Design & Fabrication
This course provides instruction related to blueprints, layouts, and design ducts. Topics include all aspects of fabrication including straight duct, offsets and various other fittings needed to perform a certain task.
Credits: 6

ACR 181: Special Topics in Air Conditioning and Refrigeration
This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting the students' needs.
Credits: 3

ACR 187: Special Topics in ACR
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry.
Credits: 5

ACR 200: Review for Contractors Exam
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam. (Taught on Demand)
Credits: 3

ACR 202: Special Refrigeration Systems
This course is designed to give the students the basic knowledge of a variety of commercial refrigeration systems. Topics include expandable refrigeration evaporator systems, combination spray and compressor system, open cycle ammonia, CO2 pellets, vortex tubes, reach in coolers, and soft serve ice cream machines. Upon completion, students should be able to perform general troubleshooting and maintenance on various commercial refrigeration systems. (Taught on Demand)
Credits: 3

ACR 203: Commercial Refrigeration
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion, students should be able to service and repair commercial refrigeration systems.
Credits: 3

ACR 205: System Sizing and Air Distribution
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.
Credits: 3

ACR 209: Commercial Air Conditioning Systems
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.
Credits: 3

ACR 210: Troubleshooting HVACR Systems
This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis and corrective measures, methods of leak detection, system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of mechanical and electrical components of HVAC/R systems.
Credits: 3
Prerequisites:
Permission of instructor

American Sign Language Courses

ASL 101: American Sign Language I
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.
Credits: 3

ASL 102: American Sign Language II
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.
Credits: 3

Anthropology Courses

ANT 200: Introduction to Anthropology
This course covers the physical, social and cultural development of human behavior from an anthropological perspective.
Credits: 3

ANT 220: Cultural Anthropology
This course is an introduction to the primitive and contemporary cultures and societies viewed through the perspective of human behavior.
Credits: 3

ANT 230: Introduction to Archaeology
This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures.
Credits: 3

Art Courses

ART 100: Art Appreciation

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 artwork. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.
Credits: 3

ART 109: Art Museum Survey

This course covers the art experience through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, students should be able to write a critical analysis of the artwork experienced that demonstrates an understanding of aesthetics.
Credits: 3

ART 113: Drawing I

This course provides the opportunity to develop perceptional 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.
Credits: 3

ART 114: Drawing II

This course advances the student's 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.
Credits: 3
Prerequisites:
ART 113 or Permission of Instructor

ART 121: Two-dimensional Composition I

This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Credits: 3

ART 122: Two-dimensional Composition II

This course covers the theory and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Credits: 3
Prerequisites:
ART 121

ART 126: Color

This course introduces the student to the fundamentals of color and color uses. Topics include various color theories, technical skills in mixing color, types of pigment and the expressive uses of color. Upon completion, students should be able to explain and demonstrate a fundamental understanding of color as it is used in the development of assigned color problems.
Credits: 3
Prerequisites:
ART 113 or Permission of instructor

ART 127: Three-dimensional Composition

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional artwork. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.
Credits: 3
Prerequisites:
ART 113 or ART 121

ART 133: Ceramics I

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of their methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.
Credits: 3

ART 134: Ceramics II

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design, and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.
Credits: 3

ART 173: Photography I

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.
Credits: 3

ART 174: Photography II

This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.
Credits: 3
Prerequisites:
Permission of instructor

ART 175: Digital Photography

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. This course is also taught as RTV 125.
Credits: 3

ART 176: Filmmaking

This course provides a knowledge of the basics of filmmaking. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of filmmaking through critical analysis and film projects.
Credits: 3

ART 177: Color Photography

This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, creative color usage, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.
Credits: 3
Prerequisites:
ART 173 or ART 176 or Permission of instructor

ART 178: Audio-visual Techniques

This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included. Students will produce finished multimedia pieces.
Credits: 3

ART 187: Photography, Film, and Media I

This course is designed to help the student explore creative approaches to photography, film, and related media. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.
Credits: 3
Prerequisites:
ART 173 or PFC 177 or Permission of instructor

ART 188: Photography, Film, and Media II

This course is designed to help the student explore creative approaches to photography, film, and related media in greater depth. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.
Credits: 3
Prerequisites:
ART 187 or Permission of instructor

ART 203: Art History I

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.
Credits: 3

ART 204: Art History II

This course covers the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.
Credits: 3

ART 216: Printmaking I

This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking.
Credits: 3

ART 217: Printmaking II

This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.
Credits: 3
Prerequisites:
ART 216 or Permission of instructor

ART 221: Computer Graphics I

This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.
Credits: 3

ART 231: Watercolor Painting I

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.
Credits: 3

ART 232: Watercolor II

This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflects a personal awareness of the media's potential.
Credits: 3
Prerequisites:
ART 231

ART 233: Painting I

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.
Credits: 3

ART 234: Painting II

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Credits: 3
Prerequisites:
ART 233

ART 253: Graphic Design I

This course is designed to introduce the study of Visual Communications through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and Visual Communications.
Credits: 3
Prerequisites:
VCM 180

ART 254: Graphic Design II

This course further explores the art of Visual Communications through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.
Credits: 3
Prerequisites:
VCM 180 or ART 253

ART 263: Museum Practice I

This course provides an introduction to a variety of museum works, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.
Credits: 1
-
4
Prerequisites:
Permission of instructor

ART 264: Museum Practice II

This course provides further study of museum artworks, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.
Credits: 1
-
4
Prerequisites:
ART 263 or Permission of instructor

ART 273: Studio Photography I

This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.
Credits: 3
Prerequisites:
ART 174 or Permission of instructor

ART 274: Studio Photography II

This course deals with advanced problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.
Credits: 3
Prerequisites:
ART 273 or Permission of instructor

ART 275: Advanced Digital Photography

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
Credits: 3

ART 283: Graphic Animation I

This course is designed to teach the art of animation as a continuation of the study of Visual Communications. Topics include story development, drawing, layout, story boarding, directing, motion control, sound synchronization, lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrate this knowledge through various projects.
Credits: 3
Prerequisites:
ART 221

ART 284: Graphic Animation II

This course advances the students' technical and aesthetic knowledge of animation beyond the introductory level. Topics include story development, drawing, layout, story boarding, directing, motion control, sound synchronizing, lighting and camera operation. Upon completion, students should advance his or her understanding of the creative process as it relates to animation and demonstrate this knowledge through various projects.
Credits: 3
Prerequisites:
ART 283

ART 291: Supervised Study in Studio Art I

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.
Credits: 1
-
4

ART 292: Supervised Study in Studio Art II
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art.
Credits: 1
-
4

ART 299: Art Portfolio
This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.
Credits: 1
-
4

Astronomy Courses

AST 220: Introduction to Astronomy
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.
Credits: 4

Automotive Technology Courses

ASE 101: Fundamentals of Automotive Technology
This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course.
Credits: 3

ASE 112: Electrical Fundamentals
This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 162

ASE 121: Braking Systems
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. This is a CORE course.
Credits: 3

ASE 122: Steering and Suspension
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 130

ASE 124: Automotive Engines
This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 220

ASE 130: Drive Train and Axles
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE ASE 122

ASE 133: Motor Vehicle Air Conditioning
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.
Credits: 3

ASE 162: Electrical and Electronic Systems
This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 112

ASE 191: Co-op

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits: 3
Prerequisites:
Permission of Instructor

ASE 212: Advanced Electrical and Electronic Systems

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.
Credits: 3
Prerequisites:
ASE 112 and ASE 162

ASE 220: Advanced Automotive Engines

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 124

ASE 224: Man Transmission and Transaxle

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability.
Credits: 3

ASE 230: Auto Transmission and Transaxle

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. This is a CORE course.
Credits: 3
Prerequisites:
ASE 224

ASE 239: Engine Performance

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 244

ASE 244: Engine Performance and Diagnostics

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a CORE course.
Credits: 3
Prerequisites:
CO-REQUISITE: ASE 239

ASE 246: Automotive Emissions

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3

ASE 250: Dealership Work Experience

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.
Credits: 3
Prerequisites:
Permission of Instructor

ASE 252: Dealership Work Experience

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.
Credits: 3
Prerequisites:
Permission of Instructor

Biology Courses

BIO 103: Principles of Biology I

This is an introductory course for both science and nonscience 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.
Credits: 4
Prerequisites:
RECOMMENDED All coursework in ENR 094 must be completed or appropriate placement score.

BIO 104: Principles of Biology II

This course is an introduction to 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.
Credits: 4
Prerequisites:
BIO 103

BIO 105: Introduction to Biotechnology

This course is an introduction to biotechnology, including career exploration, historical development and current applications in the areas of medicine, forensics, agriculture, and the environment. Students will learn laboratory safety and documentation while acquiring skills in the maintenance and calibration of basic lab equipment, calculation, and preparation of lab solutions and media.
Credits: 4
Prerequisites:
CO-REQUISITE: BIO 103

BIO 107: Cell Culture

The overall objective of this course is to provide a basic understanding of the growth requirements and methodologies associated with the propagation of organisms important to the field of biotechnology. Instruction will focus on growing techniques and long-term maintenance of various cell cultures, including both attached and suspension cell lines. Microbial life cycle and cell culture will be emphasized, including discussion of pathogenic aspects and utilization of microbial transformation and protein production for use in biotechnological processes.
Credits: 4
Prerequisites:
A grade of “C” or better in both BIO 103 and BIO 105

BIO 201: Human Anatomy and Physiology I

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, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.
Credits: 4
Prerequisites:
A grade of “C” or better in ENR 094 or appropriate placement score.

BIO 202: Human Anatomy and Physiology II

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; acidbase balance; and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic and reproductive systems. Dissection, histological studies, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.
Credits: 4
Prerequisites:
A grade of “C” or better in BIO 201

BIO 203: Techniques in Molecular Biology

This course is an introduction to the major topics in biochemistry and molecular biology. Topics include the major classes of biological molecules, an overview of the major metabolic pathways, advancing technologies, and bioethical issues. The laboratory will provide experience in the isolation and manipulation of DNA and RNA, DNA and protein electrophoresis, and enzymatic and immunological assays.
Credits: 4
Prerequisites:
A grade of “C” or better in BIO 107 RECOMMENDED It is strongly recommended that students complete MTH 100 and/or be eligible to take MTH 112 prior to registering for this course. Completion of CHM 111 before taking this course is also highly encouraged.

BIO 220: General Microbiology

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Laboratories are required.
Credits: 4
Prerequisites:
A grade of “C” or better in ENR 094 or appropriate placement score. RECOMMENDED BIO 201 and BIO 202 and 4 semester hours of Chemistry

BIO 250: Directed Studies in Biology

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.

Credits: 1
-
4

Prerequisites:

Permission of instructor

BIO 251: Directed Studies in Biology

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.

Credits: 1
-
4

Prerequisites:

BIO 250 and Permission of instructor

BIO 252: Directed Studies in Biotechnology

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. Typical projects will expose the student to the industry and provide practical application of laboratory procedures. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits: 2

Prerequisites:

PREREQUISITE/CO-REQUISITE: A grade of “C” or better in BIO 107 RECOMMENDED It is strongly recommended that students complete ENG 101 prior to registering for this course.

BIO 254: Advanced Topics in Biotechnology

In this advanced course, the student will design and implement an independent study that utilizes biotechnological methods relevant to local industry or to expand the scope of previous laboratory experience. The projects will include an expansion of previous experiences to design and implement an application as found in local biotechnology industries.

Credits: 2
-
3

Prerequisites:

A grade of “C” or better in BIO 252

BIO 256: Biotechnology Internship

Internships may be awarded on a competitive basis depending on the availability of the positions. The internship will provide advanced students the opportunity to develop job and career-related skills while in a work setting. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The work will be developed cooperatively with academic, industrial, and private institutional biotechnology laboratories.

Credits: 2

Prerequisites:

To be eligible for the internship opportunities available in BIO 256, students must have a 2.5 GPA or better in all coursework since enrolling in BIO 105, and all prior Biotechnology courses (including BIO 203) must be completed with a grade of “C” or better.

Business Administration Courses

BUS 151: Modern Business Mathematics with Excel

This course applies mathematics to solve common business problems using Microsoft Excel. Topics include basic mathematical concepts and applications, such as percentages, decimals, and basic arithmetic operations; markup, markdown, & discounts; financial computations, including simple and compound interest, amortization, depreciation methods, liquidity ratios, and present value; accounting computations, such as payroll and tax calculations, and the management of complex business problems. Emphasis is placed on the use of Microsoft Excel as a computational and problem-solving tool.

Credits: 3

Prerequisites:

CIS 146

BUS 215: Business Communications

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.

Credits: 3

Prerequisites:

ENG 101

BUS 241: Principles of Accounting I

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 and analysis.
Credits: 3

BUS 242: Principles of Accounting II

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. NOTE: Additional topics in managerial accounting may be included.
Credits: 3
Prerequisites:
BUS 241 with a grade of “C” or higher.

BUS 245: Accounting with Quickbooks

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports, and banking transactions.
Credits: 3
Prerequisites:
Permission of instructor or BUS 241 with a grade of “C” or higher.

BUS 247: Financial Markets and Institutions

This course serves as an overview of the financial system. Topics include the time value of money, the behavior and structure of interest rates, the role of the Federal Reserve System, debt and equity markets, and the organization and regulation of financial markets and institutions.
Credits: 3
Prerequisites:
ECO 231 with a grade of “C” or higher.

BUS 248: Managerial Accounting

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.
Credits: 3
Prerequisites:
BUS 241 with a grade of “C” or higher.

BUS 253: Individual Income Tax

This course is intended to familiarize the student with the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is placed on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual
Credits: 3
Prerequisites:
BUS 241
with a grade of "C" or higher

BUS 263: The Legal and Social Environment of Business

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.
Credits: 3

BUS 271: Business Statistics I

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, estimating and introduction to hypothesis testing.
Credits: 3
Prerequisites:
MTH 100, MTH 110 or MTH 112 with a grade of “C” or higher, or appropriate mathematics placement score.

BUS 272: Business Statistics II

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. Note: Extensive use of computer software is required in this course.
Credits: 3
Prerequisites:
BUS 271 with a grade of “C” or higher.

BUS 275: Principles of Management

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.
Credits: 3

BUS 276: Human Resource Management

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.
Credits: 3

BUS 285: Principles of Marketing

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
Credits: 3

BUS 289: Business Strategy Capstone

Topics include: Review of method for a comprehensive project, review of accounting, management, statistical, communication, and other skills useful for the project, development of project concept and purpose, initial outline of the project, making contact with local business(es), development of bibliography and revision of outline, producing drafts of project and final project, and presentation of final project.
Credits: 3
Prerequisites:
BUS 242 with a grade of "C" or higher.

BUS 291: Business Co-op I

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.
Credits: 1
-
3
Prerequisites:
Permission of instructor

BUS 292: Business Co-op II

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.
Credits: 1
-
3
Prerequisites:
Permission of instructor

BUS 296: Business Internship

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a welldeveloped portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.
Credits: 3
Prerequisites:
Permission of instructor

CBB 102: Applied Craft Beer Science

This course provides an introduction to the science and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, water chemistry, fermentation, and sanitation. Upon completion, students should be able to demonstrate an understanding of the science, laboratory techniques, and commonly used analysis methodologies used in the brewing industry
Credits: 3

CBB 105: Marketing Craft Beer

This course involves a comprehensive study of the basic concepts, techniques, and tools for developing a marketing strategy for the craft beer business. This course is designed to prepare students to help organizations decide which consumer groups to serve, which product and services to produce, and to set appropriate levels of promotional effort, pricing, and other considerations in generating sales. Some of the topics that will be covered include: marketing concepts, terminology, and the application of strategies to contemporary craft beer marketing.
Credits: 3

Chemistry Courses

CHM 104: Introduction to Inorganic Chemistry

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.
Credits: 4
Prerequisites:
MTH 098 or equivalent math placement score.

CHM 111: College Chemistry I

MTH 112 and CHM 111 may be taken in the same semester with permission of an instructor. 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 measurements, 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.
Credits: 4
Prerequisites:
MTH 112 or permission of an instructor.

CHM 112: College Chemistry II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.
Credits: 4
Prerequisites:
CHM 111 and MTH 112

CHM 221: Organic Chemistry I

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.
Credits: 4
Prerequisites:
CHM 112

CHM 222: Organic Chemistry II

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.
Credits: 4
Prerequisites:
CHM 221

CHM 250: Directed Studies in Chemistry

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit.
Credits: 1
-
3
Prerequisites:
Permission of the instructor.

Child Development Courses

CHD 100: Introduction of Early Care and Education of Children

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.
Credits: 3

CHD 201: Child Growth and Development Principles
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional, and social development, and on methods of child study, and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development. PSY 211 may be used as a suitable substitute for this course for the AAS degree program.
Credits: 3

CHD 202: Children's Creative Experiences
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, students will be able to select and implement creative and age-appropriate experiences for young children.
Credits: 3

CHD 203: Children's Literature and Language Development
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.
Credits: 3

CHD 204: Methods and Materials for Teaching Children
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on student's compiling a professional resource file of activities used for teaching math, language arts, and 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. Course includes observations of young children in a variety of childcare environments.

* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.
Credits: 3

CHD 205: Program Planning for Educating Young Children
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children.
Credits: 3

CHD 206: Children's Health and Safety
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.

* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.
Credits: 3

CHD 208: Administration of Child Development Programs
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.
Credits: 3

CHD 209: Infant and Toddler Education Programs
This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment, that is appropriate and supportive of the families and the children.
Credits: 3

CHD 210: Educating Children with Exceptional Needs
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.
Credits: 3

CHD 214: Families and Communities in Early Childcare and Education Programs

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.
Credits: 3

CHD 215: Supervised Practical Experiences in Child Development

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.
Credits: 3
Prerequisites:
Permission of instructor

Computer Information Systems Courses

CIS 101: Computer Lab Applications

This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffix added to the course number. THis course may be scheduled as an Experimental Lab (2:1) or Manipulative Lab (3:1). (See Board Policy 705.01).
Credits: 1

CIS 134: IT Fundamentals (CompTIA ITF+)

This is an introductory-level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety. Upon completion of the course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology. *This course prepares students to earn the CompTIA certification in Fundamentals (ITF+).*
Credits: 3

CIS 146: Microcomputer Applications

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.
Credits: 3

CIS 155: Intro. to Mobile App Development

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course, students will be able to design, build, deploy, and optimize a basic app. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 134, CIS 202, or CIS 263

CIS 157: Intro. to App Development with Swift

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.
Credits: 3

CIS 171: Linux I

This course presents fundamental applications in 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.
Credits: 3
Prerequisites:
CIS 134

CIS 172: Linux II (CompTIA Linux+)

This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user group applications specific to administrative network control. *This course is designed to prepare students to take the CompTIA Linux+ exam.*
Credits: 3
Prerequisites:
CIS 171

CIS 197A: Microsoft Access

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Access. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of expert level database management skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 146

CIS 197E: Microsoft Excel Expert

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Excel (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of expert level spreadsheet skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.
Credits: 3
Prerequisites:
CIS 146

CIS 197K: Microsoft Outlook Expert

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Outlook. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of managing productivity, emails, schedules, meetings, contacts, and groups through handson, performance-based lab experiences. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 146

CIS 197W: Microsoft Word Expert

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Word (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of expert level word processing skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Fall semester only.
Credits: 3
Prerequisites:
CIS 146

CIS 201: Introduction to Computer Programming Concepts

This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs.
Credits: 3

CIS 202: Python Programming

This course is an introduction to computer programming and the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming, and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3

CIS 207: Introduction to Web Development

This course provides students with opportunities to learn Hypertext Markup Language, Cascading Style Sheets, and JavaScript. At the conclusion of the course, students will be able to use specified markup languages to develop basic Web pages. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 134
CIS 202
CIS 263
Must have completed CIS 134, CIS 202, or CIS 263

CIS 214: Security Analysis (CompTIA PenTest+)

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.

This course is designed to prepare students to take the CompTIA PenTest+ exam.
Credits: 3
Prerequisites:
CIS 134
CIS 202
CIS 263
Student must have completed CIS 134, CIS 202, or CIS 263

CIS 220: App Development with Swift I

This is the first of two courses designed to teach specific skills related to app development using Swift language.
Credits: 3
Prerequisites:
CIS 157
CIS 157

CIS 222: Database Management Systems

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.
Credits: 3
Prerequisites:
CIS 134
CIS 202
CIS 263
CIS 134, CIS 202, or CIS 263

CIS 227: App Development with Swift II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills toward developing new apps.
Credits: 3
Prerequisites:
CIS 220

CIS 233: Trends in Office Technology

The course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 146

CIS 251: C++ Programming

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.
Credits: 3
Prerequisites:
CIS 202

CIS 252: Advanced C++ Programming

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Offered Spring semester only.
Credits: 3
Prerequisites:
CIS 251

CIS 255: Java Programming

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, webpage 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. Offered Spring semester only.
Credits: 3
Co-Requisites:
CIS 202

CIS 263: Computer Maintenance (CompTIA A+)

This course provides students with hands-on practical experience in installing software, operating systems, troubleshooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits: 3

CIS 267: Enterprise Virtualization (VMware VCP-DCV)

This course is designed to provide students with the knowledge and skills required to implement enterprise visualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies. This course is designed to prepare students to take the VMware VCP-DCV certification exam.
Credits: 3
Prerequisites:
CIS 270

CIS 270: Cisco CCNA I

This course is the first part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Prerequisites:
CIS 134, CIS 202, or CIS 263

CIS 271: Cisco CCNA II

This course is a continuation of CIS 270. This course is the second part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Prerequisites:
CIS 270

CIS 272: Cisco CCNA III

This course is the third part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits: 3
Prerequisites:
CIS 271

CIS 276: Server Administration

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 handson experience in managing and maintaining a network operating system environment.
Credits: 3
Prerequisites:
CIS 134, CIS 202, or CIS 263

CIS 277: Network Services Administration

This course is a continuation of CIS 276. 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.
Credits: 3
Prerequisites:
CIS 276

CIS 280 : Network Security (CompTIA Security+)

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, 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. This course is designed to prepare students to take the CompTIA Security+ exam.
Credits: 3
Prerequisites:
PREREQUISITE: CIS 270 or instructor approval

CIS 282: Computer Forensics

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry-specific certification. Offered Fall semester only.
Credits: 3

CIS 294: Special Topics

This course allows study of currently relevant computer science topics. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, students will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.
Credits: 3
Prerequisites:
Permission of instructor

CIS 297: Co-op for CIS II

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in an informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.
Credits: 3

CIS 299: Directed Studies in Computer Science
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, the student will be able to demonstrate knowledge of the topics as specified by the instructor.
Credits: 3
Prerequisites:
Permission of instructor

Criminal Justice Courses

CRJ 100: Introduction to Criminal Justice
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.
Credits: 3

CRJ 110: Introduction to Law Enforcement
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.
Credits: 3

CRJ 130: Introduction to Law and Judicial Process
This course provides an introduction to the basic elements of substantive and procedural law and the stages in the judicial process. It includes an overview of state and federal court structure.
Credits: 3

CRJ 140: Criminal Law and Procedure
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are covered.
Credits: 3

CRJ 146: Criminal Evidence
This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.
Credits: 3

CRJ 150: Introduction to Corrections
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
Credits: 3

CRJ 157: Community Based Corrections
This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring and camps are among the programs considered.
Credits: 3

CRJ 160: Introduction to Security
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail and industrial security are covered. CRJ 166 PRIVATE AND RETAIL SECURITY (3T) 3 credits This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.
Credits: 3

CRJ 166: Private and Retail Security
This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.
Credits: 3

CRJ 167: Industrial Security
This course analyzes the security requirements for public or private industrial and commercial facilities. Physical security, loss prevention, and classified operations are included.
Credits: 3

CRJ 167: Industrial Security
This course analyzes the security requirements for public or private industrial and commercial facilities. Physical security, loss prevention, and classified operations are included.
Credits: 3

CRJ 168: International Security
This course provides an understanding of the security implications of international programs, commercial sales, the interrelationship of the information disclosure and technology transfer, the International Traffic in Arms Regulations, and the Export Administration Regulations.
Credits: 3

CRJ 169: Security Management
This course introduces the student to sound security management theories, principles, budgeting, communications, and education.
Credits: 3

CRJ 170: Introduction to Physical Security
This course provides an overview of the protection of people, property, and facilities through the use of security forces, systems, and procedures.
Credits: 3

CRJ 171: Security Risk Management
This course deals with the identification of assets, threats, and vulnerabilities, and the development of countermeasures.
Credits: 3

CRJ 208: Introduction to Criminology
This course delves into the nature and extent of crime in the United States as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment.
Credits: 3

CRJ 209: Juvenile Delinquency
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.
Credits: 3

CRJ 216: Police Organization and Administration
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.
Credits: 3

CRJ 220: Criminal Investigation
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.
Credits: 3

CRJ 226: Fingerprint Science
This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered.
Credits: 3

CRJ 227: Homicide Investigation
This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.
Credits: 3

CRJ 230: Criminalistics
This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts and the like.
Credits: 3

CRJ 237: Forensic Photography
This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.
Credits: 3

CRJ 238: Crime Scene Investigation
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.
Credits: 3

CRJ 256: Correctional Rehabilitation
This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs.
Credits: 3

CRJ 280: Internship in Criminal Justice
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.
Credits: 1
-
3
Prerequisites:
Permission of instructor

CRJ 290: Selected Topics - Seminar in Criminal Justice
This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval of the department head.
Credits: 3

Dental Assisting Courses

DAT 100: Introduction to Dental Assisting

This course is designed to provide an introduction to dentistry and the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, and work ethics and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.
Credits: 2
Prerequisites:
Admission to the Dental Assisting Program
Co-Requisites:
DAT 101, DAT 102, DAT 103, and DAT 104

DAT 101: Pre-clinical Procedures I

This course is designed to introduce chairside assisting including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.
Credits: 3
Prerequisites:
Admission to the Dental Assisting Program
Co-Requisites:
DAT 100, DAT 102, DAT 103, and DAT 104

DAT 102: Dental Materials

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra-oral technical tasks to perform. Upon completion, students should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.
Credits: 3
Prerequisites:
Admission to the Dental Assisting Program
Co-Requisites:
DAT 100, DAT 101, DAT 103, and DAT 104

DAT 103: Anatomy and Physiology for Dental Assisting

This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations will provide a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition.
Credits: 3
Prerequisites:
Admission to Dental Assisting Program
Co-Requisites:
DAT 100, DAT 101, DAT 102, and DAT 104

DAT 104: Basic Sciences for Dental Assisting

This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.
Credits: 2
Prerequisites:
Admission to Dental Assisting Program
Co-Requisites:
DAT 100, DAT 101, DAT 102, DAT 103

DAT 111: Clinical Practice I

This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chairside assisting. Upon completion, students should be able to demonstrate basic skills in the area of chairside assisting.
Credits: 5
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104
Co-Requisites:
DAT 112, DAT 113, and DAT 116

DAT 112: Dental Radiology

This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.
Credits: 3
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104
Co-Requisites:
DAT 111, DAT 113, and DAT 116

DAT 113: Dental Health Education

This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on the philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.
Credits: 2
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104
Co-Requisites:
DAT 111, DAT 112, and DAT 116

DAT 114: Dental Office Administration

This course is designed to introduce basic dental office procedures. Emphasis Includes appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory supplies and equipment, and the utilization of computers to perform business office procedures. Upon completion, students should be able to demonstrate efficiency in dental office administrative procedures.
Credits: 4

DAT 116: Preclinical Procedures II

This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the student should be able to discuss and identify dental specialty procedures and instrumentation.
Credits: 3
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104
Co-Requisites:
DAT 111, DAT 112, and DAT 113,

DAT 122: Clinical Practice II

This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting.
Credits: 4
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116
Co-Requisites:
DAT 123

DAT 123: Dental Assisting Seminar

This course is designed to discuss and evaluate the students' clinical experiences and the resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.
Credits: 4
Prerequisites:
DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116
Co-Requisites:
DAT 122

Dental Hygiene Courses

DHY 110: Dental Hygiene Theory

This course is an introduction to dental hygiene theory including process of care with emphasis on professionalism, basic instrumentation skills and patient assessment processes. Upon completion, students will be able to apply the basic theory of dental hygiene to patient care and utilize this knowledge as a rationale for treatment provided.
Credits: 2
Prerequisites:
Admission to the Dental Hygiene Program
Co-Requisites:
DHY 112
DHY 114
DHY 116
DHY 118

DHY 112: Pre-Clinical Dental Hygiene

This course prepares students to perform the specific skills outlined in the Dental Hygiene Process of Care. Emphasis is on professionalism, infection control, basic instrumentation skills and patient assessment processes. Patient assessment include conducting a medical history interview, documentation of vital signs, head and neck cancer screening exams, caries detection, assessment of deposits and an evaluation of the periodontium. This is accomplished through lab demonstrations and clinical practice on manikin and/or lab partners. Upon completion, will be able to demonstrate the assessment procedures and utilization of basic instrumentation necessary to perform an oral prophylaxis.

Credits: 3

Prerequisites:

Admission to Dental Hygiene Program

Co-Requisites:

DHY 110
DHY 114
DHY 116
DHY 118

DHY 114: Dental Radiology

This course is an introduction to dental hygiene theory including process of care with emphasis on professionalism, basic instrumentation skills and patient assessment processes. Upon completion, students will be able to apply the basic theory of dental hygiene to patient care and utilize this knowledge as a rationale for treatment provided.

Credits: 3

Prerequisites:

Admission to Dental Hygiene Program

Co-Requisites:

DHY 110
DHY 112
DHY 116
DHY 118

DHY 116: Dental Anatomy, Histology and Embryology

This course is designed to cover an intense study of the structure and function of the cells and tissues that comprise dentition. Crown and root morphology receive in-depth study. Emphasis is placed on the embryologic development of dentition. Gross anatomy and histological considerations provide the foundation for the understanding of dental and oral disease. Upon completion, the student will be able to identify and discuss the anatomical structure of dentition, the embryological development of dentition and the function, structure and composition of the cells and tissues comprising dentition.

Credits: 2

Prerequisites:

Admission to Dental Hygiene Program

Co-Requisites:

DHY 110
DHY 112
DHY 114
DHY 118

DHY 118: Anatomy, Embryology, and Histology of the Head and Neck

This course is designed to study the composition, structure and function of the cells and tissues of the body with emphasis on the head, neck and oral cavity. Embryological development of these structures is traced. Gross anatomy and histologic considerations provide the foundation for understanding of dental and oral disease. Upon completion, the student will be able to discuss the embryologic development, the anatomical structures, and the cells and tissues comprising anatomic structures in the head, neck, and oral cavity.

Credits: 2

Prerequisites:

Admission to Dental Hygiene Program

Co-Requisites:

DHY 110
DHY 112
DHY 114
DHY 116

DHY 120: Dental Materials

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students are given intra and extra oral technical tasks to perform. Emphasis is placed on polishing amalgam restorations, and placement of sealants. Upon completion, students will be able to take and pour alginate impressions, trim study models, construct temporary crowns and mouth guards, polish amalgam restorations, place sealants, manipulate cements and impression materials.
Credits: 2
Prerequisites:
DHY 110
DHY 112
DHY 114
DHY 116
DHY 118
Co-Requisites:
DHY 122
DHY 124
DHY 126
DHY 128

DHY 122: Clinical Dental Hygiene I

This course is designed to provide the student with the opportunity to develop instrumentation skills necessary for comprehensive dental hygiene treatment including the removal of hard and soft deposits. Emphasis is placed on patient assessment, treatment planning, polishing restorations, application of topical fluoride, patient education, oral hygiene instruction and tissue evaluation. Upon completion, students will be able to assess, plan, provide and evaluate the effectiveness of the dental hygiene treatment provided for the patient.
Credits: 3
Prerequisites:
DHY 110
DHY 112
DHY 114
DHY 116
DHY 118
Co-Requisites:
DHY 120
DHY 124
DHY 126
DHY 128

DHY 124: Dental Hygiene Theory II

This course elaborates and expands upon the theories presented in Dental Hygiene Theory I, and introduces additional information required when rendering individualized patient care. Emphasis is placed on dental considerations for patients with chronic diseases taking medications that may affect one's dental health, recognizing varying levels of dental disease, determining appropriate interventions and evaluation of dental hygiene treatment, and instrument sharpening to aid in effective removal of deposits. Upon completion, students will be able to apply individualized patient care based on patient need.
Credits: 2
Prerequisites:
DHY 110
DHY 112
DHY 114
DHY 116
DHY 118
Co-Requisites:
DHY 120
DHY 122
DHY 126
DHY 128

DHY 126: Periodontology

This course is designed to present normal periodontal structures and an analysis and correlation of etiology, assessment, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and therapy of periodontal diseases. Emphasis is placed on an intense comprehensive study of chronic inflammatory periodontal disease including the non-surgical and surgical therapy and pain control. Upon completion, students will be able to discuss the etiology, predisposing factors, immunology, assessment, diagnosis, treatment planning, prognosis, treatment and evaluation of treatment for periodontal diseases.
Credits: 2
Prerequisites:
DHY 110
DHY 112
DHY 114
DHY 116
DHY 118
Co-Requisites:
DHY 120
DHY 122
DHY 124
DHY 128

DHY 128: Pharmacology/Medical Emergencies

This course is designed to study pharmacology as it relates to the practice of dentistry. Drugs and anesthetics are addressed including composition, indications, contraindications, mechanism of action, dosages, modes of administration, and side effects. Emphasis is placed on the most common drugs used in dentistry and the recognition of the signs and symptoms and treatment protocol for medical and dental emergencies. Upon completion, students will be able to discuss pharmacology and medical emergencies as related to dentistry.
Credits: 2
Prerequisites:
DHY 110
DHY 112
DHY 114
DHY 116
DHY 118
Co-Requisites:
DHY 120
DHY 122
DHY 124
DHY 126

DHY 130: Biological Chemistry and Applied Nutrition

This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dental hygiene. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis is placed on the practical aspects of nutritional counseling and the control of oral disease.
Credits: 1
Prerequisites:
DHY 120
DHY 122
DHY 124
DHY 126
DHY 128
Co-Requisites:
DHY 132
DHY 134
DHY 216

DHY 134: Dental Hygiene Theory III

This course is designed to continue to advance student's knowledge base as it applies to patient care. Emphasis is placed on the dental hygiene treatment of medically compromised and special needs patients. The theory of dental hypersensitivity will be presented. Upon completion, students will be able to apply appropriate hygiene treatment of medically compromised and special needs patients.
Credits: 1
Prerequisites:
DHY 120
DHY 122
DHY 124
DHY 126
DHY 128
Co-Requisites:
DHY 130
DHY 132
DHY 216

DHY 210: General and Oral Pathology

Credits: 2
Prerequisites:
DHY 130
DHY 132
DHY 134
DHY 216
Co-Requisites:
DHY 212
DHY 214
DHY 217

DHY 212: Clinical Dental Hygiene III

This course elevates students to an advanced level of dental hygiene treatment. Emphasis is placed on patient management skills, treatment planning, nutritional counseling and evaluation of tissue health. Upon completion, students will continue to improve their communication skills in the treatment of a diverse selection of patients.
Credits: 4
Prerequisites:
DHY 130
DHY 132
DHY 134
DHY 216
Co-Requisites:
DHY 210
DHY 214
DHY 217

DHY 214: Dental Hygiene Theory IV

This course is designed to present the theory of dental laws and ethics. Emphasis is placed on dental office procedures, clinical research and chairside dental assisting. Upon completion, students will be able to discuss basic dental office procedures, develop a clinical research presentation and apply principles of laws and ethics to dental hygiene practice.
Credits: 1
Prerequisites:
DHY 130
DHY 132
DHY 134
DHY 216
Co-Requisites:
DHY 210
DHY 212
DHY 217

DHY 216: Dental Research

This course is designed to provide a study of the dental research process including problem identification, literature review, research design, data collection, statistical analysis, interpretation of results and presentation of findings. This course introduces skills and tools that enable the dental health professional to read and apply scientific literature to clinical practice.
Credits: 1
Prerequisites:
DHY 120
DHY 122
DHY 124
DHY 126
DHY 128
Co-Requisites:
DHY 130
DHY 132
DHY 134

DHY 217: Community Dental Health

This course is designed to study oral health promotion and disease prevention in the community. The concepts, problems, epidemiology and statistics of public dental health are addressed. Emphasis is placed on planning, implementing and evaluating dental health presentations and community public health programs. Upon completion, students will be able to develop lesson plans, learning objectives and visual aids to deliver an effective dental health presentation in the community and develop an effective public health program to address community needs.
Credits: 1
Prerequisites:
DHY 130
DHY 132
DHY 134
DHY 216
Co-Requisites:
DHY 210
DHY 212
DHY 214

DHY 218: Clinical Dental Hygiene IV

This course is designed to provide the student with the opportunity to deliver and evaluate advanced clinical hygiene treatment to periodontal patients. Emphasis is placed on automated scaling, air polishing, soft tissue curettage, root planing, subgingival irrigation, patient and time management. Upon completion, students will be able to provide comprehensive non-surgical periodontal therapy, evaluate treatment effectiveness, recognize the need for surgical periodontal therapy, establish and maintain optimum oral health for the patient.
Credits: 4
Prerequisites:
DHY 210
DHY 212
DHY 214
DHY 217
Co-Requisites:
DHY 220

DHY 220: Dental Hygiene Theory V
This course is designed to present advanced dental hygiene theory in instrumentation skills, presentation of a patient case study, and practical application in the interview and resume process. Emphasis is placed on the development of critical thinking skills through the preparation of a case study presentation. Upon completion, students will be able to deliver a comprehensive case study developed throughout their final year as well as apply advanced instrumentation skills in the clinical setting.
Credits: 1
Prerequisites:
DHY 210
DHY 212
DHY 214
DHY 217
Co-Requisites:
DHY 218

Design Drafting Technology Courses

DDT 109: Introduction to Building Information - Modeling
This course covers the basics of building information modeling (BIM). Users are introduced to the concepts of Building Information Modeling and the tools for parametric building design and documentation. Users begin with learning the fundamental features of BIM, and then progress through schematic design, construction documentation, and design visualization. This course offers both imperial and metric hands-on exercises representing real-world architectural design scenarios. This class is designed to teach you the BIM functionality as you would work with it in the design process. Student will begin by learning about the user interface and the BIM commands for design development, followed by those available for construction documentation. Upon completion the student will be able to create basic 3D architectural project models and set them up in working drawings. (Offered Fall Semester)
Credits: 3

DDT 111: Fundamentals of Drafting and Design Technology
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, orthographic sketching, and drawing.
Credits: 3

DDT 124: Basic Technical Drawing
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. (Offered Fall Semester)
Credits: 3
Prerequisites:
ADM 107 and DDT 111

DDT 132: Architectural Drafting
It is recommended that students take DDT 111 prior to enrolling in DDT 132 or in the same semester. 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. (Offered Spring Semester)
Credits: 3
Prerequisites:
ADM 107 and DDT 109

DDT 144: Basic 3D Modeling
It is recommended that students take DDT 111 prior to enrolling in DDT 144 or in the same semester. 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.
Credits: 3

DDT 193: Drafting Internship
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.
Credits: 3
Prerequisites:
Permission of Instructor

DDT 213: Civil Drafting, Plat Maps

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings. (Offered Summer Semester)
Credits: 3
Prerequisites:
ADM 107 and DDT 111

DDT 215: Geometric Dimensioning & Tolerancing

It is recommended that students take DDT 124 prior to enrolling in DDT 215 or in the same semester. This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings. (Offered Fall Semester)
Credits: 3
Prerequisites:
ADM 107 or ADM 108

DDT 222: Advanced Architectural Drafting

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. (Offered Spring Semester)
Credits: 3
Prerequisites:
DDT 109

DDT 225: Structural Steel Drafting

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 is 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. (Offered Fall Semester)
Credits: 3
Prerequisites:
ADM 107 or ADM 109 and DDT 111

DDT 234: 3D Graphics and Animation

This course is designed to challenge the imagination of the student in 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.
Credits: 3
Prerequisites:
DDT 208

DDT 235: Specialized CAD

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.
Credits: 3
Prerequisites:
ADM 114

DDT 244: Advanced 3D Modeling

This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will develop to scale computer generated parts in the 3D computer environment. They will apply modeling concepts as Constraints, Photorealistic rendering, motion activated views, introduction to 3D part libraries, add-in software components, plastic model technology and simulations. They will be introduced to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create parts in 3D models, produce working drawings and understand basic simulations. Students will also print files to ".stl" format and create parts on a Direct Digital Manufacturing system or prototype. (Offered Spring Semester)
Credits: 3
Prerequisites:
ADM 108 and DDT 124

DDT 252: Mechanical Electrical & Plumbing

This course provides an introduction to the fundamentals of Mechanical, Electrical and Plumbing concepts using the Building Information Modeling (BIM) The instructor will use lecture, discussions, and hands-on practices (based on real customer scenarios) to teach students techniques for initiating a Building Information Model (BIM) project, recommended workflows and basic skills required to layout electrical systems, solving common issues, and use its tools to create and modify discipline specific MEP systems and parametric engineering components. Given a complete architectural building model (as a reference), the student will be able to produce a commercial BIM design that contains functional electrical systems. The student will then be able to extract 2D drawings for construction documents. (Offered Summer Semester)
Credits: 3
Prerequisites:
DDT 109 and ADM 114

DDT 260: Portfolio

This course includes the preparation of technical and or architectural drawings for a portfolio presentation and a résumé for portfolio presentation. Hard copy as well as electronic drawings will be discussed, finalized and developed for presentation. Topics include production of a resume and portfolio for presentation during the last semester of coursework. Upon completion, students should be able to prepare and produce a résumé and portfolio for presentation in both hard copy as well as electronic copy. This course should be taken in the student's last two (2) semester in design drafting. (Every Other Semester)
Credits: 3
Prerequisites:
Permission of Instructor

Economics Courses

ECO 231: Principles of Macroeconomics

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.
Credits: 3

ECO 232: Principles of Microeconomics

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Credits: 3
Prerequisites:
ECO 231 with a grade of "C" or higher.

Electrical Technology Courses

ELT 108: DC Fundamentals

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.
Credits: 3
Prerequisites:
MTH 098 or higher
Co-Requisites:
ELT 109

ELT 109: AC Fundamentals

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor. This is a CORE course.
Credits: 3
Prerequisites:
MTH 098 or higher
Co-Requisites:
ELT 108

ELT 110: Wiring Methods

This course is a study of various tasks, wiring methods, materials, and associated NEC (National Electric Code) requirements that students will be required to work with in residential and commercial wiring courses.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 AND ELT 109

ELT 114: Residential Wiring Methods

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.
Credits: 3
Prerequisites:
A grade of C or better in ELT 110

ELT 117: AC/DC Machines

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in lab. This is a CORE course.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 AND ELT 109

ELT 118: Commercial/Industrial Wiring I

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.
Credits: 3
Prerequisites:
A grade of C or better in ELT 110

ELT 209: Motor Controls I

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, wyedelta 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 understand complex motor control diagrams.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 AND ELT 109

ELT 212: Motor Controls II

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.
Credits: 3
Prerequisites:
A grade of C or better in ELT 209

ELT 231: Introduction to Programmable Controllers

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.
Credits: 3
Prerequisites:
ELT 209 with a C or better

ELT 232: Advanced Programmable Controllers

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.
Credits: 3
Prerequisites:
A grade of C or better in ELT 231

ELT 241: National Electric Code

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, students should be able to locate code requirements for a specific electrical installation.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 and ELT 109

Emergency Medical Services Courses

EMS 100: Cardiopulmonary Resuscitation I

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.
Credits: 1
Prerequisites:
As required by program.

EMS 100 (Optional): EMS 100 : Cardiopulmonary Resuscitation I

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.
Credits: 1
Prerequisites:
As required by program.

EMS 103: First Aid

This course introduces students to initial first aid care. Topics include scene safety, universal precautions, activation of the EMS system, assessment, airway/ breathing/circulation, shock/ injuries/bleeding, medical emergencies, and altered level of consciousness. Upon course completion, students should have knowledge to manage various emergencies requiring first aid techniques.
Credits: 1
Prerequisites:
Current training in CPR and/or as required by program.

EMS 106: Medical Terminology for Health Professions

This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.
Credits: 2
Prerequisites:
As required by program.

EMS 107: Emergency Vehicle Operator Ambulance

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.
Credits: 1
Prerequisites:
Must present a valid driver's license as required by program.

EMS 118: Emergency Medical Technician

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.
Credits: 9

EMS 119: Emergency Medical Technician Clinical

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.
Credits: 1

EMS 150: 24 Hour EMT Refresher

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NHTSA. Students are required to complete specific competencies, as outlined by the NHTSA, for successful course completion.
Credits: 2

EMS 155: Advanced Emergency Medical Technician

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advance emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.
Credits: 7
Prerequisites:
EMS 118 and EMS 119
Co-Requisites:
EMS 156

EMS 156: Advanced Emergency Medical Technician Clinical

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.
Credits: 2
Prerequisites:
EMS 118 and EMS 119
Co-Requisites:
EMS 155

EMS 240: Paramedic Operations

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.
Credits: 2
Prerequisites:
EMS 189 or BIO 201
Co-Requisites:
EMS 241, EMS 242, EMS 243 and EMS 244

EMS 241: Paramedic Cardiology

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.
Credits: 3
Prerequisites:
EMS 189 or BIO 201
Co-Requisites:
EMS 240, EMS 242, EMS 243 and EMS 244

EMS 242: Paramedic Patient Assessment

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, and techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

Credits: 3

Prerequisites:

EMS 189 or BIO 201

Co-Requisites:

EMS 240, EMS 241, EMS 243 and EMS 244

EMS 243: Paramedic Pharmacology

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

Credits: 1

Prerequisites:

EMS 189 or BIO 201

Co-Requisites:

EMS 240, EMS 241, EMS 242 and EMS 244

EMS 244: Paramedic Clinical I

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

Credits: 1

Prerequisites:

EMS 189 or BIO 201

Co-Requisites:

EMS 240, EMS 241, EMS 242 and EMS 243

EMS 245: Paramedic Medical Emergencies

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/ urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

Credits: 3

Prerequisites:

EMS 240, EMS 241, EMS 243 and EMS 244

Co-Requisites:

EMS 246, EMS 247 and EMS 248

EMS 246: Paramedic Trauma Management

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

Credits: 3

Prerequisites:

EMS 240, EMS 241, EMS 243 and EMS 244

Co-Requisites:

EMS 245, EMS 247 and EMS 248

EMS 247: Paramedic Special Populations

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/ psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/ behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits: 2

Prerequisites:

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244

Co-Requisites:

EMS 245, EMS 246 and EMS 248

EMS 248: Paramedic Clinical II

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.
Credits: 3
Prerequisites:
EMS 240, EMS 241, EMS 242, EMS 243, EMS 244
Co-Requisites:
EMS 245, EMS 246 and EMS 247

EMS 253: Paramedic Transition to the Workforce

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: pre-hospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.
Credits: 2
Prerequisites:
EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248
Co-Requisites:
EMS 254, EMS 255 and EMS 256

EMS 254: Advanced Competencies for the Paramedic

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.
Credits: 2
Prerequisites:
EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248
Co-Requisites:
EMS 253, EMS 255 and EMS 256

EMS 255: Paramedic Field Preceptorship

This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.
Credits: 5
Prerequisites:
EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248
Co-Requisites:
EMS 253, EMS 254 and EMS 256

EMS 256: Paramedic Team Leadership

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entrylevel paramedic.
Credits: 1
Prerequisites:
EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248
Co-Requisites:
EMS 253, EMS 254 and EMS 255

EMS 257: Advanced Pharmacology

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.
Credits: 2

EMS 266: Advanced CV Life Support
The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.
Credits: 1

EMS 267: Internal Trauma Life Support
This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathingcirculation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.
Credits: 1

EMS 269: Pediatric Medical Life Support
This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.
Credits: 1

EMS 273: EKG Interpretation
This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.
Credits: 2

Engineering Courses

EGR 101: Engineering Foundations
This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet).
Credits: 3
Co-Requisites:
MTH 113

EGR 125: Modern Graphics for Engineers
This course provides an introduction to manual and computerassisted techniques of graphic communication employed by professional engineers. Topics include lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning. This course also introduces students to the concepts and practices involved in using high-level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.
Credits: 3
Prerequisites:
MTH 125

EGR 220: Engineering Mechanics-Statics
This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces.
Credits: 3
Co-Requisites:
MTH 227 PHY 213

EGR 236: Engineering Mechanics-Dynamics
This course includes kinematics of particles, plane kinematics of rigid bodies, kinetics of particles and rigid bodies by Newton’ s Laws; principles of work-energy and impulse-momentum.
Credits: 3
Prerequisites:
EGR 220

English Courses

ENG 099: Introduction to College Writing

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

Credits: 1
-
2

Co-Requisites:

ENG 101

ENG 101: English Composition I

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, 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 and information literacy.

Credits: 3

Prerequisites:

Grade of "C" or better in ENR 094/098 or satisfactory ACT, SAT, or placement score

ENG 102: English Composition II

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one 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 and information literacy.

Credits: 3

Prerequisites:

A grade of "C" or better in ENG 101 or equivalent

ENG 130: Technical Writing

This course provides instruction in the production of technical and/or scientific documents. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce written technical or scientific documents by following the prescribed process and format.

Credits: 3

Prerequisites:

A grade of "C" or better in ENG 101 or equivalent

ENG 251: American Literature I

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.

Credits: 3

Prerequisites:

A grade of "C" or better in ENG 102 or equivalent

ENG 252: American Literature II

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 composition, 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.

Credits: 3

Prerequisites:

A grade of "C" or better in ENG 102 or equivalent

ENG 261: English Literature I

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.

Credits: 3

Prerequisites:

A grade of "C" or better in ENG 102 or equivalent

ENG 262: English Literature II

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.
Credits: 3
Prerequisites:
A grade of "C" or better in ENG 102 or equivalent

ENG 271: World Literature I

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.
Credits: 3
Prerequisites:
A grade of "C" or better in ENG 102 or equivalent

ENG 272: World Literature II

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.
Credits: 3
Prerequisites:
A grade of "C" or better in ENG 102 or equivalent

ENG 297: African-American Literature

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.
Credits: 3
Prerequisites:
A grade of "C" or better in ENG 102 or equivalent

ENG 298: Special Topics in Language and Literature

This course, which may be repeated for credit as long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or a literary critique an understanding of the topic.
Credits: 1
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2

ENG 299: Directed Studies in Language and Literature

This course, which may be repeated for credit as long as the topics differ, provides the student the opportunity to study an English language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.
Credits: 1
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3

English/Reading Courses

ENR 098: Writing and Reading for College

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.
Credits: 4

French Courses

FRN 101: Introductory French I

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4

FRN 102: Introductory French II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4
Prerequisites:
FRN 101 or equivalent

FRN 201: Intermediate French I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Prerequisites:
FRN 102 or equivalent

FRN 202: Intermediate French II
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Prerequisites:
FRN 201 or equivalent

Geography Courses

GEO 100: World Regional Geography
This course surveys various countries and major regions of the world with respect to location and landscape, world importance and political status, population, type of economy, external and internal organization and relations, problems and potentials.
Credits: 3

GEO 101: Principles of Physical Geography I
This course qualifies as a Natural Science elective. Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.
Credits: 4

GEO 102: Principles of Physical Geography II
This course qualifies as a Natural Science elective. Physical Geography II is the second in a two-part sequence including topics such as landforms, landscapes, soil and vegetation of the earth. Laboratory is required.
Credits: 4

GEO 200: Geography of North America
This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.
Credits: 3
Prerequisites:
GEO 100

GEO 201: Principles of Human Geography
This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks.
Credits: 3
Prerequisites:
GEO 100

GEO 220: Principles of Physical Geography
This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.
Credits: 3

German Courses

GRN 101: Introductory German I
This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Germanspeaking areas.
Credits: 4

GRN 102: Introductory German II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.
Credits: 4
Prerequisites:
GRN 101 or equivalent

GRN 201: Intermediate German I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Prerequisites:
GRN 102 or equivalent

GRN 202: Intermediate German II

This continuation course includes a review and further development of communication skills. Topics include readings in literary, historical and/or cultural texts.
Credits: 3
Prerequisites:
GRN 201 or equivalent

Health Education Courses

HED 221: Personal Health

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.
Credits: 3

HED 222: Community Health

This course introduces principles and practices of community health. It includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.
Credits: 3

HED 226: Wellness

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. This course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.
Credits: 1
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3

HED 230: Safety and First Aid

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 and/or American Heart Association cards are given upon successful completion of American Red Cross requirements.
Credits: 3

HED 232: Care and Prevention of Athletic Injuries

This course provides a study of specific athletic injuries, their treatment, and preventive measures.
Credits: 3

HED 277: CPR Recertification

In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.
Credits: 1

Health Science Courses

HPS 100: Safety Issues for Clinical Practice

This course focuses on microbial and physical safety for clinical practice. Emphasis is placed on guidelines established by the Occupational Safety and Health Administration (OSHA) and the Alabama State Department of Public Health; topics include prevention of transmission of blood-borne and airborne pathogens as well as prevention of injuries during clinical practice. Upon completion of this course, the student should be able to participate in the clinical setting implementing measures which will prevent injuries and using appropriate universal precautions.
Credits: 1
Prerequisites:
ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116 (FOR NUR STUDENTS ONLY) or Permission of instructor.
Co-Requisites:
BIO 201, PSY 210, NUR 110, NUR 131, NUR 241 (FOR NUR STUDENTS ONLY).

HPS 105: Medical Terminology

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.
Credits: 3
Prerequisites:
As required by program.

HPS 113: Spanish for Health Care Professionals

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.
Credits: 3

HPS 114: Basic Pharmacology

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.
Credits: 2
Prerequisites:
As required by program.

History Courses

HIS 121: World History I

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.
Credits: 3
Prerequisites:
ENR 094 with a “C” or better or satisfactory ACT, SAT, or RDG placement score

HIS 122: World History II

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.
Credits: 3
Prerequisites:
ENR 094 with a “C” or better or satisfactory ACT, SAT, or RDG placement score

HIS 201: United States History I

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War.
Credits: 3
Prerequisites:
ENR 094 with a “C” or better or satisfactory ACT, SAT, or RDG placement score

HIS 202: United States History II

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.
Credits: 3
Prerequisites:
ENR 094 with a “C” or better or satisfactory ACT, SAT, or RDG placement score

HIS 216: History of World Religions

This course presents a comparison of the major religions of the world from an historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.
Credits: 3

HIS 220: Contemporary Studies

This course provides a survey of contemporary problems and issues within an 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.
Credits: 3

HIS 256: African-American History

This course focuses on the experience of African-American people in the Western Hemisphere, particularly in the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.
Credits: 3

HIS 260: Alabama History

This course surveys development of the state of Alabama from its prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.
Credits: 3

HIS 299: Directed Studies in History

This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.
Credits: 1
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3

Home Economics Courses

HEC 140: Principles of Nutrition

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.
Credits: 3

Humanities Courses

HUM 101: Introduction to Humanities I

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3

HUM 102: Introduction to Humanities II

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3

Industrial Electronics Technology Courses

ILT 104: Industrial Instrumentation

This course provides a study of instrumentation circuits/ systems. Topics include the use of transducers, detectors, actuators, and/ or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.
Credits: 3
Prerequisites:
A grade of C or better in ILT 114, ELT 231, and ELT 232

ILT 114: Instrumentation Operation and Calibration

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108, ELT 109, and ELT 209

ILT 214: Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual equipment in the lab.
Credits: 3
Prerequisites:
A grade of C or better in ILT 104 and ELT 232

ILT 235: Principles of Robotic Systems

This course is an overview of basic robotic systems and classifications used in industry. An emphasis is placed on safety elements particular to automation. Topics include the principles and concepts associated with robotic system components. Upon completing this course, students should be able to classify robots and explain the various components of a safe robotic system and how these components interact.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 and ELT 109
Co-Requisites:
A grade of C or better in ILT 236

ILT 236: Principles of Robotic Programming

This course covers the basic techniques used to write, execute, test, and modify a basic robotic program for an applicationspecific operation. Topics covered are related to safety, robotic systems, computer terminal programming, teach pendant programming, and input/ output interfacing. Upon completion, a student should be able to write, test, and evaluate a robotic program.
Credits: 2
Co-Requisites:
ILT 235

ILT 240: Sensors Technology and Applications
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.
Credits: 3
Prerequisites:
A grade of C or better in ELT 108 and ELT 109 and ELT 209

Industrial Maintenance Technology Courses

INT 117: Principles of Industrial Mechanics
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.
Credits: 3

INT 127: Principles of Industrial Pumps and Piping Systems
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.
Credits: 3

Interdisciplinary Studies Courses

IDH 198: Leadership Studies
The Leadership Studies course provides an opportunity to explore classical and contemporary theories of leadership. Studies will practice a scholarly examination of leadership theory, philosophies of leadership, and moral and ethical responsibilities related to leadership through experiential exercises, films, and readings.
Credits: 3

IDH 298: Honors Capstone
This capstone course is a culmination of the knowledge and skills gained through coursework, experiential learning, and enrichment opportunities students have experienced in two years of honors education. Students will polish the skills gained in other courses and create a showcase of their previous learning that will prepare them for their future education endeavors.
Credits: 3

Machine Tool Technology Courses

MTT 107: Machining Calculations I
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, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards.
Credits: 3

MTT 121: Basic Blueprint Reading for Machinists
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. This is a CORE course and is aligned with NIMS certification standards.
Credits: 3

MTT 128: Geometric Dimensioning and Tolerancing I
This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.
Credits: 3
Prerequisites:
MTT 121

MTT 138: Milling I Lab

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria.
Credits: 3
Prerequisites:
MTT 131, MTT 149 and MTT 150 or Permission of instructor

MTT 140: Basic CNC Turning I

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, set-up documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.
Credits: 3
Prerequisites:
MTT 138
Co-Requisites:
MTT 243

MTT 141: Basic CNC Milling I

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.
Credits: 3
Prerequisites:
MTT 138
Co-Requisites:
MTT 241

MTT 144: Electrical Discharge Machining I

This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM in an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the set-up and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards.
Credits: 3
Prerequisites:
Permission of instructor

MTT 147: Introduction to Machine Shop I

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. This is a CORE course.
Credits: 3
Co-Requisites:
MTT 148

MTT 148: Introduction to Machine Shop I Lab

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. 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. This is a CORE course. This course is aligned with NIMS certification standards.
Credits: 3
Co-Requisites:
MTT 147

MTT 149: Introduction to Machine Shop II

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards.
Credits: 3
Co-Requisites:
MTT 150

MTT 150: Introduction to Machine Shop II Lab
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards.
Credits: 3
Co-Requisites:
MTT 149

MTT 158: Die Fundamentals
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.
Credits: 3
Prerequisites:
PREREQUISITE MTT 138 or Permission of Instructor

MTT 159: Basic Formability
This course is designed to introduce the basic manufacturing processes used to form various materials into those needed for manufacturing. Topics include safety, commonly used materials, the structure of materials, various manufacturing processes, the casting and molding process, forming, separating, conditioning, assembling, and finishing. Upon completion, students should be well aware of the basic concept of formability and the processes used to convert raw materials into manufactured products.
Credits: 3
Prerequisites:
PREREQUISITE MTT 138 or Permission of Instructor

MTT 160: Die Construction and Tryout
This course is an introduction into constructing and testing dies. Emphasis is placed on safety, machining skills, die construction, and die tryout. Upon completion, the students should be able to read a print, construct the die from that print, and test its performance.
Credits: 3
Prerequisites:
PREREQUISITE MTT 138 or Permission of Instructor

MTT 161: Die Maintenance and Repair
This course serves as a follow on to MTT 160 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.
Credits: 3
Prerequisites:
PREREQUISITE MTT 138 or Permission of Instructor

MTT 162: Precision Grinding
This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. (Summer Semester Only)
Credits: 3
Prerequisites:
MTT 138

MTT 163: Precision Grinding Lab
This course provides practical application of the concepts and principles of precision grinding learned in MTT 162. Topics include set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. (Summer Semester Only)
Credits: 3
Co-Requisites:
MTT 162

MTT 212: Advanced Computer Numerical Control Turning
This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.
Credits: 3
Prerequisites:
MTT 140 and MTT 243
Co-Requisites:
MTT 244

MTT 213: Advanced Computer Numerical Control Milling

This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms.
Credits: 3
Prerequisites:
MTT 141 and MTT 241
Co-Requisites:
MTT 242

MTT 219: Computer Numerical Control Graphics: Turning

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine set-up, programming, and operation are detailed. Upon completion, the student should be able to set-up, program, and operate a 3-axis CNC turning machine to produce a 2-axis part using CAM software. This course is aligned with NIMS certification standards. (Summer Semester Only)
Credits: 3
Prerequisites:
MTT 140 or Permission of Instructor

MTT 220: Computer Numerical Control Graphics: Milling

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine set-up, programming, and operation are detailed. Upon completion, the student should be able to set-up, program, and operate a 3-axis CNC milling machine to produce a 2-axis part using CAM software. This course is aligned with NIMS certification standards. (Summer Semester Only)
Credits: 3
Prerequisites:
MTT 140 141 or Permission of Instructor

MTT 241: CNC Milling Lab I

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.
Credits: 3
Co-Requisites:
MTT 141

MTT 242: CNC Milling Lab II

This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine set-up and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.
Credits: 3
Prerequisites:
MTT 141 and MTT 241
Co-Requisites:
MTT 213

MTT 243: CNC Turning Lab I

This course covers basic computer numeric control (CNC) turning machine set-up and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and set-up and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.
Credits: 3
Co-Requisites:
MTT 140

MTT 244: CNC Turning Lab II

This course covers advanced computer numeric control (CNC) turning machine set-up and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.
Credits: 3
Co-Requisites:
MTT 212 or Permission of instructor

MTT 281: Special Topics in Machine Tool Technology

This course is a guided 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.
Credits: 3
Prerequisites:
MTT 219 and MTT 220 or Permission of instructor

MTT 282: Special Topics in Machine Tool Technology

This course is a guided 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.
Credits: 3
Prerequisites:
MTT 219 and MTT 220 or Permission of instructor

Mass Communications Courses

COM 100: Introductory Technical English
COM 100 is no longer offered at Calhoun but students may take ENG 101 instead.
Credits: 3

MCM 100: Intro to Mass Communications
This course provides the student with general study of mass communications and journalism. The course includes theory, development, regulation, operation, and effects upon society.
Credits: 3

MCM 130: News Reporting
This course includes instruction and practice in newsgathering and newswriting techniques including methodology, observation, interviews, and use of sources.
Credits: 3
Prerequisites:
Typing ability

MCM 250: Mass Communications Practicum
This course provides practical experience in media through supervised part or full-time employment with a newspaper, radio or television station, or public relations/advertising agency.
Credits: 3

Mathematics Courses

MTH 098: Elementary Algebra
This course provides a study of the fundamentals of algebra. Topics include the real number systems, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirements for mathematics.
Credits: 4
Prerequisites:
A grade of “C” or better in MTH 090 (Basic Mathematics) or appropriate mathematics placement score

MTH 099: Support for Intermediate College Algebra
This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 100 Intermediate Algebra. The topics will parallel topics being studied in MTH 100, such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. This course will enhance the essential quantitative skills needed to be successful in MTH 100. This course does not apply toward the general core requirements for mathematics.
Credits: 1
-
2
Prerequisites:
MTH 098
Appropriate mathematics placement score or MTH 098 Elementary Algebra. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)
Co-Requisites:
MTH 100
MTH 100 Intermediate College Algebra

MTH 100: Intermediate College Algebra
This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations, and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.
Credits: 3
Prerequisites:
MTH 098
MTH 098 Elementary Algebra or appropriate mathematics placement score.
Co-Requisites:
MTH 099
MTH 099 Support for Intermediate College Algebra, if required. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)

MTH 103: Introduction to Technical Mathematics
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.
Credits: 3
Prerequisites:
A grade of “C” or better in MTH 098 or appropriate mathematics placement score

MTH 109: Support for Finite Mathematics *NEW for Spring 2020

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics.

Credits: 1

Prerequisites:

MTH 100

Appropriate mathematics placement score OR MTH 100 - Intermediate College Algebra

Co-Requisites:

MTH 110

MTH 110 - Finite Mathematics

MTH 110: Finite Mathematics

This course is intended to give an overview of topics in finite mathematics together with their applications, 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. The course includes sets, counting, permutations, combinations, basic probability (including Bayes' 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.

Credits: 3

Prerequisites:

A minimum prerequisite of 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) MTH 100 - Intermediate College Algebra

MTH 111: Support for Finite Precalculus Algebra *NEW for 2020

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

Credits: 1

Prerequisites:

MTH 100

Appropriate mathematics placement score or MTH 100 - Intermediate College Algebra

Co-Requisites:

MTH 112

MTH 112 - Precalculus Algebra

MTH 112: Precalculus 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.

Credits: 3

Prerequisites:

A minimum prerequisite of 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) MTH 100- Intermediate College Algebra.

MTH 112 or higher (excl. MTH 116): Precalculus Algebra or higher

Credits: 3

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4

MTH 113: Precalculus Trigonometry

This course includes the study of trigonometric (circular functions) and 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.

Credits: 3

Prerequisites:

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 a pass/fail) MTH 112-Precalculus Algebra

MTH 116: Mathematical Applications

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.

Credits: 3

Prerequisites:

MTH 090 (Basic Mathematics) or appropriate mathematics placement score

MTH 120: Calculus and Its Applications

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'Hopital's Rule, and multiple integration (including applications).

Credits: 3

Prerequisites:

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-Precalculus Algebra.

MTH 125: Calculus I

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.

Credits: 4

Prerequisites:

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 (Precalculus Trigonometry) or MTH 115 (Precalculus Algebra & Trigonometry).

MTH 126: Calculus II

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.

Credits: 4

Prerequisites:

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 (Calculus I).

MTH 227: Calculus III

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), quadratic surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

Credits: 4

Prerequisites:

A grade of "C" or better in MTH 126 (Calculus II)

MTH 231: Mathematics for the Elementary Teacher I

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, and 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.
Credits: 3
Prerequisites:
A grade of "C" or better in MTH 098

MTH 232: Mathematics for the Elementary Teacher II

This course is the second of a two-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 than 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.
Credits: 3
Prerequisites:
A grade of "C" or better in MTH 231 MTH 098
Co-Requisites:
MTH 231

MTH 237: Linear Algebra

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.
Credits: 3
Prerequisites:
A grade of "C" or better in MTH 126 (Calculus II)

MTH 238: Applied Differential Equations I

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 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.
Credits: 3
Co-Requisites:
MTH 227 (Calculus III)

MTH 265: Elementary Statistics

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.
Credits: 3
Prerequisites:
MTH 100 (Intermediate College Algebra) or appropriate mathematics placement score

Medical Laboratory Technology Courses

MLT 111: Urinalysis

This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states. This is a CORE course.
Credits: 3
Prerequisites:
Admission to the Program

MLT 121: MLT Hematology & Body Fluids
In this course, the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders. This is a CORE course.
Credits: 6
Prerequisites:
Admission to the Program
Co-Requisites:
MLT 131

MLT 131: Laboratory Techniques I
This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, students should be able to perform various basic laboratory analyses and utilize basic theories of laboratory principles. This is a CORE course.
Credits: 4
Prerequisites:
Admission to the Program
Co-Requisites:
MLT 121

MLT 132: Laboratory Techniques II
This course is designed for students to apply knowledge and skills needed to perform as a Medical Laboratory Assistant (MLA). Emphasis is placed on collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA while following established laboratory protocols as well as preparation, analysis, interpretation and reporting of quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency for assignment to the clinical component for MLA.
Credits: 5
Co-Requisites:
MLT 131

MLT 141: MLT Microbiology I
The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology. This is a CORE course.
Credits: 5
Prerequisites:
Admission to the Program

MLT 142: MLT Microbiology II
The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. This is a CORE course.
Credits: 3
Prerequisites:
MLT 141

MLT 151: MLT Clinical Chemistry
This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance. This is a CORE course.
Credits: 5
Prerequisites:
Admission to the Program

MLT 161: MLT Integrated Laboratory Simulation
This course provides an opportunity for the student to perform medical laboratory procedures in all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision. This is a CORE course.
Credits: 2
Prerequisites:
Completion of: MLT 111, MLT 121, MLT 131, MLT 141, MLT 142, MLT 151 AND MLT 181

MLT 181: MLT Immunology

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states. This is a CORE course.
Credits: 2
Prerequisites:
Admission to the Program

MLT 191: MLT Immunohematology

Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services and correlate blood banking practices to certain disease states and disorders. This is a CORE course.
Credits: 5
Prerequisites:
Admission to the Program

MLT 286: Clinical Laboratory Practicum for Mla

This course is the clinical practicum component following the satisfactory completion of MLT 131 and MLT 132 for Medical Laboratory Assistant short-term certificate. Practicum consists of specimen collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA. Students will follow established laboratory protocols as well as prepare, analyze, interpret, and report quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency as an entry-level medical laboratory assistant and be eligible for MLA national certification exam.
Credits: 3
Prerequisites:
MLT 131 and MLT 132

MLT 293: Mlt Medical Seminar

This course is a cumulative review of medical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of medical laboratory science. Upon completion, students should be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions.
Credits: 2
Prerequisites:
Admission to the Program

MLT 294: Medical Laboratory Practicum - Hematology and Urinalysis

This supervised practicum is within the medical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, manage data and quality control using information systems. This is a CORE course.
Credits: 2
Prerequisites:
Admission to the Program and Permission of Instructor

MLT 295: Medical Laboratory Practicum - Microbiology

This supervised practicum is within the medical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, manage data and quality control using information systems. This is a CORE course.
Credits: 2
Prerequisites:
Admission to the Program and Permission of Instructor

MLT 296: Medical Laboratory Practicum - Immunohematology

This supervised practicum is within the medical setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on clinical skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems. This is a CORE course.
Credits: 2
Prerequisites:
Admission to the Program and Permission of Instructor

MLT 297: Medical Laboratory Practicum - Chemistry and Immunology

This supervised practicum is within the medical setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, manage patient data and quality control statistics using information systems. This is a CORE course.
Credits: 2
Prerequisites:
Admission to the Program and Permission of Instructor

Music Courses

MUL 101-02: Class Piano I, II

These courses, to be taken in sequence, present fundamentals of keyboard technique for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.
Credits: 1

MUL 111-12: Class Voice I, II

These courses must be taken in sequence. Emphasis is placed on fundamentals of correct breathing, tone production, and diction for students with little or no previous voice training. Literature appropriate for class level is studied. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing and a knowledge of music fundamentals. A minimum grade of “C” is required to progress to next level.
Credits: 1

MUL 121-22; 221-22: Class Strings I, II, III, IV

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits: 1
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2

MUL 131-32; 231-32: Class Woodwinds I, II, III, IV

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits: 1
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2

MUL 141-42; 241-42: Class Brass I, II, III, IV

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits: 1
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2

MUL 151-52; 251-52: Class Percussion I, II, III, IV

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1

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2

MUL 161-63: Class Fretted Instruments I, II, III

These courses must be taken in sequence. These courses include basic techniques, chords, scales, fingering, rhythm, strumming, and playing simple melodies. They are designed for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.

Credits: 1

MUL 180-81 MUL 280-81: Chorale

These courses are selected performing ensembles open to all students. Chorale is required for voice majors and minors. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned.

Credits: 2

Prerequisites:

Permission of instructor

MUL 182-83; 282-83: Vocal Ensemble I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1

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2

MUL 184-85 MUL 284-85: Connection

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by ensemble. Performances are assigned.

Credits: 2

Prerequisites:

Permission of instructor and audition

MUL 192A-93A MUL 292A-93A: Guitar Ensemble

This course provides ensemble experience for guitar students in playing standard literature and arrangements and transcriptions for classical technique. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned. This course is open to all students and is required for guitar majors.

Credits: 2

Prerequisites:

Permission of instructor

MUL 192B-93B MUL 292B-93B: Piano Ensemble

This course provides ensemble experience for piano students in playing standard literature and arrangements and transcriptions for classical technique. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned. This course is open to all students and is required for music and MIC majors.

Credits: 2

Prerequisites:

Permission of instructor

MUL 196-97 MUL 296-97: Jazz Band

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Performances are assigned.

Credits: 2

Prerequisites:

Permission of instructor

MUP 101 102, 201 202: Piano

Individual study, minimum grade of “B” is required to progress to next level. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student’s educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. At the conclusion of the last semester of study, a sophomore recital is required.

Credits: 1

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2

Prerequisites:

MUL 101, 102 or Permission of instructor

MUP 103-04; 203-04: Private Organ I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 105-06; 205-06: Private Harpsichord, I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
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2

MUP 111 112, 211 212: Voice
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student’s educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of “B” is required to progress to the next level.
Credits: 1
-
2
Prerequisites:
MUL 111

MUP 121-22; 221-22: Private Violin I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 123-24; 223-24: Private Viola I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
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2

MUP 125-26; 225-26: Private Cello I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 127-28; 227-28: Private Double Bass I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 131-32; 231-32: Private Harp I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
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2

MUP 133 134, 233 234: Guitar
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. Minimum grade of "B" is required to progress to the next level.
Credits: 1
-
2
Prerequisites:
MUL 161, 162

MUP 135-36; 235-36: Private Fretted Instruments (other than Guitar) I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 141 142, 241 242: Flute
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. Minimum grade of "B" is required to progress to the next level.
Credits: 1
-
2

MUP 143 144, 243 244: Clarinet
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.
Credits: 1
-
2

MUP 145 146, 245 246: Saxophone
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.
Credits: 1
-
2

MUP 151-52; 251-52: Private Oboe I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 153-54; 253-54: Private Bassoon I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 161 162, 261 262: Trumpet
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student’s educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of “B” is required to progress to the next level.
Credits: 1
-
2

MUP 163-64; 263-64: Private French Horn I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 165-66; 265-66: Private Mellophone I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 171 172, 271 272: Trombone
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student’s educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of “B” is required to progress to the next level.
Credits: 1
-
2

MUP 173-74; 273-74: Private Euphonium I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
-
2

MUP 175 176, 275 276: Tuba
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student’s educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of “B” is required to progress to the next level.
Credits: 1
-
2

MUP 181 182, 281 282: Percussion

Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

Credits: 1
-
2

MUS 101: Music Appreciation

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 (3) 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. This course is offered in lecture, hybrid and on-line formats.

Credits: 3

MUS 103: Survey of Popular Music

This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country and western, folk and world music. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the stylistic characteristics of popular music. This course is offered in a hybrid and lecture format.

Credits: 1
-
2

MUS 110: Basic Musicianship

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. Required for music majors or acceptable score on placement test (75%).

Credits: 3

MUS 111: Music Theory I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Open lab required. Spring; Decatur campus.

Credits: 3

Prerequisites:

Minimum grade of "C" in MUS 110 or acceptable score on placement test (75%)

Co-Requisites:

MUS 113

MUS 112: Music Theory II

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in threeand four- part triadic harmony and diatonic seventh chords, nonchord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Open lab required. Fall; Decatur campus.

Credits: 3

Prerequisites:

Minimum grade of "C" in MUS 111

Co-Requisites:

MUS 114

MUS 113: Music Theory Lab I

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. Spring; Decatur campus.

Credits: 1

Prerequisites:

MUS 110 or suitable placement score or permission of instructor

Co-Requisites:

MUS 111

MUS 114: Music Theory Lab II

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part progressions. Fall; Decatur campus.
Credits: 1
Prerequisites:
MUS 113
Co-Requisites:
MUS 112

MUS 290: Introduction to Commercial Music

This course provides an introduction to the commercial music industry and the types of careers in commercial music. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies and dealers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.
Credits: 2
-
3

MUS 291: Musical Acoustics

This course is designed to acquaint the student with the nature of musical acoustics and the science of sound. Topics include terminology, symbols, the nature and transmission of sound, vibration, frequency, pitch, intervals, harmonies, resonance, consonance and dissonance. Upon completion, students should be able to demonstrate an understanding of the basic skills and concepts through the successful presentation of an individual project in musical acoustics.
Credits: 2
-
3
Prerequisites:
Permission of instructor

MUS 292: Song Writing

This course provides an introduction to song writing and marketing techniques. Topics include lyric writing, song structures, preparing a lead sheet, notation, rhythmic and melodic dictation, key signatures, basic chord structures, recording, basic copyright laws and publishing. Upon completion, students should be able to compose a song, prepare a lead sheet and demo tape, apply for a copyright and market a song.
Credits: 3
Prerequisites:
MUS 110

Music Technology Courses

MIC 100: Introduction to Mass Communications

This course provides the student with general study of mass communications and journalism. This course includes theory, development, regulation, operation, and effects upon society. Upon completion of this class, students should be able to decide the field of mass communications on which to focus.
Credits: 3

MIC 153: Audio Engineering Fundamentals

This course is designed to acquaint the student with basic audio engineering fundamentals. Emphasis is placed on microphone techniques, recording principals, musician and recording engineers' code. Upon completion, students should be able to do basic studio recordings.
Credits: 3

MIC 201: Survey of the Recording Industry

This course provides an overview of the recording industry. Topics will include music publishing, artist and label contracts, artist management and agents, live performance agreements, and marketing and entrepreneurship. Upon completion students should have a basic understanding of the many various parts of business side of the recording industry.
Credits: 3

MIC 250: Music Technology Practicum and Portfolio

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio or television station, recording studio, or public relations/advertising agency. In addition to working in their chosen field, students will complete a studio portfolio of their work. Upon completion, students should be able to receive employment based on demonstration of their skills in their subject area and have a professional package ready to present to potential employers.
Credits: 3
Prerequisites:
MIC 153
MIC 153 or instructor approval

MIC 251: Advanced Audio Engineering

This course is a continuation of the theory and practice of audio recording in the professional studio environment. Emphasis will be placed on studio production projects using advanced techniques of microphone placement, signal flow, multitrack editing, and mixing techniques. Upon completion, students should be able to produce studio quality recordings and have an understanding of the workflow of the professional recording studio.
Credits: 3
Prerequisites:
MIC 153
MIC 153

MIC 253: Digital Audio Workstation Fundamentals

This course is designed to acquaint students with the basic functions of a Digital Audio Workstation (DAW) using the industry standard Pro Tools software. Topics include basic digital audio theory, recording, editing and mixing basics within the Pro Tools software, an introduction to MIDI, sequencing, and virtual software instruments. Upon completion, students should have an understanding of digital audio, basic recording and editing within Pro Tools software, and MIDI sequencing.
Credits: 3

MIC 254: Advanced Digital Audio Workstations

This course is designed to teach advanced DAW audio recording, sequencing, and mixing techniques using the industry standard Pro Tools software. Emphasis is placed on projects and writing songs using MIDI and virtual instruments. Students should be able to sequence and perform advanced editing using MIDI and create finished mixes.
Credits: 3
Prerequisites:
MIC 253
MIC 253 or instructor approval

MIC 255: Audio Software

This course is designed to learn and use other DAW software packages including Ableton Live and Apple Logic Pro-X. Focus will be on creating instrumental music compositions while studying similarities and differences of each software package.
Credits: 3
Prerequisites:
MIC 253
MIC 253

MIC 291: Audio for Visual Media

This course will introduce students to the special techniques and needs of creating audio for video media such as video games, television, and film. Students will learn the technical side of sync (SMPTE time code and frame rates) and create score and sound effects projects.
Credits: 3

MIC 293: Music Notation

This course is designed to teach students the music program for charting and writing music. Emphasis will be placed on the use of the software program “FINALE ”. Upon completion, students should be able to chart and write music using industry standards.
Credits: 3
Prerequisites:
MIC 253 or instructor approval

Nursing Courses

NUR 112: Fundamentals Concepts of Nursing

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes, but are not limited to, healthcare delivery systems, professionalism, health promotion, psycho-social wellbeing, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.
Credits: 7

NUR 113: Nursing Concepts I

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidencebased nursing care. Content includes, but are not limited to, coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/ immobility, cellular regulation, acid/base balance, and fluid/ electrolyte balance.
Credits: 8

NUR 114: Nursing Concepts II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes, but are not limited to, coordinator/ manager of care, sexuality, reproduction and child-bearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.
Credits: 8

NUR 115: Evidence Based Clinical Reasoning

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.
Credits: 2
Prerequisites:
CO-REQUISITE: NUR 114

NUR 209: Concepts for Healthcare Transition Students

This course focuses on the application of nursing concepts to assist healthcare professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Upon successful completion of this course, students will be awarded 15 hours of nontraditional credit.
Credits: 10

NUR 211: Advanced Nursing Concepts

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes, but are not limited to, manager of care for advanced concepts in safety, fluid/ electrolyte balance, cellular regulation, gas exchange, psychosocial well being, growth and development, perfusion, and medical emergencies. NUR 221 ADVANCED EVIDENCED BASED CLINICAL REASONING (3T, 12C) 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 in nursing and healthcare domains includes management of care, professionalism, and healthcare delivery systems.
Credits: 7

NUR 221: Advanced Evidence Based Clinical Reasoning.

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and healthcare domains includes management of care, professionalism, and healthcare delivery systems.
Credits: 7

Nursing Assistant Courses

NAS 100: Fundamentals of Long Term Care

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 longterm care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
Credits: 4

Office Administration Courses

OAD 103: Intermediate Keyboarding

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.
Credits: 3

OAD 211: Medical Terminology

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.
Credits: 3

OAD 214: Medical Office Procedures

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.
Credits: 3
Prerequisites:
OAD 103

OAD 215: Health Information Management

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.
Credits: 3

OAD 216: Advanced Health Information Management

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.
Credits: 3
Prerequisites:
OAD 215
OAD 215 with a grade of "C" or higher.

OAD 217: Office Management

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.
Credits: 3

Orientation Courses

ORI 105: Orientation and Student Success

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.
Credits: 3

ORI 110: Freshman Seminar

This course is designed to provide students the opportunity to develop and enhance their technology skills, explore careers and majors, and develop a personalized program of study that will map out their educational and career goals through a portfolio. Primary focus will be placed on meeting and working with the student's advisor to develop a strong plan of study; enhancing their skills in locating and gathering information; and engaging in critical thinking through reflective journals in their portfolio.
Credits: 1

Paralegal Courses

PRL 101: Introduction to Paralegal Study

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants. *Note: Students must complete PRL 101 and PRL 102 with a grade of "C" or higher prior to taking any other PRL course.
Credits: 3
Prerequisites:
Grade of "C" or better in ENG 101 or satisfactory ACT, SAT, or placement score

PRL 102: Basic Legal Research and Writing

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. Upon completion, students will demonstrate the ability to perform legal research and writing assignments using techniques covered in this course. *Note: Students must complete PRL 101 and PRL 102 with a grade of "C" or higher prior to taking any other PRL course.
Credits: 3
Prerequisites:
Grade of "C" or better in ENG 101 or satisfactory ACT, SAT, or placement score

PRL 150: Commercial Law

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization. Upon completion, students should be able to apply the elements of a contract, prepare various business documents and understand the role of commercial paper. **Offered Summer semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 160: Criminal Law and Procedure

This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain the elements of specific crimes and assist an attorney in preparing a criminal case. **Offered Spring semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 192: Selected Topics in Paralegal

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study. **Offered Summer semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 193: Selected Topics in Paralegal II

Offered Summer semester only. This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study.
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 210: Real Property Law

This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedure. Upon completion, students will demonstrate the ability to identify estates, forms of deeds, recording requirements, the closing process, and procedures used to enforce rights to real property. **Offered Fall semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 230: Domestic Law

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, and other related topics. Upon completion, students will demonstrate the ability to draft divorce and support pleadings, separation agreements, and calculate child support according to the guidelines adopted by the state. **Offered Spring semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 240: Wills, Trusts, and Estates

This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. Upon completion, students will demonstrate the ability to draft simple wills, prepare estate forms, understand administration of estates, and understand terms regarding trusts. **Offered Spring semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 250: Bankruptcy and Collections

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens and collection of judgments. **Offered Fall semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 262: Civil Law and Procedure

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. Upon completion, students will be able to explain the various stages of the litigation process and demonstrate the ability to prepare a trial notebook for litigation purposes. **Offered Fall semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 282: Law Office Management and Procedures

This course focuses on the organization and policies and procedures of a law office. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress and supervise non-lawyer personnel. The focus of this class is the legal software commonly used to help manage the work, timekeeping, calendaring, case management, and billing in law offices. **Offered Summer semester only.**
Credits: 3
Prerequisites:
Completion of PRL 101 and PRL 102 with a grade of "C" or higher.

PRL 291: Paralegal Internship

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 150 hours of practical experience in the legal field. Upon completion, students will be able to apply workplace competences obtained from the PRL curriculum. **Offered Spring semester only.**
Credits: 3
Prerequisites:
PREQUISITE: Completion of PRL 101, PRL 102, and PRL 262 with a grade of "C" or higher, and permission of the Program Director

Philosophy Courses

PHL 106: Introduction to Philosophy

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 an historical survey from the early Greeks to the modern era.
Credits: 3

PHL 206: Ethics and Society

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Credits: 3

PHL 220: Ethics Bowl

This course seeks to increase the ability of students to analyze problems, comprehend information, and make decisions based on critical thought processes. This course will also serve as a training opportunity for students who will compete in the intercollegiate Ethics Bowl competition. The Ethics Bowl is a debate-style competition where teams of students from colleges and universities present arguments they develop related to applied ethics cases distributed in early September by the Association for Practical and Professional Ethics.
Credits: 3

Physical Education Courses

PED 100: Fundamentals of Fitness

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 reviewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. This course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
Credits: 3

PED 101: Slimnastics

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.
Credits: 1

PED 102: Slimnastics (Intermediate)

This course is an intermediate-level 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.
Credits: 1

PED 103: Weight Training (Beginning)

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.
Credits: 1

PED 104: Weight Training (Intermediate)

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
Credits: 1

PED 105: Personal Fitness

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. Fitness Activity.
Credits: 1

PED 106: Aerobics

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. Rhythmic Activity.
Credits: 1

PED 107: Aerobics Dance

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, cardiovascular fitness, and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. Rhythmic activity.
Credits: 1
Prerequisites:
PED 106 and/or as required by program.

PED 108: Aerobics Dance (Intermediate)

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. Rhythmic activity.
Credits: 1
Prerequisites:
PED 107 and/or as required by program.

PED 109: Jogging

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. Fitness Activity.
Credits: 1

PED 118: General Conditioning

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and 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. Fitness Activity.
Credits: 1

PED 119: General Conditioning (Intermediate)

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.
Credits: 1
Prerequisites:
PED 118 and/or as required by program.

PED 120: Techniques of Dual and Individual Sports
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.
Credits: 2

PED 121: Bowling
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Credits: 1

PED 122: Bowling (Intermediate)
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. Individual and dual sport activity.
Credits: 1
Prerequisites:
PED 121 or Permission of instructor

PED 123: Golf
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. Individual and dual sport activity.
Credits: 1

PED 124: Golf (Intermediate)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the game such as a club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. Individual and dual sport activity.
Credits: 1
Prerequisites:
PED 123 and/or as required by program.

PED 126: Recreational Games
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. Rhythmic activity.
Credits: 1

PED 131: Badminton
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.
Credits: 1

PED 155: Self-Defense
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. Rhythmic Activity.
Credits: 1

PED 160: Social Dance
This course introduces the fundamentals of popular social dance. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. Rhythmic activity.
Credits: 1

PED 171: Basketball
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.
Credits: 1

PED 172: Basketball (Intermediate)
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.
Credits: 1
Prerequisites:
PED 171 and/or as required by program.

PED 176: Volleyball
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
Credits: 1

PED 177: Volleyball (Intermediate)
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Credits: 1
Prerequisites:
PED 176 and/or as required by program.

PED 181: Baseball
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in recreational baseball.
Credits: 1

PED 182: Baseball (Intermediate)
This course covers more 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.
Credits: 1

PED 186: Softball
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 participate in recreational softball. Team sport activity.
Credits: 1

PED 187: Softball (Intermediate)
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.
Credits: 1

PED 188: Yoga
This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity. Rhythmic activity.
Credits: 1

PED 191: Team Sports
This course covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating, and team play. Upon completion, students should be able to participate and implement an intramural program.
Credits: 1

PED 200: Foundations of Physical Education
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.
Credits: 3

PED 216: Sports Officiating
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least 3 hours of practical experience in officiating.
Credits: 3

PED 224: Principles of Nutrition
This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140.
Credits: 3

PED 245: Cycling
This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use. Fitness Activity.
Credits: 1

PED 251: Varsity Basketball
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball.
Credits: 1
Prerequisites:
Permission of instructor

PED 252: Varsity Baseball
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.
Credits: 1
Prerequisites:
Permission of instructor

PED 253: Varsity Golf I

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 section, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.
Credits: 1
Prerequisites:
Permission of instructor

PED 254: Varsity Softball

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.
Credits: 1
Prerequisites:
Permission of instructor

PED 257: Varsity Cheerleading

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program, students should be able to participate in a competitive program at the university level.
Credits: 1
Prerequisites:
Permission of instructor

Physical Science Courses

PHS 111: Physical Science

This course provides an introduction to the basic principles of geology, oceanography, meteorology, and astronomy for students who do not intend to major in science or engineering. Laboratory is required.
Credits: 4

PHS 112: Physical Science II

This course provides an introduction to the principles of chemistry and physics for students who do not intend to major in science or engineering. Laboratory is required.
Credits: 4
Prerequisites:
MTH 098 Elementary Algebra

PHS 120: Environmental Science

This course is an interdisciplinary course intended for non-science majors who desire an introduction to environmental science. The environment will be studied with an emphasis on such topics as air, soil, water, wildlife, forestry, and solid waste pollution. Laboratory will include both field studies and experimentation.
Credits: 4

PHS 230: Introduction to Meteorology

This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required.
Credits: 4

Physical Therapist Assistant Courses

PTA 200: Physical Therapy Issues and Trends

This is an introductory course to the trends and issues in physical therapy. Emphasis is placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy.
Credits: 2
Prerequisites:
Admission to the PTA Program

PTA 201: Physical Therapy Assistant Seminar

This course is a continuing study of issues and trends in physical therapy practice. Emphasis is placed on issues such as licensure, job skills, board exam review, practitioner roles, legal and ethical issues. Upon completion, the student should have acquired necessary skills for transition from student to practitioner.
Credits: 2

PTA 202: PTA Communication Skills

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, the student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.
Credits: 2

PTA 220: Functional Anatomy and Kinesiology
This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements.
Credits: 3
Co-Requisites:
PTA 221

PTA 221: Kinesiology Lab
This laboratory course allows for a hands on appreciation of functional anatomy and kinesiology. Emphasis may include muscle and joint function, ROM/ strength testing, palpation skills and exercise concepts. Upon completion, the student should be able to integrate content areas into an understanding of normal gait posture and movement patterns.
Credits: 1
Co-Requisites:
PTA 220

PTA 230: Neuroscience
This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures, functions of the nervous system, basic concepts of human growth and development, and identify neurologic pathologies.
Credits: 2

PTA 231: Rehabilitation Techniques
This course allows for hands on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions.
Credits: 2
Co-Requisites:
PTA 241

PTA 232: Orthopedics for the PTA
This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.
Credits: 2
Co-Requisites:
PTA 290

PTA 240: Physical Disabilities I
This course presents the student with a body systems approach to the etiology, pathology, signs/symptoms and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options and prognoses of conditions studied.
Credits: 2

PTA 241: Physical Disabilities II
This course continues a body systems approach to study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss PT interventions appropriate to a variety of diagnoses.
Credits: 2
Prerequisites:
PTA 240
Co-Requisites:
PTA 231

PTA 250: Therapeutic Procedures I
This laboratory course provides a hands on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.
Credits: 4

PTA 251: Therapeutic Procedures II
This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each.
Credits: 4
Prerequisites:
PTA 250
Co-Requisites:
PTA 252

PTA 252: Physical Agents and Therapeutic Modalities

This course provides the student with the theoretical basis for the use of physical agents such as heat, cold, electricity, light, water and therapeutic modalities utilized in physical therapy. Emphasis is placed on modalities such as hydrotherapy, various forms of electrical stimulation, ultrasound, traction and diathermy. Upon completion of the course, the student will understand the physiological effects, indications and contraindication, advantage and disadvantage of utilizing these modalities in physical therapy.
Credits: 2
Co-Requisites:
PTA 251

PTA 260: Clinical Education I

This clinical experience is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, student and course coordinator. Upon completion of the course, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 1

PTA 261: Clinical Education II

This clinical class is a continuation of PTA 260 which is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 1
Prerequisites:
PTA 260

PTA 263: Clinical Affiliation I

This clinical class will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 3

PTA 266: Clinical Field Work I

This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 2

PTA 267: Clinical Field Work II

This clinical class is a continuation of PTA 266 and will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.
Credits: 2

PTA 290: Therapeutic Exercise

This lab course covers exercise techniques commonly used in PTA practice. It may include aquatics, isometric, isotonic, isokinetic, plyometric, Swiss ball, and aerobic exercise. Upon completion of the course, the student should have entry level skills in exercise application.
Credits: 1
Co-Requisites:
PTA 232

Physics Courses

PHY 213: General Physics with Calculus I

This course provides a calculus-based treatment of the principal subdivisions of classical physics: mechanics and energy. Laboratory is required.
Credits: 4
Prerequisites:
MTH 125

PHY 214: General Physics with Calculus II

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.
Credits: 4
Prerequisites:
PHY 213

PHY 218: Modern Physics

The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bohr and Sommerfeld, and the new quantum physics of Schroedinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and include, but are not limited to, determination of the speed of light, charge and charge to mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required.
Credits: 4
Prerequisites:
PHY 214 and MTH 227

Political Science Courses

POL 200: Introduction to Political Science

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.
Credits: 3

POL 211: American National Government

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.
Credits: 3

POL 220: State and Local Government

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.
Credits: 3

POL 299: Directed Studies

This course provides opportunities for non-traditional exploration of selected topics in political science. Emphasis is placed on knowledge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences. *Credit to be determined from appropriate contact-to-credit ratio formula.
Credits: 1
-
3
Prerequisites:
Recommendation of instructor and approval of academic division dean

Process Technology Courses

PCT 100: Fundamentals of Process Technology

This course will provide an overview and an introduction to process operations within process industries. Topics will include process technician duties and responsibilities, an introduction to plant process flows, process types of equipment and controls, process utilities, and how these systems operate.
Credits: 3

PCT 105: Process Technology I - Equipment

This course provides an overview or introduction into the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.
Credits: 4
Prerequisites:
A grade of C or better in PCT 100

PCT 115: Instrumentation I

This course covers process variables and various instruments used to sense, measure, transmit and control these variables. Introduces the students to control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. Concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.
Credits: 3

PCT 215: Instrumentation II

This course introduces the student to switches, relays and annunciators systems and moves on to discuss signal conversion and transmission. Students move on to learn about digital control, programmable logic control and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems and instrumentation malfunctions.
Credits: 4
Prerequisites:
A grade of C or better in PCT 115

PCT 220: Process Technology II, Systems

This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control and manufacturing plant process economics.
Credits: 4
Prerequisites:
A grade of C or better in PCT 105

PCT 230: Process Technology III, Operations

This course provides an overview or introduction into the field of operations within the process industry. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit including using a Process Control simulator.
Credits: 4
Prerequisites:
A grade of C or better in PCT 215 and PCT 220
Co-Requisites:
PCT 240

PCT 240: Process Troubleshooting

This course involves instruction in different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. In addition to troubleshooting static equipment problems as presented within a textbook, dynamic problems will also be presented via a process simulator for problem resolution by the student.
Credits: 4
Prerequisites:
A grade of C or better in PCT 215 and PCT 220
Co-Requisites:
PCT 230

Psychology Courses

PSY 200: General Psychology

This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.
Credits: 3
Prerequisites:
A grade of C or better in ENG 093 or ENR 094 or an appropriate placement score.

PSY 208: Contemporary Issues in Psychology

This course is a study of selected topics in general psychology.
Credits: 3
Prerequisites:
PSY 200

PSY 210: Human Growth and Development

This course is a study of the psychological, social and physical factors that affect human behavior from conception to death.
Credits: 3
Prerequisites:
PSY 200

PSY 211: Child Growth and Development

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.
Credits: 3
Prerequisites:
PSY 200

PSY 220: Human Sexuality

This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects.
Credits: 3

PSY 230: Abnormal Psychology

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.
Credits: 3
Prerequisites:
PSY 200

PSY 250: Social Psychology
This course is a study of social factors as they influence individual behavior.
Credits: 3
Prerequisites:
PSY 200

PSY 260: Statistics for the Social Sciences
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.
Credits: 3

PSY 276: Human Relations
This course focuses on readings, inter- and intra-personal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work.
Credits: 3
Prerequisites:
Permission of instructor

Religion Courses

REL 100: History of World Religions
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.
Credits: 3

REL 119: Interpreting the Bible
This course is an attempt to understand the method of dealing with scripture as the word of God. Attention is given to different approaches to interpretation and suggestions are provided for legitimate application. The student should develop a greater understanding of the Bible as a result of this course.
Credits: 3

REL 151: Survey of the Old Testament
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.
Credits: 3

REL 152: Survey of the New Testament
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.
Credits: 3

Social Work Technology Courses

SWT 109: Techniques of Behavior Modification I
In this course, the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques.
Credits: 3

SWT 130: The Community and the Social Worker
This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community.
Credits: 3

SWT 131: Problems of Children and Youth
This course develops an understanding of the emotional, social, psychological, and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.
Credits: 3

SWT 133: Geriatrics
This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them.
Credits: 3

SWT 138: Counseling from a Cultural Perspective

This course will acquaint the students with some of the problems facing minorities. It will stress the importance of the counselor's knowledge of, and sensitivity to, the minority client experiences and how these experiences are greater now than they have been at any time in the past three decades. This course will help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. The student will learn to establish the necessary and sufficient conditions of a counseling relationship with clients who are culturally different. Similarities in race, ethnicity, and culture will be stressed.
Credits: 3

Sociology Courses

SOC 200: Introduction to Sociology

This course is an introduction to vocabulary, concepts, and theory of sociological perspective of human behavior. SOC 208 INTRODUCTION TO CRIMINOLOGY (3T) 3 credits This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment.
Credits: 3

SOC 208: Introduction to Criminology

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment.
Credits: 3

SOC 209: Juvenile Delinquency

This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts.
Credits: 3
Prerequisites:
SOC 200

SOC 247: Marriage and the Family

The 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.
Credits: 3

SOC 296: Directed Studies in Sociology

This course provides students with opportunities to have "hands-on" experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.
Credits: 1
-
3
Prerequisites:
SOC 200

Spanish Courses

SPA 101: Introductory Spanish I

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.
Credits: 4
Prerequisites:
Grade of "C" or better in ENG 094 or satisfactory ACT, SAT or placement score

SPA 102: Introductory Spanish II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking areas. SPA 201 INTERMEDIATE SPANISH I (3T) 3 credits SPA 102 or Equivalent This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 4
Prerequisites:
SPA 101 or Equivalent

SPA 201: Intermediate Spanish I

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Prerequisites:
SPA 102 or Equivalent

SPA 202: Intermediate Spanish II

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Prerequisites:
SPA 201

Speech Communications Courses

SPH 106: Fundamentals of Oral Communication
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal and public. It surveys current communication theory and provides practical application.
Credits: 3

SPH 107: Fundamentals of Public Speaking
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 foundations, communication theories and student performances are emphasized. Students prepare and deliver short speeches, practice analytical listening, and engage in various communication exercises.
Credits: 3

SPH 206: Oral Interpretation
(Course offered only in the Fall Semester at the Decatur Campus) This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature.
Credits: 3

Surgical Technology Courses

SUR 100: Principles of Surgical Technology
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally, the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.
Credits: 5
Prerequisites:
Admission to the Surgical Technology Program and EMS 106
Co-Requisites:
SUR 102, SUR 107 and SUR 108

SUR 102: Applied Surgical Technologies
This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intra-operative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.
Credits: 4
Prerequisites:
Admission to the Surgical Technology Program and EMS 106
Co-Requisites:
SUR 100, SUR 107 and SUR 108

SUR 103: Surgical Procedures
This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.
Credits: 5
Prerequisites:
SUR 100, SUR 102, SUR 107 and SUR 108
Co-Requisites:
SUR 104

SUR 104: Surgical Practicum I
This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.
Credits: 4
Prerequisites:
SUR 100, SUR 102, SUR 107 and SUR 108
Co-Requisites:
SUR 103

SUR 105: Surgical Practicum II
This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology at the entry level.
Credits: 5
Prerequisites:
SUR 103 and SUR 104
Co-Requisites:
SUR 106

SUR 106: Role Transition in Surgical Technology
This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.
Credits: 1
Prerequisites:
SUR 103 and SUR 104
Co-Requisites:
SUR 105

SUR 107: Surgical Anatomy and Pathophysiology
This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organization structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.
Credits: 3
Prerequisites:
Admission to the program and EMS 106
Co-Requisites:
SUR 100, SUR 102 and SUR 108

SUR 108: Pharmacology for the Surgical Technologist
A study of basic pharmacology as is relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.
Credits: 2
Prerequisites:
Admission to the program and EMS 106
Co-Requisites:
SUR 100, SUR 102 and SUR 107

SUR 204: Surgical Practicum III
This course is the continuation of the study and application of surgical principles in the perioperative setting. Emphasis is placed on application of the surgical technologist role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room. Program may use P3 or P5 contact/credit hour ratio for clinical hours.
Credits: 4
Prerequisites:
Admission to the program and/or as required by the Department

Theatre Courses

THR 113: Theatre Workshop I
THR 113, 114, 115: These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.
Credits: 2

THR 114: Theatre Workshop II
THR 113, 114, 115: These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.
Credits: 2

THR 115: Theatre Workshop III
THR 113, 114, 115: These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.
Credits: 2

THR 120: Theatre Appreciation
This course is designed to increase appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media.
Credits: 3

THR 124: Theatre Technology Scenery & Lighting
Scenic construction techniques and execution of state lighting via lectures, demonstrations, and practical application. Emphasis in tools, materials, and procedure.
Credits: 3

THR 126: Introduction to Theatre
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.
Credits: 3

THR 126: Introduction to the Theatre
This course is designed to teach the history of the theatre and the principles of drama. It also covers the development of theatre production and the study of selected plays as theatrical presentations.
Credits: 3

THR 131: Acting Techniques I
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. Students will participate in a theatre production.
Credits: 3

THR 132: Acting Techniques II
This course is a continuation of THR 131. Students will participate in a theatre production.
Credits: 3
Prerequisites:
THR 131

THR 141: Introduction to Dance in Theatre I
This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.
Credits: 1
-
2

THR 142: Introduction to Dance in Theatre II
This course is a continuation of THR 141
Credits: 1
-
2
Prerequisites:
THR 141

THR 151: Musical Theatre
In this course, students will focus on performance techniques used in musical theatre. Emphasis is placed on the development of character through song, vocal and movement techniques, and song/scene work. Upon completing this course, students will be able to effectively perform the roles of characters in musical theatre productions.
Credits: 3

THR 152: Musical Theatre II
This course is a continuation of THR 151, focusing on advanced scene study and group work, as well as acting, vocal and movement techniques for musical theatre performance.
Credits: 3
Prerequisites:
THR 151

THR 210: Introduction to Theatrical Design
Scenic construction techniques and execution of state lighting via lectures, demonstrations, and practical application. Emphasis in tools, materials, and procedure.
Credits: 3

THR 213: Theatre Workshop IV
This course is part of a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 1
-
2
Prerequisites:
THR 115

THR 214: Theatre Workshop V
This course is part of a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 2
Prerequisites:
THR 213

THR 215: Theatre Workshop VI

This course is part of a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 1
-
2
Prerequisites:
THR 214

THR 236: Stagecraft

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.
Credits: 3

THR 241: Voice and Speech for the Performer

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance and written exams.
Credits: 3

Visual Communications Courses

CAT 283: Graphics and Animation

This course is designed to tap the imagination of the student in a three-dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate objects in a threedimensional environment.
Credits: 3
Prerequisites:
ART 221

RTV 153: Practicum in Television/Video I

This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject.
Credits: 3

RTV 154: Practicum in Television/Video II

This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject.
Credits: 3

VCM 145: Introduction to Digital Photography

This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs. This is a CORE course.
Credits: 3

VCM 150: Typography

This course is an introduction in using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to view type as a design element.
Credits: 3
Prerequisites:
ART 221

VCM 180: Introduction to Graphic Design

This course is an introduction to the various elements of graphic design. Emphasis is on aspects of production design including layout, typography, graphic photography, computer graphics and printing techniques. Upon completion, students should have a basic understanding of the graphics process from concept through production.
Credits: 3

VCM 232: Advanced Computer Graphics

This course is designed to acquaint the student with computer graphics. Topics include illustration and image manipulation. Upon completion, students should be able to apply design principles to computer graphics.
Credits: 3

VCM 250: Introduction to Technical Illustration

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.
Credits: 3
Prerequisites:
ART 221 or Permission of instructor

VCM 251: Technical Illustration

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings and highly creative drawings using technical skills.
Credits: 3
Prerequisites:
VCM 250

VCM 281: Digital Design

This course focuses on products for digital media. Emphasis is on creativity and an understanding of software and production. Upon completion, the student should be able to apply creative design and production skills to finished projects.
Credits: 3
Prerequisites:
ART 221 and VCM 232 or Permission of instructor

VCM 282: Advanced Digital Design

This course focuses on advanced applications in the production of digital design. Emphasis is on computer skills, creativity & design. Upon course completion, students should be able to create a multimedia production.
Credits: 3
Prerequisites:
ART 221 and VCM 232 or Permission of instructor

VCM 285: Multimedia Production

This course introduces the student to multimedia production. Emphasis is on production design, creativity, visual design, and technical skills. Upon course completion, students should be able to create a multimedia production.
Credits: 3
Prerequisites:
ART 221 and VCM 232 or Permission of instructor

VCM 286: Advanced Multimedia Production

This course focuses on advanced multimedia production. Emphasis is on comprehensive interactive multimedia production. Upon course completion, students should be able to apply creative design and production skills to finished interactive projects.
Credits: 3
Prerequisites:
VCM 285 or Permission of instructor

Welding Courses

WDT 108: SMAW Fillet/OFC

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. This is a CORE course.
Credits: 3

WDT 109: SMAW Fillet/PAC/CAC

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 and plasma arc cutting. This is a CORE course.
Credits: 3

WDT 110: Industrial Blueprint Reading

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. This is a CORE course.
Credits: 3

WDT 115: GTAW Carbon Pipe

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, filer metal selection, purging gasses, joint geometry, and joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, and joint preparation and fit-up to the applicable code.
Credits: 3
Prerequisites:
WDT 228 AND WDT 268

WDT 119: Gas Metal Arc/Flux Cored Arc Welding
This course introduces the student to the gas metal arc and flux cored 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. This Is a CORE course.
Credits: 3

WDT 120: Shielded Metal Arc Welding Groove
This course provides the student with instruction on joint design, joint preparation, and fit-up of 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 groove welds in accordance with applicable welding codes. This is a CORE course.
Credits: 3
Prerequisites:
WDT 108, WDT 109

WDT 122: SMAW Fillet/OFC Lab
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code, be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits: 3

WDT 123: SMAW Fillet/PAC/CAC Lab
This course is designed to introduce the students 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 and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups In accordance with applicable welding code and be able to safely operate plasma and carbon arc equipment and perform those operations as per applicable welding code.
Credits: 3
Co-Requisites:
WDT 109

WDT 124: Gas Metal Arc/Flux Cored Arc Welding Lab
This course provides Instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment setup, joint design and preparation, and gases.
Credits: 3

WDT 125: Shielded Metal Arc Welding Groove Lab
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate and 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.
Credits: 3
Prerequisites:
WDT 108, WDT 109

WDT 155: GTAW Carbon Pipe Lab
This course is designed to provide the student with the sills 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.
Credits: 3
Prerequisites:
WDT 228 AND WDT 268

WDT 156: GTAW Stainless Pipe Lab
This course is designed to provide the student with the skills in welding stainless 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 stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits: 3
Prerequisites:
WDT 115
WDT 155

WDT 182: Special Topics
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.
Credits: 3

WDT 217: SMAW Carbon Pipe

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 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 codes.
Credits: 3
Prerequisites:
PREREQUISTES: WDT 108, WDT 109, WDT 120, WDT 125

WDT 218: Certification

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements.
Credits: 3
Prerequisites:
Permission of Instructor

WDT 228: Gas Tungsten Arc Welding

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 set-up, 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.
Credits: 3

WDT 257: SMAW Carbon Pipe Lab

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 codes.
Credits: 3
Prerequisites:
WDT 108, WDT 109, WDT 120, WDT 125

WDT 258: Certification Lab

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.
Credits: 3
Prerequisites:
Permission of Instructor

WDT 259: GTAW Groove Lab

This course provides students with skills needed to perform gas tungsten arc welds using 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.
Credits: 3
Prerequisites:
Permission of Instructor

WDT 268: Gas Tungsten Arc Lab

This course provides students with the 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, students should be able to identify safe operating practices, equipment identification and set-up, 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.
Credits: 3

Workplace Skills Courses

WKO 101: Workplace Skills

This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of the course, students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.
Credits: 1

WKO 141: MSSC Safety Course

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include

- Work in a safe an productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

Students completing this course will receive an MSSC certificate in Safety.
Credits: 3

WKO 142: MSSC Quality Practices and Measurement Course

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Students completing this course will receive an MSSC certificate in quality practices and measurement.
Credits: 3
Prerequisites:
WKO 141

WKO 143: MSSC Manufacturing Process and Production Course

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include:

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

Students completing this course will receive an MSSC certificate in manufacturing processes and production.
Credits: 3
Prerequisites:
WKO 141

WKO 144: MSSC Maintenance Awareness Course

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
- electrical systems;
- pneumatic systems
- hydraulic systems;
- machine automation systems
- lubrication systems
- bearings and couplings

Students completing this course will receive an MSSC certificate in maintenance awareness.
Credits: 3
Prerequisites:
WKO 141

Student Handbook

About the College

A Message from the Vice President of Student Services

Welcome to Calhoun! We are delighted that you are here as a student; but more importantly, we are eager to support your ambition and motivation to succeed not only at Calhoun but in the years ahead as you pursue your dreams and goals. Your Calhoun education is the pathway to achieving those goals! The faculty and staff of Calhoun are committed to student success and completion. We want you to be that successful student; and we want you to complete your certificate, your degree, and/or your transfer options to a four-year degree.

This Student Handbook has been designed to be your source of information as well as your motivation when you need a little extra support. We know that you may be balancing your life as a student along with the responsibilities of a job or a family or other obligations. Your academic work is very important, however, and this Handbook can provide you with key resources on campus, various aspects of campus life, and important student policies.

Most importantly of all, Calhoun faculty, staff, and even other students can all be the source for good advice or just some sympathetic listening when needed.

I wish you a very successful year at Calhoun! Let me know how I can be of service.

Dr. Patricia A. Wilson
Vice President of Student Services

A Message from the Student Engagement Coordinator

There's more to college life than attending classes. The Office of Student Activities is here to help you thrive and succeed in your college life. We want each student to get involved on campus. It's a great way to meet people, enhance your leadership skills, and make a difference. Maybe you'll discover a new interest or make new friends among the diverse array of academic and cultural events. So, get involved by joining an organization or club and participating in activities and events. You'll be glad you did!

Kelly Hovater
Student Engagement Coordinator

Quick Reference Phone Numbers

Academic Calendar
Admissions..... 256-306-2593

ACCUPLACER Test
Advising..... 256-260-4330
Testing (Decatur)..... 256-306-2522
Testing (Huntsville).....256-890-4792

Address Changes
Records..... 256-306-2593

Advisor
Advising 256-306-2648

Applications
Admissions..... 256-306-2593

Recruitment 256-306-2648

Articulation Agreements.....256-306-2665

Books
Bookstore (Decatur)..... 256-306-2690
Bookstore (Huntsville)..... 256-890-4748

Campus Tours
Recruitment 256-260-2492

Catalogs
Admissions 256-306-2648

Disability Services..... 256-306-2630

Drop & Add
Advising..... 256-306-2648

Enrollment Verification
Records 256-306-2593

Fee Payment
Business Office 256-260-2457

Financial Aid Refund Status
Financial Aid .....
256-306-2628

GED Classes..... 256-306-2830

Graduation .....
256-306-2607

Job Listings for Students and Alumni
Career Services.....
256-306-2993

Loans
Financial Aid .....
256-306-2628

Academic Major Changes
Records.....
256-306-2593

Name Changes
Records .....
256-306-2593

Orientation
Advising .....
256-306-2648

Parking Decals
Student Center (Decatur) .....
256-260-2457
Administrative Office (Huntsville).....
256-890-4711

Re-Admission Application
Records.....
256-306-2593

Refunds
Business Office .....
256-306-2543

Transcripts
Records.....
256-306-2593

Scholarships
Institutional Advancement Office.....
256-713-4823

Student Advocate
Student Services.....
256-306-2870

Student IDs
Student Services (Decatur) .....
256-306-2614
Admissions (Huntsville).....
256-713-4852

Suspensions
Admissions.....
256-306-2907

Transfer Credit
Advising .....
256-306-2648

Transcript Evaluation
Records.....
256-306-2593

Veterans' Affairs
Financial Aid.....
256-890-4790

Withdrawals
Admissions .....
256-306-2593

About the College

Located in Decatur, Alabama, a thriving community in north Alabama's high technology corridor, Calhoun Community College exemplifies the two-year college mission of commitment to excellence in teaching and service.

The largest of the two-year institutions comprising The Alabama Community College System, Calhoun is an open-admission, community-based, state-supported, co-educational, comprehensive community college dedicated to providing affordable, high-quality and accessible education to individuals in its four-county service area.

Offering 62 associate degree programs and 50 career/certificate programs, Calhoun serves over 9,000 students at its 110-acre Decatur campus, its Huntsville location, the Alabama Center for the Arts, and at the Limestone Correctional Facility. The College's faculty and staff are well qualified and remain current in their areas of expertise.

For over 70 years, Calhoun has been an active member of north Alabama. Graduates of the College permeate the community, and many of them have gone on to complete baccalaureate degrees at other institutions in the area, or have entered the work force after successfully completing programs of study and training.

Calhoun successfully continues to meet the educational and training demands of a unique and highly diverse population. The College also is committed to providing training and education for area business and industry through our Business and Industry Services program. Through these services, customized training programs have been developed for such companies as Adtran, Boeing, and the Tennessee Valley Authority.

- With approximately 10,000 credit students, Calhoun remains Alabama's largest two-year college and the 6th largest higher education institution (two-year and four-year) in the state.

- Calhoun's Huntsville/Cummings Research Park campus is the only two-year college campus in the nation located in a major research park.
- Calhoun was the state of Alabama's first public higher education institution designated "smoke free."
- Calhoun is among more than 220 colleges which hold membership in the Achieving the Dream National Reform Network, which provides resources, support and evidence-based strategies focused on closing achievement gaps and increasing student retention, persistence and completion rates.
- Developed in partnership with Athens State University, Calhoun opened Phase I of the Alabama Center for the Arts in 2012, located in downtown Decatur. Phase II of the ACA officially opened August 2016.
- According to a report from the Alabama Community College System, Calhoun's economic impact to the community and state is substantial. Total local economic impact is $279,284,280 for a return on $1 investment (ROI) of 12.1, the highest among the state's two-year colleges.
- The top five institutions to which Calhoun students transfer are: University of Alabama in Huntsville (25%), Athens State University (24%), Auburn University (12%), University of Alabama (11%), and University of Alabama - Birmingham (8%).
- Calhoun's top three award-producing degree programs:
  - General Studies
  - Advanced Manufacturing
  - Registered Nursing
- The College enrolls over 1,000 students in two Nursing and six Allied Health programs.
- The College is proud of its quality programs. Currently, 11 degree programs are nationally accredited.
- ACHE (Alabama Commission on Higher Education) data indicates that Calhoun remains the "college of choice"for students from this region.
- With over 1,000 students, Calhoun's Dual Enrollment program is the largest in the Alabama Community College System.

Registration Information

COURSE PLACEMENT TESTING

Applicants and students are required to complete a course placement examination prior to enrollment in any English, reading, or mathematics course unless the student qualifies for an exemption listed below. Course placement testing is mandatory; students may not enroll for any course above the level designated by the placement exam. No fee is charged for a student's first placement test.

Placement testing is available using untimed computerized testing. Students may pick up a testing ticket from Advising and present it to the Testing Center during the times noted below.

DECATUR

Monday - Thursday (No Appointment Necessary)
Start any time between 9:00 a.m. - 2:30 p.m.
No Friday Testing
Adult Education Testing Building, Room 103
256-306-2522

HUNTSVILLE

Monday - Thursday (No Appointment Necessary)
Start any time between 9:00 a.m. - 2:30 p.m.
No Friday Testing
Sparkman Building, Room 122
256-890-4792

EXEMPTIONS

1. A student has ACT or SAT scores at a minimum level. ACT/SAT scores must be on file before an exception to the placement testing requirement will be approved. **NOTE: ACT, SAT, COMPASS, or ACCUPLACER scores and high school transcripts must be no more than 5 years old.**

ACT		SAT	
English	18	Verbal	480
Mathematics	20	Mathematics	480

2. A student has transferred degree-creditable college level English and math courses with a " C " or better. Transcripts must be on file before an exception to the placement testing requirement will be approved.
3. High school transcripts may be used for placement. Please see an advisor to determine placement.

ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur Campus and our Huntsville site. The personnel manning the centers will help students set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first time freshmen will be assigned an advisor that they will be required to meet with each

semester prior to registration until the student has accumulated 30+ credit hours. Upon earning 30+ hours, that advisor will remain assigned to the student and available to them for any assistance they may need.

You are welcome to walk-in and meet with an advisor or go to www.calhoun.edu/advising to make an appointment.

DECATUR

Chasteen Student Services Center 256-306-2648
Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday
8:00 a.m.- 11:45 a.m. Friday

HUNTSVILLE

Sparkman Building - Room 101 256-890-4770
Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday
8:00 a.m. -11:45 a.m. Friday

The Alabama Community College System

SYSTEM OVERVIEW

Governed by the Alabama Community College System Board of Trustees, the ACCS consists of 22 comprehensive community colleges and three technical colleges; Marion Military Institute; and extensive workforce development initiatives, including the Alabama Industrial Development Training Institute and the Alabama Technology Network.

Approximately 300,000 people are served annually by all of the entities in the system, including ATN, workforce development, and adult education. Of those served, approximately 124,000 are enrolled in credit courses.

The Alabama Community College System's commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs.

The Alabama Community College System is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.

The Alabama Community College System provides:

- General education and other collegiate programs at the freshman and sophomore levels to prepare students for transfer to four-year institutions to complete baccalaureate degrees, as well as an upper division university that provides selected baccalaureate programs.
- Adult Education that focuses on improving individuals' skills, productivity and training with GED preparation and testing, basic skills, and English as a Second Language.
- Workforce development initiatives that provide customized, flexible, short-term training programs that are responsive to industry needs – from highly specialized training to programs that help prepare entry-level employees to meet growing demands.

MISSION

To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce
development.

VISION

To develop an educated, prosperous population by providing an affordable pathway to help citizens of any walk or stage of life
succeed through quality education and training; a community college system where education works for all.

VALUES

- Integrity
- Excellence
- Accessibility
- Accountability
- Diversity

Student Activities

Student Activities

Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent

every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Engagement Coordinator and the Vice President of Student Services.

Athletics

Athletic competition is an integral part of the overall educational program at Calhoun Community College. Academic success is the primary goal of each and every student athlete and member of the Athletic Department staff.

At Calhoun, we believe athletics contributes to education. Success, failure, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline only scratch the surface of the areas in which athletics contribute. Calhoun's Athletic Department believes the playing area acts as a laboratory of life and encourages participation for the fullest development of each individual's maximum potential.

Education is an investment for tomorrow as well as a requirement of our democratic way of life. Education will be kept in its proper perspective as our foremost goal.

Calhoun Community College is a member in good standing of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). Calhoun competes in Baseball, Softball, and Golf.

Student Government Association (SGA)

The SGA is intended to provide for active student self-government; to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; and to function as an organized and realistic laboratory through which students may acquire and "try out" those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the Discipline Committee and the Parking/Traffic Appeals Committee, as well as other special appointments. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The Decatur campus SGA office is located in MSA room 120. The Huntsville campus SGA office is located in the Sparkman Building, Room 315. All students are urged to meet with their representatives and to take an active part in the affairs of the student government. Officer positions are President, Vice President, Secretary and Campus Coordinator.

Student Government Association Constitution

PREAMBLE

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

ARTICLE I NAME, PURPOSE, MEMBERSHIP

Section 1 Name
The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

Section 2 Purpose
The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the Planning Council and various other college committees. Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cultural experiences not otherwise provided in the curriculum.

Section 3 Membership
The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

ARTICLE II ADMINISTRATIVE DEPARTMENTS

Section 1 Branches

The SGA shall be composed of the Executive and Legislative Branches.

ARTICLE III POWERS OF EXECUTIVE BRANCH

Section 1 Executive Members

All executive powers of the SGA shall be vested in these members: President - for Decatur, President - for Huntsville, Vice President - for Decatur, Vice President - for Huntsville, Secretary - Decatur, Secretary - Huntsville, Campus Coordinator - Decatur, and Campus Coordinator - Huntsville.

Section 2 Powers and Duties of the President

A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
C. Instruct and require reports from executive officers and committee chairs.
D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
E. Make recommendations for legislation to the Student Senate.
F. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
G. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.
H. Not holding the Office of President in any other Calhoun Community College club or organizations.
I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.

Section 3a Powers and Duties of the Vice President

A. In the absence of the President, assume the powers and duties of the President.
B. In the event of the President's resignation or removal from office, assume the office of the President until the next regularly scheduled election.
C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
D. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by SGA Advisor.

Section 4a Powers and Duties of the Secretary

A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
B. Submit to the SGA President, SGA Advisor, and Vice President for Student Services, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
C. Serve as corresponding secretary for the Executive Branch.
D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
E. Keep regular, posted SGA office hours -two (2) to three (3) hours a week - approved by the SGA Advisor.
F. Keep the SGA Constitution updated as it is amended.

Section 5 Powers and Duties of the Campus Coordinator

A. Campus liaison between the SGA and the campus clubs and organizations.
B. Bi-monthly report to the SGA officers and Advisor as needed.
C. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.

ARTICLE IV POWERS OF LEGISLATIVE BRANCH

Section 1 Legislative Members

The legislative powers of the SGA shall be vested in

- Ten (10) representatives at the Decatur campus elected at large from the student body;
- Ten (10) representatives at the Huntsville campus elected at large from the student body;
- One (1) active member of each Calhoun club or organization, elected by the membership of that club.

Section 2 P0WGI"S and Duties of the Legislative Branch

A. Administer and enforce the SGA Constitution.
B. Propose amendments to the SGA Constitution.

C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor.

ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES

Section 1 Qualifications of Executive Branch

A. Any student running for SGA President must have prior Calhoun SGA experience.
B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.
C. The Secretary and Campus Coordinator must have demonstrated computer skills.

Section 2 Qualifications for Legislative Branch

A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.
B. First semester freshmen desiring to run for election shall do so, on the basis of high school grades.

ARTICLE VI ELECTIONS AND SUCCESSION

Section 1 Election of Executive Branch

A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor an application fourteen (14) days prior to the election with a 2.5 grade point average verified by the appropriate Admissions Clerk.

Section 2 Election of Legislative Branch

A. Eight senators of the SGA from the Decatur campus shall be elected and installed to assume office during the month of September.
B. Eight senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September
C. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor.

Section 3 Election Procedures

A. All elections shall be by secret ballot.
B. Election winners will be notified by the SGA Advisor.

Section 4 Succession

A. The President shall be succeeded by the Vice President of the student body.
B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)
E. If there is a quorum of the original members, then no new senators will be elected after the fall semester.

ARTICLE VII CONTINUITY OF SERVICE

Section 1 Executive Branch

A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Vice President of Student Services.

F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

Section 2 Legislative Branch

A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

ARTICLE VIII OATH OF OFFICE

Section 1 Oath of Office

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

Section 2 Upholding Oath of Office

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

ARTICLE IX MEETINGS

Section 1 General Sessions

Bi-monthly meetings will be held in the MSA room 120, Decatur campus, and in the SGA Office on the Huntsville campus, room 315.

Section 2 Executive Meetings

The Executive Branch of the SGA shall meet twice a month for the purpose of planning.

Section 3 Special Meetings

Special meetings shall be called when deemed necessary.

ARTICLE X RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

ARTICLE XI CONSTITUTIONAL AMENDMENTS

Section 1 Amendments

A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

Section 2 Quorum

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees; which include some listed below:

Fall Fest
Halloween Costume Contest
Student Success Committee Focus Group
Administrative Planning Council
Food/Hospitality
Disciplinary
Spring Fest
Blood Drive

Student Organizations and Clubs

Co-curricular organizations and clubs are recognized as an integral part of the total educational program of Calhoun Community College. Students are encouraged to participate in organizations and clubs in order to share their talents and ideas with classmates and

college staff, to positively influence the total college program, to enhance personal skills through leadership experiences, and to enjoy a fuller social life through contacts made in co-curricular activities.

The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the SGA is to represent every student as a direct line of communication to staff, faculty, and administration. The SGA operates under the direction of the Student Engagement Coordinator and the Vice President of Student Services.

THE FOLLOWING IS A LIST OF CAMPUS ORGANIZATIONS AND CLUBS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.

Additive Manufacturing Club (AMC) - The purpose of the Additive Manufacturing Club is to promote additive manufacturing, 3D printing, and 3D modeling to increase awareness of the Additive Manufacturing program and to provide unique additive manufacturing opportunities for Calhoun Community College students. Sponsor - Nina Bullock - Nina.Bullock@calhoun.edu or 256-306-2813.

Art Box Club - The purpose of the Art Box Club is to bring the art students together to host various activities on campus and in the community. Our club will coordinate events at the ACA to promote growth and to connect fellow students. We travel to local elementary, middle, and high schools to educate students about art majors. Sponsor - Kimberly Parker -contact Kimberly.parker@calhoun.edu.

ASQ (American Society for Quality) is a global organization dedicated to quality. The Calhoun student branch is committed to increasing students' knowledge of quality beyond the classroom. ASQ student members directly interact with the local Huntsville ASQ Chapter 1503. The chapter hosts guest speakers, tours local industries, and attends quality conferences. The ASQ student branch welcomes students of all disciplines. Sponsor -Jennifer Geiger-256-306-2584 -jennifer.geiger@calhoun.edu

Baptist Campus Ministries - Decatur - Baptist Campus Ministries, Christian Fellowship, is a Christ-centered organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Students will find worship, Bible study, music, food, fun, friends, mission trips and much more. Our goal is to help each others grow in his or her relationship with Christ and help lead others to Him. Our weekly Bible studies consist of praise and worship, Bible study, and Biblical discussions. We are formally supported by Baptist Campus Ministries, but we are not just for the Baptist denomination. Throughout the school year, we have many activities. We go on mission trips, retreats, and conferences. BCM Bible Studies are held on the Decatur Campus on Thursdays from 12:30 p.m. - 2:00 p.m. in the Brewer Library Instruction Room. BCM will hold a "See You At The Pole" event on the first and third Thursday at 12:00 noon to hold prayer for the school. Sponsor - Willie Alexander, walexander@alsbom.org.

Baptist Campus Ministries - Huntsville - Baptist Campus Ministries, Christian Fellowship, is a Christ-centered organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Students will find worship, Bible study, music, food, fun, friends, mission trips and much more. Our goal is to help each others grow in his or her relationship with Christ, and help lead others to Him. Our weekly Bible study will be held in **Room 139** of the Sparkman Building from **12:30-1:45 on Wednesdays**. We are formally supported by Baptist Campus Ministries, but we are not just for the Baptist denomination. Throughout the school year, we have many activities. For more information, please contact Edwin Hocutt, BCM Campus Minister, at ehocutt@alsbom.org

Bass Fishing Team - A team that provides opportunities for students to engage in bass fishing, compete in bass fishing tournaments, and promote bass fishing while having a positive influence on people on campus and throughout the community. Sponsor - Meg Graham, 306-2835.

Black Students Alliance - A one-of-a-kind group open to all students who want to get to know other students, talk about/plan activities, resolve questions or issues pertaining to Black students, respond to campus and community concerns, and enjoy college life together. Sponsors - Decatur: Carla Larry, 256-306-2540; Trina Smith, 256-306-2980; Miesha Watts, 256-306-2606; Ernest Williams, 256-260-2742. Huntsville Campus: Felecia Ewing, 256-890-4798; Gerald Jackson, 256-890-4771; Carolyn Jordan, 256-890-4747; Dr. Isaac Sakyi-Addo, 256-890-4789.

Biological Sciences Research Group - The purpose of the Calhoun Community College Biological Sciences Research Group (CCCBSRG) is to involve students in original scientific research in a laboratory and field setting. Students will participate in all stages of research including planning and design of projects, performance of experiments, recording and interpretation of data, drafting of scientific articles, and submission of articles for publication in appropriate academic journals. Students will develop laboratory skills, awareness of laboratory safety, and ethical practices when performing research. This group is open

to all students, regardless of major. Those who major in Biology are encouraged to join. Contact Dr. Don Collier for additional information or to join. Also, visit the official Facebook page at https://www.facebook.com/CalhounResearch.

Sponsor: Don Collier, PhD – 256-306-2836 don.collier@calhoun.edu

Book Clubks 101-Joie de Livres (Joy of Reading) — This Clclub is designed to encourage interest in reading at Calhoun. The club will also discuss and share opinions on plot-lines, characterization, and the writing style of books. Faculty sponsors - Dr. Parvathy Bhooshanan 256-890-4730; Brandi Gindhart, 256-890-4762; Gerald Jackson, 256-890-4771.

Child Development Club - This club is designed to promote a spirit of citizenship, leadership, and fellowship among the members of the CDC (Child Development Club), to encourage responsibility for maintaining the high ideals of the child development profession, and to encourage future participation in child development organizations upon graduation. Sponsor - Susan Satterfield - 256-890-4788.

Christians at Calhoun - It is our goal to embody the love of Christ and to show this love to other students on this campus. We do this by meeting together, studying God's word, praying, singing, and serving God by our actions, words and lives. We would love to meet you and talk to you more about our great God and the salvation made possible by Jesus Christ. Whether you have zero experience with faith and spirituality or you havebeen in churches all your life, students from every background are invited to be part of the group. We make it our aim to be inclusive and welcoming. To God be the glory! (Matthew 6:33) We will meet every Thursday in September 2019 at 7pm in a location TBA. Faculty Sponsor- Karen Tuten, Karen.tuten@calhoun.edu.

Criminal Justice Club - A club organized to broaden student's horizons who are seeking a career in Criminal Justice and related fields. Sponsor - James Stewart, 256-890-4785.

Debate Club - The Debate Club gives students who are interested in public speaking and building arguments the opportunity to work and develop their speaking skills as well as learning the ability to form and dissect arguments. Creating an environment where all students are welcome to come and learn. Sponsor – Tyler Andrews, 256-306-2776.

Drama Club - The Drama Club is an auxiliary to theatre program whose purpose is to foster student interest in theatre arts by participation in theatre performances. Sponsor - William Godsey, 306-2701, will.godsey@calhoun.edu, Fine Arts Department.

E.M.S. Club - To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the E.M.S. profession, to encourage future participation in the professional E.M.S. organization upon graduation, and to provide E.M.S. student representation and communicate concerns to and from the college administration and faculty. Sponsors- Kenneth Kirkland, 256-306-2789 and Tyler Mosley, 256-306-2978

Entrepreneurs Club - To promote entrepreneurship on Calhoun's campuses by gathering like-minded students and immersing them in experiences that develop their skill sets and enhance their abilities to start their own businesses. Contact: Deborah Enfinger, (256) 306-2679 or deborah.enfinger@calhoun.edu or like us on Facebook at www.facebook.com/calhounentrepreneursclub

Interfaith Club- The purpose of the Calhoun Community College Interfaith Club is to promote interaction and understanding of world religions and spiritual philosophies, thus fostering dialogue between people of different faith backgrounds, and the support and acceptance of religious diversity. Sponsors: Susan LoCascio 256-306-2757 and Dr. Parvathy Bhooshanan 256-890-4730.

Gathering of Gamers- is a student-led club focused on only tabletop games at this time. It is open to all students. Gatherings are for casual play and possible events/competitions.This club provides network and collaboration opportunities. BYOS – Bring your own stuff! Faculty Advisors – John Gaines 256-306-2748 (john.gaines@calhoun.edu) and Tori Norris 256-306-2731 (tori.norris@calhoun.edu).

International Club (Huntsville) - To serve as a means to recognize and appreciate the value of our inherent differences and in doing so combat discrimination and prejudice. Sponsors - Dr. Susan LoCascio 256-306-2757 (susan.locascio@calhoun.edu); Ms. Tanja Mitchell 256-890-4710 (tanja.mitchell@calhoun.edu; Dr. Divya Pradhan 256-890-4995 (divya.pradhan@calhoun.edu), or contact: ccc. intl.club@calhoun.edu.

Intramural Sports - Get active! Make friends! Have Fun! Play intramural sports! These are the sports currently offered, but more may available in the future:

- Basketball
- Flag Football

- Disc Golf
- Corn Hole
- Kickball
- Dodgeball
- Card Games
- Ping Pong
- and more!

Email Coach Stephenson at bart.stephenson@calhoun.edu.

La Vos/Spanish Club - To provide educational opportunities outside of the classroom for those interested in the Spanish language and culture, to help students and the community understand and learn more about the Spanish cultures of Latin America, Spain, and the local Latino community. This club is also organized to expand knowledge and appreciation of the language, customs, history, cultures, and social life of Spanish speakers through events, and to provide a safe and sober environment for students to engage in oral usage of the Spanish language. Sponsor- Dr. Waymon Burke 256-890-4737.

C3 NASA Rover Team (C3NRT) Club - The goal of the team is to design, build and race a simulate lunar roving vehicle in the annual NASA Human Rover Challenge Race at NASA's Marshall Space Flight Center in Huntsville, Alabama. The race was inspired by the development of the first lunar roving vehicle, which was designed and tested at Marshall Space Flight Center. The event challenges students to design and build a human-powered vehicle to address engineering problems similar to those actually faced by the original NASA lunar rover team. Main goals of the project are to attract students to aerospace related application and implement existing NASA educational programs in a real-world design challenge. Sponsor -Keith Davis, 256-306-2912.

Multimedia Club - The Multimedia Club is dedicated to providing opportunities for students to experiment with and gain hands-on experience in the continuously evolving communications mediums of television, radio, digital photography, and multimedia production. The club also serves as a forum to inform, educate, and entertain. Students engage in fun-filled activities via special exhibits, seminars, production shoots, and studio recordings. Sponsor – Wes Torain, 256-306-2965.

Nursing Club - The Nursing Club promotes citizenship, leadership and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; encourages future participation in professional nursing organizations. Sponsor: David Welsh, 306-2988, david.welsh@calhoun.edu. Meeting dates and times: TBA.

Phi Theta Kappa - Phi Theta Kappa is the international honor society of two-year colleges. Students who are enrolled (part-time or full-time) at Calhoun, have at least a 3.5 cumulative GPA, and have already earned at least 12 semester hours creditable toward a two-year degree are invited at the beginning of each semester. Phi Theta Kappa focuses on activities and events relating to our four hallmarks: leadership, scholarship, service and fellowship. Each member is encouraged to be active in our organization in order to gain servant leadership experience, widen the scope of his or her knowledge, increase competitive scholarship opportunities and fellowship with other Phi Theta Kappa members in the chapter, state, nation and across the globe. Advisors - Dana Burton 256-713-4873 (Huntsville) and Dr. April Nunn 256-306-2715 (Decatur).

Physical Therapist Assistant Club - To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the PTA profession, to encourage future participation in the professional PTA organization upon graduation, and to provide PTA student representation and communicate concerns to and from the college administration and faculty. Sponsor-Tiffany Bain, 256-260-2439.

Sigma Kappa Delta (SKD - English) Sigma Kappa Delta is the national English honor society for students in two-year colleges and was created by Sigma Tau Delta, the International English Honor Society for university students. Visit the website of Calhoun's Chapter of SKD, Theta Beta. Those who qualify are inducted by invitation. The advantages of SKD include life-long recognition for academic excellence; a chance to quality for scholarships and to publish; the opportunity to participate in activities that celebrate theatre, art music, reading, and writing; and a chance to attend conferences both locally and nationally. Sponsors - Decatur: Leigh Ann Rhea 256-306-2940 and Julie Sneed 256-306-2723; Huntsville: . Call for meeting times and locations.

SkillsUSA - SkillsUSA is a national organization serving high school and college students who are enrolled in training programs in technical, skills and service occupations, including health occupations programs and tech prep. SkillsUSA has more than 300,000 members in 13,000 chapters and 53 state and territorial associations. SkillsUSA was established in 1965 and has served more than 9.5 million students. Sponsor: Nina Bullock (256) 306-2813.

SPECTRUM-(Calhoun's LGBT+ Group) - An all-inclusive organization created to be a support system for the members of the LGBT+ (Lesbian, Gay, Bi, Transgender, etc.) community, making Calhoun a more open, accepting place that facilitates an understanding and thoughtful outlook on sexual orientation and gender identity. This is a safe place for like-minded individuals to have social support, and a time for non-judgmental engagement with others. Spectrum meets every Thursday of the month from 12:30 p.m. to 2 p.m., and third Monday of each month from 2 p.m. to 3:30 p.m. in Room 305 in Huntsville's Sparkman Building. Decatur Campus meetings will be at the same time in Noble Russell Hall, Room 104. Sponsor- Logan Smith, logan.smith@calhoun.edu, 256-306-2632

Students for Life (SFL) - Join Us for Life in Fall 2020! We are Calhoun's pro-life student club, and we areworking to promote a culture of life at Calhoun and in our communities. We recognize that meaningful change in our culture will come about only by a conversion of hearts. We are devoted to learning, serving, and teaching about abortion, euthanasia, marriage and family, human trafficking, immigration, and poverty through campus events and other activities. Come and meet other pro-life students and to share and learn how to explain your beliefs in a compassionate and loving way. Learn to live the message by helping women with unexpected pregnancies. To learn more and get involved, contact the club sponsors deborah.enfinger@calhoun.edu or james.payne@calhoun.edu .

Student Government Association - represents student views to the college administration and coordinates and carries out the Student Activities program. Officers and two senators are elected in March. Senators are elected in September. Applications to run for SGA may be acquired from the Student Engagement Coordinator or SGA office. The SGA President, Vice President, Secretary, and Campus Coordinator may be eligible for a scholarship, but awards must be made within scholarship policies at Calhoun. See your advisor for more information. Calhoun Community College encourages student participation in institutional decision-making. The Student Government Association represents student views to the college administration through representation on the Discipline Committee,as well as other special appointments. Kelly Hovater, Sponsor - Student Engagement Coordinator (256) 306-2640.

Warhawks (Student Ambassadors) - The Warhawks are Calhoun's official hosts and hostesses. They represent the College at official functions, give campus tours, host student and faculty receptions, represent Calhoun Community College at various high school programs, and lots of other exciting activities. It's a great way to meet other students, faculty and administrators, and become involved in student activities. Some of the requirements for being a Warhawk are a positive attitude, a minimum GPA of 3.0, and 12 hours.
Sponsors: Gambryn Davis (Decatur), 256-306-2842; Morgan Stayton Fowler, (Huntsville) 256-890-4714, Rebecca Turner (Decatur), 256-306-2774; The Warhawks meet every Wednesday at 1:00 p.m. Decatur: Math/Science Building Conference Room; Huntsville: Administrative Conference Room.

The Well Church – Huntsville - is a collegiate church plant that is located on Jordan Lane. We exist to send disciple makers of Jesus by being disciple makers of Jesus by reaching college students on the campus with the gospel of Jesus Christ. To accomplish this, our small group Bible studies, called tribes, are located throughout the greater Huntsville area. One of these tribes is located on the Calhoun Community College – Huntsville campus, and meets on Tuesdays in room 303 from 12:30-1:45 PM, food always provided. Please join us during this tribe, or visit us Sundays at 11 AM at 809 Jordan Lane NW for our weekly church services. Eli Alexander - Elidavidalexander@gmail.com

Forming a New Club - anyone interested in forming a new club should complete the "Official Petition for forming Organizations and Clubs "form linked at the bottom of our clubs page, www.calhoun.edu/student-activities/student-dubs-organizations. For more information, contact the Student Activities Facilitator, Kelly Hovater, (256) 306-2640 or at her office in Brewer Library on the Decatur Campus.

Campus Policies

Campus Security/Police

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Security/Police Department by calling 256-306-2575. For emergencies only, call 256-306-2911 on the Decatur campus or 256-890-4711 in Huntsville. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool Technology building on the Decatur campus.

Huntsville Police Department officers are located in the Administrative Office in the Sparkman Building.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. Should you have any questions or suggestions regarding campus safety, please contact the campus police at 256-306-2574. If an emergency, call 256-306-2911.

Calhoun Community College
Campus Crime Statistical Disclosure Report

Crime	2014 DEC	2014 HSV	2014 ACA	2015 DEC	2015 HSV	2015 ACA	2016 DEC	2016 HSV	2016 ACA	2017 DEC	2017 HSV	2017 ADA
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Breaking & Entering Motor Vehicle	1	3	0	1	2	0	0	0	0	0	0	0
Arrests	0	1	0	5	0	0	1	0	0	0	2	0
Motor Vehicle Thefts	0	1	0	0	0	0	0	0	0	2	1	0
Liquor Law Violations	1	1	0	0	2	0	0	0	0	0	0	0
Drug Violations	2	2	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	2	0	2	0	0	2	0	0	5	2	0
Thefts	7	3	1	11	5	0	10	3	0	5	5	0
Harassment	6	1	0	3	2	0	4	1	1	3	3	0
Auto Accidents	14	3	0	17	13	0	17	20	0	24	17	0
Leaving Scene of Accident	3	5	0	4	1	0	4	5	0	6	8	0
Public Intoxication	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage	4	0	0	0	0	0	0	0	0	2	2	1
Trespassing	3	9	0	5	3	0	1	1	0	1	3	0
Disorderly Conduct	4	1	1	0	0	0	0	1	0	0	1	0
Hate Crime	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	1	0	1	0	0
Medical Calls	14	12	0	20	10	0	11	8	1	10	11	0
Stalking	-	-	-	-	-	-	0	0	0	0	0	0

Student Identification Cards

All students enrolled at Calhoun Community College are required to have, in their possession, a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of $20, payable to Calhoun at the Cashier's Office. Replacement cards cannot be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107 on the Decatur Campus and in the Admissions Office on the Huntsville Campus. Please check the Calhoun website for hours of operation for each campus.

Motor Vehicle Registration

All students driving any type of motor vehicle on campus must secure and properly affix an official college parking decal to the vehicle regardless of the location of classes. Parking decals are available at the switchboard at the Decatur campus or the Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained on the second floor of Chasteen Student Services Center, Room 220G upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained in Huntsville at the Administrative Office. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will be only permitted for those cards that display both a College disability access decals and either a disability access license plate or a disability access placard.

Handicap Parking Policy

Eligibility to access available handicap parking on campus requires that a student, faculty or staff member show proof that they are the legally registered recipient of the state issued handicap parking placard. A valid Calhoun ID along with a receipt, similar to a tag receipt from the Department of Motor Vehicles will be required to verify that the faculty, staff, or student is the registered user of the handicap placard or handicap tag and must be presented to the Student Disability Services Office. Students must also show a current (paid) schedule. The Calhoun handicap parking placard must be displayed on the rear-view mirror of the eligible

vehicle when parked on campus. The handicap parking areas will be monitored. Fines for handicap parking violations are $50.00.

Abandoned Vehicles

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

Parking/Traffic Citation Appeals Committee

This is a three-member committee made up of one faculty member, one staff member, and one student leader. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee will only meet on an "as needed" basis.

APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the Director of Campus Police at the location for which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575, damon.morgan@calhoun.edu

Huntsville – Don Swain, 256-890-4711, don.swain@calhoun.edu

Restroom Policy

Restrooms and locker rooms are designated separately for women, men and 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 or locker room may be subject to discipline. Gender neutral restrooms are available and located in the following locations:

Calhoun Community College Single Use Bathrooms

1. ATC – Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. Health Sciences – Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT – No single use restroom.
4. Career Services - No single use restroom.
5. IT – 2 men and 1 women single use restrooms.
6. Campus Police – No single use restroom.
7. Noble Russell – One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT – Both men's and women's single use restrooms in the Mechanical Lab.
9. Testing Center/Adult Education – No single use restroom.
10. Energy Technology – accessible, next to janitor's closet.
11. Industrial Technology – Aerospace wing - one single use women's restroom in aerospace lab.
12. Machine Tool – No single use restroom
13. MSA – One unmarked single use (Family) restroom off of 1st floor vending, accessible.
14. Chasteen Student Service Center – No single use restroom.

15. Harris Hall – single use men's and women's bathrooms inside faculty suites on 1st and 2nd floor. No access code required for entry.
16. Maintenance – One single use restroom.
17. Wallace – No single use restroom.
18. Library – Both men and women's single use restroom next to special collections and the emergency exit in the back of the left side of the library, accessible.
19. Gym – one single use bathroom next to women's locker room, K-122.
20. Ball Field Concessions – No single use restroom.
21. ACA – No single use restroom.
22. Huntsville – Sparkman Hall: Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/ lounge. See welcome center in lobby for access code. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge. See GED/Information office (room 62) for access code. There is also a single use restroom in the hallway of the Huntsville Advising center.

Sex Offender Registration

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The Decatur Campus Police Dept, is located in Building #6 and the Campus Police Department in Huntsville is located at the Front Entrance of the Sparkman Building.

Weapons Policy

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to ACCS board policy 511.01, Calhoun Community College adheres to the following:

Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.

Tobacco-free Policy

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco- free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, or any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as follows:

Student Fines

Any Calhoun student found to have violated this policy shall be subject to the following fines:

1st Ticket	$25.00 Fine
2nd Ticket	$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

A student who has pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President of Student Services, Dr. Patricia Wilson.

Employee Fines

Any Calhoun employee found to have violated this policy shall be subject to the following fines:

1st Ticket	$25.00 Fine
2nd Ticket	$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount. Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun Community College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related"applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer, promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

Traffic and Parking Regulations

Every effort is being made to help students have a place to park while attending classes. Complete cooperation among drivers is requested. All students who drive motor vehicles on any of Calhoun Community College's sites are responsible for knowing and abiding by parking/traffic regulations.

Parking/Traffic Regulations

Students who are enrolled at Calhoun Community College are required to secure parking permits for their vehicles regardless of class location.

Parking/Traffic Decals

1. Decals can be acquired at no charge at the switchboard in Chasteen Student Services Center. Permits also can be acquired from the administrative office at the Huntsville campus.
2. Decals must be hung on rear-view mirror of automobiles/trucks or affixed where visible on motorcycles.
3. Open Parking
   White Decals-Employee
   Dark Blue Decals-Student
   Yellow Decals - Handicapped Persons (obtained from the ADA Office)

Student parking for the Huntsville campus is restricted to the open lots to the east and south of the building. Parking for the Decatur campus is restricted to the open lots that run north and south throughout the campus. No parking is allowed on either campus against the curbs, which are reserved for emergency vehicles.

4. If a student drives more than one vehicle on campus regularly, the student must have a decal for each vehicle.
5. In the event of car trouble or other extenuating circumstances, temporary decals may be obtained from the administrative office. Temporary permits must be obtained immediately upon arrival and displayed in vehicle.
6. Decals expire August 31 of each year.

Fines

1. The following schedule of fee penalties will be applied to parking and traffic violations.
    a. Failure to properly display parking decals in vehicle $10.00
    b. Speeding on campus $10.00
    c. Running stop sign $10.00
    d. Unauthorized parking in zones for disabled
    Decatur $50.00
    Huntsville $50.00
    e. Fire lane violations,
    Huntsville $50.00
    f. Improper parking (example: taking up two spaces) $10.00
    g. Other violations (example: obscured decal, entering or exiting in the wrong direction) $10.00
2. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days automatically double.
3. A student may not register for classes nor have transcripts released until all fines are paid.
4. Any student wishing to appeal a parking/traffic fine may do so by appearing before the S.G.A. Parking/Traffic Appeals Committee. This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets on a scheduled basis in Chasteen Student Services Center, Decatur Campus. Parking appeals in the Huntsville location should be made to the Dean of that site.

Accidents

Any individual who is involved in an automobile accident while on campus must immediately report the motor vehicle accident to a campus police officer. Campus police may be contacted by calling one of the numbers listed below.

Decatur

• (256) 306-2575

Huntsville

• (256) 890-4711

Need Assistance?—call Security

Decatur Campus

- Extension 2575 on campus, (or)
- Ask the Calhoun switchboard operator (2500) to contact Campus Police for you.

Huntsville Campus

- Contact the Huntsville Campus Office personnel (256-890-4711).

Campus Police Courtesy Services

The Campus Police/Security Office is available to assist with a jump for dead batteries or ignition keys locked inside the car anywhere on campus.The Campus Police/Security Office will not be liable for any damage to vehicles caused as a result of these courtesy services. Because of extensive liability regulations, the Department cannot assist with tire changing. To reach an officer, dial 256-306-2575 for the Decatur Campus and 256-890-4711 for Huntsville.

College Polices and Regulations

Notice of Available Accommodations for Students, Employees, and Applicants with Disabilities.

Students who are requesting academic adjustments and modifications for the first time at the College must submit a completed Request for Services packet to the Student Disability Services/ADA Office. Packets are

available in the office or online at http://www.calhoun.edu/ada. **Continuing students must complete a Semester Request for ADA Services form each semester.** This form is available in the office or online at http://www.calhoun.edu/ada. A student who has not been enrolled in classes for two consecutive terms or more must contact the office.

Students with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Dr. Ina Wilson Smith
Director of Student Disability Services/ADA
Chasteen Student Services Center, Room 220
P.O.Box 2216
Decatur, Alabama 35609-2216
ina.smith@calhoun.edu
Office Hours: 7:45 a.m. - 5:15 p.m., Monday - Thursday
7:45 a.m.-11:45 a.m., Friday

Employees and applicants with questions, concerns, or complaints should contact Calhoun Community College's Human Resources Director, whose name, address, e-mail, and phone number are shown below:

Ms. Kim Gaines
Director of Human Resources and Payroll
MSA, Room 360
P.O.Box 2216
Decatur, Alabama 35609-2216
kim.gaines@calhoun.edu
Phone: (256) 306-2591
Fax Number: 256-306-2874

Animals on Campus

Service animals are permitted on the college campus and in its facilities. A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair, fetching dropped items or providing assistance with balance and stability. To be permitted on campus, a service animal must be specifically trained to perform a service function. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Please contact the Office of Student Disability Services/ ADA at (256)-306-2630 with questions.

Student Responsibilities

Conduct Expectations

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The College reserves the right to discipline any student whose on- or off-campus behavior is considered undesirable or harmful to the College.

Children are not allowed to attend classes with students or faculty. No minors should be left unattended in any building of Calhoun Community College.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional purposes or special programs.

Drug Policy - In Compliance with the Drug-Free Schools & Communities Act Amendment

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct - legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

Drug Policy Standards of Conduct and Enforcement

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the

disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. A document titled "Drug Policy: In Compliance with the Drug Free Schools and Communities Act Amendment, Calhoun Community College" concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violation of the policy can be found in the Albert P. Brewer Library, Decatur Campus, and the Huntsville Campus Library, the Office of the Vice President of Student Services, and in offices of students services staff at the Decatur and Huntsville campuses.

calhoun.edu/drug-policy

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Code of Conduct

All students of Calhoun Community College shall be expected to conduct themselves in an honorable, ethical fashion. However, in the event of proven misconduct, appropriate disciplinary action will be taken. The following sections address the Student Code of Conduct, as well as the College's disciplinary procedures.

Misconduct Defined. A student shall be subject to disciplinary action by the College, up to and including dismissal, for mis- conduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College.
   Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.

   Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.

2. Forgery, alteration, or misuse of College documents, records or identification.

3. *Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
5. *Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession, duplication or use of a key to College facilities, and/or interference with the use of or access to a College facility.
10. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.
11. Intentional misuse of any College fire alarm or fire-fighting equipment.
12. *Actual or threatened physical abuse of any person including domestic violence, dating violence, sexual assault, or stalking (menacing), as defined under Alabama State Law, verbal abuse, threats of intimidation, harassment, and/or coercion, including hazing or any other act, which would tend to endanger the health or safety of the College environment or any person on campus.
13. *Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties, furnishing false information to any College official, and/or failure to identify oneself to these persons when requested to do so.
14. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College.
15. Violation of any College policy or regulation as published or referred to in the College catalog, student handbook, or College website including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of or parking of motor vehicles on the campus.
16. Violation of any Federal, State, or local law or ordinance.
17. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
18. Theft or other abuse of computer facilities and resources, including but not limited to
    a. Unauthorized entry into a file, to use, read, or change the contents, or by any other purpose.
    b. Unauthorized transfer of a computer file.
    c. Use of another individual's identification and/or password.
    d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
    e. Use of computing facilities and resources to send obscene or abusive messages.
    f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
    g. Use of computing facilities and resources in violation of copyright laws.
    h. Any violation of the College Computer Use Policy.
19. Abuse of the Student Code of Conduct System, including but not limited to:
    a. Failure to obey the notice from the Dean or College official to appear before a meeting or hearing as part of a Student Conduct Proceeding.
    b. Falsification, distortion or misrepresentation of information before a Student Conduct Committee.
    c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
    d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
    e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding.
    f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and after a student conduct code proceeding.
    g. Institution of a student conduct code proceeding in bad faith.

h. Failure to comply with the sanctions(s) imposed by the Committee under the Student Code of Conduct.

*The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Vice President of Student Services has probable cause to believe that the respective student committed such an offense. In such case, the Vice President of Student Services will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.

Student Disciplinary Procedures

Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.

Disciplinary Action by Instructor. With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F"for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Vice President of Student Services and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice President of Student Services for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Vice President of Student Services. The appeal must be filed with the Vice President within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegation of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Vice President the act of academic dishonesty and proposing an alternative sanction.

The Vice President of Student Services shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Vice President will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Vice President of Student Services shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Vice President shall be final and binding as to each party, and any grade affected by the Vice President's decision shall be recorded so as to reflect the Vice President's decision.

Disciplinary Action by Vice President or Disciplinary Committee. With regard to all alleged violations of the Student Code of Conduct other than those handled at the faculty level, the Vice President of Student Services shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Vice President shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Vice President shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
4. Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Vice President will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Vice President. If the student wishes to appeal a decision by the Vice President, he/she must file a written request, stating the reason(s) for the appeal, with the Vice President within 48 hours after the student is made aware of the decision. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/ her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in"Hearing Procedures," and will submit its decision in writing to the Vice President of Student Services within 5 business days after the hearing. The Vice President of Student Services will in turn inform the accused student and the complainant as to the Disciplinary Committee's decision.The Committee will schedule and conduct a hearing under the guidelines specified in"Hearing Procedures," and will submit its decision in writing to the Vice President and the accused student.

College Disciplinary Committee. Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Vice President of Student Services (at least two of the three should be teaching faculty) and two (2) students appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services. A faculty representative serving on the Disciplinary Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Disciplinary Committee are as follows:

1. Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Vice President of Student Services.
2. Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.
3. Review and make recommendations to the Vice President of Student Services on student disciplinary policies and procedures.

Hearing Procedures

Each party to a disciplinary hearing shall be given prior written notice by the Chairperson of the Disciplinary Committee of the date, time, and place of the hearing. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be delivered in person or sent by certified mail. If the Committee determines that a party is intentionally avoiding service, the Committee may elect to hold the hearing in the absence of such party upon a majority vote of the Committee members.

Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Committee members, the Vice President of Student Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Non-party witnesses will be present only when giving testimony. The Vice President of Student Services, or his/her designee, shall be responsible for preparing and presenting the College's case.

NOTE: All references in these hearing procedures to the "Vice President of Student Services" shall also apply to any designee of the Vice President.

2. The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the hearing committee to give evidence or argument on behalf of the student or ask questions of the committee or witnesses. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. In the event that a disciplinary hearing is scheduled for a student, and the student has been made aware of the date, time, and place, but fails to appear at the hearing, the hearing may be conducted in the student's absence.
4. The hearing will be recorded by either a certified court reporter or on audio or videotape. The record of the hearing, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Vice President of Student Services and will be kept confidential.

Order of Hearing

1. Opening remarks by the Chairperson of the Disciplinary Committee.
2. Review of charges and any action previously taken in the case by the Vice President of Student Services.
3. Opening statement by Vice President or his/her designee (not more than ten minutes).
4. Opening statement of not more than ten minutes by the accused student (not more than ten minutes)
5. Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Disciplinary Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself, but the Committee may take into account the failure of the student to testify when deliberating the evidence.
6. Closing statement (not to exceed 20 minutes) by the student.
7. Closing statement (not to exceed 20 minutes) by the Vice President of Student Services.
8. Deliberation by the Disciplinary Committee.
9. Report of Committee Findings.

The Disciplinary Committee will conduct its deliberation in closed and confidential session and, after reaching its decision, will orally inform the parties of the decision. Each party will subsequently be provided a written rendition of the findings of the Committee.

Prior to beginning any hearing, the Disciplinary Committee shall make an assessment as to what would be a reasonable amount of time to be allotted fora hearing and may limit the time for any or all aspects of the hearing so as to conform to the allotted time.

Rules of Evidence

The evidentiary standard to be used by the Committee shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the Committee shall determine, strictly upon the evidence presented, whether it was more likely than not that the allegation(s) made against the accused student was (were) true in terms of which of the evidence was more credible and convincing to the reasonable mind.

The Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

Disciplinary Action

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Vice President of Student Services and/or the Disciplinary Committee:

1. *Disciplinary 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.

2. *Disciplinary Probation.* This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action.

Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.

3. *Disciplinary Suspension.* This excludes a student from the College for a designated period of time, usually not more than two semesters. While on suspension, a student will not be allowed to take any course at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
4. *Class Suspension.* A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of"F"for each course from which he/she is suspended.
5. *Library Suspension.* A student may be suspended from using the library for improper or disruptive behavior in the library. Library suspension will be for a period of time not to exceed the remainder of the semester.
6. *Disciplinary Expulsion.* This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the probation against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
7. *Payment of Damages.* Charges will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.

Factual findings of the Disciplinary Committee shall be deemed correct and shall not be subject to appeal. Nor shall disciplinary actions imposed by the Disciplinary Committee be subject to appeal, except upon a written demonstration to the President of the College that the Committee: (1) was not formed in accordance with the above-described selection process or (2) acted blatantly contrary to the above-stated provisions for disciplinary action in terms of the type and/or severity of punishment imposed. In any case where the President determines that either of the two foregoing conditions was present, the President shall have the discretion of either affirming the disciplinary action, reversing the action, or dismissing in part and affirming in part the subject disciplinary action. If the student chooses to appeal the decision of the Disciplinary Committee for one of the two reasons stated above, a written statement of appeal would have to be submitted to the President's office within thirty (30) days after the student is first made aware of the Committee's decision.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

Intellectual Property for Students

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/ her work without any authorization from the College.

The student must obtain written consent from the College in order to use or publish material of which the student is neither the author nor the collaborator.

Computer Use Policy

Students are expected to know the college's computer use policy and to follow said policy. Any student who violates that policy will be formally charged in writing by the Vice President of Student Services.

Individuals are Fully Responsible for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as Calhoun computers and computer- related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the

Director of Information Technology. Student questions should be directed to the appropriate instructor or the Campus Dean or designee.

Limited Access: Calhoun reserves the right to limit the access of any and all employees and students to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds his/her respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended or revoked.

No user may knowingly

- Use either Calhoun computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/ or information of others, or any other purpose;
- Give passwords, access codes or other security access information to others;
- Share personal e-mail accounts.

Internet Access: Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined above or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of network etiquette. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Acceptable Use: It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of Calhoun.

Examples of acceptable use are

- Using the software/hardware only in the condition and settings provided by Calhoun. Users may not modify software settings to add or delete hardware components or modify software features, unless so instructed by appropriate college officials.
- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

Unacceptable Use: It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engaging in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engaging in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.
- Engaging in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Using any computer technology in a manner that violates patent protection or license agreements.
- Engaging in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/ or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engaging in any use that is illegal or results in the commission of any illegal activity.

- Using Calhoun computer technology to support or oppose any candidates or candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)
- Transmitting messages of a romantic or sexual nature to any person or persons.
- Creating, displaying, transmitting or making accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.
- Knowingly accessing or transmitting information which contains obscene or indecent material as defined by law.
- Knowingly performing an act; which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Creating copies, or taking into the user's personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person's computer account or allowing someone else to use your account (e-mail, secure systems, etc.).
- Sharing personal e-mail accounts.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempting to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

Access is a Privilege, Not a Right: Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e, Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/ or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to monitor, modify and/or delete any material posted on the Student Announcements and/or student e-mail account that is deemed to be inappropriate, in poor taste and/or not in keeping with the educational values of the College. Calhoun reserves the right to modify or clarify this policy at any time.

Computer Crimes: The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§1 3A-8-101 - 13A-8-103, makes it a crime fora person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony (imprisonment for 2-20 years and/or a fine up to $10,000 or double the damage or loss to the victim). Federal law also makes it a crime, without authorization, to access computers or computer networks devoted in part to Federal purposes. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Calhoun Computer Technology Acceptable Use Policy. Furthermore, this policy prohibits various actions (described above) which may or may not constitute a crime.

Student Complaint Process

Informal Student Complaint Process

Calhoun Community College has a variety of procedures for dealing with student-related issues, including grade appeals, academic dishonesty violations, student discipline, harassment complaints, and Student Grievance procedures. One area not generally covered by other procedures concerns informal student complaints about faculty, staff or student conduct. The College respects the academic freedom of the faculty and will not interfere with the exercise of appropriate discretion concerning the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the College recognizes its responsibility to provide students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures.

Wherever possible, complaints at Calhoun Community College are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are

encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Vice President of Academic Affairs or the Vice President of Student Services depending on the nature of the complaint. Students may also seek the assistance of the campus Student Advocate Office to facilitate an informal resolution. The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Vice President of Student Services, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

ISSUE	1ST RESPONSE - LEVEL I	LEVEL II
Academic Instructor Concerns	Instructor	Faculty Chair/Division Dean
Academic Probation/ Suspension	Records/ Admissions	Registrar/Director of Student Financial Svcs.
Admissions Application Process	Records/ Admissions	Director of Admissions/Registrar
Assessment/ Testing Center	Advising Center Staff/Testing Center Staff	Director of Advising and Retention/ Director Testing Ctr.
Academic Advising	Advising Staff/ Faculty Advisor	Director of Advising and Retention/ Faculty Chair
Blackboard Technical Assistance	IT Helpline	Instructor/Director of Distance Learning
Bookstore	Bookstore Manager	Dean of Business & Finance
Student Guided Campus Tours	Warhawk Sponsor	Vice President of Student Services
Staff Guided Campus Tours	Outreach Staff	Recruitment Coordinator
Discipline outside the classroom	Campus Police/ Staff Member	Vice President of Student Services
Financial Aid Issues	Financial Aid Staff	Director of Student Financial Services
Veteran Benefits	VA Coordinator	Director of Student Financial Services
Tutor Support	Subject Area Lab Assistant	Director of STAR Institute
Students with Disabilities	Disabilities Office Staff	504 Compliance Officer
Student Orientation	Orientation Instructor	Director of Advising and Retention
Transcripts	Records Office Staff	Director of Admissions and College Registrar
Refund Requests	Business Office Staff	Dean of Business & Finance
Parking Tickets	Campus Police	SGA Parking Appeals Committee
Police	Campus Police Staff	Campus Chief of Police/Executive Director of Facilities Maintenance and Safety
Workforce Solutions Faculty	Workforce Solutions Faculty	Dean of Workforce Solutions

Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint with the department chairperson or staff supervisor, or if the chairperson or supervisor is the subject of the complaint, with the person designated by the Vice President of Student Services. (This person will be referred to as the "Fact Finder.")

1. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct being complained about.
2. The Fact Finder shall promptly send a copy to the faculty or staff member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrong doing has occurred and that a faculty or staff member must not retaliate in any way against a student for having made a complaint.
3. The Fact Finder shall meet with the complaining student and faculty or staff member, either separately or together, to discuss the complaint and to try to resolve it. If a resolution is not possible and there are factual issues in dispute, an investigation shall be conducted.
4. The Fact Finder shall separately interview the complaining student, the faculty or staff member and other persons with relevant knowledge and information and shall also consult with the Vice President of Student Services and, if appropriate, the College Student Advocate. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter.

Student Grievance Procedures Involving Discrimination, Sexual Harassment, and Rights of the Disabled

INTRODUCTION

Calhoun Community College promotes the exchange of ideas among all members of the college community including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves, and that employees and students must feel confident that the appropriate authorities will promptly address a valid complaint or grievance concerning the College.

Provided, however, that if a complaint is in the form of an alleged violation of Title IX of the Education Amendments of 1972, the student shall file the complaint with the Vice President of Student Services using the grievance procedure adopted by the State Board of Education for Title IX grievances. That procedure can be found at Alabama Community College System Policy No. 620.0. In the event that there is a hearing on a Title IX grievance, the hearing procedure shall be the same as stated herein below.

Title IX 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 education program or activity receiving federal financial assistance." If the student is uncertain as to whether his or her complaint would be covered by Title IX, the student shall meet with the Vice President of Student Services to make that determination.

Anti-Harassment Policy

Calhoun Community College has a commitment to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Not only is such harassment or discrimination a violation of the policies of the Alabama Community College System, it is an institutional policy that any practice or behavior that constitutes such harassment or discrimination shall not be tolerated on any Calhoun campus or site, or in any division or department, by any employee, student, agent, or non-employee on any College property or while engaged in any College-sponsored activity. It shall also be a violation of this policy for a person to engage in such harassment or discriminatory practice or behavior through the use of any College owned or College controlled communication process, system or device.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.

Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and underTitle IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to such innocent conduct as occasional compliments on another's appearance; it refers to behavior with sexual connotations that would have the effect of interfering with, or the tendency to interfere with, the work, educational, or social environment of its victims. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex, and occurs when it consists of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work

or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may include, but is not be limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature;
3. Subtle pressure for sexual activity;
4. Threats or coercion used for the purpose of soliciting sexual favors;
5. Displaying pictures or other objects which are sexual in nature that would have the tendency to create a hostile or offensive environment and serve no legitimate business purpose;
6. Repeated conduct that has the effect of causing, or intent to cause, discomfort or humiliation, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes;
7. Repeated conduct that has the effect of causing, or the intent to cause, discomfort or humiliation in the form of (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) comments of a sexual nature about another's clothing or appearance; or (iii) remarks about sexual activity or prior sexual experiences.

Any student who is the victim, or intended victim, of sexual harassment should report the matter to the office of the Vice President of Student Services as soon as possible after the situation occurs. If the matter is determined by the Vice President to involve sexual harassment, it shall also be reported to the President of the College and to the Vice Chancellor for Legal and Human Resources, who shall also be kept informed of the progress and results of the investigation of the complaint. Any subsequent adverse treatment incurred by the reporting party that appears to be retaliation of, or related to, the report of sexual harassment should also be brought to the attention of the office of the Vice President of Student Services.

With further regard to relationships of a physical nature, Calhoun Community College employees determine the ethical and moral tone for this College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks which involve partiality, preferential treatment, or other improper use of position shall not be tolerated. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and a student for whom he or she has responsibility, or between any supervisor and an employee where preferential treatment results. Furthermore, such relationships have the potential of undermining the atmosphere of trust on which the educational process depends. Implicit in the concept of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinate employees there is always an element of power. Therefore, it is incumbent on those with authority not to abuse the power with which they are entrusted.

In order to accommodate the resolution of such situations, Calhoun Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.

A. INITIAL STEPS

Any student of Calhoun Community College who has a grievance against another student or a member of the Calhoun faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Vice President of Student Services in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint using a formal "plan of resolution."

If the student's complaint requires a formal "plan of resolution," a written report must be submitted to the Vice President of Student Services. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

B. INTERIM RESOLUTION

If the Vice President of Student Services should determine that the grievance is of a nature that there should be imposed an interim resolution pending the

outcome of the grievance procedure, the Vice President of Student Services shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.

C. FORMAL GRIEVANCE PROCESS

A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file, within ten business days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Vice President of Student Services. Any grievance must be filed within 45 calendar days of the occurrence of the alleged discriminatory act or the date of which the Grievant became aware that the discriminatory act took place.

The Vice President of Student Services will notify the student or a member of the Calhoun faculty, staff or administration of the charge(s) against him/her within five business days of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Vice President of Student Services is unable to do so, then the Vice President of Student Services may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

The College shall have thirty (30) calendar days from the date of receipt by the Vice President of Student Services of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

D. INVESTIGATION PROCEDURE

The Vice President of Student Services shall have the right to conduct such preliminary hearing(s) as the Vice President of Student Services or designee shall deem necessary to complete his/her investigation. The Vice President for Student Services shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Vice President of Student Services shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Vice President of Student Services (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Vice President of Student Services may, nevertheless, at his/ her discretion, schedule a hearing on the grievance if to do so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

E. HEARING PROCEDURE

In the event that the Vice President of Student Services schedules a hearing, the Vice President of Student Services or designee will appoint a qualified five-person committee. The Vice President of Student Services shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President or Vice President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she

deems appropriate to the Respondent's defense against the grievance. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Calhoun Community College. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may take into account the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

F. REPORT OF FINDINGS AND CONCLUSIONS

Within five (5) working days following the hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). The report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendations(s) arising from the grievance and the hearing thereon.

G. RESOLUTION OF GRIEVANCE

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Vice President of Student Services shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the grievance which shall be final and binding.

H. APPEAL PROCEDURE

The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Vice President for Academic Affairs of the College and Vice President of Student Services requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
    a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form available at (calhoun.edu/ACCSComplaint) or at the ACCS website (www.accs.cc). Students may submit completed complaint

forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:
Alabama Community College System
Attention: Office of the Vice Chancellor
for Instructional and Student Services
P.O. Box 302130
Montgomery, AL 36130-2130

b. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
c. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
d. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
e. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
f. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

2. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
3. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

EXCEPTION

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violation of law, Calhoun Community College policy, or standards of appropriate conduct, the President may, in his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

Violence Against Women Campus SaVE Act

In March of 2013, the campus sexual violence elimination act was passed by Congress as part of the reauthorization of the Violence Against Women Act (Campus SaVE 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.

Policy Statement

Calhoun Community College is committed to providing a safe learning environment that allows individuals to fully maximize their educational potential. Therefore, any form of domestic violence, dating violence, sexual assault, or stalking as defined under Alabama State Law, is strictly prohibited. Furthermore, the use of intimidating or abusive behavior that is directed at bullying (menacing) individuals with the intent of victimizing them is prohibited. The College will provide preventive educational programs that are designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Bystander Intervention

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: 1) notice the problem, 2) understand that the problem demands action, 3) feel responsibility to act, 4) choose what form of assistance to provide, and 5) respond.

Steps for Reporting Offenses

Any sexual offense crime committed on campus should be reported directly to Campus Police by dialing 256-306-2575 or 2575 from any extension on the Decatur campus, and 256-890-4711 or 4711 from any extension on-site in Huntsville. Any person reporting a sexual offense crime should take immediate steps to preserve the evidence. All incidents will be investigated and a report will be filed by the investigating officer; victims will be notified of their options to notify law enforcement. In the event of a sexual crime, assistance is available through the Student Services Office for making referrals to counseling services.

Campus Sexual Assault Victim Bill of Rights

- Victims shall be notified of their options to notify law enforcement when reporting a crime of domestic violence, dating violence, or stalking
- Reasonable changes to academic and campus work situation
- Referrals to counseling, assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing

- Unconditionally notified of outcome of hearing, sanctions, and terms of sanctions in place
- Speak (or choose not to speak) to anyone regarding the outcome
- Name and identity information kept confidential (FERPA)

REFERENCE

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, "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 education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974,"No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX Section 304 of the Campus Sexual Violence Elimination Act (Campus SaVE Act), requires institutions of postsecondary education eligible to participate in federal student aid programs to adopt and disclose in their Annual Security Report a summary of a policy regarding sexual assault (an existing requirement of the Clery Act) and other intimate partner violence defined to include stalking, dating violence, sexual violence, or domestic violence.

It is the official policy of the Alabama State Department of Education, including Postsecondary institutions under the control of the State Board of Education, 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.

Student Services

Student Services

PHILOSOPHY

The belief of each member of the Student Services staff at Calhoun Community College is that every student should have the opportunity to reach his or her maximum potential. Dedicated to this belief are the functions which comprise Student Services: Admissions and Records, Advising, Career Services and Cooperative Education, Freshman Orientation, Judicial Services, Recruitment, Retention Services, Service Learning, Services for Persons with Disabilities, Student Success Center, Student Support Services, Student Financial Aid, Student Activities, Testing Services, and Athletics.

The message from the Student Services Division to students and area residents is,"Calhoun cares about you." Included below is information related to programs and services not already described in other sections of this handbook.

ACADEMIC TESTING AND ASSESSMENT CENTER

Calhoun Community College Testing and Assessment Centers are open Monday-Friday. For more information and hours of availability, please contact 256-306-2522 (Decatur) or 256-890-4792 (Huntsville). In addition to assisting Calhoun academic faculty in providing academic credit testing and distance learning exams for Calhoun courses, the Testing Centers offer fee-based testing appointments for a variety programs and services: WorkKeys assessments, ACT Residual testing, CLEP exams, academic testing for other educational institutions, and many other employment and occupational certifications.

ADVISING CENTERS

Academic advising for students at Calhoun Community College occurs in the Advising Centers. Also available in the Advising Centers is access to the Alabama Articulation Program (also called STARS - Statewide Transfer and Articulation Reporting System). STARS is a computerized articulation and transfer planning system 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 and ensures transfer of all two-year college credits if a pre-described course of study is followed. STARS is an efficient and effective way of providing students, counselors, advisors, and educators with accurate information upon which transfer decisions can be made. Students who are interested in receiving STARS information should log on to the STARS home page at http://stars.troy.edu. Students who do not have internet access are welcome to walk-in to one of the Advising Centers and use our computers to access the STARS Guide.

CAREER SERVICES

The Career Services Department provides career information to Calhoun Community College students,

alumni, and community members. Career services offers the Focus 2 career interest inventory, career advising, local and national career information, and job-search skill development (e.g. mock interviews and resume reviews). The department offers students and employers a method of connecting online through our HireCalhoun portal, which allows job seekers to search and apply for jobs while employers are able to find suitable candidates. On-site job fairs are hosted by the career services team to benefit local industry and our students and community job seekers. Additionally, Calhoun Community College's cooperative education program is available to students in a wide variety of major emphases and programs. The co-op program provides students with experience in their chosen fields and allows employers to connect with their future workforce. Students are welcome to make an appointment to meet with a career services representative from the link on the career services webpage.

EMERGENCIES

In case of medical emergencies, the College's Security/ Police Department arrange for the student, at his/her expense, to be transported by ambulance to a nearby emergency room for treatment.

FINANCIAL AID

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

Office of Student Financial Services
Calhoun Community College
P.O.Box 2216
Decatur, AL 35609-2216

FINANCIAL AID PROGRAMS AVAILABLE at Calhoun Community College include the following:

1. Alabama Student Assistance Grants
2. Federal Work-Study
3. Federal Pell Grants
4. Federal Direct Student Loan
5. Dorothy B. Johnson Loan Fund
6. Federal Supplemental Educational Opportunity Grants
7. Veterans', Service Members', and their Dependents' Benefits
8. Workforce Investment Act (WIA)
9. Scholarships
    a. Academic
    b. Calhoun Foundation
    c. Fine Arts
    d. Senior Adult Program
    e. Scholarships for Disadvantaged Nursing Students (SDS)

FOOD SERVICE

Calhoun provides food service from outside vendors Monday-Thursday on the Huntsville Campus Student Center, Sparkman Building, from 7am-7pm; and from 11 am-1 pm on the Decatur Campus Hawk's Lounge (MSA 120). Please check calhoun.edu/food for a current list of vendors.

GRADUATION

It's so easy to apply for graduation at Calhoun. Even if you plan on transferring to pursue another degree, receiving your Associate's degree from Calhoun Community College is valuable and a great start to your academic career. To apply for graduation, you simply complete the graduation application and survey, which can be found at our website, www.calhoun.edu, under Admissions and "other forms." You can also come into the Admissions and Records Office in either location and we can help you fill out the forms. There is a $25 fee for a copy of your diploma.

INTRAMURAL SPORTS

An Intramural Sports program is offered through Student Activities with assistance from the Physical Education Department. Students currently enrolled in the College are eligible to participate. Contact Student Engagement Coordinator, Kelly Hovater, (kelly.hovater@calhoun.edu) or the Physical Education Department for more information.

MUSE

Muse, an annual journal that highlights student poetry, prose, art, photography, and student opinions, is a project of the Language Arts Department. The chairperson of the Humanities Division appoints a committee to oversee the product. Funding for Muse is provided through the Language Arts budget.

SERVICE LEARNING

The Office of Student Services is responsible for the administration and implementation of Calhoun's Service Learning Program. The College has established partnerships with many community agencies for the purpose of placing Calhoun students in service learning project assignments on a semester-by-semester basis. A listing of these agency agreements is available on the website. The Service Learning Coordinator serves as the liaison between the College and all community agencies. The Coordinator is the primary person responsible for developing and maintaining agency

agreements, along with faculty participation in the Service Learning Program. Several courses now offer service learning as an option.

Should you have questions about the program, please contact the Service Learning Coordinator at (256) 256-306-2870.

SERVICES FOR PERSONS WITH DISABILITIES

Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended). Any student who requires information or needs academic adjustments or accommodations should contact a staff member.

STUDENT DISABILITY SERVICES

Dr. Ina Wilson Smith
Director, Student Disability Services/ADA
Chasteen Student Services Center, Room 220
(256) 306-2630
ina.smith@calhoun.edu

Wendy Morgan, Executive Secretary
Chasteen Student Services Center, Room 220
(256) 306-2630
wendy.morgan@calhoun.edu

Tequila Cohen, Office Clerk
Huntsville, Sparkman Building, Room 101Ec
(256) 890-4756
tequila.cohen@calhoun.edu

Hours of operation are:

HUNTSVILLE
Monday -Thursday (9:00 am - 5:00 pm)
Appointments outside regular schedule can be arranged in advance.

DECATUR
Monday-Thursday (7:45 am - 5:15 pm)
Friday (7:45-11:45 am)
Appointments outside regular schedule can be arranged in advance.

STUDENT ADVOCATE

The Student Advocate Office was created to help students and potential students solve college-related problems by providing individual attention to each issue. It is important that these problems be handled in a direct, expeditious, and friendly manner. If a student or potential student has tried without success to resolve a problem on campus, he or she should contact the Student Advocate Office.

The Student Advocate Office is open the following dates/times:

Decatur: Monday - Thursday 7:45 a.m. until 5:15 p.m. and Friday 7:45 a.m. until 11:45 a.m.

Huntsville: Every first Monday and second Tuesday of each month, 8:30 a.m. until 4:30 p.m.

For more information or to schedule a meeting, stop by the office located in Chasteen Student Services Center, Room 107 Decatur campus, or Room 101E (c) in the Sparkman Building in Huntsville. You may also call 256-306-2870 or e-mail the office at stadvocate@calhoun.edu.

STUDENT SUCCESS CENTER - STAR INSTITUTE

The Student Tutoring and Academic Resource (STAR) Institute is a comprehensive one-stop shop for academic support services on campus. These include, but are not limited to: tutoring, academic coaching, workshops on topics related to academic skills and behaviors, and college success strategies seminars. Scheduled and drop in appointments for tutoring are available in most subject areas. All STAR Institute programs and services are free to all students at Calhoun Community College. The STAR Institute is located in Room 230 on the 2nd floor of the Chasteen Student Services Center at the Decatur Campus and Room 206 in the Sparkman Building on the Huntsville campus. The hours of operation are Monday through Thursday from 8:00 a.m. – 8:00 p.m. Friday hours are 8:00 a.m. – 11:45 a.m. The front desk number in Decatur is 256-306-2594 and the front desk number in Huntsville is 256-713-4882.

The STAR Institute also provides both a Writing Center and Math Lab on each campus. These labs are available for drop in assistance. Computers are available for student use and print stations are available with the purchase of a print card. These centers are available for students to drop in and receive free assistance with their coursework. At the Decatur campus, the Math TLC is located in Math Science Administration building, room 118, phone (256)306-2740. The Decatur Writing Center is located in Harris Hall, room 346, phone (256)306-2511. At the Huntsville campus, the Math TLC is located in the Math, Science, CIS building, room 1106, phone (256)890-4908. The Huntsville Writing Center is located in the Sparkman building, room 133A, phone (256)890-4769. Hours vary each semester for these centers.

For more information on any of the services provided by STAR Institute, please visit https://calhoun.edu/tutoring/.

FITNESS & WELLNESS CENTER

The Fitness & Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stationary and recumbent bicycles, elliptical machines, etc. The center also offers a a variety of strength training equipment. Full dressing rooms and shower facilities are available.

All currently enrolled Calhoun students have a $10 Access/Wellness fee each semester which entitles all students access to the Fitness & Wellness Center in Kelley Gymnasium (K-126, K-128, and K-118) and the Fitness & Wellness Center in Huntsville (Sparkman Building, Room 26). Students must be dressed in athletic attire, present a Calhoun I.D. and complete a medical release form in order to utilize the Wellness Center.

Decatur campus hours of operation are Monday – Thursday, 7:30 AM – 5:00 PM and Fridays, 7:30 AM – 11:30 AM. Contact the Decatur Fitness & Wellness Center at 256-306-2792 for additional information.

The hours of operation for our Fitness and Wellness Center in Huntsville are Monday – Thursday, 9:00 AM – 7:30 PM. Contact the Huntsville Fitness and Wellness Center for additional information: 256- 890-4988.

Campus/Site Information

Campus/Site Information

DECATUR

Calhoun's Decatur campus offers classes from 8:00 a.m. until 9:45 p.m., Monday through Thursday, and limited classes 8:00 a.m. -11:45 a.m. Friday. Most student support offices are open from 7:45 a.m. until 6:00 p.m., Monday through Thursday, and 7:45 a.m. -11:45 a.m. Friday. The Decatur campus includes classroom buildings; Brewer Library; labs for technologies, sciences, and allied health; physical education facilities and the Wellness Center. Directions and information are available on the Calhoun website at www.calhoun.edu.

Evening classes are available for students who prefer to attend classes in the late afternoon or evening.These working and motivated students are considered a vital part of Calhoun Community College. The evening program is governed by the same policies and procedures as day classes. Student services and academic requirements are also the same for all students at the college.

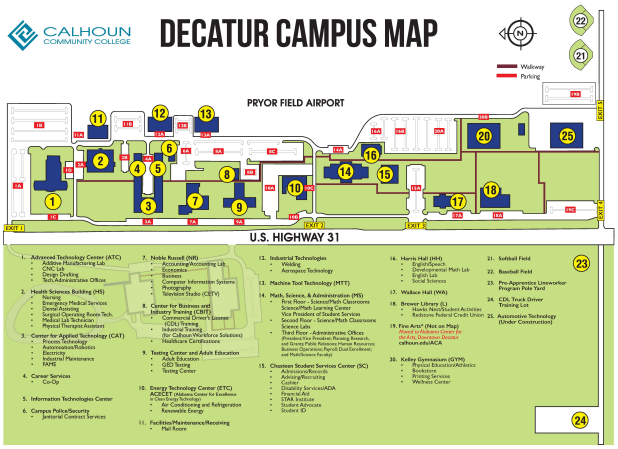
HUNTSVILLE

For students who wish to take Calhoun classes in the Huntsville area, Calhoun offers courses each semester at its Huntsville campus located in Cummings Research Park at 102 Wynn Drive. The Huntsville campus provides day, evening, and Saturday classes in most general education subjects. Students wishing further information about classes available at the Huntsville campus should call (256) 256-890-4747. Huntsville offices are open Monday - Thursday, 7:45 a.m. - 6:00 p.m. and Friday, 8:00 - 11:45 a.m.

LIMESTONE CORRECTIONAL FACILITY

Calhoun Community College offers certain technical/ vocational programs for inmates at the Limestone Correctional Facility at Capshaw. Available only to the incarcerated who have appropriate educational credentials, programs include Carpentry, Design Drafting, Electrical Technology, Horticulture, Masonry, and Welding. Adult literacy and Adult Basic Education classes are offered, which can lead to passage of the GED test. For further information about the Limestone Correctional Facility programs, contact the Director for LCF Calhoun, (256) 216-2207.

Campus Maps



Decatur Campus Map Download

Hunstville Campus Map Download

Alabama Center for the Arts (Decatur)

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